

Jamil Dada
WDB Chairperson

Carrie Harmon
WDB Executive Director



Juan De Lara
WDB Vice Chairperson

Leslie Trainor
WDB Deputy Director

Infinite Opportunity, Lasting Prosperity

Workforce Development Board: MINUTES
February 21, 2018

Chairperson Jamil Dada called the meeting to order at 11:35 a.m.

Members in Attendance

Jamil Dada	Juan De Lara	Francisca Hernandez	Mary Jo Ramirez
Layne Arthur	Ken Orr	Patrick Ellis	Barbara Howison
Cheri Greenlee	Darlene Wetton	Jennifer Marquez	Morris Myers
Ron Vito	Chuck McDaniel	Grant Gautsche	

Members Absent

Cheryl Peabody	Diane Strand	Duane Friel	Angelov Farooq
Laurie Stalnaker	Lea Petersen	Peter Hubbard	Robert Loeun
Sonia Nunez	Tina Sewell		

Guests

Donald Brock	Beth Crane	Ron Hurst	Steve Massa
Jennifer Silvestri	Jesse Vela	Erick Ellis	Teresa McCormac
Robert Brown	Amber Smalley		

Staff

Carrie Harmon	Leslie Trainor	Carolina Garcia	Loren Sims
Rilla Jacobs	Gloria Perez	Wendy Frederick	Thi Pham
Hilario Bercilla	Charlene Henderson		

Reports :

Reports

One-Stop Operations	<p>Hilario gave an update on the American Job Centers of California (AJCC). Progress is being made in identifying what the current needs are for our customers. We are moving forward to ensure jobseekers coming to our centers receive a full complement of services. A joint management meeting was created as a way to discuss what partners need at the centers, and as a way to move forward on the initiatives that are being discussed.</p> <p>The partners are working to eliminate silos and redundancies of services in the AJCCs. They are exploring what works best, what resources everyone has, and creating a vehicle to effect changes. Our in house partners are currently learning and sharing the responsibility of the Career Resource Area. They also want to create a “Talent Triage” to deal with jobseekers. With unemployment at a record low, clients coming through the doors now need a little more help to make them work ready.</p>
Youth Committee	<p>Mary Jo – the Jamil Dada Character Excellence Youth Award Ceremony will be held on May 18, 2018, she encouraged members to support and attend the event. California Family Life Center has partnered with Mt. San Jacinto College to host a job fair at the MSJC Menifee campus on April 13, 2018. This fair gives employers an opportunity to meet prospective employees face-to-face. The event attracts several employers and several hundred job seekers.</p> <p>There is also an opportunity for the county, through the WDB, to apply for the Summer Training Employment Programs (STEP) grant to provide summer youth jobs. It targets the title III youth with disabilities who are in-school and are struggling, or have physical, mental, learning, or emotional barriers. We will begin preparing our proposal.</p>

Moving Business Forward	Business Solutions Report:		
	January – February (2018 year-to-date totals)		
	# of New Businesses	Repeat Business	Referred to Businesses
	129	169	343
	Placed in Jobs	On-the-Job Training (OJT)	Average Wage
	271	117	\$13.74
	Recruitments	Rapid Response	Employment Training Panel (ETP)
	DB Schenker Cargill Shella Care Management Services Amazon Facilities	AT&T WestRock Coverting Co. Jule's Market Dollar Loan Center Miguel Jr. Adventist Health	McLane AD/S Kabelco Stutz

UPCOMING EVENTS:
3/14/18 – Southwest Business Summit, MSJC Temecula Campus, 43200 Business Park Drive
4/19/18 – Coachella Valley Business Conference
April is Riverside County Innovation Month – Kickoff event will be on Tuesday, April 3rd.
Working with Grant Gautsche with Riverside County Veteran Services to increase help for veterans.

Federal and State Legislative Update	<p>Federal and State Report: Congress passed the budget and funding was approved, now the Appropriations Committee will determine where the money is allocated. Our group is advocating with the Appropriations Committee for WIOA funding and will continue to do so. Congress approved more money than the President asked for in his budget, therefore our program is good for one more year. Temporary Assistant for Needy Families (TANF) was one of the issues we discussed. We are asking Congress to modernize this program to have it provide more training opportunities.</p> <p>The House approved the Perkins CTE Act; the Senate still has to approve it. This program meets the needs of local workers and businesses so our focus will remain on getting this passed. The other big focus is on the Builds Act Senate Bill 1599 (the Infrastructure Bill), will lead into apprenticeships to train people for infrastructure. We want the Partners Act HR 4115 to be reauthorized as it focuses on apprentice programs for small to medium size businesses. We are also asking for level funding for WIOA. These are the items all 550 local workforce boards are focusing on. When the Supervisors go to Washington D.C. for National Association of Counties (NACO) we are asking them take the same message. The governors and non-government organizations (NGO) are taking the same messages for these acts of congress.</p> <p>Jamil was asked if the Workforce Opportunity Act was passed, rejected, or pending. He responded it is still pending. An amendment to this is being sought to have the Act support targeted investments by employers and board faced learning and earning. This will assist people with being able to earn and learn at the same time.</p>
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Administrative Item: 1.1 Approve WDB December 13, 2017 Meeting Minutes							
Motion: That the WDB Executive Committee approve the December 13, 2017, minutes.							
Moved by	Patrick Ellis	Second by	Barbara Howison	Abstain	Yes		
Vote	Aye	13	No	0	Abstain	2	
Status	Approved						

Presentations :	
Reports	
Regional Planning Update	<p>Regional Committee Plans Thi – gave an update on the Regional Work Plan. Riverside and San Bernardino worked together to develop our Regional Work Plan for the time period of 2017 – 2020. She went over plan to briefly touch on how it is progressing at the state, regional and local levels to show how our work is aligning with the States Workforce Development Plan.</p>

Thi passed out a Work Plan summary and went over it with the members. Each year the intent of the plan is to work together on cross county regional goals and objectives, which align with the State's goals and objectives. Every year the state will be updated on what we have achieved to reach these goals. The plan will be revisited every year to make any necessary changes should we encounter challenges and need to redirect our course.

Carolina went over the activities in the summary to show what is being, or has been worked on to meet our local goals outlined in the Work Plan. Thi Pham explained the need for, and how the Memorandum of Understanding (MOU) for the Inland Regional Planning Unit would work between Riverside WDB and the San Bernardino WDB to share work and funding on regional county projects. It will begin immediately following the approval of both counties. It will follow the timing of our regional plan, which sunsets in 2020.

Regional SlingShot Initiative Update Healthcare Industry

Jennifer Silvestri is the liaison between the Inland Empire Regional Committee and the healthcare industry. She gave a brief overview of her role. Jennifer was hired as an industry expert for healthcare and her role is to gather and compare feedback to what industry needs and what the labor market data is telling us.

Twenty-four (24) interviews have been conducted with healthcare employers, ranging from large health systems, acute care hospitals, skilled nursing facilities, community clinics, health providers, and networking systems. Two (2) SlingShot Industry Champion meetings were held in 2017. We held CHW training provider meeting to discuss commonalities and variances within the community healthcare worker (CHW) training. The various curriculums were found to have some difference between and within them. We wanted to make sure the standard skills needed by CHWs were being hit by the training providers.

Six (6) proposals were submitted for SlingShot programs. We prepared a report on the data collection methods we used. We assisted in the start of a Certified Nursing Assistant training cohort, and in establishing the Inland Empire's first Healthcare Information Technology (HIT) medical records training program.

The insights we gained are that while healthcare entities have similar missions and objectives, they have vastly different staffing needs due to variations in their markets, the acuity of their patients, variations in location, physical buildings and size.

Community Healthcare Worker (CHW):

The Community Healthcare Worker position is not new; it has been around for roughly ten-to-fifteen years in the Eastern part of the country. In the West Coast it is just emerging, therefore depending on where they are needed the definition, training, and skill level will vary. They can be an intermediary between a patient, or resident in a community and healthcare entity. The definition expands with the level of engagement with the healthcare team and the patient or resident increases. The molds can change depending on healthcare needs. The healthcare scribe duties can also be part of the CHW's duties. To date we have trained four cohorts (34 individuals) of CHW and they are deployed into the community in various functions.

Healthcare Information Technology

This is a new field, because healthcare is moving from physical files to digital/virtual files, there is a huge need for personnel trained in all the myriad levels and functionality of the healthcare information processing. Especially in electronic medical records. We accessed the many versions of electronic medical records being used, and found there are twelve versions being used in the Inland Empire.

After speaking with healthcare professionals and analysts in the industry, we discussed the different versions and learned that they all function in the same manner at the basic level. With this information, we explored whether we could provide our own standardized training for electronic medical technicians in our two-county area. We worked with a training provider and got feedback from an electronic medical records expert to finalize our curriculum and will start training cohorts.

Where are the Opportunities:

We also discovered that nurses are the most needed positions in the field and there are career ladders in this field. We want to explore how SlingShot can engage more deeply in this career ladder process, to see how we can fill these employers' need for nurses and other healthcare workers. Employers are asking that candidates also be trained in the basic and soft skills. They also need training on professional dress and demeanor.

Once people have graduated and returned to our area where do they go? We are developing a process to alert Inland Empire employers that these individual are available for hire. We are creating a process that will help San

	<p>Bernardino and Riverside healthcare employers with a smoother tool to find qualified employees.</p> <p>Regional SlingShot Initiative Update Manufacturing Industry</p> <p>Ron Hurst is the liaison between the Inland Empire Regional Committee and the manufacturing industry. Ron is working with manufacturing firms in Riverside and San Bernardino counties. For the SlingShot Initiative in manufacturing, a Basic Electrical Skills program was developed in 2017. A number of people graduated the program and an after-action review was done with Chaffey College, which provided a lot of lessons.</p> <p>Manufacturing is a generic title which lumps vastly different industries into the same group. The way we must approach manufacturing is to recognize how different each one is, and to look for the similarities. We need to focus on industries and ascertain their specific needs. We contacted over sixty (60) manufacturers and we're able to do forty (40) interviews and needs assessments. We are exploring how Slingshot can support the San Bernardino High Desert training center project.</p> <p>We learned manufacturers have a diverse skill set, but there are basic similarities below the surface we are working to identify. Most manufacturers need machine operators. We worked with five (5) manufactures firms in both counties to design a Basic Machine Operator training program. The program is set to begin on March 6, 2018, and the five companies are ready to hire the graduates. The companies will also be able to interview the candidates as they are going through the program. We are learning that the point-of-contact in manufacturing is shifting to Human Resources. We are working on an incumbent worker project for CNC machine operators to get more traction in this area. As the machine operator program grows we hope to bring it to other areas in the region.</p>
Regional Committee Reports	
West	Francisca Hernandez – The West needs to engage more employers and a summit would be amazing to have at for the western region.
East	<p>Juan De Lara – these are the activities happening in the East region:</p> <ul style="list-style-type: none"> • The East Regional Committee received reports from Thi Pham and Jennifer Silvestri. • East Regional committee meetings will from Tuesdays to Thursdays. • Established a Chairman's Challenge to have members bring representatives from our targeted industries to attend the East meetings. • Career Builder Golf Tournament was held in the East region. • Tour de Palm Springs bicycle race. • Date Festival in Indio. • Modernism Week in Palm Spring and Coachella Valley. • Two Tennis Tournaments. • NANA Golf Tournament. • Coachella I & II. • Stage Coach. <p>The Indio is getting requests from employers to use the center to hold recruitments for some of these events.</p>
Southwest	Morris Myers - The Southwest region is focusing on how to get our workforce message out to businesses. They created the Southwest Business Summit, and it will be held March 14, 2018, at the MSJC Temecula campus. He went over the list of speakers who will be attending.

Adjourned: 1:05 p.m.