

**WIB Meeting Minutes**  
Wednesday August 12, 2015  
631 S. Orchard St Ukiah California 95482

**Members Present:** Dennis Aseltyne, Patty Bruder, Jack Buckhorn, Paul Castro, Steve Hixenbaugh, Leland Kraemer, John Kuhry, Terry Poplawski, and Tom Woodhouse

**Members Absent:** Joanne Chiles, Eric Cooper (tried to make arrangements via teleconference), Pam Jensen, Lisa Kubiak, Pamela Patterson, and Lorraine Perry, and James Wright.

**Guests Present:** Candy De Los Santos MPIC, Debbie Purcell MPIC, Stacy Ciaco MPIC, Camille Schraeder RCS, Sharon Govern RCS, Carly Blundell RCS, Tim Reynaga Employment Development Department (EDD), and Randal Weaver EDD Labor Market Information Division

Staff Present: Debra Holmes, Kristen Lawson, Katlynn Anderson, Heidi Morrison, and Jessica Byers

**1. Call to Order:** The meeting was called to order at 1:24

**2. Disclosure-** No disclosures made by the members present.

**3. Review and approve agenda:**

A motion to approve the agenda was made by Lee Kraemer; the motion was seconded by Jack Buckhorn. The motion carried unanimously.

**4. (a) Approve minutes of March 11, 2015 WIB meeting:**

A motion to approve the agenda was made by Jack Buckhorn. The motion was seconded by: Dennis Aseltyne. The motion carried unanimously.

**(B) Review minutes of June 10, 2015 Executive committee:**

The Executive Committee minutes of June 10, 2015 were reviewed with no questions.

**5. Opportunity for Public Comment for items not on the agenda and which no action can be taken-**

No Public Comment was received.

**6. Special Presentation: Randall Weaver of EDD Labor Market Information Division- Overview of Mendocino Labor Market.** Randall Weaver gave a presentation on the population to employment rates in Mendocino and the surrounding counties. Also showing data on the number of commuters that work in Mendocino County as well as those Mendocino County residents who commute to the surrounding counties for work; he also discussed the occupation types by percentage and there expected growth over the next 10 years.

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**7. Consent Calendar:**

- a. **Approval of contract for Fiscal Support/Training-** Debbie advised that the County is working on a contract with Doug Orlando for training and support for the fiscal staff.
- b. **Mendocino Private Industry Council WIOA Adult, Dislocated Worker and Rapid Response Program Services Contract:**
- c. **Workforce Development Board Meetings Calendar PY 2015-16**
- d. **Board Authorization for name change to Workforce Development Board:**

A motion to approve the consent calendar was made by Paul Castro. The motion was seconded by Patty Bruder. The motion carried unanimously

**8. Youth Contract Unexpected Program Money to be utilized by the Administrative Unit.**

A motion to approve Unexpended Program Money to be utilized by the Administrative Unit was made by Jack Buckhorn and was seconded by Paul Castro. The motion carried unanimously

**9. Approve Redwood Community Services WIOA Youth Program Services Contract:**

Debbie Holmes recommended continuing the contract with RCS, with the stipulation that the probationary period continue for another 60 day period. Debbie explained the original probation/review period was due to deficiencies in program delivery. She additionally reported that Kristen Lawson, Sr Program Specialist has been working diligently with RCS to get these issues resolved. Debbie also explained that while she sees significant improvements in RCS staff, she recommends continuing the probation/review period to ensure the proposed measures suggested by RCS are effective and adhered to. She also added she will call a special Executive Committee meeting if it becomes necessary to review this contract prior to the 60 day period, although she did not expect this to be necessary. A discussion ensued between the Board Members, Administrative Staff and RCS where-in the concerns were expressed regarding the potential failure of State Negotiated Performance Measures. Jack Buckhorn and Paul Castro advised of the seriousness of this possibility as Mendocino could lose its LWIA status and could be merged with a neighboring LWIA. Both Admin Staff and RCS Staff advised they were aware of the seriousness of the situation. A Motion to approve the Redwood Community Services WIOA Youth Program Services Contract was made by Jack Buckhorn and was seconded by Patty Bruder. The motion carried unanimously

**10. WIB Staff Reports:**

- a) Sonoma Mendocino County Economic Development District ( SMEDD) Update

The WIB was asked for nominations for the SMEDD Board of Directors, the group decided this item would be best handled by the executive committee and no action was taken. John Kuhry did indicate that he was interested in being a member of the Board of Directors for the SMEDD..

**11. Tom Woodhouse – Youth Council Application:**



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The Motion to Approve Tom Woodhouse Youth Council Application was made by:: Jack Buckhorn The motion was seconded by:: Dennis Aseltyne The motion carried unanimously

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**12. Member to Member announcements "Tip Club":** Dennis Aseltyne stated that UUSD is looking for an LVN instructor/ Director of nursing for the existing program.

**13. Adjourn: Meeting adjourned at 2:49**

\*Steve Hixenbaugh left the meeting at 1:50 and quorum was broken, no further action items were voted on.

**Submitted by: Katlynn Anderson**

**Approved:**