

Jamil Dada
WDB Chairperson

Heidi Marshall
WDB Executive Director



Francisca LeDoux Hernandez
WDB Vice Chairperson

Carrie Harmon
WDB Interim Deputy Director

**Executive Committee
MINUTES
June 15, 2016**

WDB Chairperson Jamil Dada called the meeting to order at 11:44 a.m.

Members in Attendance

Jamil Dada	Morris Myers	Francisca Hernandez	Sharon Duffy	Diane Strand
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Members Absent

Juan De Lara	Lea Petersen	Sonia Nunez	Laurie Stalnaker		
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Guest

Jeff Critchley					
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Staff

Carrie Harmon	T. Pham	Loren Sims	Wendy Frederick	Rilla Jacobs	Jacquelyn Singh
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Administrative Item: 1.1 Approve the April 20, 2016, Minutes						
Motion: That the Workforce Development Board (WDB) Executive Committee approve the April 20, 2016, minutes.						
Moved by	Morris Myers	Second by	Francis Ledoux Hernandez	Abstain	None	
Vote	Aye	4	No	0	Abstain	0
Status	Approved					

Administrative Item: 1.2 Approve Workforce Development Board Member Angelov Farooq's Category Redesignation	
Motion: That the WDB Executive Committee approve WDB member Angelov Farooq category redesignation from Economic Development Representative for District Two to Private Sector Representative for District Three.	
Status	Action Item did not receive a motion.
Discussion	<p>T. Pham: Dr. Angelov Farooq was reconstituted to the WDB in July 2015 as an economic development member for District Two; he is now requesting redesignation as a private sector member in District Three to fill a vacancy there.</p> <p>C. Harmon: When Dr. Farooq was originally appointed he was a private sector member. When the WDB was reconfigured in 2015 he was affiliated with the University of California Riverside (UCR) doing economic development work. To retain his membership on the board during the reconfiguration he was placed in the economic development slot. At that time he requested that should a private sector slot ever open up that he would be redesignated, thereby aligning with his membership in the State of California Workforce Development Board (CWDB) as a private sector member. Members asked how much time Dr. Farooq spent with UCR, the response was 20 percent. Members asked for clarification on the realignment of the Board and how it relates to Dr. Farooq's private sector designation. Response was Dr. Farooq had no input in the reconfiguration of the Board. To decrease the size of the WDB we reduced the number of private sector members in each district, and to retain his membership on the WDB he was placed in the economic development category.</p> <p>C. Harmon: Dr. Farooq is a consultant and the majority of his income is generated through consulting. County Counsel's instruction to us in making a determination on a member's status is to see where the majority of their tax return income is generated. Members asked why we are making this determination now, can't we wait until other openings occur? His current designation kept him on the WDB through the reconfiguration, why change now? C. Harmon responded there is a private sector vacancy in the Third District and Dr. Farooq requested at the time of the</p>

reconfiguration that should there be a vacancy that we reclassify him so his WDB membership will be consistent with his CWDB membership and reflect his employment status. Member asked if we have ever moved anyone midstream before. Staff responded we are filling a vacancy. Members responded if this is a vacancy shouldn't we be recruiting for a new member instead of moving an existing member? Members feel the WDB is missing an opportunity to recruit a new private sector member if they reclassify an existing member and doing a disservice to the Board.

D. Strand: The WDB Southwest Regional Committee is actively seeking ways to encourage businesses to become engaged with the WDB and would like the vacancy to be filled by a new member. Members expressed concerns that if Dr. Farooq fills the Third District vacancy he has no connections with the area. Staff responded that as a consultant Dr. Farooq's business is considered to be countywide. Member still expressed concerns that Dr. Farooq affiliated himself with UCR as his primary business. Members asked why being a private sector is such a concern for Dr. Farooq. Staff responded to align his WDB membership with his CWDB membership and to respond to his request to be moved to the private sector when a vacancy occurred.

T. Pham explained the breakdown of the membership requirements for the WDB. Member asked how many private consultants members are on the WDB. The response was WIOA and members of Congress want private sector members to be employers and have employees. A discussion was held on guidance instructions given from County Counsel regarding what constitutes a private sector member and how they are designated on the Board.

The Chairperson requested members make a motion to decide on this action item. Members were reminded that WDB staff only provides information to the WDB; they do not have a position on any action items. A brief discussion was held regarding how the vacant memberships are normally filled. The Chairperson for Southwest committee wants the vacancy in her district to be filled by a new private sector member. Members did not make a motion to take action on this item and moved on to the other agenda items.

Administrative Item: 1.3 Approve the Workforce Innovation and Opportunity Act Partner Memorandum of Understanding						
Motion: That the WDB Executive Committee approve Phase I of the Workforce Innovation and Opportunity Act (WIOA) Partner MOU.						
Moved by	Morris Myers	Second by	Sharon Duffy	Abstain	None	
Vote	Aye	4	No	0	Abstain	0
Status	Approved					
Discussion	<p>L. Sims: As prescribed under the new WIOA legislation, Local Workforce Development Boards are now responsible for entering into a formal Memorandum of Understanding with each partner that provides services of the overarching One Stop delivery system also known as America's Job Centers of California (AJCC). The MOU is intended to provide the operational structure necessary to effectively braid funding streams, leverage resources and deliver comprehensive services to the public.</p> <p>The MOU development process will take place in two phases. Phase I addresses service coordination and collaboration amongst the partners. Phase II will address how to functionally and fiscally sustain the unified system described in Phase I through the use of resource sharing and joint infrastructure costs, and how partners who will not cohabit with us will provide services.</p> <p>To date, we have completed Phase I by convening five (5) MOU partner meetings held at both the Riverside Workforce Development Center and the Banning Department of Public Social Services that focused on Phase I requirements. We are moving the MOU forward and obtaining the required signatures. It will be sent to the Board of Supervisors for approval on June 21, 2016, and is due to the State by June 30.</p> <p>Member asked why some educational institutions were not on this MOU. Staff responded the list of partners for this phase of the MOU captures all of those partners mandated under WIOA. Members wanted to know what this MOU is for. Staff responded this MOU is mandated partners in an overarching workforce system to provide services to the majority of jobseekers who come through our doors. These are jobseekers who come from TANF, community colleges, adult education, and other agencies listed in the MOU. This MOU seeks to leverage all of our resources more effectively. So when a jobseeker comes through our doors they can receive all of their assistance in one place for their employment journey. We are creating a holistic system to help individuals be successful in finding a high quality job.</p> <p>Members wanted to know if educational institutions can be added to MOU at a later date. Staff responded yes, higher education and other entities can be added as strategic partners. This MOU focuses on aligning services and it can be modified. Members wanted a line in the MOU that states other entities can be added. Staff showed members the page where adding partners at a later date is stipulated in the MOU.</p>					

Administrative Item: 1.4 Approve the Business Process Improvement Plan for 2016/2017

Motion: That the WDB Executive Committee approve Program Year (PY) 2016/2017 WIOA Rapid Response Funding recommendations in the amount \$100,000 for California Manufacturing Technology Consulting to provide business improvement services to Riverside County Businesses

Moved by	Diane Strand	Second by	Francisca L. Hernandez	Abstain	None	
Vote	Aye	4	No	0	Abstain	0

Status Approved

Discussion

L. Sims: In support of the WDB’s Strategic Plan, the Economic Development Agency/Workforce Development Division released a Request for Proposal (RFP) on September 28, 2015, to procure for Business Process Improvement Services for program year 2015/16. The purpose of the procurement is to complement both Rapid Response and job retention for businesses struggling to remain competitive.

California Manufacturing Technology Consultants (CMTC) was awarded the contract for \$100,000 during program year 2015/16, with a contract period of January 1, 2016 through June 30, 2016, to provide lay-off aversion, job-retention services, strategic and financial planning, quality assurance, energy efficiency, IT systems and human resource development. CMTC has been on target to meet performance in the current year contract as demonstrated by their year-to-date summary of activities.

CMTC is recommended for renewal of the Business Process Improvement Services agreement for PY 2016/17 not to exceed \$100,000 with the agreement period of July 1, 2016, through June 30, 2017. CMTC focuses on manufacturing; an additional Business Process Improvement Services procurement is being released on June 20, 2016, to provide these services to the other WDBs priority industries.

Members asked how many businesses were assisted by CMTC and how many jobs did they save last year. The response was eleven or twelve businesses and saved roughly 109 jobs. They have prepared a report and we will have it available. Members asked if the dollar amount was capped. Staff responded that not anymore, because each businesses needs are different and this affects the amount of financial help they require. Members asked how businesses evaluated CMTC and the response was through a written evaluation of the process.

Administrative Item: 1.5 Approve the Workforce Development Center’s Redesigned Logo

Motion: That the WDB Executive Committee approve the Workforce Development Center’s redesigned logo to reflect America’s Job Center of California designation.

Moved by	Francisca L. Hernandez	Second by	Morris Myers	Abstain	None	
Vote	Aye	4	No	0	Abstain	None

Status Approved

Administrative Item: 1.6 Approve the Workforce Development Board Reappointments for Members with Expiring Terms

Motion: That the WDB Executive Committee approve WDB reappointments for members with expiring terms.

Moved by	Morris Myers	Second by	Sharon Duffy	Abstain	None	
Vote	Aye	4	No	0	Abstain	0

Status Approved

Discussion Item: 2.1 Southwest Workforce Development Center (WDC)

Discussion

Carrie Harmon	Reported that staff is analyzing Workforce Development’s budget to identify potential opportunities for cost savings. One item is the Southwest WDC space in Murrieta. We are negotiating our lease agreement with the landlord. The landlord is not receptive to downsizing or renegotiating the square footage. If negotiations are unsuccessful we will have to relocate the Southwest WDC. We are currently considering other locations that will be smaller. If we have to vacate the facility it will be at the end of summer. Members asked what locations are being considered. Staff responded Mt San Jacinto College’s Menifee campus and if that is not feasible then we will use a site search to find other locations. Staff explained that lease agreements contain 3 – 3-1/2 percentage annual rate increases and after several years your lease cost increases by 15 to 20 percent. We are also
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	renegotiating other types of contracts.
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Discussion Item: 2.2 Member Initiatives

Discussion

Jamil Dada	<p>Gave a brief explanation to the newer members of how Riverside County Information Technology became the IT support for Workforce Development. The IT costs for workforce development increased substantially and he asked staff if these costs had been renegotiated. The response was no.</p> <p>Last year county official told us cost for workforce IT will come down. In comparison to other WDBs we are paying three times more for these costs. We are being over charged by \$1 million every year. If we bring this cost down we can allocate this money to helping jobseekers and providing more training. Jamil stated as private sector board members this is an issue the Board should be discussing and addressing. Other workforce department heads have renegotiated their IT costs and we should be able to do the same. Members asked how they can assist addressing this issue. Jamil responded wait for an official response and also take our concerns to the Supervisor in our district. Staff responded that this will have to be an action from the WDB as the overseers of the WDB budget.</p> <p>Jamil asked for a motion to make this issue an action item. Morris made a motion that as the WDB Chairperson, Jamil Dada appoints a subcommittee of the Executive Committee members to go with him and meet with the Supervisors to address this issue. The motion was approved. Jamil responded that he will begin to set up the meetings with the Supervisors</p> <p>To eliminate creating a subcommittee Morris amended his motion to give Jamil Dada authorization to call upon WDB members to attend the Supervisor meetings with him.</p>
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Moved by	Morris Myers	Second by	Diane Strand	Abstain	None
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Vote	Aye	4	No	0	Abstain	None
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Status	Approved
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Actions	Jamil will begin scheduling meetings with the Supervisors.
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Jamil Dada	<p>Sandy Harmsen is retiring and we will have a retirement reception for her here at the Riverside WDC on July 12, 2016, after our Slingshot meeting.</p> <p>July 12, 2016, is the next scheduled Slingshot Steering Committee meeting.</p> <p>July 29th San Bernardino County Supervisor and Board will have a formal retirement dinner for her at Sierra Lakes Country Club in Fontana.</p> <p>June 28-29, 2016, is the Statewide SlingShot Convening in Sacramento.</p>
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Reports :

Federal and State Report

Jamil Dada	The State Plan has been approved and sent to the Department of Labor (DOL) for approval. The Appropriations Committee is stuck on cutting funding. Original WIOA was passed by the Senate with slight increases in funding, and now the Appropriations Committee is saying this may change. We are waiting to see what our funding will be.
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Regional Committee Reports

West	Tabled to next meeting
East	W. Frederick: The East Committee is moving forward with its 3 rd Annual Workforce Summit. The date is November 17, 2016; the theme will be centered on small business. She reported that the WDCs are all meeting their performance numbers. We continue to do follow up on our training customers. The DOL monitored our integrated services and praised our performance for veteran services. We received \$500,000, from the State for Veterans Employment and Assistance Program that helps with employment services for low income vets.
Southwest	We continue to explore ways to engage private sector business members. We would be interested in holding an event similar to the East's Workforce Summit that will enlighten and encourage businesses to become more involved with the WDB. We are continuing to discuss and support apprenticeship programs and have had presentations by the State. New technology is being fostered in the Southwest and we want to them to attend our meetings more consistently.

Director's Report

Carrie Harmon	<p>Staff attended the California Workforce Association Board meeting and learned that we will have to procure out the administration of the operations of the One-Stop Center. We won't know what the procurement process will entail until the final regulations come out in late June or July of 2016. We continue to work to find ways to be more competitive and will keep you informed.</p> <p>We received \$271,539 from the State for regional planning. This will help defer the cost of the Strategic Consultant we procured to work on our regional and local plan.</p> <p>Members returned to the IT item and asked if quotes can be secured to see what competitive bids look like from other IT entities. Members wanted to know what the costs entail and see what types of services they cover for when they approach the County with a request to reduce IT costs to \$400,000; to be aligned with other WDBs. Another option is to decentralize from the County and have our own IT department within the County again.</p> <p>Staff informed members the Riverside Economic Development Agency was designated the SBDC for Coachella Valley.</p>
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Adjourned 1:10 p.m.