

Ricardo Olalde
WIB Chairman

Rob Field
Assistant County Executive Officer, EDA

Felicia Flournoy
WIB Director

Thomas Donahue
WIB Vice Chairman



Mark Christiansen
WIB Deputy Director

Rilla Jacobs
Secretary

Infinite Opportunity, Lasting Prosperity

Executive Committee April 21, 2010

Chairman Ricardo Olalde called the meeting to order at 10:00 a.m.

Members in Attendance

Ricardo Olalde	Jamil Dada	Lee Haven	Shelagh Camak	Morris Myers	Robert Frost
Robert Little	Tom Donahue				

Members Absent

Laurie McLaughlin					
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Staff

Felicia Flournoy	Mark Christiansen	Maria Muldrow	Loren Sims	T. Pham	Vera Morrow
La Tonya Johnson	Pat Ramos	Rilla Jacobs			

Administrative Item: 1.1 Appointment of Council for Youth Development Member

Motion: Approve the appointment of Elizabeth Versace to the Council for Youth Development (CYD).

Moved by	Lee Haven	Second by	Robert Little
Status	Approved		
Discussion	Elizabeth Versace was nominated by CYD Member Chuck McDaniel and Councilman Scott Matas. She has 20 years experience as a strategic planner and consultant. Elizabeth believes that to secure a vibrant future, we must invest in the training and development of our youth to give them the skills they will need to compete for jobs in the "new" economy.		

Administrative Item: 1.2 Riverside County Office of Education Public Outreach

Motion: Approve the recommendation to provide \$1,000 public outreach funding for the May 7th Riverside County Office of Education (RCOE) in East Riverside County.

Moved by	Robert Frost	Second by	Robert Little
Status	Approved		
Discussion	The event will be held at the Palm Springs Convention Center. The WIB historically has supported the Annual State of Education yearly event which is held once a year in the western side of Riverside County. This is an effort to reach a wider audience throughout Riverside County by providing a State Address in the eastern portion of the county.		

Administrative Item: 1.3 Inland Empire Labor Market Survey Funding Recommendation

Motion: Approve \$273,500 for the 2009 Inland Empire Labor Market Survey and authorize the Director of Workforce Development or her designee to negotiate and execute a sole source agreement within 10 percent of the recommended amount.

Moved by	Robert Little	Second by	Shelagh Camak
Status	Approved		
Discussion	This is an ongoing joint project for Riverside and San Bernardino County. Since 2003, research, analysis and surveys have been conducted to identify industries responsible for continuous growth and competitiveness within California. In 2008 a team from Riverside and San Bernardino County's Workforce and Economic Development departments, California Community and the California Employee Development Department began meeting to uncover regional industry clusters within the Inland Empire. The team identified Renewable Energy and Recession Resistant Clusters as the most likely to play an important role in the future economic prosperity of the region. To validate these findings a Request for Proposal (RFP)		

	<p>was sent out on March 8, 2010, soliciting vendor services to assist in an in-depth analysis of current workforce skill levels and labor market dynamics for the two counties with resulting data being presented in an interactive internet application. The collected data will assist in ongoing efforts to develop strategies and enhance linkages in the Inland Empire. It will also assist in providing services to jobseekers, employers and residents that meet real time workforce needs. This project is being partially funded through the American Recovery and Reinvestment Act of 2009.</p> <p>The RFP was published in nine newspapers encompassed four counties. There was one response to the RFP and it received a score above the minimum narrative score. Therefore the Economic Development Agency would like to exercise its option under the Workforce Investment Act Policy to enter a sole-source procurement</p> <p>Members questioned how the funding would be used in Riverside County. The funding will be used to conduct surveys of the two identified industries found within every city. ERISS Corporation guarantees a 25 percent response rate and will complete the project within six months. The information extracted from the survey will be integrated into the Executive Pulse.</p>
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**Administrative Item: 1.4 Summer Work Experience and Year Round Youth Programs
Funding Recommendations**

Motion: Approve the 2010 Summer Work Experience and 2010/2011 Year Round funding recommendations and authorize the Director of Workforce Development or her designee to negotiate and execute agreements within 10 percent of the funding recommendations.			
Moved by	Robert Frost	Second by	Morris Myers
Status	Approved		
Discussion	On February 11, 2010, the Economic Development Agency issued a RFP to solicit service providers to operate the five Youth Opportunity Centers (YOCs). The service providers will oversee the 2010 ARRA Summer Work Experience and the Workforce Investment Act Year Round Youth Programs. Seventy-three proposals were downloaded and seven responses were returned. The Year Round Youth Program will last from July 31, 2010, to June 30, 2011. The Summer Work Experience will last from May 30, 2010 to September 30, 2010.		
Actions	A request was made to give all Workforce Investment Board members training on the Proposal Review process to make them aware that staff uses a fair and equitable process.		

**Administrative Item: 1.5 Transfer of Funds for Adult and Dislocated Worker Programs
Recommendation**

Motion: Approve and authorize the Director of Workforce Development with the authority to request the transfer of funds as needed within the guidelines of the federal and state regulations for Dislocated Workers and Adult Funding for Program Years 2009-2011.			
Moved by	Jamil Dada	Second by	Shelagh Camak
Status	Approved		
Discussion	Historically, all transfer requests were approved by the Local Workforce Investment Board. By delegating this authority to the Director it will provide greater flexibility to respond swiftly and strategically to changes to the local economy and demand for services. The Workforce Investment Act (WIA) provides for three funding streams, Youth, Dislocated Workers and Adults. Depending on Riverside economics and how adults are labeled, funds can be transferred between the Dislocated Workers and Adults accounts when necessary and the Board of Supervisors must approve the transfer. The recommendation is for a 50 percent transfer of the WIA formula dollars and 30 percent from ARRA funding. This flexibility to move funding will help to utilize and allocate 100 percent of the formula dollars.		
Actions	Members requested that upon completion a report be presented them on how the funding was utilized		

**Administrative Item: 1.6 Fifth Extension and Modification to the local Five-Year Plan
for Program Year 2009/10 Recommendation**

Motion: Approve and authorize the WIB Chairman to execute the fifth extension and modification to the Local Five-Year Strategic Plan.			
Moved by	Robert Frost	Second by	Robert Little
Status	Approved		
Discussion	In March of 2000, with the approval of the Riverside County Board of Supervisors, The Workforce Investment Board submitted its Five-Year Plan to the State of California. State Level guidance has allowed four one-year extensions to the original Five-Year Plan and each have been accepted. To date, with the extensions, the Five-Year Plan is now ten years old. In the past, Riverside has submitted the extensions showing the Plan vs. Actual achievement for comparison by the State and so far there has been no negative feedback.		

	Historically, the State reviews the extensions and adds items to it that they want the local WIBs to focus on for the year. Historical documents are submitted with the extensions. One item of focus last year was increasing the number of labor representatives on the WIB. We are not in compliance but have made and can show an earnest effort to recruit labor representatives.
Actions	Robert Frost International Brotherhood of Electrical Workers will assist with recruitment of more labor representatives.

Administrative Item: 1.7 Strumpf and Associates Center for Strategic Change One-Year Renewal

Motion: Approve a one-year renewal to the agreement with Strumpf Associates Center for Strategic Change in the amount of \$125,000 for the period of July 1, 2010 – June 30, 2011.

Moved by	Morris Myers	Second by	Robert Little
Status	Approved.		
Discussion	An additional one-year renewal is being requested to avoid disruption of current organization strategic planning, Continuous Quality Improvement (CQI) and execution of the WIB American Recovery and Response Act (ARRA) Plan. These efforts will result in increased accountability, operating efficiency, reduction of costs and customer satisfaction. Through Strumpf and Associates' assistance with training and guidance in the areas of workforce strategic planning, system building, program evaluation and CQI we have become a high performance work organization. ARRA funds will be fully expended by June 2011. If additional consultant services are required beyond this date, a competitive procurement process will be conducted.		
Actions	If additional consultant services are required beyond this date, a competitive procurement process will be conducted.		

Information and Analysis Team Report

Scott Hander	<p>Scott reported that the strategic measures and outcomes data collection is still in progress but gave the following update:</p> <p>Measure 1 Annual customer satisfaction survey with each customer will be ready in June of 2010.</p> <p>Measure 3 a definition has been created to identify what constitutes an Economic Development Partner, the definition is (A WDC Economic Development Partner is "a public or private agency, department or association whose primary mission is promoting economic development within Riverside County.</p> <p>Measure 4 Increase the graduation rate of those graduating with a standard diploma and/or with secondary credential. No updated data available beyond 2007-2008. Will continue to monitor for availability of information.</p> <p>Measure 5 Increase the percentage of those entering post secondary education. No updated data available beyond 2007-2008. Will continue to monitor for availability of information.</p> <p>Measure 6 Decrease Turnover that is due to lack of skills (hard and soft skills).</p> <p>Measure 7 Increase the number of companies that report that the workforce has the required skills to expand and recruit from within the region. A survey has been created to address Measures 6 & 7. Once the Virtual Office System is functional for the portion the survey will be incorporated into the system.</p>
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	Recap of Actions	Person Responsible
	Members requested that upon completion of Transferring of Funds a report be presented them on how the funding was utilized.	
	A request was made to give all Workforce Investment Board members training on the Proposal Review process to make them aware that staff uses a fair and equitable process.	
	Robert Frost International Brotherhood of Electrical Workers will assist with recruitment of more labor representatives.	
	If additional consultant services are required past this date, a competitive procurement will be conducted.	

ANNOUNCEMENTS

A living wage of \$14.75 has been established for Riverside County
April 23, 2010, Character Counts 5 th Award Ceremony
HR 4851 for \$12 million in unemployment benefits has been approved
Western Riverside Council of Government annual event is scheduled for June