

Jamil Dada  
WDB Chairperson

Heidi Marshall  
WDB Executive Director



Francisca LeDoux Hernandez  
WDB Vice Chairperson

Carrie Harmon  
WDB Deputy Director

## Executive Committee: Minutes August 17, 2016

WDB Chairperson Jamil Dada called the meeting to order at 10:35 a.m.

### Members in Attendance

Diane Strand Morris Myers Juan De Lara Laurie Stalnaker  
Jamil Dada Francisca L. Hernandez Sonia Nunez

### Members Absent

Lea Petersen Sharon Duffy

### Guests

Cheryl Peabody Michael Vu Stephanie Koontz

### Staff

Carrie Harmon Thi Pham Sandy Kantor Janet Mc Fall  
Loren Sims Russell Best Jacquelyn Singh

### **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, Minutes.**

<b>Moved by</b>	Morris Myers	<b>Second by</b>	Francisca Hernandez	<b>Abstain</b>	Juan De Lara Laurie Stalnaker	
<b>Vote</b>	Aye	4	No	0	Abstain	2
<b>Status</b>	Approved					

### **Administrative Item: 1.2 Approve the Workforce Development Board's Member Reappoints**

**Motion: that the WDB Executive Committee the reappointments of existing members; Jamil Dada, Ron Vito, and Angelov Farooq for another two-year term.**

<b>Moved by</b>	Juan De Lara	<b>Second by</b>	Laurie Stalnaker	<b>Abstain</b>	None
<b>Discussion</b>	<p>Morris Myers: challenged Dr. Farooq's reappointment to the Third District as a private sector member. The members of the Southwest Regional Committee want to fill their open private sector spot with a new business member from the Third District who is from the manufacturing or tourism industry.</p> <p>Laurie Stalnaker: responded that the current workforce act does not call for designated areas and she serves on the two workforce boards in San Bernardino County and is also appointed to the Riverside board by its Board of Supervisors. Dr. Farooq has a business at the University of California Riverside (UCR); we should not try to find out who fits where.</p> <p>Thi Pham referred to the discussion notes from the June 15, 2016, minutes, which has language as to board compliance and why Dr. Farooq was moved to his current board position.</p> <p>Jamil Dada: addressed Laurie's response regarding the WDB not having designated areas by saying that he has received calls from sitting Supervisors questioning why unknown individuals were being appointed in their districts. Supervisors do care who is being appointed in their districts and should have the opportunity to make the decision.</p> <p>Juan De Lara: responded he could understand why any of the Supervisors probably would not appreciate the Executive Committee making a decision to appoint members into their district. It is up to the Board of Supervisors (BOS) to appointment members in the area where they live. Juan recommended that Executive Committee approve the appointments as recommended; with comments from the members who do not agree with the recommendations</p>				

	and let the BOS decide.					
	Laurie asked if there was room to add more members and the response was no. The WDB keeps a specific number of private sector members to maintain the balance of public sector members. Increasing the private sector would mean increasing the public sector numbers to get back in percentage balance and we would end up with a fifty-plus workforce board again.					
	Carrie Harmon informed the Executive Committee that Imran can no longer sit on the WDB as a UCR representative. UCR has designated member Sharon Duffy and their representative.					
	Morris Myers asked if the motion was a slate or individual motions. The response was, it can be either way.					
	Diane Strand referred to the last Executive meeting where a final motion was not made regarding moving Dr. Farooq's membership to the Third District. Everyone was in agreement that his membership should remain where it was. She asked what business address does Dr. Farooq use for his business, the response was Riverside. Diane suggested that as Dr. Farooq is up for reappointment, it may be better if he fall off as a public member and re-apply as a private member in his own district.					
	Jamil Dada began to bring the discussion session to a close, Diane Strand referred back to the motion and asked could it be accepted as is, the response was no, the motion has to be voted on as proposed. If it does not pass, then a new motion to separate the reappointments can be presented.					
	The current motion is to accept the motion as a slate.					
<b>Vote</b>	Aye	2	No	3	Abstain	0
<b>Status</b>	Motion did not pass					
<b>Action</b>	Chairperson Jamil Dada called for a new motion					
<b>New Motion</b>	<b>That the WDB Executive Committee approves individually the three members who are up for reappointment.</b>					
<b>Moved by</b>	Diane Strand	Second by	Francisca Hernandez	Abstain	None	
<b>Discussion</b>	Morris Myers clarified that the motion is to vote individually on the reappointment of Jamil Dada, Ron Vito, and Angelov Farooq and a vote will be called for each member individually. Laurie asked if Dr. Angelov was informed that this item would be up for vote today, the response was yes. Clarification was given again on how the Board was reconstituted to meet compliance to be a Board under the Workforce Innovation and Opportunity Act. Members assured Laurie that Dr. Farooq is not being removed from the Board; a discussion will be held with him to determine the best placement for him on the Board as it is currently configured.					
	Laurie asked when the next Executive Board meeting would be held, the response was October 19, 2016. Laurie asked to make a motion to table the decision until that time. Jamil responded this item was tabled at the June 15, 2016, meeting. Discussion was held regarding the feasibility of tabling this item, as the three members reappointment dates will expire before the October meeting, and they risk being dropped off the Board. The motion to table is not debatable, but does require a majority two-thirds vote. The motion to table did not receive a majority vote.					
	Diane Strand withdrew her previous motion and made a new motion.					
<b>New Motion</b>	<b>That the WDB Executive Committee approves the reappointments of Jamil Dada and Ron Vito.</b>					
<b>Moved by</b>	Diane Strand	Second by	Morris Myers	Abstain	None	
<b>Vote</b>	Aye	5	No	1	0	
<b>Status</b>	Approved					
<b>Action</b>	Move forward with reappointment of Jamil Dada and Ron Vito.					

<b>Administrative Item: 1.3 Approve the Business Process Improvement Funding Recommendation</b>						
<b>Motion That the Workforce Development Board (WDB) Executive Committee approve the Request for Proposal award to Instructional Access Inc./Rapid 3D Manufacturing to provide Business Process Improvement Services from October 1, 2016 through June 30, 2017.</b>						
<b>Moved by</b>	Juan De Lara	Second by	Morris Myers	Abstain	None	
<b>Vote</b>	Aye	6	No	0	Abstain	0
<b>Status</b>	Approved					

**Discussion Item: 2.1 Member Initiatives**

**Discussion**

<b>Juan De Lara</b>	For the last couple of years the East Regional committee members has given workforce presentations to the city councils in the Coachella Valley. As a result the City of Indio and several entities requested a tour of the Indio WDC. They were very impressed. They did not all of the resources available to them through their local WDC. The City of Indio wants to use a marketing firm called Cord Media to develop a marketing campaign to promote the WDC to young adults and youth services. Once the model is developed we hope to be able to use it throughout the area. Carrie informed Juan the Business Intelligence Unit has created individualized workforce and industry reports for each of Riverside County’s cities. The reports are available and she send them to the committee to use in their discussions. The East Committee will begin to expand its outreach efforts to begin to include Chambers of Commerce, Rotary Clubs. And other service groups.
<b>Laurie Stalaker</b>	Laurie informed members on a project labor has going on in the Coachella region. It is in Thermal and is a career pathway. It is a complex that will house many apprentice programs some of which are service, hospitality, manufacturing and construction. This effort is being anchored by veterans working with the Veterans Division of HUD. No local funding is supporting this effort. There are federal dollars coming in but they are not tied to any county. Currently, two classrooms are open and the rest will be completed by the end-of-the-year.  These apprenticeship training pathways will lead to a prevailing family sustainable career. Laurie suggested that sometime in the future a tour of the completed complex could be arranged for the Board.
<b>Sonia Nunez</b>	Sonia- attended the Job Interview event I-Foster created to prepare foster youth on how to be successful at a job interview and gave members an overview of the results. The foster young adults were given training, preparation, and instructions on interview skills. Most of the youth who participated where job ready, however, a few needed more preparation. The event was very rewarding and Sonia suggested that next year, if they hold the event, to have it on a weekday. Ifoster would get a better response of HR staff to come as volunteers.

**Reports:**

**Federal and State Report**

Tabled to Workforce Development Board Meeting 8/17/16 12:00 p.m.

**Regional Committee Reports**

West	Carrie – Meeting was well attended and the focus was how to do more for our young adults. I-Foster gave presentation on their efforts and discussions were held on how to better serve this population. Staff is working to gather key stakeholders to see about the potential of holding a Career Technical Education summit in the West region and replicating it for the East. This will highlight Career and Technical Education, and build a stronger bond with our regions community colleges.
East	Juan – the private sector members in our region remain strong and active on our committee. We still have three former Board members who serve on the regional committee. Our working group is assisting staff with the Workforce EXPO and our Workforce Summit lead by Layne Arthur. The Summit is set for November 17, 2016, and we have \$2,000 in sponsorships. We continue to meet our deadlines and we are looking for a Keynote Speaker.  The Workforce EXPO will be held September 15, 2017, and we have sold all of our booths. We continue to keep it affordable for the small businesses to attend.
Southwest	Diane – Southwest is moving forward with holding a workforce summit in the southwest area. We are also trying to pull together a correlation between minimum wage jobs and education and training. We want to have some apprenticeship programs established in our area to train young adults in better and higher paying jobs versus minimum paying jobs.  We continue to work towards bring more private sector members and partners into our committee.

**Executive Director’s Report**

Carrie Harmon	The budget continues to be tight and we continue to look at ways to cut costs. To this end we will be closing the Southwest WDC and relocate operations to our Hemet facility. This will reduce our brick and mortar costs which is substantial for this building. We will be out of the building by December. Diane asked if renting another building in Murrieta was explored. Carrie responded yes, but everything was too expensive in the area. The unemployment numbers no longer support the need for such a large building.
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	<p>Members asked for an update on the request to look into cutting costs to Information Technology. Carrie responded that executive staff is aware of the Boards concerns and this request is being looked into. Loren also pointed out the by closing the Southwest WDC IT costs will drop substantially. Renegotiations with the county IT department regarding its costs are ongoing and switching to another company is being explored. Jamil will keep the committee updated on the progress of this item.</p> <p>We also will have to do One-Stop Center procurement to secure an operator for our One-Stop Centers. We will be putting out a Request for Proposals for a One-Stop Operator in December 2016, or January 2017. We are waiting on more document guidance from the California Workforce Association. Members asked if the county and its staff would be running the centers. WIOA requires that the One-Stops go out to bid to secure an operator. WIOA wants it to be competitive and the County will be one of several entities competing to run the center.</p>
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**Adjourned: 11:30 a.m.**

	<b>Recap of Actions</b>	<b>Person Responsible</b>
	Move forward with Jamil and Ron’s reappointments	Rilla Jacobs
	Send Juan De Lara the Business Intelligence Unit created individualized workforce and industry reports for the east region	Carrie Harmon
	Tour of new apprenticeship complex in Coachella Valley (?November 17?)	Laurie Stalnaker
	Update on county IT negotiations and switching to an alternate company	Jamil Dada

	<b>ANNOUNCEMENTS</b>
	Workforce EXPO 9/15/2016
	Workforce Business Summit 11/17/2016
	Requests for Proposals – One-Stop Operators December 2016/January 2017