

Jamil Dada  
WIB Chairman

Rob Field  
Assistant County Executive Officer, EDA

Felicia Flournoy  
WIB Director

Morris Myers  
WIB Vice Chairman



Mark Christiansen  
WIB Deputy Director

Rilla Jacobs  
Secretary

*Infinite Opportunity, Lasting Prosperity*

## Executive Committee February 20, 2013

Chairman Jamil Dada called the meeting to order at 12:00 p.m.

### Members in Attendance

Jamil Dada	Shelagh Camak	Morris Myers	Imran Farooq	Robert Frost	Mary Jo Ramirez
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### Members Absent

Juan DeLara					
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### Guests

Rosa Penaloza	Jannet Dryer				
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### Staff

Felicia Flournoy	Mark Christiansen	Loren Sims	Thi Pham	Maria Muldrow	Kathy Boyer
Pat Ramos	Cindy Davis	Rilla Jacobs			

### **Administrative Item: 1.1 Approve January 16, 2013, Executive Notes**

**Motion: To approve the January 16, 2013, Executive Notes.**

Moved by	Shelagh Camak	Second by	Robert Frost
Status	Approved		

### **Administrative Item: 1.2 Approve New Workforce Investment Board Members**

**Motion: That the Executive Board approve the appointments of Suzanne Lingold and Michele Wilham.**

Moved by	Shelagh Camak	Second by	Robert Frost
Status	Approved		
Actions	Move appointments forward for approval by the Board of Supervisors.		

### **Administrative Item: 1.3 Approve Public Outreach Funding**

**Motion: That the Workforce Investment Board (WIB) Executive Committee approves the following annual public outreach efforts**

Moved by	Robert Frost	Second by	Shelagh Camak
Status	Approved		

Discussion

Before approving the current block of Public Outreach Funding for 2013, Felicia discussed revising public outreach process by changing it to an application submittal, with a three to six month lead time. Submitting entities will be required to provide a budget and other supporting documents. This will keep our Public Outreach funding from being an automatic process with an open approval. Felicia asked the group if this new process could be presented at the next meeting. The members responded yes. If the new process is approved part of the process will be to send letters to the regular groups who request Public Outreach funding advising them of the changes. Invoicing will be installed in the process along with other requirements. The Executive Committee agreed that there should be a process put in place and agreed to approve the ones presented today because the revised process is not in place yet.

Annual Events	Recommended Support
8 <sup>th</sup> Annual Business Summit	\$1,000.00
Press Enterprise Newspapers in Education Program Public Outreach	\$ 250.00
Small Business Resource Expo/GRCC	\$1,000.00
<b>GRAND TOTAL</b>	<b>\$2,250.00</b>

	Imran asked if results could be provided from all of the organizations requesting outreach funding for this year. Results will be requested and provided to the board after each event is complete.
Actions	Prepare revised public outreach process for presentation at the next 4/10/13 Executive Board meeting. Request results from organizations who were provided public outreach funding for 2013.

### **Information Item: 2.1 State Five Year Plan Board Certification and High Performing Board Requirements**

#### **Discussion**

Presented by	Felicia Flournoy
Overview	Felicia passed out draft documents of the State Five Year Plan. By law each local Workforce Investment Board must submit a five year plan for review and a certification of its board. At the last state meeting there was a lot of attention on our system. A law has been passed which will require all boards to become high performing groups. The state is combining certification and five year plan into one process. Felicia went over the draft plan with the members to show how everything aligns, changes that will occur and outcomes that have to be met.

### **Information Item: 2.2 Collaboration with San Bernardino Workforce Investment Board**

#### **Discussion**

Presented by	Felicia Flournoy and Jamil Dada
Overview	<p>The Executive Committee met with the San Bernardino Executive Board in December 2012 for a strategic planning session to discuss joint collaboration. We met for another joint event in January 2013. The two committees agreed to work on an industry cluster approach. We will work together on health care industry.</p> <p>The committees agreed to hold annual WIB joint meetings to stay engaged with one another. Riverside and San Bernardino are very similar and outsiders tend to view us as on region. With the new legislation coming out on creating and maintaining collaboration, our two counties are being proactive. Riverside and San Bernardino are planning a joint Full Board meeting for the two boards in the future. Felicia will create the agenda for the two county board meeting. We may also do joint hill visits in Washington DC. Many of the legislators ask us to come as a joint team because we present the same things for our regions. Jamil will see if San Bernardino would like to do joint hill visits.</p>

### **Information Item: 2.3 Council For Youth Development Restructure**

#### **Discussion**

Presented by	Felicia Flournoy and Mary Jo Ramirez
Overview	Felicia presented the potential changes that may occur with the Council for Youth Development (CYD). The CYD is working to become more stream lined. A process was held to help the council identify what items they wanted to focus on in the upcoming year and how to reduce redundancies. Redundancies are occurring because there is no communication from the CYD to the regional committees. The regional committees are trying to address youth needs from their end without input from the CYD. Also, the Executive Committee has an Advocacy committee set up which addresses youth concerns. We proposed that two CYD representatives sit on the policy and legislative committee. And CYD members begin to attend the regional committee meetings in their area to give their input on youth related items that come up. Then we will hold four formal CYD meetings each year. The CYD will make their final decisions at their April meeting.

### **Information Item: 2.4 Youth Opportunity Center Procurement and Funding Update**

#### **Discussion**

Presented by	Loren Sims
Overview	This year is last the procurement year for our YOCs' contracts. We have issued a new Request for Proposals. The award will be \$900,000 per YOC, the same as previously given. March 7, 2013, is the due date for proposals to be submitted. Once the proposals have been reviewed the proposals chosen for the new contracts will be presented to Executive Committee for approval to send forward to the Board of Supervisors. These proposals run for a three year cycle, with yearly proposals given to our six existing YOCs. For now our review panelists are WDC staff. We have put out a request for help to other counties. To date there has been no response.

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<b>Information Item: 2.5 Business Solutions Update</b>
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<b>Discussion</b>
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Presented by	Kathy Boyer
Overview	<p>Business Solutions has seen an increase in hospitals asking us to handle their employee recruitments. We held a job fair and saw 125 people participants at our recruitment event. We will be doing a similar event for Temecula Valley Hospital.</p> <p>San Bernardino and Riverside County will be working together on a new process to work with the healthcare industry. Riverside received a healthcare grant and plans on using the funds to train people in jobs to improve their skills. We have seen increase in healthcare customers. We will have a new employee joining us, who will be our healthcare expert to help with this industry. The two counties are also looking a ways to have their staff work together on different projects.</p> <p>Getting business to use our services as repeat business is one of our strategic Goals. Some of our numbers dropped due to staff decreases, and funding cuts. We are still moving forward with our business intervention and retention program that helps struggling businesses. We are working with a couple of businesses to see how we can assist them. Kathy was asked about some of the challenges a struggling business faces and she gave a brief summary to the committee.</p>

<b>Reports :</b>
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<b>Chairman's Report</b>
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Jamil Dada	<p>Congressman Takano gave credit to the WIB for providing the veteran representative at his press conference. Congressman Takano is introducing his first bill and it is a bill that will assist veterans. We will work with his staff to continue to provide workforce information and assistance when they need it. The Congressman's swearing in ceremony with his constituents will be held at the Caesar Chavez Community Center on University Avenue. Highland Fairview will receive the Governor's Office of Business award for US Green Building on Friday.</p>
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<b>Director's Report</b>
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Felicia Flournoy	<p>Two private sector members have formally resigned from the Board, Lee Haven and Ricardo Olalde. We need to fill their spots with two more people from the private sector. We will try to bring on a representative from hospitals. Jamil will help with identifying a healthcare representative. Barbara Hasley, California Workforce Association is asking that you please respond to their survey. We will be assisting Ms. Eaton, Congressman Takano's Washington representative in identifying 100 businesses for him to visit in one hundred days. The congressman is planning this event for the summer month of August. We are preparing our budget for new county fiscal year. We would like the Executive Committee's feedback on how to allocate training dollars usage for more than regular training . Discussions will be held on this.</p>
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Adjourned 11:30 a.m.