



Workforce Development Board Meeting Minutes

Wednesday, March 8, 2017

Members Present: Paul Castro, Jack Buckhorn, Dennis Aseltyne, Patty Bruder, Terry Poplawski, Robyn Stalcup, Lisa Epstein, Dan Gjerde, Robyn Stalcup (teleconferencing), Eric Cooper (teleconferencing), and John Kuhry (In attendance from Item 7 on)

Members Absent: Pam Jensen and Diana Easley

Staff Present: Jesse VanVoorhis, Kathy Covellone, and Debra Dockins

Guests Present: Rhea Hollis, Judith Harwood, Candy De Los Santos, Stacey Caico, and Kristen Lawson

AGENDA ITEMS:

1. **Call to Order and Introductions:** The meeting was called to order at 1:21 p.m. by Vice-Chair Paul Castro.
2. **Review and approve agenda:** Jack Buckhorn made a motion to approve the agenda. Dennis Aseltyne seconded the motion. A vote was called and the agenda was approved unanimously.
3. **Disclosure:** No disclosures were made.
4. **Opportunity for Public Comment (for items not on the agenda for which no action may be taken):** No Public Comments were made.
5. **Review and Approve Minutes**
 - a) **Review Regional Plan Meeting Minutes of November 9, 2016**
 - b) **Review Executive Committee Minutes of October 12, 2016**
 - c) **Review Executive Committee Minutes of February 8, 2017**
 Per Debra Dockins, all items have been reviewed, and were so approved.
6. **Consent Calendar Items**
Approval of:
 - a) **Receive Redwood Community Services (RCS) PY 2016-2017 1st Quarter Expenses**
 - b) **Receive RCS PY 2016-2017 2nd Quarter Expenses**
 - c) **Receive RCS Program Service 1st Quarter Program Services Report**
 - d) **Receive Mendocino Private Industry Council (MPIC) PY 2016-2017 1st Quarter Expenses**
 - e) **Receive MPIC PY 2016-2017 2nd Quarter Expenses**
 - f) **Receive MPIC Adult, Dislocated Worker & Rapid Response 1st Quarter Program Services Report**
 - g) **Receive Workforce Development Administrative 2nd Quarter Expenses**
 - h) **Approval of Policy 40 Personally Identifiable Information**
 - i) **Approval of Policy 39A WIOA Youth Program Eligibility**
 Debra Dockins provided an overview of all items needing approval in this segment (items a-i). Jack Buckhorn moved to approved all items on the Consent Calendar and member Dennis Aseltyne seconded the motion. A vote was called and an all "aye" vote was recorded.
7. **Presentation was given by Judith Harwood, on the Adult Education Block Grant (AEBG) Program and Community Pro Suite**
 Judith Harwood, AEBG Program Project Manager, provided an overview of the CommunityPro Suite, which is an interagency collaboration tool in which the Mendocino-Lake AEBG consortium has invested. It was stated that the program was being utilized by the different agencies in the AEBG consortium and the software was presented as a tool to improve the effectiveness of referrals and to also track program performance among community partners. In the presentation it was discussed the workforce needs of the state and the incentives for collaboration among education and workforce partners to bolster the system. A point was made that AEBG and Title I WIOA programs share common clients and that both programs are working to develop career pathways that are integrated. A case study example was provided that highlighted the challenges a client faces in navigating through our workforce and education systems. CommunityPro Suites was presented as a solution to the system challenges by creating a tool for allowing a common intake for community partner programs, reducing duplication of effort and simplifying the process for the client.

A question was asked about how the cost of the system would impact any partners which participated. Judith stated that the AEBG consortium had paid for the software system and that integration with WIOA partners was included in the bid for services indicating no initial cost would be incurred by partners. A question was asked about the database system and the security level in regards to information security. Judith



discussed the data security elements and guarantees in the contract and the track record of the software provider. It was shared that the concern regarding security is one of the reasons the workforce development board has not moved forward with utilizing the system as there is an outstanding question to the Employment Development Department about whether they would authorize the release of data. It was discussed whether the impending joint powers authority with the Workforce Alliance of the North Bay (WANB) would be a concern in considering authorizing use of the software. It was stated that WANB is aware of CommunityPro and has indicated it supports continued interest by Mendocino WDB in the CommunityPro system. Judith shared that AEBG providers in Napa and Marin counties were implementing CommunityPro for their adult education programs. A question was asked regarding ongoing costs to providers as the understanding was that AEBG consortium had made the purchase. Judith stated that the AEBG purchased a 3 year license and that there would potentially be an annual cost ongoing. A question was asked about double input in two systems and it was clarified that data is pulled from the partner systems so no duplication would be required. A clarification was made that only WIOA Title I client information would be submitted to the system and not Wagner-Peyser Employment Services client data. A question was asked about the status of implementation and the response was that AEBG is hoping to upload data within a month. A request was made to have an update provided to the WDB on the implementation efforts and Judith agreed she could come back to a future WDB meeting.

8. **Discussion Regarding Potential Move of the Comprehensive One Stop Location in Ukiah:** Information was provided indicating the 631 S. Orchard Ave. building (the current Mendocino Works Ukiah location) had been sold or is in escrow. It was stated that no definite answers are available as to when it will be completed, and some agencies want more details on how much notice we will receive, due to the cost involved in relocating. It was stated that Mendocino County Health and Human Services Agency (HHSA) was in the process of looking for a new facility. It was shared that partner agencies in the Mendocino Works office had relocated to one side of the building and that RCS staff had moved in to some of the offices in the building. A question was asked whether official notice had been received and it was clarified that official notice was never issued or received. Information was provided regarding a memo that was received by WDB staff stating the building was sold, and that the landlord of the building later clarified that the sale was not final and no timeline for escrow was available but that the building was indeed in escrow. Discussion ensued regarding potential building locations to relocate the one-stop and concerns were raised that sufficient space be obtained to allow partners to collocate. It was clarified that the RCS staff that moved into offices in the Mendocino Works building are not WIOA provider staff. A question was asked about notice requirements if a partner wanted to relocate. One member indicated that the uncertainty of the relocation may lead to partners considering other options for locations to avoid disruption to services and be proactive. It was agreed that a time frame for moving was needed and concerns were raised regarding the lack of official communication to the WDB and partners regarding the situation. A question was asked regarding space requirements and it was shared that the current location is 18000 square feet and that options for a smaller building were being considered but that it was important to have sufficient space for all partners. It was shared that conference rooms are important and that hopefully space for conference rooms would be allowed in any new location.
9. **Discussion Regarding Request for Proposals (RFP) for Workforce Innovation and Opportunity Act (WIOA) Program Services and One-Stop Operator:** Debra Dockins stated that RFP will be issued for program and service delivery within the next couple of weeks and that the RFP is consistent with the RFP issued by WANB. It was shared that the RFP was consistent so that programs will align when the JPA with WANB is finalized. There were no questions and no further information was provided.
10. **Approve Board Chair to Sign Local and Regional WIOA Strategic Workforce Plans:** Debra Dockins provided information regarding the Local and Regional WIOA Plans. It was stated that a public comment session was held, with proper notice posted requesting input, and that no public comments or input was received. A request was made to give approval for John Kurhy, chair, to sign the plans so they can be submitted to the state by the due date of March 15, 2017. A motion was made by Jack Buckhorn to approve the board chair to sign the Local and Regional WIOA Strategic Workforce Plans; the motion was seconded by David Aselytne. Roll call was taken by Debra Dockins with an all "aye" vote recorded.
11. **Review MPIC, Adult, Dislocated Worker & Rapid Response 2nd Quarter Program Services Report:** Debra Dockins noted that the only correction needed on the report was of the 2016-2017 allocation for training which was showing 25% when it should say 30%. It was shared that the full training expenditure mandate had been met. No questions were asked and no further information was shared.
12. **Approve MPIC, Adult, Dislocated Worker & Rapid Response 2016-2017 Budget:** A handout was referenced which shows the budget numbers. It was shared that fiscal staff had reviewed the budget and that WDB staff supported authorization of the budget. A motion was made by Dennis Aselytne to approve the MPIC, Adult, Dislocated Worker, and Rapid Response 2nd Quarter Program Services Report; the motion was seconded by Jack Buckhorn. Roll call was requested by Chair Kuhry with an all "aye" vote recorded.
13. **Review RCS Youth 2nd Quarter Program Services Report:** It was shared that RCS progress appears good and that they are meeting mandates. It was expected that nothing should be alarming in the report. The report was briefly reviewed and no other information was shared.
14. **Appointments to WDB Committees**
 - a) **Chair of the WDB's Youth Committee:** It was shared that the Youth committee chair must be a WDB member. A request for any



volunteers was made to the board. It was clarified that meeting can be attended by phone and the meetings are held every other month. A motion was made by Terry Poplawski to appoint Dan Gjerde as Chair of the Youth Committee; the motion was seconded by Jack Buckhorn. Roll call ensued with an all "aye" vote recorded.

- b) **Executive Committee (Robyn Stalcup to Replace Pamela Patterson):** A motion was made by Dan Gjerde to approve the appointment of Robyn Stalcup to the Executive committee; the motion was seconded by Jack Buckhorn. Roll call ensued with an all "aye" vote recorded.

15. Workforce Development Board Staff Reports:

- a) **Status of One-Stop Phase II Memorandum of Understanding:** It was stated that WDB staff are moving forward with development of the One-Stop Phase II MOU and the move to the building should not impact the infrastructure sharing agreed upon.
- b) **Status of Mendocino County Local Workforce Development Area Joint Powers Agreement(JPA) with the Workforce Alliance of the North Bay:** It was stated that Mendocino's inclusion to the JPA was approved by the WANB executive committee on that date and that it is moving forward as expected.
- c) **New WDB Applications:** Information regarding new applicants was shared including Dan Gjerde who was recently appointed, Matt Duncan from Slam Dunk Pizza who has applied to the WDB, and John Kvasnika who has applied as well.

- 16. Announcements:** It was announced that there was to be a "Claim Your Google Listing" workshop to be held on March 15, 2017 with two sessions to be held, 3:00 PM and 6:00 PM, at the Willits Center for the Arts. The workshop was to be put on by West Company and the goal was to get every Willits Business on Google Maps.

It was also announced that there was to be a Rapid Response Training regarding Immigration Raids on employers. Event was to be on the following Friday and held at Hamilton Field in Novato, CA.

It was additionally announced that there were 20 job openings available at Mendocino College. Mendocino College will also be offering training in September for 21st century employability skills and that more information would be provided in the future.

An announcement was made that Steve Dunncliff would be moving to a new position and that there would be an interim Planning and Building Services Director, Nash Gonzales.

- 17. Adjourn:** The meeting was adjourned at 2:46 PM.



MEETING MINUTES

Date: February 6, 2017

Location: 631 S. Orchard Ave. Ukiah, Ca 95482

Teleconference From: 208 Dana St. Fort Bragg, Ca 95437*

Members Present in Ukiah: Tanja Ramming, Kristina Lewis

Members Present in Fort Bragg: Laura Welter*

Members Absent: Michaela Barlow

Staff Present: Debra Dockins, Jesse VanVoorhis, Kathleen Covellone

Guests Present: Kristen Lawson, Tim Reynaga

1. **Call to Order** – Meeting was called to order at 3:29 p.m. by Tanja Ramming
2. **Review / Approve Agenda** – Upon motion by Member Tanja Ramming and seconded by Member Laura Welter, the committee unanimously approved the agenda.

Review / Approve Minutes of April 4, 2016 – Upon motion by Member Tanja Ramming and seconded by Member Laura Welter, the committee unanimously approved the minutes of April 4, 2016.
3. **Introductions/ Agency Updates:** Tanja Ramming discussed a career pathways web-site that is being developed,. The web-site is currently on-line and is being updated with new information. The web-site currently includes the Mendocino Lake Adult School web site offering certification in Phlebotomy (8 weeks), CNA, (8 weeks), and Northbrook training for LVN. Members were encouraged to visit the web-site at <http://www.mendolakeadulthoodeducation.com/>
4. **Approval of Policy 39A WIOA Youth Program Eligibility** – Staff reviewed the changes which include an increase to the allowable hours a participant can spend in Work Experience. The Youth program is mandated to spend a minimum of 20% of WIOA funds on work experience for participants. A motion was made by Kristina Lewis, to approve Policy 39A, the motion was seconded by Laura Welter and passed with an all aye vote.
5. **Status of Mendocino County Local Workforce Development Area Joint Powers Agreement with the Workforce Alliance of the North Bay:** Upon recommendation of the Mendocino County Workforce Development Board, the Mendocino County Board of Supervisors sent a letter requesting inclusion in the Workforce Alliance of the North Bay (WANB) Workforce Area's Joint Powers Agency. This consolidation would achieve administrative economies of scale and reduce the burden on the County's general fund. The WANB area currently includes Lake, Napa, and Marin counties. The governing board is expected to approve the request at their June, 2017 meeting.
6. **Discussion and possible Action Regarding Request for Proposals (RFP) for Workforce Innovation and Opportunity Act (WIOA) Program Services and One-Stop Operator:** Staff reported that this year a new RFP will be issued for program service delivery. Staff noted that the RFP will be consistent with the RFP issued by the Workforce Alliance of the North Bay due to the impending consolidation with that workforce area.
7. **Approval of Redwood Community Services (RCS) PY 2016-2017 Quarterly Expenses:** The committee reviewed the report and discussed the 20% training mandate in further detail. Kristen Lawson noted the Work Experience funds would be carried forward into the next program year if RCS is unable to expend the full 20% mandate this year. A motion was made by Kristina Lewis to recommend the Workforce Development Board approve the 1st and 2nd quarter expenses, the motion was seconded by Laura Welter and passed by and all aye vote.
8. **Approve Redwood Community Services (RCS) Youth Program Services Quarterly Report** – Discussion ensued

Next Meeting: April 3, 2017

regarding RCS youth activities. Members advised they would assist with outreach for Work Experience sites and would contact Ms. Lawson directly with recommendations. A motion was made by Kristina Lewis to recommend the Workforce Development Board approve the 1st and 2nd quarter Program Service Reports, the motion was seconded by Laura Welter and passed by and all aye vote.

9. Review of Final Local and Regional WIOA Strategic Workforce Plans located at

: <http://www.co.mendocino.ca.us/planning/wib/>

Drafts of both the regional and local plans are on-line and member to encouraged to review the plans and e-mail any input to Debra Dockins.

10 Adjourn: The meeting adjourned at 4:45p.m.

Mission Statement

*"To increase access to and to improve
systems which support Mendocino County youth
in the acquisition of meaningful employment"*

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities. For special accommodations, contact the WIOA Coordinator at (707) 467-5590 at least five days prior to the meeting.

*Items noted with an asterisk indicate an individual will be participating by teleconference



Youth Committee

Mendocino County Workforce Development Board

631 S. Orchard Ave. Ukiah, CA 95482 Phone (707) 467-5590 Fax (707) 467-5592

MEETING MINUTES

Date: April 3, 2017

Location: 631 S. Orchard Ave. Ukiah, Ca 95482

Teleconference From: 208 Dana St. Fort Bragg, Ca 95437

Time: 3:30 p.m. – 5:00 p.m.

Members Present in Ukiah: Kristina Lewis

Members Absent: Dan Gjerde, Michaela Barlow, Laura Welter, and Tanja Ramming

Staff Present: Debra Dockins and Jesse VanVoorhis

Guests Present: Kristen Lawson

1. Call to Order

The meeting began at 3:35 p.m. A quorum of voting members was not present, therefore all items were discussion only, and no actions were taken.

2. Review / Approve Agenda

The agenda was reviewed with no corrections or additions presented.

3. Introductions/Agency Updates

Introduction of attendees ensued. No agency updates were provided during introductions.

4. Appointment of Workforce Development Board (WDB) Youth Council Subcommittee Chair

Debra Dockins announced that Dan Gjerde, Mendocino County Board of Supervisors (BOS), 4th District, was appointed as Chair to the Youth Committee.

5. Review and Approve Youth Committee Minutes of February 6, 2017

The minutes were reviewed with no corrections noted.

6. Change to Scheduled Time of Meeting for Future Youth Committee Meetings.

Debra Dockins proposed moving the meeting start time to 3:30, as it conflicted with other standing meetings. Those present were in agreement with this proposed change.

7. Move of Mendocino Works One-Stop Center

Information was provided regarding the status of the Mendocino Works building, which has been reported as being in escrow with Redwood Community Services. It was noted that the County is looking for a new location but that no specifics regarding potential locations had been provided to WDB staff or partners. Discussion ensued regarding the importance of the Mendocino Works One-Stop partners and the importance of a centralized comprehensive location with adequate space.

8. Status of Mendocino County Local Workforce Development Area Joint Powers Agreement(JPA) with the Workforce Alliance of the North Bay (WANB)

It was reported that the JPA with WANB is expected to be finalized in June 2017 with the new governance

structure implemented in the new program year which begins July 1, 2017.

9. **Service Provider Report – Redwood Community Services (RCS) Youth Employment Service Programs**
Kristen Lawson reported several new programs at RCS, including a Department of Rehabilitation (DOR) Employment Services Program, the CalWORKS (CW) Expanded Subsidized Employment (ESE) Program, the Youth Employment Services (YES) Program, and a new grant program funded through the Community Foundation for Economic Development. It was reported that RCS is now holding Orientation for Employment for their employment services every Thursday from 3:30 p.m. to 4:00 p.m. where youth will be advised of the many employment programs available.
10. **Discussion of CommunityPro Suites Software Utilization Request from the Mendo-Lake Adult Education Block Grant (AEBG) Consortium**
Discussion ensued regarding the longevity of the software program and the potential costs in upcoming years. Those present expressed interest in the program as it would help to avoid duplication in services.
11. **Additional Topics From Members**
There were no additional topics presented or discussed.
12. **Adjourn**
The meeting was adjourned at 4:40 p.m.

Mission Statement

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Mendocino County Workforce Development Board
 631 S. Orchard Ukiah Ca 95482
 (707)467-5590 Fax (707) 467-5592
<https://co.mendocino.ca.us/planning/wib/>

Executive Committee Meeting Minutes

Wednesday, April 12, 2017 11:34 AM – 12:30 PM

Location: 631 S. Orchard Ave. Ukiah, CA 95482

Teleconference Location: 3835 N Freeway Blvd Suite 140. Sacramento, CA 95403

Members Present: John Kuhry, Paul Castro (teleconference), Dennis Aseltyne, Jack Buckhorn, Robyn Stalcup, and Pamela Jensen

Members Absent: Patty Bruder

Staff Present: Jesse VanVoorhis and Debra Dockins

Guests Present: Kristen Lawson and Stacey Caico

AGENDA ITEMS:

1. **Call to Order and Introductions:** The meeting was called to order at 11:34 AM by Chair John Kuhry.
2. **Review and approve agenda:** Item 5d was corrected to read “Review the Youth Committee Minutes of February 8, 2017.” Dennis Aseltyne moved to approve the agenda as corrected, and member Pamela Jensen seconded the motion. Roll call ensued with an all “aye” vote recorded.
3. **Disclosure:** No disclosures were made.
4. **Opportunity for Public Comment (for items not on the agenda for which no action may be taken):** No Public Comments were made.
5. **Consent Calendar Items**
Approval of:
Approval of Program Year (PY) 2017-18 Meeting Calendar
Approve Executive Committee Minutes of February 8, 2017
Review the Workforce Development Board (WDB) Minutes from March 8, 2017
Review the Youth Committee Minutes of February 8, 2017
Review the Youth Committee Minutes of April 3, 2017

WDB staff noted that a correction was needed for item 5a, to remove all meeting dates in December 2017 as the WDB Bylaws state no meetings will be held in December. Dennis Aseltyne moved to approve all consent calendar items with the requested correction of the removal of December Meeting dates from item 5a; member Jack Buckhorn seconded the motion. Roll call ensued with an all “aye” vote recorded.

6. **Creation of Ad Hoc Subcommittee to Review Title II Proposals Received by the State:**

A Workforce Innovation and Opportunities Act (WIOA) Title II application submitted for the Mendocino County Local Workforce Development Area (LWDA) has been received for the first time in several years. In order to move forward with the application review process, a subcommittee of the WDB is needed to assure that any submitted Title II applications remain compliant with regional and local WDB plans. A request for volunteers was made to members for the subcommittee. The WDB questioned how many applications were reported received and who the applicants were. WDB staff indicated that the application was believed to have been submitted by the Ukiah Adult School (UAS), but that Mendocino College had reportedly assisted with the submission as well. Pamela Jensen stated that she would not be an appropriate volunteer for the subcommittee due to funding received

by her organization with which UAS has involvement.

It was noted that an exact timeline is not known at this time. Information was shared regarding some of the details involved with participation in the subcommittee. A question was asked whether participation could be by telephone and it was indicated that this would likely be acceptable. Members Jack Buckhorn, Paul Castro, and Robyn Stalcup volunteered for the Title II review subcommittee. Chair Kuhry deemed the subcommittee formed with volunteers appointed.

7. Continued Discussion Regarding Potential Move of the Comprehensive One Stop Location in Ukiah and Impact to Partners:

Ms. Dockins reported that she had a discussion with the Mendocino County Health and Human Services Agency (HHSA) Chief Operations Officer, who had hoped to send a representative from HHSA to the April 2017, WDB Executive Committee meeting. Members noted that it was unfortunate someone from that agency was not in attendance. Information was shared regarding West Company, a Mendocino Works One-Stop partner, who had recently moved out of the Mendocino Works Ukiah building due to what was believed to be funding issues and concerns about the building. It was discussed that a request had been made for a memo issued by HHSA regarding updated status of the building but, to date, an update memo has not been received. Members and staff expressed concern regarding the impact to One-Stop partners with the impending building sale and lack of information. WDB members questioned the potential locations HHSA is looking at for the one-stop center. WDB staff shared that, while potential locations had not been publicly identified, staff has been advised that HHSA is looking at buildings, with some available spaces being much smaller than the current location, and some being somewhat similar.

Discussion ensued about actions the Board could take which could help the situation or at least communicate concerns. One suggestion was for the WDB to draft a letter in support of the One-Stop and its partners. A question was asked about the exact date that partners can expect to be required to vacate. Staff advised that while no official information has been received, staff had heard the sale is expected to be final sometime in June 2017, and that the potential purchaser had agreed to allow partners to remain in the building for an additional 90 days, or until approximately September 2017. Discussion ensued regarding the situation and concerns were shared regarding the lack of communication. Chair Kuhry requested that WDB staff draft a letter in support of the Mendocino Works One-Stop and Co-Located partners to be signed by the Chair. A concern was shared regarding EDD building requirements which are very specific in terms of seismic and accessibility requirements. It was requested that the letter to be drafted in support of the One-Stop include an immediate update as 90 days would not allow partners adequate time to relocate.

8. Discussion Regarding Program Service Providers Contract Amendments:

Information was shared regarding amendments that are being made to the Program Services Provider (PSP) contracts based on revised funding amounts. It was noted that the amounts to be corrected were to be the carry-in amounts from the prior PY and a reduction of the funding amounts as revised by the Employment Development Department (EDD). No questions were asked regarding this item and no actions were taken.

9. Schedule of, and Data Elements To Be Included In, Future Program Service Provider Reports:

Information was shared regarding PSP reports which had been discussed in the last WDB and a request for clarification which had been received by the PSPs. Staff noted that the revised reports were made available as items 10 and 11, and that any changes to format could be discussed at that time. Discussion ensued regarding the various report elements and it was agreed that the report changes would be discussed during review of items 10 and 11.

10. Review of Mendocino Private Industry Council, Inc. (MPIC) Adult, Dislocated Worker, and Rapid Response Program Services Report:

The report and the report elements were reviewed. Discussion ensued regarding the information on the report and whether any items should be of concern. Participant enrollment numbers were discussed and members indicated that although this

was a contract element, State mandates were of highest priority in review of PSP reports. Discussion ensued regarding report elements and the need for current status to be easily ascertained by visual reference. A clarification was made regarding enrollment numbers; MPIC staff noted potential Dislocated Worker clients who were likely to be enrolled but not enrolled at time of report. MPIC staff shared that regionally it had been observed that other WIOA providers had difficulty maintaining Dislocated Worker enrollment expectations, but also noted that MPIC anticipated meeting the contract goals for enrollment criteria. WDB staff noted that the item on the report regarding Training Mandate should be struck, because there was a misunderstanding on how that number was to be reflected. WDB staff noted that the goal is to have WDB staff complete the PSP reports in the future, which should assist with elements reported and consistency among reports. Further discussion ensued regarding the need for easily readable dashboards in the report so that progress could easily be identified. Additional information was shared regarding WIOA Business Engagement as a performance measure. Discussion ensued regarding reporting BE elements and it was conveyed that additional information will be needed on this subject, in the future.

11. **Review of Redwood Community Services (RCS) Youth Program Services Report:** The report and its composition were reviewed by those present. It was indicated that the report was readable and understandable. RCS staff shared that due to the request for up to date information, the numbers for fiscal are an estimate because items were not closed out. A concern was raised regarding the total expenditure number, which the report showed as 58%, and RCS staff clarified that the 58% number actually reflects what was closed out the prior quarter and total expenditures to date were estimated to be closer to 70%. WDB staff clarified that there was a limitation to the amount of funds that could be carried forward from one PY to the next. RCS staff indicated that available participants and planned programs were anticipated to expend funds, and that carry-in should not be a concern. Members indicated the report was clear and no questions were asked regarding the composition. Regarding the fiscal numbers, it was noted that RCS invoices on a different cycle than MPIC. A recommendation was made to align the invoice cycles so that it is consistent. In terms of the report, it was requested that a column exist for the verified numbers from the last closed quarter, and then a column be added showing estimates for up-to-date items, allowing members to be aware of potential concerns in a timely manner.
12. **Discussion Regarding Fair Political Practices Commission (FPPC) Requirements and Statement of Economic Interest Form Completion:** Information was discussed regarding the Form 700 Statement of Economic Interest (Form 700) and it was noted that all Executive Committee members must have the form on file to participate in the meetings. A clarification was requested regarding the customary due date, which was indicated to be April 1, 2017. A request was made for WDB Staff to send the Form 700 out to the Executive Committee members along with a reminder to complete the form. A clarification was made that the Form 700 will be specific to the WDB Executive Committee, and that other form 700s the members may have on file with other boards would not meet the requirement.
13. **WDB Staff Reports:**
 - a) **Status of Mendocino County Local Workforce Development Area Joint Powers Agreement with the Workforce Alliance of the North Bay**
 - b) **Status of Procurement of One Stop Operator and Program Service Delivery**
 - c) **New WDB Applications**

WDB staff shared that Request for Proposal (RFP) documents for procurement of One-Stop Operator, WIOA Adult and Dislocated Worker Provider, as well as WIOA Youth Program Provider are in the review process. It was noted that preparing these documents had been a challenge due to the proposed JPA with WANB; Mendocino County and WANB information were to both be included in the documents. It was stated that due to the noted challenges, the normal review process was taking substantially longer than usual.

Information was shared regarding the proposed JPA with WANB, which is slated to begin July 1, 2017. WDB staff stated that the WANB Governing Board would be considering the JPA for approval at

their meeting in June 2017. It was noted that with the JPA, would impact how new WDB member applications were to be processed; the current process involves the Mendocino County Board of Supervisors (BOS). Discussion ensued and the WDB directed staff to put new WDB applications on-hold pending the JPA with WANB.

14. Appointment by Chair of Nominating Committee for Election of WDB Officers for PY 2017–18:

Information was discussed regarding the need for a nomination committee for the election of WDB officers. Additional information was shared regarding research WDB staff had done on the WDB election process. It was noted that a reference to term limits for officers did not exist in the bylaws, so current officers could potentially be elected for another term. Dennis Aseltyne, Pamela Jensen, and John Kuhry were appointed to the nomination committee by Chair Kuhry.

15. Announcements:

John Kuhry announced that the Sonoma Mendocino Economic Development District's, Comprehensive Economic Development Plan had been approved. He reported that language regarding the cannabis industry had to be removed prior to approval. It was also announced that Chair Kuhry has a potential job offer with another company which may impact his ability to continue as the WDB Chair.

WDB staff announced that with the potential Joint Powers Authority (JPA) with Workforce Alliance of the North Bay (WANB), there will likely be a change in WDB and subcommittee structure as well as meeting frequency and other details. It was noted that the WDB should consider whether it will want to continue with a 3 Board/Sub Committee structure.

Dennis Aseltyne announced a 21st century employability training which Mendocino College will be offering. Funding has been approved for the training which is expected to be offered in September 2017 and will be available for up to 25 participants.

16. Adjourn: The meeting was adjourned at 12:30 PM.

The Executive Committee reviews the Bylaws and may suggest amendments to the WIB; may review amendments proposed by other members in order to make recommendations on such amendments; shall recommend potential board members to the Board of Supervisors; shall routinely review member attendance at WIB and Committee meetings; may remove Standing Committee Chairpersons and members on the recommendation of the Chairperson or any other member of the WIB; shall see to it that orientation and training is provided for new board members, that retreats and other social events of the board take place, that board evaluations are developed and conducted, and that improvements are made to the Five-Year Plan.

The Executive Committee may take action on behalf of the full WIB when such action must be taken prior to the next full meeting of the WIB. This WIA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For special accommodations, contact the WIA Administrator at (707) 467-5590 at least five days prior to the meeting.

RCS YOUTH EMPLOYMENT SERVICES
THIRD QUARTER OF FISCAL YEAR 2016-2017 SUMMARY OF ENROLLMENTS

Youth Enrollments	3rd Quarter	Year to Date	Program Goal	% of Goal	Performance of Program
Total Youth Participants 2016-2017	-	31	35	89%	Good
New Enrollments	5	9			
Active Enrollments	14				
In Follow-Up Services	11				
Closed	3				
Closed for Exclusion Reasons	3				
Total Participants Served in the Quarter	31				

Financial / Expenditure Requirements

Work Experience (20% expenditure requirement)	\$ 16,428	\$ 42,334	\$ 56,899	74%	Good
Out of School Youth Expenditure	\$ 67,688	\$ 171,379	75%	100%	Great
Total Youth Funds Expended	\$ 67,688	\$ 171,379	\$ 258,732	66%	Needs Improvement

Characteristics/Barriers of Youth Currently Served at Enrollment

Homeless	3	7
Pregnant or Parenting	7	11
Tested under the 9th grade level in Reading, Language or Math	10	17
Foster Child	5	10
Have a Disability	6	9
Offender	4	7
English Language Learner	0	0
Low Income	14	28
High School Drop Out	3	5

Great

Enrollment of Program Elements

Tutoring, Study Skills Training	8	12
Alternative Secondary School Services and Dropout Recovery Services	0	0
Work Experience (including paid & unpaid, OJT, internships, and job shadowing)	4	11
Occupational Skills Training	5	11
Education offered related to Workforce Preparation Activities and Training	0	0
Leadership Development Opportunities	1	4
Adult Mentoring	0	0
Follow-up Services	2	7
Comprehensive Guidance & Counseling	1	2
Financial Literacy Education	0	0
Entrepreneurial Skills Training	0	0
Career Awareness, Counseling, and Exploration Services	14	17
Preparation for Transition to Post-Secondary Education or Training	0	0
Number of Supportive Services provided (payments and referrals)	21	74

Good

RCS YOUTH EMPLOYMENT SERVICES
THIRD QUARTER OF FISCAL YEAR 2016-2017 SUMMARY OF ENROLLMENTS

Program Elements

RCS WIOA Staff will begin providing Financial Literacy and Entrepreneurial Training workshops in May. Financial Literacy will be taught through a free program geared towards youth called Banzai Budgeting. This program is sponsored by Mendo-Lake Credit Union and provides an online learning account for all students, as well as free work books. Mendo-Lake Credit Union representatives will be available to present topics on budgeting, credit and borrowing, and banking. Small business owners throughout Mendocino County will attend Entrepreneurial workshops, informing youth on how they started their business. Youth will then be referred to Mendocino College and West Company for further opportunities to receive training and information on starting their own business.

Field Trip

RCS Employment Staff are planning a field trip to Sonoma State University for sometime in June. Space will be limited to 12 participants. WIOA and Arbor youth will be able to participate in this activity. We are looking forward to providing events such as these in order to help prepare youth for post secondary education.



Redwood Community Services, Inc
WIOA Youth Services Grant Fiscal Report
July 2016 - March 2017

	Q3 FY1617		Total Expense	Total Expense	Total	2016/2017	2016/2017
	In School Youth	Out of School Youth	January - March 2016	July - December 2016	Expense YTD 2016/2017	Budget Amount	Budget Remaining
Staff Wages	-	26,832	26,832	47,330	74,162	103,596	29,434
Staff Benefits	-	6,788	6,788	5,741	12,529	22,791	10,262
WEX - Staff/Youth Wages/Benefits	-	16,428	16,428	25,906	42,334	56,899	14,565
Internships	-	-	-	-	-	-	0
Training (Tuitions, Literacy Skills, OJT, etc)	-	1,296	1,296	158	1,454	6,000	4,546
Support Services (Bus Passes, etc)	-	1,444	1,444	1,603	3,047	15,000	11,953
Advertising	-	-	-	-	-	1,800	1,800
Copying/Printing	-	-	-	-	-	250	250
Equipment Maintenance/Contracts/Leases	-	344	344	460	804	3,000	2,196
Occupancy / Maintenance	-	2,496	2,496	4,513	7,009	8,000	991
Dues and Subscriptions	-	-	-	-	-	900	900
Insurance Expense	-	273	273	150	423	500	77
Misc Admin Expense	-	12	12	221	233	-	(233)
Professional Fees - Consultant	-	600	600	-	600	-	(600)
Staff Training / Conferences	-	27	27	2,368	2,395	3,375	980
Mileage/Travel/Vehicle Exp	-	3,144	3,144	2,001	5,145	6,400	1,255
Office Supplies	-	602	602	1,933	2,535	2,100	(435)
Telephone / Communications	-	885	885	1,435	2,320	3,600	1,280
Utilities	-	365	365	441	806	1,000	194
Indirect Costs	-	6,153	6,153	9,429	15,582	23,521	7,939
Total Expense	-	67,688	67,688	103,690	171,379	258,732	87,353
Percentage of Expenses	0%	100%					

AGENCY: Redwood Community Services, Inc.

MENDOCINO COUNTY

WIOA Youth Services

FY 16/17 Revised Budget

Funding Title	Youth Formula
Project Proposal Amount	\$258,731

OPERATING COSTS	
ADVERTISING/WEBSITE	0
AUDIT - included in Indirect	0
COPYING/PRINTING	250
DUES/MEMBERSHIPS	0
EQUIP PURCH, LEASE, MAINT.	1,400
FACILITY RENTAL & MAINT.	9,400
INSURANCE	750
LEGAL FEES - Included in Indirect	0
MEETING ROOM RENT	0
PROFESSIONAL FEES	600
STAFF DEVELOPMENT	4,600
STAFF TRAVEL	6,800
SUPPLIES (Office supplies, postage, etc.)	2,900
TELEPHONE	3,600
UTILITIES	1,200
MISC. ADMIN. (Pre-employment testing- fingerprinting, DMV, etc.)	400
OTHER - Indirect Costs	23,521
	55,421
Subtotal Operating	\$181,421
DIRECT COSTS	
DIRECT WAGES AND FRINGES	126,000
WIOA Team includes	
Employment Services Program Manager,	
and 2 FTE Youth Employment Specialists (Coast and Inland)	
DIRECT JOB SEEKER COSTS	
TRAINING (Literacy Skills, Tuitions, Books, Test Fees, etc.)	6,000
SUPPORTIVE SERVICES	9,310
WORK EXPERIENCE - Youth and Staff WEX wages/benefits	62,000
OTHER (SPECIFY)	
Subtotal Direct Job Seeker Costs	77,310
TOTAL BUDGET	\$258,731

\$0

Mendocino Private Industry Council, Inc.
2016-17 Program Year
WIOA Adult and Dislocated Workers Programs

Adult - 201/202		Accrued Expenses				Actual Total
		Actual 1st Qtr	Actual 2nd Qtr	Actual 3rd Qtr	Actual 4th Qtr	
Expenses						
	<u>Payroll Exp-Staff</u>	11,268	15,028	16,236		42,532
	<u>Direct Participant Costs</u>					
	Training/OJT	14,096	16,987	19,905		50,988
	Support Services	0	0	230		230
	<u>Total Direct Participant Costs</u>	14,096	16,987	20,135	0	51,218
	<u>Total Other Program Expenses</u> (facilities, Supplies, Travel, Ins., Indirect, Etc.)	19,364	9,898	10,725		39,987
Total Expenses		44,728	41,913	47,096	0	133,737
Revenue						
	2016-2017 WIOA Allocation	195,760				
	2015-2016 Carry Forward	17,967				
	<u>Total Contract Amount</u>	<u>213,727</u>				
Total Revenue		213,727				
	REMAINING CONTRACT AMOUNT	79,990				

DW 501/502		Accrued Expenses				Actual Total
		Actual 1st Qtr	Actual 2nd Qtr	Actual 3rd Qtr	Actual 4th Qtr	
Expenses						
	<u>Payroll Exp-Staff</u>	11,514	15,929	17,533		44,976
	<u>Direct Participant Costs</u>					
	Training/OJT	10,884	10,782	9,756		31,422
	Support Services	0	0			0
	<u>Total Direct Participant Costs</u>	10,884	10,782	9,756	0	31,422
	<u>Total Other Program Expenses</u> (facilities, Supplies, Travel, Ins., Indirect, Etc.)	19,699	10,116	11,938		41,753
Total Expenses		42,097	36,827	39,227	0	118,151
Revenue						
	2016-2017 WIOA Allocation	195,665				
	2015-2016 Carry Forward	35,660				
	<u>Total Contract Amount</u>	<u>231,325</u>				
Total Revenue		231,325				
	REMAINING CONTRACT AMOUNT	113,174				

Mendocino Private Industry Council, Inc.
2016-17 Program Year
WIOA Rapid Response and Layoff Aversion Programs

Response - 540/541/Layoff Aversion292/293 Com		Accrued Expenses				Actual
		Actual	Actual	Actual	Actual	Actual
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
Expenses						
	<u>Payroll Exp-Staff</u>	6,745	15,985	17,966		40,696
	<u>Direct Participant Costs</u>					
	Training/OJT					0
	Support Services					0
	<u>Total Direct Participant Costs</u>					0
	<u>Total Other Program Expenses</u>	10,566	9,273	13,760		33,599
	<u>(facilities, Supplies, Travel, Ins., Indirect, Etc.)</u>					
Total Expenses		17,311	25,258	31,726	0	74,295
Revenue						
	2016-2017 WIOA Allocation	151,912				
	2015-2016 Carry Forward	1,274				
	<u>Total Contract Amount</u>	<u>153,186</u>				
Total Revenue		153,186				
	REMAINING CONTRACT AMOUNT	78,891				

Combined 201 & 501		Training Expenses						
	Budget	Actual	Obs QB	Actual + QB	Over/ (under)	Proj List	Actual + Proj QB	Over/ (under)
6305 • Training/Tuition	135,478	82,410	4,410	86,820	(48,658)	45,475	132,295	(3,183)
Leverage	44,200	20,939	0	20,939	(23,261)	0	20,939	(23,261)
	179,678	103,349	4,410	107,759	(71,919)	45,475	153,234	(26,444)

Mendocino Workforce Development Board Program Report						
Adult and Dislocated Worker Programs 7/1/2016 to 3/31/2017						
Total Enrollments for PY 16-17	ADULT			DW		
	Planned	Actual	Attained	Planned	Actual	Attained
Carried in Participants from PY 15-16		30			11	
Enrolled Participants (new and carry-in)	35	49	140%	39	24	62%
Participants Exited to date		17			7	
Closed Not Exited		1			0	
Current Active Participants		32			13	
PROGRAM SERVICES						
	ADULT			DW		
	Planned	Actual	Attained	Planned	Actual	Attained
Unique Participants receiving Basic and/or Individualized Career Services	35	45	129%	39	22	31%
Training Services (funded and non funded)	30	38	113%	30	13	37%
*1 participant received 2 training services						
EXIT STATUS						
	ADULT			DW		
	Planned	Actual	Attained	Planned	Actual	Attained
Total Exiters	29	17	59%	29	7	24%
Entered Employment		15	88%		6	86%
Training-related		9	53%		2	33%
Exclusionary Exit						
Exited for Other Reasons		2			1	

Follow-up 2016-2017					
Program	1 QTR	2 QTR	3QTR	4QTR	TOTAL
Adult	22	18	23		63
Dislocated Workers	20	18	19		57

2015-16 TRAINING MANDATE MET

2016-17 TOTAL ALLOCATION TO THE LWIA	\$427,900	
Total Mandated Training PY 16/17	\$128,370	30%
Training Expenditures	\$55,361	13%
Leveraged Training Expenditures	\$20,939	5%
Total Training Expenditures	\$76,300	18%
Obligations in QuickBooks	\$4,410	18.86%
Projections	\$59,641	
Total With Projections	\$ 140,351	32.80%