



ACTION MINUTES

REGULAR MEETING

March 11, 2015

**Mendocino Works Employment Resource Center
 Mendocino Room, 631 S. Orchard Avenue, Ukiah**

Members Present & Absent (A):

Dennis Aseityne	Joanne Chiles (A)	Pamela Jo Jensen	Pamela Patterson
Patty Bruder (A)	Eric Cooper	Lee Kraemer	Lorraine Perry
Jack Buckhorn (A)	Dottie Deerwester (A)	John Kuhry	Terry Poplawski
Paul Castro	Steve Hixenbaugh (A)	Lisa Kubiak	James Wright (A)
			Tom Woodhouse

Guests Present: Stephen Amezcua – Employment Development Department Workforce Investment Division; Steve Dunicliff – Mendocino County Planning and Building Services; Candy De Los Santos – Mendocino Private Industry Council, Inc.; Stacey Caico – Mendocino Private Industry Council, Inc.; Sharon Govern – Redwood Community Services; Stephanie Paige – Redwood Community Services; Ross Liberty, Factory Pipe

Staff Present: Debra Holmes, Kristen Lawson, Jessica Byers, Julie Soinila

1. Call to Order and Introductions – Chair John Kuhry called the meeting to order at 1:14 p.m.
2. Review and approve agenda –
 Action by Eric Cooper; Second by Terry Poplawski to approve the agenda. The motion carried unanimously.
3. Approve Minutes of January 14, 2015 –
 Motion by Paul Castro; Second by Lee Kraemer to approve the minutes of January 14, 2015.
 Discussion: Pamela Jensen reported seeing a typo in the minutes under agenda item 9, noting that with regard to verbiage under 1), and that part of the sentence that reads.....*postsecondary providers have received a waiver "form" this requirement*, as opposed to "from". Staff agreed that was a typo and will make that correction.
 Action: Amended motion by Paul Castro; Second by Lee Kraemer to approve the minutes of January 14, 2015 with the correction noted as being needed incorporated by staff. The motion carried.
4. Opportunity for Public Comment for items not on the agenda for which no action may be taken – None.
5. Special Presentation, Ross Liberty, Factory Pipe – *Workforce needs and identification of skills gaps*-
 Presenter/s: Ross Liberty
 Discussion/Consensus: Ross Liberty noted that the largest barrier he has found amongst applicants was the general lack of basic skills and soft skills. He commented on the need to ensure local employers have access to a "job-ready" workforce those skills firmly in place. He stated the need for the development of a soft skills training with curriculum based on employers input. The curriculum should also include a critical assessment piece implemented by instructors to determine graduation.
6. Consent Calendar Items – Presenter: John Kuhry
General:
 - a. Receive Minutes: Draft Executive Committee Minutes of February 11, 2015.); Draft Youth Council minutes from Special Meeting of Jan. 19, 2015
 - b. Receive WIA Admin Unit PY 2014-2015 2nd Quarter Expenses (October through December)
 - c. Approve Policy Amendment: Policy 26A Rapid Response Policy
 - d. Approve Policy Amendment: Policy 32A Local Workforce Investment Area Eligibility Definitions
 - e. Approve Policy Amendment: Policy 30B WIA Youth Eligibility Determination Policies and Procedures (copy showing markups and "clean copy")
 Motion: Motion by Terry Poplawski; Second by Pamela Patterson to approve Consent Calendar – General.
 Discussion: Pamela Jensen reported that with regard to item c., Policy 26A (WIB packet Attachment 5, page 14), that the sentence appearing under B., 1.,a), iii; that reads "*Background and probably assistance needs of the affected workers*" appears erroneous, noting the word "probably" should likely be corrected to "probable". Staff agreed and will make that correction.
 Action: Amended motion by Terry Poplawski; Second by Pamela to approve Consent Calendar – General with the correction as noted. The

motion carried.

MPIC Related:

- a. Receive MPIC 2nd Quarter Expenses PY2014-2015:
 - Oct. through December **Attach. 8 a.** (Pg 63 - 64)
 - Oct. through December Professional Services **Attach. 8 b.** (Pg 65)

Action: Motion by Pamela Patterson; Second by Dennis Aseltyne to approve Consent Calendar – MPIC Related. The motion carried unanimously.

RCS Related:

- a. Receive RCS 1st and 2nd Quarter Expenses PY2014-15 (July through December)

Action: Motion by Terry Poplawski; Second by Paul Castro to approve Consent Calendar – RCS Related. The motion carried unanimously.

7. Approve Amendment to MPIC WIA Service Provider Contract PY2014-15

Presenter: Debra Holmes

Action: Motion by Pamela Jensen; Second by Lorraine Perry to approve amendment to MPIC WIA Service Provider Contract PY2014-15. Consent Calendar – MPIC Related. The motion carried.

8. Request of the Governor for “initial designation” as a single county WIOA service area; and additionally, to be included in the regional area currently operating as the North Bay Employment Connection (NBEC) – Presenter: Debra Holmes

Discussion: Pamela Jensen noted this had been discussed and voted upon at the January WIB meeting. Staff acknowledged they had erred by including this on the March WIB agenda.

Action: Motion by Lee Kraemer; Second by Pamela Jensen to request of the Governor for “initial designation” as a single county WIOA service area; and additionally, to be included in the regional area currently operating as the North Bay Employment Connection (NBEC). The motion carried.

9. Appoint WIB Nominating Committee for election of officers at the May WIB meeting –

Presenter: Julie Soinila

Action by Chair: John Kuhry volunteered to be a member of the Nominating Committee and to serve as its Chair. He also appointed Dennis Aseltyne and Lee Kraemer serve on the Nominating Committee.

10. Appoint WIOA Transition Subcommittee focus groups:

- **WIOA General Transition Focus Group**

Action by Chair: John Kuhry appointed Pamela Jensen, Lee Kraemer, Pamela Patterson, Paul Castro and Terry Poplawski to serve on the WIOA General Transition Focus Group. Debra Holmes will be assist members of the transition subcommittee and attend its meetings. Regional Advisor, Stephen Amezcua also offered to attend those meetings as his schedule allows. The group will provide progress reports to the WIB.

- **WIOA Transition Youth Program Focus Group** (including discussion on potential role for the Youth Council)

Action: The Youth Council has decided to continue under the WIOA as a standing committee of the WIB and has also agreed to assume the role of conducting oversight of the WIA Youth Program Service Provider effective July 1, 2015. It was agreed that members of the Youth Council will comprise the WIOA Transition Youth Program Focus Group. John Kuhry requested that staff assign the task of working on the transition to a subcommittee of the Youth Council effective July 1st. The group will report back to the WIB.

11. New members read their Affiliations and/or Conflicts of Interest into the record – None were present.

12. Youth Council Report – Presenter(s), Tami Mee

Report only, no action taken. Tami confirmed the fact the Youth Council wishes to continue as a Youth council under the WIOA and that its members are willing to assume the role of monitoring progress of the WIA Youth Service Provider. She noted that Youth Council members had expressed some concern about monitoring the Provider and had requested some guidance and support as they go forward with regard to assuming that role.

13. WIB Staff Reports: Presenter: Debra Holmes

- **County of Mendocino Human Resources follow-up.** A flyer will be created for unsuccessful applicants that provides information about Services and resources available to them at our One-Stop Centers.
- **Negotiated Performance Levels PY2014-15** – We were able to negotiate a lower Performance Level for Youth (as compared to State goals which were significantly higher). Having a lower negotiated level is constructive in that it allows more youth to be served. Previous State levels set for Youth were as high as 99% which leaves no room for error when taking a chance on serving youth in need.
- **Mendocino County Local Economic Profile** – Sonoma County provided this report at no charge. Compared to the 2013 Mendocino County Economic & Demographic Profile previously distributed, this report is more condensed and actually attempts to provide some analysis of the data as opposed to the standard annual reports that simply provides the data and the facts. It was noted the report does indicate a lack of youth to fill jobs to replace those being vacated by retirees and the fact the largest growing income bracket in Mendocino County is represented by those earning an annual income of \$100-150,000.
- **Multi-Close Special Project grant** - Debra Holmes is working closely with MPIC staff on the application. Grant criteria is industry specific, not employer specific, The grant amount will be similar to last year.

- **Sonoma-Mendocino County Economic Development District Update** - The Joint Powers Agreement (JPA) has been signed with some minor amendments incorporated. Sonoma County is beginning to process an RFP which will be sent to Mendocino County for approval. The WIB Executive Committee is expected to provide an RFP timeline. A new joint CEDS Board will be formed (separate from our existing Mendocino County CEDS for which the WIB currently sits). The new board to be comprised of 9 members (four from Sonoma County, four from Mendocino County and one additional member to be appointed by Economic Development Board Staff). The Board of Supervisors is the appointing body for the Joint CEDS Board. The formation of an Economic Development District with Sonoma County allows Sonoma and Mendocino to apply for special funds for regional projects.

Action: Reports only, no action taken.

In response to outreach conducted by the Mendocino County Adult Probation Department, the Mendocino County Sheriff's office and also by Ross Liberty of Factory Pipe regarding their training and employment needs, Steve Dunicliff encouraged the WIB to take action to address those needs and to include on future agendas, reports on any progress being made.

14. **Member to Member Announcements "Tip Club"** – No reports due to lack of time.

15. **Adjourn** – Meeting adjourned at 2:38 p.m.

Submitted by: Julie Soinila

Approved: