

Lee Haven
WIB Chairman

Rob Field
Assistant County Executive Officer, EDA

Felicia Flournoy
WIB Director

Lea Petersen
WIB Vice Chairman



Mark Christiansen
WIB Deputy Director

Rilla Jacobs
Secretary

Infinite Opportunity, Lasting Prosperity

Executive Committee October 19, 2011

Chairman Lee Haven called the meeting to order at 11:30 a.m.

Members in Attendance

Lee Haven	Lea Petersen	Jamil Dada	Shelagh Camak	Robert Frost	Morris Myers
Rosa Penaloza					

Members Absent

Ricardo Olalde					
----------------	--	--	--	--	--

Guests

Laurie Stalnaker	Stephen Amezcuca				
------------------	------------------	--	--	--	--

Staff

Felicia Flournoy	Mark Christiansen	Maria Muldrow	Loren Sims	La Tonya Johnson	Queenie Galvez
Zaskia Ruiz-Jones	Rilla Freeman				

Administrative Item: 1.1 August 17, 2011, Notes

Motion: Approve the Workforce Investment Board (WIB) Executive Committee August 17, 2011, notes.

Moved by Morris Myers Second by Robert Frost

Status Approved

Administrative Item: 1.2 Rivcocareergateway Adult Portal

Motion: Approve the sole source renewal of Monster Public Sector and Education Job Seeker Portal in the amount of \$120,000 for three years and authorize the Director of Workforce Development, or her designee, to negotiate and executive a sole source agreement up to the recommended total of to be distributed over a period of four years.

Moved by Shelagh Camak Second by Jamil Dada

Status Approved

Discussion

Loren Sims - this portal assists the adult and dislocated workers customers with their job searches and career explorations. In 2009 we established the port and the contract ended in August of 2011. Technology has improved since the inception of the site and Monster is proposing to convert the portal into the improved file structure, formatting program that our youth portal uses.

The recommendation is for \$40,000 over a three year period for a total of \$120,000. This is another avenue to help our jobseeker customers by providing them the tools and services they need to succeed. We are trying to utilize tools that will enable us to maintain our high level of quality with diminishing resources. We want to work more efficiently and effectively and maintain the quality of services we provide. Technology is one way to provide quality resources to the greatest number of people with being staff driven. The new portal will have more features and capabilities than the previous model. The portal will allow jobseekers access to tools and features from any computer and will eliminate, to a certain extent, customers having to come to the Centers for everything.

Will customers have to come into the centers to gain access to the portal? Loren responded the previous portal was tailored to customer enrolled s in specific programs. The new portal will be expanded to a wider range but customers will need to be registered through the center. We want to capture enrollment information. Is there a history of how the portal has been used? Yes.

Felicia explained that the Rivcojobs website is our main site were anyone can enter and gain information and some assistance. The Job Seeker Portal will be accessible through Rivcojobs and made available to our

	<p>registered jobseekers. It they can have access to tools, information and virtual workshops without having to physically come to the center. They can network and do most of the things that are available at our One Stops.</p> <p>Morris asked, what is the advantage of having our own specific portal rather than using the established Monster.com portal? Felicia explained that the Monster site is a job search only site. Our site will allow us to deliver many various services and up-to-date information to our customers.</p> <p>Will a live person be available on line to give advice? Yes an online career coach will be able to help multiple people rather than having one-on-one meetings. Will there be certain times when customers will be able to get a live person? These are details we are working out.</p> <p>Members asked what would be the penalty if we terminated the contract before three years were up. Loren responded that there are out clauses in the contract based on how we receive our future funding.</p>
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Administrative Item: 1.3 MyIECareer Youth Portal

Motion: Approve the extension of the Youth Internet Portal Funding recommendation with Monster Evolutions and authorize the Director of Workforce Development, or her designee, to negotiate and executive a sole source agreement up to the recommended total of \$291,500 to be distributed over a period of four years.

Moved by	Lea Petersen	Second by	Morris Myers
----------	--------------	-----------	--------------

Status	Approved
--------	----------

Discussion	<p>Loren Sims – the youth portal and adult portal contracts were entered in at different times and are on different schedules. We want to extend the youth portal three year contract to four years and this will put the both portals on the same schedules. Also our initial agreement with Monster was for \$80,000 with a three to four percent escalation clause. Meaning each year the cost would increase. We renegotiated the agreement to remove the escalation clause and reduce the second and third year cost down to \$75,000, and by adding the fourth year we reduce the final years cost by \$35,000.</p> <p>Currently, there are 111 Youth Opportunity Center youth enrolled on the portal the number is increasing and eventually there will more. We launched with our YOCs first to get feedback and test the portal. This is a gated community and a password is needed to get in right now. Eventually we want to make the site available to our high school and college partners and increase the access for other youth. We are in discussions with San Bernardino to make the portal a regional resource.</p> <p>What are the maximum amount of slots do we have for the YOC youth program? We have close to 2,000 slots of enrolled and follow up youth. For the portal there is unlimited space available. We are evaluating the site to ensure it is meeting the youths’ needs by holding focus groups to get feedback, see if it is useful, does it help them find jobs. It is an on-going process with input and updates constantly coming from the youth. There are no limits to how many people can access the site and we are exploring ways that this portal can go beyond our YOCs.</p>
------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Administrative Item: 1.4 Geographic Solutions Digital Imaging System

Motion: Approve the sole source procurement of Geographic Solutions Document Imaging System in the amount of \$20,400 annually for three years. *(amount to be pro-rated for program year 2011/2012)

Moved by	Morris Myers	Second by	Shelagh Camak
----------	--------------	-----------	---------------

Status	Approved
--------	----------

Discussion	<p>To purchase and additional module to our Virtual Office System VOS. VOS is our case management tool that we use to enter all of our customers information and case management notes. California will soon be implementing the VOS system statewide. This module will add document imaging to our current system. Currently we are physically collecting, copying and storing the eligibility information we collect from our customers. With this module we will be able to scan and store information electronically.</p> <p>This method will give us more security and eliminate possible loss or unauthorized copying of confidential information. The documents will be stored by Geographic Solutions for an ongoing yearly fee. Our current year will be prorated and the following years’ usage is estimated to cost \$20,400 depending on our document storage needs. This will make our filing system efficient by having a customer’s total file in one place and will save on staff time in many ways. This cost includes storage equipment and we have the other equipment necessary to begin scanning documents.</p> <p>Geographic Solutions will store and dispose of records within all legal time frames. The question was asked if</p>
------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	any other company does this type of record keeping. The response yes, but at a substantially higher cost and they had integration challenges. Where is the company located? Their headquarters is in Florida and they have offices in California. What type of security is attached to this system? At a minimum they have a level of security equal or better than Riverside County's. What type of backup system do they have? It is a daily backup system with storage in a separate site.
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Administrative Item: 1.5 Member Initiatives

Discussion	<p>Bob Frost – the International Brotherhood of Electric Workers completed a grant through the Riverside Workforce. Ninety people were placed into the program, 48 people completed the program and are continuing their education into a new program. We have placed 12 of these people in jobs and should have the others working soon. Thanked Workforce staff for its assistance during the program.</p> <p>Bob wants to discuss ways to put more qualified electricians into electrical jobs offered throughout Riverside County.</p> <p>Shelagh Camak – Riverside Community College (RCC) received an Irvine Foundation Grant to work with the Alford USD to work with their academies to strengthen their CTEs relation and she believes the Youth Portal will be a good avenue to use. Maria Muldrow will work with Shelagh on utilizing the portal.</p> <p>Rosa Penaloza – the grand opening for the Moreno Valley YOC is today, October 19 at 4:00 p.m. Please attend if you can.</p> <p>Lea Petersen – Tuesday, October 23rd, 2011 the Southern California Gas Company will have a grand opening for a natural fueling station.</p>
Actions	Plan a meeting with Bob Frost to hold a discussion improving job notices for qualified workers.

Discussion Item: 2.1 Fiscal Report

Discussion	<p>Felicia presented members with the financial report in its new format. She explained how the funds are received and used throughout a program year. Workforce has four major funding streams: Adult funding, Dislocated Workers, Youth Funding, Rapid Response Funding, and the smaller funds are lumped into one pot.</p> <p>Members were shown and explained how a two year funding stream works. Riverside County's fiscal year is July through June, and the Federal fiscal year is October through September. We typically get notification of our funding in April, but the last few years' notification has gotten later and later. To balance our budget we bring in funding from the previous year to support the current year's budget until the funding for the year comes in.</p> <p>The state receives the federal funding and does the formula breakdown for distribution of funds to the 49 workforce investment areas. We draw down the funding through cost reimbursement contracts. After the money has been spent we request reimbursements from the state to recover the cost. We have two year window to spend the funds. We also need to have a certain amount of our funds obligated by the end of a fiscal year.</p> <p>Felicia gave an overview of how the costs are broken down and distributed between programs, contracts, training and administration. With the passage of SB 734 we have to allocate 20 percent of our funding to training, on the job training and other training services. The allocation does not show the direct costs associated with the staff who provide these services. The law does not require these costs to be shown, but we provided a breakdown so that it can be accounted for and we are tracking these costs internally.</p> <p>Felicia opened the floor for questions Laurie Stalnaker asked if there was a breakdown of the types of training offered. The response was yes and it will be provided at the next Executive meeting.</p> <p>Felicia presented information on what types of numbers are presented to Riverside County for the budget. Our budget started in January and presented to the County in March. Because our funding is distributed after the County budget gets approved, we project our budget based on the amount of funds that were provided the previous year. Then we do adjustments along the way as needed. We monitor and make adjustments because regulations state we cannot spend more money than what is brought in. This is another reason we carry over funds for the future fiscal year.</p> <p>Robert Frost asked if any funding is being used for construction or development of facilities where workforce programs are held. The response was no, our funding cannot be used for capital improvements to a building.</p>
------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Actions	Provide a breakdown of the types of training to members at next meeting.

Discussion Item: 2.2 Workforce Investment Board Committee Structure

Discussion	<p>Felicia – in reviewing how we can be more effective and efficient we want to address the make-up of our regional committees. Are they fulfilling their purpose and the intent that they were designed to do at the time they were created. Staff has analyzed past actions plans and found duplications of efforts were strategies in each committee are very similar. To eliminate fragmentation of our efforts we want to look at the overall strategies and have a structure that is centrally located, or different committee structure to accomplish our goals.</p> <p>We want more engagement on our committees and one way to do this is to focus on one strategy that people want to be engaged on. For example each committee says we need to do better at marketing ourselves and getting messages out, create a speakers kit. However, we are developing the same project for each region instead of creating a workgroup that will address the problem one time for all regions. The members agreed that a discussion needs to be held to discuss the make-up of the regional committees.</p> <p>Another concern is that real issues are being addressed in advisory pockets instead of countywide. By creating an advisory group that is countywide we can pull the resources we need once, instead of every time one of the advisory groups needs information. This will help with getting expert advice from individuals and businesses. Members discussed how the committees would be setup and how many meetings would be held. They discussed how to have countywide committees while maintaining the regional dynamics for each area.</p>
Actions	Felicia will prepare an action item for approval by the committee for submittal to the BOS

Discussion Item: 2.3 Private-Sector Membership and Engagement

Discussion	Felicia – five new members have been appointed to the board. We have a total 45 WIB members 19 private sector, 7 labor, we have 3 additional private sector candidates for approval. We are working to get our private sector numbers to 51 percent.
------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Discussion Item: 2.4 Appointment to the 2012 Nomination Committee

Discussion	Felicia – we need to set up our nomination committee for the 2012 elections in December. Shelagh Camak, Bob Frost and Jamil Dada agreed to set on the nomination committee.
Status	Approved

Reports :

Federal and State Report

Jamil Dada	<p>Federal - The National Association of Workforce Board (NAWB) continues to work in Congress with both sides to ensure that the public workforce system and the American taxpayer are being represented. The Continuing Resolution will expire on November 18, 2011, and there are 12 appropriations bills which make up our funding that need to be approved. Also by November 23rd the super committee is tasked to come up with recommendations to cut \$1.2 trillion dollars from the budget. There are challenges and the total amount of \$1.2 million may not get approved.</p> <p>There are discussions on possibly having 3 to 4 minibuses bundled up for approval. Currently the Senate Bill is recommending level funding for WIA and the House wants to cut \$2.2billion of WIA funding. The House wants to take the funding away and attach it to the No Child Left Behind Act. If this happens the Appropriations Committee will have to decide who gets the dollar. Also the House Bill is only funding WIA for one quarter by changing our fiscal year to a policy year. NAWB is fighting these changes. The Democrats will try to attach the Labor HHS Bill with Defense spending, but we don't know if this will happen. We may end up with a big cut or we may not.</p> <p>WIA has problems because it was written when the economy was strong and money was available. Now that the economy has changed adjustments need to be made. NAWB is the only organization lobbying for WIA while other organizations are competing for the same dollars. With no one advocating for WIA it is easy for money to be taken away. Also it is not the investment boards' job to create employment but the help dislocated workers. Congress doesn't see our value because they don't understand that we are not allowed to create jobs the WIBs are not a business, we are mandated to help the unemployed. WIBs need to do a better job telling our success stories. The Workforce Investment Works website highlights our achievements and is being viewed more and</p>
------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>more by Congress. WIBs are helping in the recovery of the economy, last year over 9 million workers were served through our 2,900 Workforce Centers throughout the country. Four and one half million of these workers found jobs. WIA is a successful program; we just need to tell our story better. We need to find a way for the Counties to acknowledge the work we do for businesses and jobseekers.</p> <p>State - A communication campaign has been approved for the California WIBs to be identified with one logo seal of approval. This branding will let people know they will receive the same level of service no matter what Work Center they go into. The Governor signed Senate Bill 734 and it is a workable bill. It provides additional training. Twenty-five percent of funding will go towards training and after three years the percentage will increase to thirty. There is a portion in the Bill that allows 10 percent leveraging of other resources to utilize in reaching the SB 734 percentage goal. Felicia stated that there are plans in the works to address this and other items that need to be reported to the state regarding how we leverage our resources. Laurie wanted to know if a breakdown of the funding will be provided at the next meeting and the response was yes.</p>
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Public Comments:	
NONE	

Adjourned 1:36 p.m.