



# 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), 4<sup>th</sup> 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**

*“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.



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

	Q3 FY1617		Total Expense	Total Expense	Total Expense	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

<b>Funding Title</b>	<b>Youth Formula</b>
<b>Project Proposal Amount</b>	<b>\$258,731</b>

<b>OPERATING COSTS</b>	
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
<b>DIRECT COSTS</b>	
DIRECT WAGES AND FRINGES	126,000
WIOA Team includes	
Employment Services Program Manager,	
and 2 FTE Youth Employment Specialists (Coast and Inland)	
<b>DIRECT JOB SEEKER COSTS</b>	
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
<b>TOTAL BUDGET</b>	<b>\$258,731</b>

\$0