

Morris Myers  
WDB Chairperson

Heidi Marshall  
WDB Executive Director

Carrie Harmon  
WDB Deputy Director



Francisca LeDoux Hernandez  
WDB Vice Chairperson

Mark Christiansen  
WDB Deputy Director

Rilla Jacobs  
WDB Secretary

*Infinite Opportunity, Lasting Prosperity*

## Executive Committee December 2, 2015

WDB Chair Morris Myers called the meeting to order at 11:53 a.m.

### Members in Attendance

Morris Myers	Jamil Dada	Lea Petersen	Diane Strand
Laurie Stalnaker	Sharon Duffy		

### Members Absent

Juan De Lara	Sonia Nunez	Francisca LeDoux Hernandez	
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### Guests

Zack Wybert			
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### Staff

Heidi Marshall	Carrie Harmon	Mark Christiansen	Olga Cornejo
Loren Sims	Rilla Jacobs	Rob Moran	Lenny Pimentel

### **Administrative Item: 1.1 Approve the October 21, 2015, Executive Notes**

**Motion:** That the WDB Executive Committee approve the October 21, 2015, Executive Notes with the recommended corrections:

Moved by	Jamil Dada	Second by	Lea Petersen				
Status	Approved	Aye	5	Nay	0	Abstain	0
Discussion	Member Rick Glasmann's name was misspelled. The request was made to have it corrected to read Rick Glasmann instead of Ron Glasmann. The Youth Advocacy trip to Washington DC included 6 youth, the notes incorrectly stated 5 youth attended. The request was made to have the notes corrected to read 6 youth.						
Action:	Notes approved with the following corrections: Rick Glasmann changed to Ron Glasmann, 5 youth to 6 youth.						

### **Administrative Item: 1.2 Approve the Business Process Improvement Services Request for Proposal PY 2015/2016**

**Motion:** That the WDB Executive Committee approves the recommendation to award California Manufacturing Technology Consultants (CMTC) agreement of \$100,000 to provide business process improvement services from January 1, 2016, through June 30, 2016.

Moved by	Sharon Duffy	Second by	Laurie Stalnaker			
Status	Approved	Aye	5	Nay	0	
Discussion	In support of the WDB's Strategic Plan, the Economic Development Agency/Workforce Development Division released a Request for Proposal (RFP) on September 28, 2015, to procure Business Process Improvement Services for Program Year (PY) 2015/16. Business Process Improvement Services include assistance with lay-off aversion, job-retention services, strategic and financial planning, quality assurance, energy efficiency, IT systems and human resource development.  Three proposals were received before the closing date of October 28, 2015. After reviewing the proposals, only one bidder was determined to meet the specification in the RFP. The two other bidders did not meet the minimum specifications as outlined in the RFP. CMTC successfully partnered with Riverside County Workforce Investment Board in PY 2014-15.  Results of this prior partnership with the Riverside County WIB provided Manufacturing sector business process improvement and layoff aversion services to 10 manufacturers resulting in: <ul style="list-style-type: none"><li>• 123 jobs retained,</li><li>• \$16.5M in retained sales,</li></ul>					

	<ul style="list-style-type: none"> <li>• \$5.77M in forecasted increased sales and</li> <li>• \$2.897M in cost savings.</li> </ul>		
	Proposed Consultant	Scope of Work	Total Cost
	California Manufacturing Technology Consultants	<ul style="list-style-type: none"> <li>• Provide business process improvement and layoff aversion services to a minimum of 10 manufacturing businesses</li> <li>• Document 100 retained jobs</li> </ul>	\$100,000
	<b>TOTAL AMOUNT NOT TO EXCEED</b>		<b>\$100,000</b>

### Administrative Item: 1.3 Member Initiatives

Discussion	<p>Laurie Stalaker – Our Labor Council and Apprenticeship Program in San Bernardino has done many presentations for apprenticeship at various schools and they have collected pallets of tools and supplies to distribute to low income schools.</p> <p>Lea Petersen – Invited members to tour the Gas Company’s above ground compression pipeline facility and meet with its Human Resources to discuss training and education for future employees. Lea suggested having the West Committee’s next meeting held at the facility, but due to limited space it was decided to keep the visit a tour.</p> <p>Morris Myers – the Riverside Economic Development Division’s held the Grand Opening for its new Business Center on December 2, 2015. The Business Center will serve as a one-stop location to assist anyone who is/wants to do business in Riverside.</p> <p>Morris requested a current roster of WDB members be prepared and sent to all current and past WDB members. He also requested an exploration of the percentage of membership make necessary to remain in compliance be conducted, in case the Board wanted to bring in an additional member.</p>
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### Discussion Item: 2.1 Board Assembly Standards and the Brown Act Training

<b>Discussion</b>	
Olga Cornejo	<p>Passed out the Board Standard Assembly Guide binder. The binder contains information on board rules, responsibilities, and ethics training. She showed a video on the Brown Act, which gave historical background on the Act and went over the basics within the Act.</p> <p>Questions regarding the Ethics Training portion were raised. After discussions were held the request was made that the Executive Committee take and complete the training by January 31, 2016. A reminder to take the training will be sent out at a later date.</p>

### Discussion Item: 2.2 Regional Plan (Due March, 2017)

<b>Discussion</b>	
Carrie Harmon	<p>Under WIOA we are required to partner with San Bernardino County to create a regional plan for our combined workforce areas. With Board approval we will move forward with San Bernardino with the process. The process will to create a Request for Proposal to secure a consultant, who will embark on a 12 month planning process to create the plan for the workforce needs of our combined regions.</p> <p>The cost is estimated to be around \$10, - 15,000. The consultant will be chosen through the competitive proposal process and the boards will be involved in the process. Having the consultant involved in the strategic planning process is a way to have an impartial third party view our individual counties needs and make recommendations.</p>

### Discussion Item: 2.3 December Board Meeting and Annual Holiday Luncheon Update

<b>Discussion</b>	
Rilla Jacobs	Updated the members on the progress for the Annual Holiday Meeting and Luncheon.

### Reports :

<b>Federal and State Report</b>	
Jamil Dada	Met with the appropriation committee in Washington D.C. three weeks ago to encourage them to approve the funding set for WIOA. We received a good response and members are confirming their support.

	<p>The DOL wanted to have a national meeting to convene the boards on January 27-29<sup>th</sup>, 2016, and roll out the official regulations for WIOA. Now the DOL wants each of the 50 states to send 15 people to this conference. They want the delegation to have some local WDB members and some state people. Tim Rainey and Jamil will work on forming the delegation.</p> <p>WIOA will become official on July 1, 2016. For the first 12 months DOL will randomly select Boards around the country for audits to see if they are confirming to the regulations. For the first two years no one will be penalized if they are not in conformance; however, will receive technical support to help bring them into compliance.</p> <p>The State Plan for American Job Centers in California will have job centers serve as on ramps for providing skill attainment to job seekers. The state has divided its 58 counties into 15 regions to have regions start working together. WIOA is formalizing workforce boards to working more closely with other groups such as economic development, education, training and education providers.</p> <p>California needs to submit their plan to the government by March 3, 2016. Plans will be rolled out and implemented; any bugs that are discovered will be addressed as they are found.</p> <p>Slingshot is moving along well and we have received very good information from healthcare and manufacturing on their training needs for workforce.</p>
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### Regional Committee Reports

West	<p>Lea – at our last meeting we collected \$275 in donations for the annual holiday feast. Collectively over \$1400 was collected to meet the donation goal. Jamil and Carrie gave a WDB presentation at Good Morning Corona. There were over 120 businesses there to hear what Workforce Development can provide.</p>
East	<p>Wendy – the East Committee held its Workforce Summit on November 12, 2015. The Summit provided businesses with Workforce Development information, a panel of experts, and testimonials on the types of services businesses can utilize to assist them and information on WIOA.</p> <p>At our regular meeting we did a debriefing on the Summit and discussed having one next year and what we can do better. Also, we discussed adding agriculture and hospitality as key industries in our region. We have a structure for our youth committee, and we are collecting additional information before we create our disability committee. We don't want to recreate the wheel and Coachella Valley Economic Partnership CVEP already has a youth program we can tap into. Member Chuck McDaniel agreed to serve on the youth committee and attend the CVEP meetings. He will report back to the East.</p>
Southwest	<p>Diane Strand - we are still struggling to get private sector businesses to attend our meetings. We decided to create an adhoc committee to revise how we present our meetings to our region. We have Temecula and other individuals involved to help revamp our agendas and show people what types of resources workforce development can offer. We discussed apprenticeship programs and how to bring more of them into the Southwest area.</p>

### Chairman's Report

Morris Myers	<p>Thanked members and staff for their efforts and hard work throughout the year. Also in the past we have done an outreach effort to the National Association of Workforce Boards, Morris inquired if this item will be coming up in the future. The response was yes.</p>
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### Director's Report

Heidi Marshall	<p>WIOA attempts to bring workforce and economic development together to work as a unit and to leverage resources to help individuals to become employed. To assist in this effort we opened a storefront presence in downtown Riverside close to other entities which help businesses get started. If we are able to better assist businesses in their efforts, we hope they will be able to hire more jobseekers. The Grand Opening for the Business Center was December 2, 2015, and will be staffed with employees from workforce business solutions team and economic development, and there is room for other partners. It is next door to our Excite Incubator.</p> <p>We are pursuing federal funding for a Promise Zone for the Coachella Valley, and Riverside County will be the applicant. We are also working with Probation to assist our re-entry folks. We are continuing to consolidate and fifth floor staff will be moving to the fourth floor.</p>
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Adjourned: 1:17 p.m.