

Jamil Dada
WDB Chairperson

Heidi Marshall
WDB Executive Director



Juan De Lara
WDB Vice Chairperson

Carrie Harmon
WDB Deputy Director

Infinite Opportunity, Lasting Prosperity

Executive Committee: Minutes October 18, 2017

WDB Chairperson Jamil Dada called the meeting to order at 11:33 a.m.

Members in Attendance

Jamil Dada	Layne Arthur	Laurie Stalnaker	Morris Myers
Sonia Nunez	Juan De Lara	Diane Strand	

Members Absent

Lea Petersen			
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Guests

Mary Jo Ramirez			
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Staff

Carrie Harmon	Carolina R. Garcia	Loren Sims	Rilla Jacobs
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Administrative Item: 1.1 Approve the June 15, 2016, Executive Minutes

Motion: That the Workforce Development Board (WDB) Executive Committee approves the June 15, 2016 meeting minutes.

Moved by	Morris Myers	Second by	Layne Arthur	Abstain	None	
Vote	Aye	6	No	0	Abstain	0
Status	Approved					

Administrative Item: 1.2 Approve the PY 2017/18 Funding Recommendation for Business Process Improvement Services

Motion: That the WDB Executive Committee approve the program year 2017/18 funding recommendation of \$100,000.00 for Business Process Improvement Services.

Moved by	Diane Strand	Second by	Laurie Stalnaker	Abstain	None	
Vote	Aye	7	No	0	Abstain	0
Status	Approved					

Discussion

Loren Sims gave a background summary of the program and informed members the funding is part of the federal Rapid Response funding workforce receives. We have provided Business Process Improvement services for several years to assist businesses who are struggling or down-sizing. The program assists these businesses identify areas of improvement for their companies.

This recommendation is to fund California Manufacturing Technology Consultants (CMTC) and Instructional Access Inc. /Rapid 3D Manufacturing for \$50,000 each for a total of \$100,000 in program year 2017/18. Layne asked for clarification on the average cost of savings, and what services are providing with the funding. Staff responded there is not a set rate, businesses are provided with all the services they need to become more efficient, retain jobs and/or to avoid lay-offs. These services are provided to our five targeted industries. Layne asked if the two key industries identified for the East region were included in the program. Staff responded yes, but would research and make sure they are in the contract.

P/Y 16/17 CMTC assisted five manufacturing priority sector employers and 60 jobs were

	<p>saved/retained. P/Y 16/17 Instructional Access Inc. /Rapid 3D Manufacturing assisted five non-manufacturing priority sector employers and 57 jobs were saved/retained.</p> <p>Members asked staff to confirm that the funding we provide to CMTC and Instructional Access Inc. /Rapid 3D Manufacturing was not being used for services they would normally provide for free. Staff responded that both companies use our funding to provide comprehensive services beyond their surface assistance to the businesses.</p>
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Administrative Item: 1.3 Approve the PY 2017/18 Funding Recommendation Registered Apprenticeship Program with Norco Community College

Motion: That the WDB Executive approve the program 2017/18 funding recommendation of \$100,000.00 for the Registered Apprenticeship Program with Norco Community College.

Moved by	Laurie Stalnaker	Second by	Morris Myers	Abstain	None	
Vote	Aye	7	No	0	Abstain	0

Status Approved with the caveat that the motion can be revisited if new information is provided.

Discussion

The recommendation is to approve \$100,000 in funding to provide 20 On-The-Job (OJT) apprenticeships to participants after/during their training at Norco Community College (Norco). The current registered apprenticeships are electro-mechanical technician, and mechatronics technician. Norco feels these two programs have a good employer base in which to provide or place students into apprenticeships. This funding is for OJT only and no administrative costs can be attached to it.

Members asked how the occupations were chosen, and the response was by our industry sectors and the existing program Norco has with current employers. These jobs will provide workers with a starting salary of \$14.00 - \$20.00 dollars an hour. Staff met with Norco over an extended period of time to determine the programs and the best ones to provide the OJT opportunities too. The funding will go to the college to be distributed to the business providing the OJT to the apprentice.

Members asked if this would be a continuing cycle, if other entities would be included or given the opportunity to provide apprenticeship training, and if the OJTs had to be within the industry sectors. Staff responded that the OJTs will always have to be within the industry sectors, but as we continue we will be expanding to other entities through Requests for Proposals or Requests for Qualifications. Norco approached us with the program and they had employers ready and available. This helped us jumpstart our WIOA requirements to utilize apprenticeships programs.

Members asked if the requirement to be registered in the workforce system to receive OJTs still applied and if it is a requirement for the apprenticeship student. Staff responded yes, and they have to meet WIOA eligibility. Members asked if the students are taking classes at Norco, or just getting a straight OJT. Staff responded the student is in class and the OJT occurs during, or after the students completes their training. More discussions were held on the requirements a student needs to be considered an apprentice.

Members expressed concerns that the funding we will provide for OJTs to Norco may be used incorrectly. After further discussions on this concern, Wendy Frederick was tasked to look into the Norco apprenticeship program and provide clarification on the funding and how it will be used.

Administrative Item: 1.4 Approve the 2017/18 March Joint Powers Authority (JPA) Memorandum of Understanding (MOU)						
Motion: That the WDB Executive Committee approve the March Joint Powers Authority (JPA) Memorandum of Understanding (MOU) for program year 2017/18.						
Moved by	Layne Arthur	Second by	Morris Myers	Abstain	None	
Vote	Aye	7	No	0	Abstain	0
Status	Approved with the change to the agenda language to read three years, instead of one year, to match the Terms of Agreement, Section 2.5 Term and Termination of the MOU.					
Discussion	<p>Loren Sims distributed copies of the Cooperative Agreement. This is a new partnership between the JPA and EDA/WDD and there is no direct cost associated with this MOU. The JPA fosters public-private partnerships for the development of the former March Airforce Base properties. Through the partnership set forth in this non-financial MOU, JPA and EDA/WDD will cooperate to facilitate and connect to apprenticeships, provide on-the-job training, vocational training and direct placement services for Riverside County residents eligible for Workforce Innovation and Opportunity Act (WIOA) services and businesses within the March JPA Development Area.</p> <p>In addition, the partnership will support the Manufacturing Aerospace Research Science (MARS) Career Promise Program graduates by providing a full array of workforce activities and encourage new and existing businesses to locate within the JPA Development Area. The partnership builds upon Riverside County’s growth and on-going repurposing of the JPA Development Area by bringing employers and skilled and trained workers together.</p> <p>March Field Air Museum is providing a 50,000 square foot hangar to use as a full time aeronautics school starting in September of 2017, and Val Verde Unified School District signed a MOU to provide training to 30 students. These students will complete their training in one year, and the first 25 are guaranteed employment through AMRO. We also have a program to train veterans.</p> <p>March JPA’s master developer is the Lewis Home Group and they have agreed to spend \$5 million to build a classroom school house facility and part of the school will be on the museum grounds. Of the \$5 million, JPA was able to secure matching grant in the amount of \$2 million through the federal EDA. These will upskill the training and education of our youth in the Riverside area. JPA is looking include other school districts and expanding the program.</p> <p>Because the MOU is between the County of Riverside and March JPA, members questioned why the WDB needed to vote on this issue. The response was to become involved in the process and because Phase II of this MOU would involve the approval of the OJTs. It will also allow the Board’s 501(c) 3 to pursue available grant opportunities in aerospace. This is an opportunity to upskill our workforce and attract the aerospace industry</p> <p>Members asked that language be changed to read three years, instead of one year, to match the Terms of Agreement.</p>					

Administrative Item: 1.5 Approve the Memorandum of Understanding (MOU) with Greater Riverside Hispanic Chamber of Commerce (GRHCC)

Motion: That the WDB Executive Committee approve the Memorandum of Understanding (MOU) with the Greater Hispanic Chamber of Commerce (GRHCC)

Moved by	Layne Arthur	Second by	Morris Myers	Abstain	None
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Vote	Aye	7	No	0	Abstain	0
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Status	Approved
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Discussion

Because of the rapid creation and growth of Hispanic owned business in Riverside County. The GRHCC is seeking to leverage county workforce and economic development services to support this local business community through this MOU.

Memberships are approved each year in the WDB budget and the MOU requests that an annual sponsorship be approved in the amount of \$2,500. The GRHCC also wants to work closer with the America’s Job Center of California (AJCC) in Riverside County to provide. The Chamber wants to have the services of the Business Center and the AJCC marketed and targeted to their membership and stakeholders.

WDB members asked if this is the amount we normally give them. Staff responded yes, with larger Chambers there is a closer working relationship and we support them at a higher level. This is a two year membership requesting \$2,500 per year for a total of \$5,000. Members asked if this MOU will set precedence to have MOUs with other Chambers. Staff responded no, not all Chambers want to work this closely with us and our Business Solution team.

WDB Members raised their concerns with regard to the County of Riverside being used as the lead agency of the WDB in correspondence and funding requests. The Workforce Development Board is separate from the County and they want future language to reflect this in any written actions that require their approval. Members suggested Workforce Division and Workforce Development Board. Staff responded it can be done, and they will speak with Riverside County Counsel to get the appropriate terminology and legal direction. After further discussions Jamil Dada and Carrie Harmon agreed to check with County Counsel.

Reports : 1.2

Federal/State/Chairperson Report

Jamil Dada	<p>On August 16, 2017, I was invited to Portland Oregon by Governor’s Office to go to the National Governor’s Association meeting to give a report on what California State and the California State Workforce Board were doing to implement WIOA. I was given twenty minutes and I used fifteen to speak on California and the other five on Riverside County.</p> <p>In early September several of WDB members attended the California Workforce Association’s (CWA)’s annual Meeting of the Minds conference. Apprenticeships were highly featured and the high school program used in Switzerland and other parts for Europe was very interesting. Discussions were held on other ways to connect youth to career pathways while they are in school. The AFL/CIO partners with the San Bernardino County School Superintendent for an annual event where all unions with apprenticeship programs have booths to demonstrate their craft. Labor funds one half of the event and the schools fund the other. Students are bused in and get to visit as many booths as they want and try out the craft. Members asked if something similar could be done in Riverside and the response was yes. Members discussed reaching out the current County Superintendent Dr. Judy White to</p>
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	<p>see if she is interested.</p> <p>Six of our young people from the YOCS went to Washington D.C. to advocate on issues and challenges they face. They met Senators Bernie Sanders and Dianne Feinstein. They went to all five Riverside offices in the House and met with three members. They also visited both Senate offices. Three of the young people were homeless, so they were able to speak on these types of challenges. One youth was a young dad and spoke on the challenges young parents' experience. They also met with the Department of Labor (DOL) and spoke with them on what the DOL can do to reach young people.</p> <p>Members of both Houses will continue to support WIOA. There may be a slight cut in funding in the next year. Next week at Norco College, Assembly member Sabrina Cervantes will have a hearing for the Committee on Veterans' Employment Education and workforce is providing some of our business people to speak.</p> <p>The WDB Annual Holiday meeting will be held at March Air Field Museum, Wednesday, December 13, 2017. 10:30 – 11:15 a.m. The Executive Committee 11:15 – 12:00 p.m. The WDB 12:00 – 1:30 p.m. The Holiday presentations with keynote speaker.</p>
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Regional Committee Reports	
West	<p>Jamil Dada - The West Committee had speaker Carmen Lynn-Day give a presentation on how Riverside School District in partnership with the University of Riverside (UCR), is building a Science, Technology, Engineering and Math (STEM) high school. This is another way to upskill our youth to help them gain family livable wage jobs. UCR is donating the land, and the school should be complete in two years.</p> <p>Our November meeting will feature a presentation from Manufacturing Aerospace Research and Science (MARS) program</p>
East	<p>Wendy gave highlights on the outcomes of the 2017 Valley Wide Expo held in September in Indio. The annual event was held in a new venue Fantasy Springs Resort, and feedback from the business attendees' was very positive. The event attracted over 85 employers and 2,000 participants.</p> <p>The East Committee featured a panel discussion on construction. This one of the WDB's targeted industries. Construction is a growing trend in the area, speakers were:</p> <ul style="list-style-type: none"> • Chuck McDaniel – Union apprenticeships programs in the desert • Jon Caffery – College of the Desert – Construction Trades program • Mark Benedetti – Local framing company, give perspective on the challenges they face securing workers. <p>Layne Arthur - Our June meeting focused on hospitality, and we discovered there are significant challenges for hotels. So our Fourth Annual Workforce Summit will focus on hospitality. We will have high profile speakers from the industry speak. One speaker will be the CEO from the Convention Bureau Scott White, Fourth District Supervisor V. Manuel Perez and several panels. The hospitality industry can become a special project for WDB to take on.</p> <p>The event is scheduled for November 30, 2017, from 7:30 – 11:00 a.m. Since hospitality is a</p>

	major industry in this area, we expect to have a larger turnout this year. There will be five large hotels completed in the next year, and hotels don't know where their workers will come from. They may have to import them in. This is the same challenge that construction is experiencing. Next Wednesday, October 25, 2017 8:30 – 11:00 a.m. CVEP will hold its annual Summit.
Southwest	Morris Myers – Southwest is working on its first Business Summit. Their focus will be on informing businesses in the area on what Workforce is and what it can do. We are concentrating on getting the private sector involved in workforce development. The Summit is scheduled for March 14, 2018, and we will finalize our plans at our next meeting in November. It is a breakfast meeting and will be held at the Mt. San Jacinto College Temecula campus.

Discussion Item: 3.1 Member Initiatives

Discussion

	<p>Morris Myers – clarified the approved minutes were for the June 26, 2017, meeting. The response was yes. With no quorum for the August 16, 2017, meeting there were not minutes to approve. Morris requested an update on how the Regional On-Stop Operator position was working out and if it was a cost saving. The response was yes and the Operation will be attending future committee and board meetings for WDB to interact with him. He is addressing the quality initiatives which we need for our certification team. He is scheduling meetings with our regional partners, and co-partners in the One-Stops.</p> <p>Morris asked for an update on the IT contract. Staff responded that Jaguar Systems was selected and contract negotiations have begun. However Riverside County IT has a new Chief Information Officer and they want to revisit our leaving the county system. We met with the CIO and we showed them the price they need to match. Next week we will know if they are able meet the price. We will give an update on whether we will remain with the county IT, or go to Jaguar System.</p>
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Executive Director's Report

Carrie Harmon	The EDA team is working on a proposal to present to Amazon for choosing Riverside County as its second headquarters. We included several sites throughout Riverside County. The new headquarters has the potential to create 50,000 new high paying jobs in the technology and engineering industry. We already have over 18,000 Amazon employees in the distribution centers already established in Riverside. Our hope is they will see a reason in putting a piece of their headquarters here as it relates to their logistics piece in Riverside.
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Adjourned: 1:05 p.m.

	Recap of Actions	Person Responsible
	Look into the Norco apprenticeship program and provide clarification on the funding and how it will be used.	Wendy Frederick
	Get the appropriate terminology and legal direction for using Workforce Development Board on correspondence	Carrie Harmon, Loren Sims, and County Counsel
	Work with RCOE to showcase crafts and apprenticeships similar to the one held in San Bernardino County.	