

Jamil Dada  
WDB Chairperson

Heidi Marshall  
WDB Executive Director



Juan De Lara  
WDB Vice Chairperson

Carrie Harmon  
WDB Deputy Director

## Executive Committee: Minutes June 26, 2017

WDB Chairperson Jamil Dada called the meeting to order at 1:04 p.m.

### Members in Attendance

Jamil Dada	Layne Arthur	Laurie Stalnaker	Sharon Duffy
Juan De Lara	Morris Myers		

### Members Absent

Sonia Nunez	Diane Strand	Lea Petersen	
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### Staff

Carrie Harmon	Janet McFall	Carolina Garcia	Loren Sims
Rilla Jacobs			

### **Administrative Item: 1.1 Approve the May 24, 2017, Executive Minutes**

**Motion: That the Workforce Development Board (WDB) Executive Committee approve the May 24, 2017 meeting minutes**

<b>Moved by</b>	Morris Myers	<b>Second by</b>	Layne Arthur	<b>Abstain</b>	None	
<b>Vote</b>	Aye	5	No	0	Abstain	0
<b>Status</b>	Approved					

### **Administrative Item: 1.2 PY 2017/18 One-Stop Operator for America's Job Centers of California (AJCC) Workforce Development Centers of Riverside**

**Motion: That the WDB Executive Committee approve the PY 2017/2018 One-Stop Operator for America's Job Centers of California (AJCC) Workforce Development Centers of Riverside.**

<b>Moved by</b>	Laurie Stalnaker	<b>Second by</b>	Morris Myers	<b>Abstain</b>	None	
<b>Vote</b>	Aye	5	No	0	Abstain	0
<b>Status</b>	Approved					

**Discussion**  
Carrie Harmon – the Riverside County Purchasing Department released a Request for Proposal for the One-Stop Operator on behalf of the WDB. The request was extended to allow for more responses to come in. A total of three proposals were received. The respondents were ResCare, Citadel, and San Bernardino Community College. The contracts were reviewed and rated by Carrie Harmon, Cheri Greenlee, and JoDee Slyter. After the proposals were reviewed and rated, the contract was awarded to ResCare.

The One-Stop Operator will serve as the facilitator and coordinator of the Economic Development Agency/Workforce Development Division Workforce Board's AJCC partners shared services. The AJCC Operator will manage the Partner Memorandum of Understanding (MOU), throughout Riverside County during Program Year July 1, 2017, through June 30, 2018, with subsequent annual approvals through June 30, 2020. ResCare's continuing management of the contract is contingent upon their meeting performance and outcome goals as required by WIOA. The AJCC Operator is expected to coordinate the delivery of services utilizing the Partner MOU to sustain a unified system initiated through the use of resource sharing and joint infrastructure cost funding.

Proposed Contractor	Scope of Work	Total Cost
ResCare	Outlined in proposal to be included in final agreement	\$100,000
<b>TOTAL AMOUNT NOT TO EXCEED</b>		<b>\$100,000</b>

	<p>Jamil asked how this would affect staffing, communications with the Board of Supervisors, and day-to-day operations. Loren responded there would be no change in our regular processes. Jamil informed members that the initial reason for using One-Stop procurement was to decrease costs, but with the final cost numbers including the operator show a \$100,000 increase. Loren responded there will be some efficiency's realized by freeing staff to work on other WIOA required mandates and programs.</p> <p>Laurie asked about ResCare's training history. Staff responded, they are a national company, who is used nationwide by other workforce centers. Staff informed members that the cost is for one person's salary to coordinate the Partner MOU and will keep us in compliance with WIOA. Layne asked to see the line item in the budget for the One-Stop Operator. Staff responded that it will be listed in the contracts and professional services line item portion of the budget and the cost will be allocated out of the Adult/Dislocated Workers and Youth formula funding. This item budgeted for by using a 6 percent projected funding reduction and the actual final reduction was 4 percent. ResCare will hire and appoint a staff person to fill this position.</p> <p>Discussions were held on the contract's length and what the process would be if the WDB was dissatisfied with the performance, and how evaluations and renewals would be handled if performance was satisfactory.</p>
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<b>Administrative Item: 1.3 PY 2017/18</b>						
<b>Information Technology Services Request for Proposal</b>						
<b>Motion: That the WDB Executive Committee approve PY 2017/18 Information Technology Services Request for Proposal</b>						
<b>Moved by</b>	Layne Arthur	<b>Second by</b>	Sharon Duffy	<b>Abstain</b>	0	
<b>Vote</b>	Aye	5	No	0	<b>Abstain</b>	0
<b>Status</b>	Approved					
<b>Discussion</b>	Loren informed the Committee that this is a recommendation to outsource the Workforce Development Divisions IT services. A Request for Proposal was released on March 8, 2017, and the original due date of April 6, 2017, was extended an additional 30 days. One proposal was received from Jaguar Computer Systems Inc. This bid will replace our current \$1.2 to \$1.6 million contract with RCIT. The first year budget is estimated to be \$550,000 and subsequent funding recommendations will be at a cost of up to \$350,000 per year. This first year's budget includes roughly \$150,000 in upfront equipment and licenses costs. This will put our WDB IT costs in line with other workforce boards.					

<b>Administrative Item: 1.4 Regional Training Coordinator</b>						
<b>Motion: That the WDB Executive Committee approve the funding recommendation for the Regional Training Coordinator</b>						
<b>Moved by</b>	Morris Myers	<b>Second by</b>	Laurie Stalnaker	<b>Abstain</b>	None	
<b>Vote</b>	Aye	5	No	0	<b>Abstain</b>	0
<b>Status</b>	Approved					
<b>Discussion</b>	<p>The State of California provided the Riverside and San Bernardino region with funding to hire a Regional Training Coordinator. As a region it was determined to competitively bid out this contract to an external partner. The State also awarded our region roughly \$250,000 in training funds for staff.</p> <p>Discussion was held on who would be eligible to receive any of the training. A training plan has been created for both regions, and is being reviewed by the California Workforce Association. San Bernardino Community College District was chosen to be the regional coordinator, and they will implement the training plan.</p>					

<b>Administrative Item: 1.5 Workforce Innovation and Opportunity Act Partner Memorandum of Understanding (WIOA Partner MOU)</b>						
<b>Motion: That the WDB Executive Committee approve Workforce Innovation and Opportunity Act Partner Memorandum of Understanding (WIOA Partner MOU)</b>						
<b>Moved by</b>	Morris Myers	Second by	Layne Arthur	Abstain	None	
<b>Vote</b>	Aye	5	No	0	Abstain	0
<b>Status</b>	Approved					
<b>Discussion</b>	<p>The WIOA Partner MOU Phase II is the consideration of the cost elements of being a copartner within the One-Stop system. Phase II also puts dollar value on partners who want to be co-located in the One-Stop. It can be actual dollars, in-kind contributions, or local funding.</p> <p>EDD Directive 15-12 set forth the guidance for the WIOA Partner MOU. Phase II of the Partner MOU must be completed and submitted to the State no later than August 30, 2017. Phase II of the MOU will go to the Board of Supervisors on July 25, 2017. Each partner has reported what their in-kind or financial contribution will be to the agreement.</p>					

<b>Administrative Item: 1.6 Regional Organizer</b>						
<b>Motion: That the WDB Executive Committee approve Regional Organizer</b>						
<b>Moved by</b>	Layne Arthur	Second by	Morris Myers	Abstain	Laurie Stalnaker	
<b>Vote</b>	Aye	4	No	0	Abstain	1
<b>Status</b>	Approved					
<b>Discussion</b>	<p>Funds were received from the State in the amount of \$85,714 to hire a Regional Organizer. Riverside and San Bernardino considered outsourcing for the position, but the California Workforce Development Board wants to keep the position in-house. After discussions Riverside and San Bernardino decided to split the funds and have a staff member from each county work closely together to implement our regional strategic plan. Thi Pham and Stephanie Murillo are the two staff who work on this job. More discussions were held on what Thi and Stephanie regional functions and workloads will be.</p> <p>Also, a process is being created to streamline regional processes between the two counties.</p>					

<b>Discussion Item: 2.1 Member Initiatives</b>	
<b>Discussion</b>	
	<p>Layne Arthur – discussed occupations that do not fit within the industry sectors the WDB has approved. The four occupations are:</p> <ul style="list-style-type: none"> <li>• Fiscal/Accounting</li> <li>• Clerical Support/Human Resources</li> <li>• Information Technology</li> <li>• Safety/Security</li> </ul> <p>Layne asked if any Board action needs to be taken to include these occupations to the five targeted industries so they can also be funded through the grants we receive. Wendy explained how the Veterans (VEAP) grant we received would not approve training veterans in these four occupations. She explained how these four occupations are universally needed in our targeted industry.</p> <p>Loren explained that vocational training outside of the targeted industries can be achieved through extra steps the client case workers need to document. Increasing the local list will make this process easier for caseworkers. Loren offered to bring labor market information to the next meeting for members to review and discuss if they decide the targeted industry list needs to be expanded. Loren and Carrie cautioned the members that this will make the industry list much larger, and the impact of investment on funding may become smaller with more diversity.</p>

	<p>After further discussions it was determined to have a workgroup meeting to revisit the Local Strategic Plan in the spring of 2018.</p> <p>Laurie discussed the possibility of partnering with a training program in the Coachella Valley to supplement training opportunities not funded by WIOA dollars.</p>
Actions	None

**Reports :**

<b>Federal and State Report</b>	
Jamil Dada	<p>The State is experiencing staffing changes at the State Board. The CWDB meeting was rescheduled to August. The Administration in Washington D.C. is discussing jobs, business, and spurring economic growth. Washington wants to create 25 million new jobs over the next decade. They continue to reiterate how they want business, not a social service program to drive the economic growth.</p> <p>I will be traveling to Washington D.C. with other NAWB members to do eleven hill visits. We will meet with three appropriations leaders, and eight members of the Education And Workforce Committee. We will meet with some members of the Department of Labor to impress upon them that over the last 15 years the workforce funding has dropped 38 percent and we cannot afford any more cuts.</p> <p>Our nation has over 6 million unskilled workers who are unemployed. If we can upscale these individuals, they will become employed because businesses are looking for skilled workers. We want to remind them our boards are business lead and there are over 10,000 business leaders on our boards. Jamil will provide an update on the visit at the next full board meeting.</p>

<b>Regional Committee Reports</b>	
West	No Report
East	<p>Layne – The East Committee meeting focused on the hospitality industry. Three representatives from the hotel industry, 2 hotel leaders and a workforce representative who supplies workers to the hotels. The representatives informed the committee on the challenges they have hiring, maintaining and keeping a skilled workforce for the existing hotels in the area, and what will happen to their workforce pool when 5 future hotels are completed.</p> <p>We had a great discussion with the representatives and they expressed a desire to become more involved in workforce development. Tourism is a huge industry in our region and hospitality drives it. We want to focus on educating more workforce talent within the area to fill the shortages. This year our Workforce Summit will focus on hospitality.</p>
Southwest	No Report

<b>Executive Director’s Report</b>	
Carrie Harmon	Informed members the Michelle DeArmond, former Chief of Staff for District Four, has joined the Office of Foreign Trade as its Principle Manager, and Public Information Officer.

Adjourned: 2:13 p.m.

	<b>Recap of Actions</b>	<b>Person Responsible</b>
	Bring labor market information for an industry discussion	Loren Sims
	Update on Hill visit	Jamil Dada
	Arrange Workgroup Meeting in the spring to review the Local Plan	Staff

	<b>ANNOUNCEMENTS</b>