

Jamil Dada
WDB Chairperson

Heidi Marshall
WDB Executive Director



Infinite Opportunity, Lasting Prosperity

Francisca LeDoux Hernandez
WDB Vice Chairperson

Carrie Harmon
WDB Deputy Director

Executive Committee: Minutes October 19, 2016

Workforce Development Board (WDB) Chairperson Jamil Dada called the meeting to order at 10:35 a.m.

Members in Attendance

Jamil Dada	Francisca Hernandez	Morris Myers	Juan De Lara	Sharon Duffy	Lea Petersen
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Members Absent

Laurie Stalnaker	Sonia Nunez	Diane Strand			
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Guests

Jeff Critchley					
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Staff

Carrie Harmon	Thi Pham	Rilla Jacobs			
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Administrative Item: 1.1 Approve the August 17, 2016, Executive Minutes

Motion: That the WDB Executive Committee approve the August 17, 2016, Executive minutes.

Moved by	Juan De Lara	Second by	Morris Myers	Abstain	None	
Vote	Aye	6	No	0	Abstain	0
Status	Approved					

Administrative Item: 1.2 Approve the Workforce Development Board Executive Committee's 2017 Calendar Dates

Vote	Aye	6	No	0	Abstain	0
Status	Approved					
Discussion	Juan De Lara suggested that the Indio Workforce Development Center (WDC) be approved as a designated teleconference site for all 2017 Executive Committee meetings. He also recommended that one WDB meeting be held at a site in the mid-county area of the Riverside County. Members agreed and asked him to put forth the motion.					
Motion: That the WDB Executive Committee approves the Indio WDC as a designated teleconference site for all 2017 Executive Committee meetings and that one WDB be held at a site in the mid-section for Riverside County.						
Moved by	Juan De Lara	Second by	Morris Myers	Abstain	None	
Vote	Aye	6	No	0	Abstain	0
Status	Approved					

Reports :

Coachella Valley Workforce Summit

Juan De Lara	<p>Workforce Summit update – sponsorships are coming in. We have two \$1,000 and \$3,000 from the State Employer Training Panel (ETP). Our keynote speakers are: District Four Supervisor, John Benoit, Stewart Knox State of California ETP, and Sid Voorakkara of California GoBiz.</p> <p>November 17, 2016, from 7:00 – 11:00 am, at the Fantasy Springs Resort. Tickets will be \$25.00 to cover our costs. This year's focus will be on small business and how they can utilize our workforce programs. Also, the needs of small of business. With our program and speakers complete, we will begin to focus on selling tickets and bring in small businesses. We hope to bring in at least 170 – 200 attendees. Sponsors will have a reserved table inside and a promotional table outside.</p>
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	An invite will be sent to WDB members to attend.
Chairperson's Report	
Jamil Dada	<p>Update on Youth Advocacy Washington D.C. trip. Six Youth from the ResCare and California Family Life Center, Youth Opportunity Centers (YOC) went Washington to meet with our legislatures to advocate and inform them on the challenges young adults face in today's economic dynamics.</p> <p>We had seven visits and saw four members face to face. We were able to tour Washington DC and show the young adults how our government works. The Youth Services of the Department of Labor wants to tape our youth stories and show how supportive our YOCs are and make them a model.</p> <p>There is a continuing resolution. Congress will return for ten days after the elections to continue the resolution until February 2017. We are still advocating with the Appropriations Committee to fully fund the Workforce Innovation and Opportunity Act (WIOA) for five years at the recommended funding amounts.</p>
Executive Director's Report	
Carrie Harmon	<p>Informed the committee that last Wednesday, October 12, 2017, due to our budget situation we initiated a lay-off action and met with the 26 impacted employees. Some will no longer be employed by the county and others may take demotions to a previous classification. Jamil asked if the unemployed workers would be offered jobs in other departments.</p> <p>Carrie responded with the redevelopment monies now being redirected to the state there are much fewer opportunities to reassign employees in the Economic Development Agency. Laid-off employees will go on a list and when job opportunities come up they must meet the requirements and interview for the position. Sharon asked exactly how many employees were being laid-off. Carrie responded she did not have the exact number, but possibly 18 people. Some will also retire early.</p> <p>Carrie informed members that a second round of lay-offs is not planned. If the \$2 million in salary savings is not reached in this round, the next lay-off will not be in the Development Specialist classification. After the lay-off and redistribution of assignments are complete Carrie will send out an update to the Executive Committee after the first in November. Jamil asked that the Executive Committee be informed if there is another round of layoffs.</p> <p>Morris asked if the layoffs and cutting IT costs would make Riverside Workforce when the Requests for Proposals for One-Stop Operations goes out. Carrie responded yes. There is a meeting planned with RCIT to discuss moving away from them and procuring another company to run our IT. Carrie will keep the Executive Committee informed on the results. We hope to realize a \$300 - \$400 thousand savings. Along with the savings from closing the Southwest Workforce Center.</p>
SlingShot Implementation Report	
Carrie Harmon	We have provided you with a copy of the implementation report we are required to submit to the state. We continue to move ahead on this project. We have requested a time extension so we can accomplish our goals in the plan. We have released a Request for Qualifications for our Healthcare and Manufacturing consultants.
PY 2016-18 Proposed Performance Goals	
Carrie Harmon	<p>We met with state staff to negotiate our performance measures. Because of our local market conditions, the skill levels of our workers, and servicing high barriers customers we were able to negotiate our measures. We are confident we will meet our goals for this year.</p> <p>Morris asked if a better plan to track clients after they have gotten jobs has been created. Carrie responded there is a way to track this, but there is a lag time in the data. The Wage Base File is how we track. There is no real time tracking. Jamil commented that WIOA regulations regarding tracking of clients will be coming out soon.</p>

Discussion Item:

Member Initiatives

Jamil Dada	The Thanksgiving Day Feast for Riverside needy families will be held Tuesday, November 22, 2017. The Culinary Academy has moved downtown, and we will still be involved with this tradition. We are asking the WDB to help raise donations for this event. We average 400 – 600 meals each year and provide an outstanding meal to the families.
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Workforce Development Board Chair and Vice Chairperson Election Process

Jamil Dada	<p>The 2017 Chair and Vice-Chair will be elected at the WDB December 14, 2016, meeting. The nomination letter will be spent out and members need to respond as soon as possible.</p> <p>There are 3 portions to our holiday meeting 1) a short Executive Committee meeting, 2) a working WDB</p>
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	meeting, and 3) our public portion with elected officials and guest speakers. We hope have the new dean of the UCR medical school as a keynote speaker Sharon will help with getting the invitation to her. Dan Rounds is a senior staff of the State Board to give a state update on WIOA implementation and were it is going for California.
Riverside County Workforce Development Board Local Planning	
	MaryAnn Pranke – lead the committee through a Strength, Weakness, Opportunity and Threat analysis exercise.

Adjourned: 12:18 pm

	Recap of Actions	Person Responsible
	Send out Evite to WDB members for Workforce Summit 11/17/2016	Rilla Jacobs
	Send update on layoffs to Exec. Committee after 11/01/2016	Carrie Harmon
	Find out if online donations to Thanksgiving Feast is possible	Rilla Jacobs
	Send nomination letter to WDB members for December elections	Rilla Jacobs
	Send out Save the Date for WDB Holiday Meeting & lunch	Rilla Jacobs
	Check on speakers	Jamil & Carrie
	Add teleconference information to Exec. Comm. Mtg. agenda	Rilla Jacobs

ANNOUNCEMENTS	
	11/17/16 East Committee Workforce Summit
	12/14/16 WDB Holiday Meeting and Lunch
	Reginald Javier is the new Deputy Executive Officer for San Bernardino Workforce Development