

Mendocino County Workforce Investment Board
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Executive Committee
Meeting Minutes
June 10, 2015 – 11:30 a.m.
Mendocino Room

Members present: Chair John Kuhry, Patty Bruder, Lee Kraemer, Pamela Patterson

Members absent: Jack Buckhorn, Dennis Aseltyne

Others present: Candy De Los Santos, Debbi Purcell, Sharon Govern, Stephanie Paige, Tim Reynaga

Staff present: Debbie Holmes, Kristen Lawson, Julie Soinila

1. **Call to Order** – Chair John Kuhry called the meeting to order at 11:31 a.m.
2. **Review / Approve Agenda**
Motion/Second to approve the agenda. The motion passed
3. **Disclosure** – Any financial interest (assets, contracts, income etc.) of WIB members which may be materially affected by actions or discussion on this agenda should be disclosed at this time and members should leave the room prior to any discussion of the item and return after the discussion has ended and/or action has been taken. – None.
4. **Approve Executive Committee Meeting Minutes of April 8, 2015** –
Motion/Second to approve the Executive Committee Meeting Minutes of April 8, 2015. The motion passed.
5. **Approve Letter of Support: Pinoleville Pomo Nation YouthBuild Grant Application** (signed by WIB Chair, John Kuhry) –
Motion/Second to approve letter of support for the Pinoleville Pomo Nation YouthBuild Grant Application. The motion passed.
6. **WIOA Master Subgrant PY2015-16** – Debbie Holmes distributed copies of the PY2015-16 WIOA Master Subgrant, noting this is the agreement with the State required to receive WIOA formula funds from the State by the County. This is for the first round of funding (Youth Formula Funds in the amount of \$224,778) the second round (Adult, Dislocated Worker and Rapid Response funds) will arrive after July 1st. By approving the agreement, the WIB agrees to accept the funds and follow the regulations governing the administration of those funds.
Motion/Second to recommend the WIB approve WIOA Master Subgrant PY2015-16. The motion passed unanimously.

It was agreed to address the WIA Service Provider Reports prior to entertaining the approval of the Service Provider Contracts.

7. **WIA Program Service Provider Reports:**
 - **RCS WIA Youth Program Services** . Debbie noted that while RCS is for meeting its goals for enrollments, a recent Youth Program monitoring conducted by WIA Admin Staff, indicated significant in the WIA Youth Program. The deficiencies were significant enough to causing concern as to whether the contract should go forward for a second year. Debbie reported that in her discussions with Camille Schraeder about the seriousness of the deficiencies, Camille advised that RCS has plans in place for addressing these deficiencies. A copy of a letter from Camille addressed to the WIB was distributed. Sharon Govern of RCS addressed the group and read Camille's letter aloud. She acknowledged that while RCS is proud to have served so many youth, it had "fallen short in this contract". She acknowledged the WIB's level of responsibility relative to compliance and performance issues and described the plans RCS is implementing as follows:
 - RCS is putting together a new team to support the WIA Youth Program;
 - Sharon Govern will directly oversee the Youth Program for the next 4 to 6 months;
 - Sharon is bringing a new supervisor on board whom she described as being ideally suited to the analytical work

required in addressing the deficiencies;

- o RCS has contracted with Sherry Parr who works with Sonoma County Workforce Investment as a consultant to train to the new staff on WIA guidelines and Performance Measures.

Debbie Holmes acknowledged the fact RCS serves a very challenging youth population (the hardest to serve youth) and provides services that are benefitting youth. She noted that while Mendocino County Youth have not suffered from the deficiencies of this contract, RCS has fallen short of meeting the requirements of the contract i.e., eligibility documentation, data entry into the State database system, follow-up testing of basic skills, appropriate contact with client). In order to move forward from this point, staff recommended that the committee approve the contract with the following contingency: The Admin Unit will conduct a second monitoring prior to the next WIB meeting and if RCS is found to be out of compliance at that time, staff would recommend pulling the contract. Debbie advised that the State will also be conducting its own monitoring of the WIA Youth Program in. Noting that two consecutive years of poor performance would jeopardize the status as a single county LWIA. Some discussion followed on the difference between meeting State requirements and meeting Performance Measures. The Committee acknowledged the importance of monitoring process in bringing these issues to the. To assess progress by the Provider relative to meeting the stringent Youth Program requirements and expectations it was suggested RCS provide a predictive reports indicating where they currently stand with regard to participant outcomes.

- **MPIC WIA Adult, Dislocated Worker and Rapid Response Services** (through April 2015) – Debbie Holmes reported there was nothing alarming about the report. She noted however, that these were MPIC's figures which have not been verified by WIA Fiscal staff and she anticipates a reduction in the amount shown as leverage. The A recent local monitoring resulted in some findings including, one ineligible client and a lack of required follow-up services, etc.

8. Approve WIA Service Provider Contracts for PY2015/2016:

- **MPIC WIOA Adult, Dislocated Worker and Rapid Response** – Debbie reported the contract was updated from last year's based on anticipated WIA Formula Fund grant amounts and estimated carry-forward. She noted that no changes to the contract were needed in moving forward.

Motion/Second to recommend the WIB approve MPIC PY2015/16 WIOA Adult, Dislocated Worker and Rapid Response Service Provider contract. The motion passed.

- **RCS WIOA Youth Program** – Some corrections to the contract were noted as being needed by Regional Advisor Tim Reynaga Attachment A, Section A., WIOA Title B Youth Program, Item 1; amend the age range from 14-24 to read 16-24 and increase the percentage of funding that must be expended on Out- of-School Youth from 50% to 75%. RCS understands that to retain the contract, the results of the follow-up monitoring to be conducted in 60 days must indicate deficiencies have been rectified. If not, a 30-day notice of cancelation of the WIA Youth Service Provider Contract will be issued to RCS.

Motion/Second to recommend the WIB approve PY2015-16 RCS WIOA Youth Program Service Provider Contract with the following contingency: The WIA Admin Unit will conduct a follow-up monitoring in 60 days and should the monitoring results indicate lack of compliance with technical and documentation requirements, a 30-day notice of cancelation of the WIA Youth Service Provider Contract will be issued to RCS. The motion passed.

9. WIOA Transition:

- **General Transition focus group – *ad hoc* Committee Report / Recommendation**
- **Disc./Possible action regarding updated board composition to meet new compliance requirements**
- **Board Authorization for name change to *Workforce Development Board* (WDB)**

Debbie advised that under the WIOA, we are required to have Workforce Development Board composition in place by October 1, 2015. The requirement for a 51% Business majority remains the same under the WIOA while Community Based Organizations (some of which were currently required under WIA) are now considered optional seats under the WIOA. At present, Business membership is deficient at 36%. The WIOA transition *ad hoc* committee discussed the need to increase Business membership and how to accomplish that. Considering the current Business deficiency and the fact recruitment of new private sector members (while ongoing) remains a challenge and that under the WIOA, CBO's are optional, members of the *ad hoc* committee considered two possible solutions:

- Move CBO members to a subcommittee of the Workforce Development Board (WDB). Subcommittee members are not counted as WDB members and therefore do not have voting privileges but would continue to participate and provide valuable input; or,

- Retain CBOs on the WDB.

Debbie advised that members of the *ad hoc* committee had not come to a consensus on this matter and noted the importance for the board to be business driven. Executive Committee members discussed the potential to form a subcommittee of the WDB comprised of the CBOs to boost our Business percentage. It was agreed that our CBO members are a great value from to the WDB. It is preferable to have their continued involvement as WDB members or as members of a newly formed WDB subcommittee. **Consensus:** It is necessary to address the Business deficiency as soon as possible in order to come into compliance by October 1st. The matter will be taken to the full WIB for further discussion at its meeting in August. WIB members will be informed about today's discussion The matter of the name change from Workforce Investment Board to Workforce Development Board will also be addressed at the August WDB meeting as it was not properly noticed on the agenda.

10. **WIB Nominating Committee Report** - The Slate of Officers was reviewed. Basically, WIB members currently holding an officer position expressed interest in being candidates for re-election. The only change was the addition of Paul Castro as a Member-at-Large candidate. Debbie Holmes cited the potential for CBOs to move to a WDB Subcommittee (based on previous discussion under Item 9 above), and if that were to occur, Paul would no longer be a WIB member and as such, would not be eligible to be a candidate for office.
11. **WIB Staff Reports:**
 - **Northern California Career Pathways Alliance (NCCPA) grant** – A part time extra help position with the County was filled to conduct employer surveys under the grant. However, that individual had to leave after a short time due to unexpected personal issues. The hiring process to re-fill the position has been reopened. .
 - **Regional Area Association** – The State issued a draft directive indicating Mendocino County would be placed in a region within Humboldt County. Debbie reported that she submitted comments to the State based on both the direction of the WIBs and Board of Supervisors which is consistent with existing data to supporting Mendocino's already well established association with the North Bay Region (NBEC). She noted this met with approval by the State.
 - **Multi-Close Application** – Debbie is working on the application with assistance from State Regional Advisor, Tim Reynaga.
 - **Grant Opportunities:**
 - AB2060
 - Face Forward

Debbie reported she decided not to pursue either of these grants due to the fact that preference points were being given to areas who had previously been awarded the grants and the fact Mendocino had prior fiscal issues that would have further reduced the chances of being awarded funds. She noted we can apply next year.
12. **Receive WIA Admin Unit PY 2014-2015 3rd Quarter Expenses** (January through March) – Debbie reported the numbers are within the scope of the budget and appear "reasonable". However, the report was prepared by the HHSA Fiscal Department with whom she has little or no contact. Subsequently she is uncertain of the reports accuracy and noted that expenditures appear "low".
13. **Receive MPIC PY2013-2014 3rd Quarter Expenses** –
 - January through March Expenses
 - January through March Professional Services

There was discussion regarding carry-forward limitations, Candy De Los Santos described MPIC's plan for expenditure, noting they expect funding to be expended by at a minimum 80% by the end of 4th quarter.
14. **Receive RCS PY2013-2014 3rd Quarter Expenses** (January through March) – Debbie reported that expenditures as presented in the report are not in line with the budget, partially due to several disallowed expenses were discovered that required RCS to pull those expenses from their report and pay them from other sources.
15. **Member Comments/Reports** – Pamela Patterson, Lee Kraemer and Patty Bruder provided brief reports.
16. **Public Comment** - *limited to 3 minutes on matters under the jurisdiction of the Board, not listed elsewhere on the agenda* – .None.
17. **Adjourn** – The meeting was adjourned at 12:56 p.m.

Submitted by: Julie Soinila

Approved: