

# Mendocino County Workforce Development Board

## Meetings Schedule PY 2017/2018

Month	Workforce Development Board	Executive Committee	Youth Committee
July	Wed., July 12, 2017 1:15 p.m.		
August		Wed., Aug. 9, 2017 11:30 a.m.	Mon., Aug. 7, 2017 3:30 p.m.
September	Wed., Sept. 13, 2017 1:15 p.m.		
October		Wed., Oct. 11, 2017 11:30 a.m.	Mon., Oct. 2, 2017 3:30 p.m.
November	Fri., Nov. 8, 2017 1:15 p.m.		
December		Wed. Dec. 13, 2017 11:30 a.m.	Mon., Dec. 4, 2017 3:30 p.m.
January	Wed., Jan. 10, 2018 1:15 p.m.		
February		Wed., Feb. 14, 2018 11:30 a.m.	Mon., Feb. 5, 2018 3:30 p.m.
March	Wed., Mar. 14, 2018 1:15 p.m.		
April		Wed., Apr. 11, 2018 11:30 a.m.	Mon. Apr. 2, 2018 3:30 p.m.
May	Wed., May 9, 2018 1:15 p.m.		
June		Wed., June 13, 2018 11:30 a.m.	Mon. Jun. 4, 2018 3:30 p.m.

**Note: All meeting dates are subject to change**



*Mendocino County Workforce Development Board 631 S.  
Orchard Avenue  
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Executive Committee Meeting Minutes  
February 8, 2017 11:30 a.m. – 1:00 p.m.  
Location: 631 South Orchard Ave., Ukiah CA., Mendocino Room

**Members Present:** John Kuhry, Jack Buckhorn, Dennis Aseltyne, Eric Cooper (teleconferencing)

**Members Absent:** Patty Bruder, Pam Jensen, Paul Castro

**Staff Present:** Jesse VanVoorhis, Kathy Covellone, and Steve Dunnicliff

**Guests Present:** Candy De Los Santos, Stacey Caico, Kristen Lawson, Tim Reynaga, and Robyn Stalcup

1. **Call to Order:** The meeting was called to order by Chair John Kuhry at 11:30 a.m.
2. **Review / Approve Agenda:** A request was made to add an item to the agenda regarding the potential sale of the Mendocino Works building at 631 South Orchard Ave. Ukiah, CA. This item was proposed to be added to the end of the agenda. Jack Buckhorn motioned to approve the agenda as modified, and it was seconded by Dennis Aseltyne. Roll Call was executed by John Kuhry 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.**  
There were no comments from the public.
5. **Review and Approve Minutes:**
  - a. **Review Workforce Development Board Regional Plan Meeting Minutes of November 9, 2016:** A correction was requested of the spelling of the word “rider”, which had been written as “writer” on the Regional Plan Meeting Minutes of November 9, 2017.
  - b. **Approve Executive Committee Minutes of October 12, 2016:** Jack Buckhorn moved to approve the minutes and the motion was seconded by Dennis Aseltyne. Roll call ensued with an all “aye” vote recorded.
6. **Consent Calendar Items:** No changes were requested to consent calendar items. Jack Buckhorn moved to approve consent calendar items and the motion was seconded by Dennis Aseltyne. Roll call ensued with all “aye” vote recorded.
7. **Request for Proposals (RFP) for WIOA:** A brief update on the current status of the WIOA RFP was provided by WDB Admin Staff. Discussion ensued regarding the impact of the proposed Joint Powers Authority with Workforce Alliance of the North Bay (WANB). It was noted that Mendocino county would be issuing a separate RFP from the WANB RFP because Mendocino is not expected to join the WANB JPA until July 2017 at the earliest. One concern raised was whether WANB would require the same provider for the different counties in the JPA. It was noted that the WANB RFP which is currently posted requests separate bids for Napa, Marin, and Lake Counties which would allow for different providers in the different areas; the Mendocino County RFP will be developed using the WANB RFP as a framework. It was noted that the RFP will submitted to county council for review and posted within the next few weeks.
8. **Review and Approval of Final Local and Regional WIOA Strategic Workforce Plans:** located at <http://www.co.mendocino.ca.us/planning/wib>. Eric Cooper indicated that it would be ill advised to approve Final Local and Regional WIOA Strategic Workforce plans because he had not noticed the hyperlink to the plan documents and indicated he believed other members had not reviewed the document either. Discussion ensued regarding the submission deadline for the Local and Regional Plans. Mr. Cooper requested information regarding stakeholder input timeframes and also expressed concern that the hyperlink

did not include text on the website clearly stating input was being sought and the deadline. It was noted that a full page ad had been printed in the local newspaper which should satisfy the need to inform the public of the request for stakeholder input. It was also noted that the plans were left at both the Ukiah and Fort Bragg offices for review and input. Discussion ensued regarding the local and regional plans and members shared they did not feel comfortable taking action on this item as it had not been reviewed.

9. **Review Workforce Development Administrative 2<sup>nd</sup> quarter expenses:** WDB Admin Staff noted that 2<sup>nd</sup> quarter expenses were in line with the approved budget and that it was not anticipated for there to be any surprises. A question was raised about how the Admin budget would look under the proposed JPA. It was noted that the budget would be handled differently but that specifics were not available.
10. **Review MPIC PY 2016-2017, 2<sup>nd</sup> quarter expenses:** The expense report was reviewed and discussion ensued. It was noted that MPIC no longer has a fiscal manager and that they are using the services of Price Waterman. Information was provided about the report indicating the information was for the quarter which ended in December 2016 and that 45% of program funding had been expended. It was noted that MPIC is pursuing a change in their leverage practices which could potentially allow them to count more leverage toward training expenditures. A question was raised about the current percentage of the training mandate which had been met. It was noted that a dollar figure was shown in the report but not a percentage. A request was made to change the report configuration to easier identify the current training mandate progress.
11. **Review MPIC Adult, Dislocated Worker, and Rapid Response 2<sup>nd</sup> Quarter Program Services Report:** Discussion ensued regarding the report and how it had been shared historically. It was noted that with the transition from Workforce Investment Act (WIA) to WIOA, the data is partial and performance is difficult to quantify. It was indicated that a sort of dashboard report with indicators would be helpful for tracking performance on these reports. It was noted that a new data system is being introduced for WIOA performance so those tools and reports may be readily available in the future.
12. **Discussion and possible action Regarding MPIC's request for increase to contract amount PY 2016-2017:** Discussion developed regarding MPIC's Ft. Bragg office, located at the Mendocino College Fort Bragg Campus. MPIC staff indicated more funding was needed to keep the office operational. Discussion ensued regarding the requirement of approval by the County Board of Supervisors (BOS) for any changes proposed to existing contracts. Discussion continued on the reduction of business hours at the Fort Bragg MPIC Office. A point was made that the impending Joint Power Authority Agreement and Procurement will be occurring in a matter of months and that any these contract issues could be reviewed prior to award of the new service provider. Options were reviewed regarding Employment Development Department (EDD) staffing and whether EDD could staff could be located in Fort Bragg. It was clarified the Ukiah office is the comprehensive center where EDD is physically located and that technology allows persons in remote areas access to their services. It was indicated that the BOS had possibly considered and rejected a reduction in the business hours for that office and it was clarified that the same item cannot be brought before the BOS in a 1 year period. It was determined that without a proposal there were no items for the Executive Committee to take action on. No motion was made and the request was denied.
13. **Review Redwood Community Services (RCS) PY 2015-2016 2<sup>nd</sup> Quarter Expenses:** It was shared that Items 13 and 14 had been reviewed by the Youth Committee and approved. It was noted that the Youth Council is an advisory committee so they would not actually approve these items. Discussion ensued and it was clarified that this would be considered a recommendation from the Youth Council. Further discussion revealed that this item was not an action item so no motion or vote would be required. It was noted that although expenses in general are in line with the budget, one specific line item of office supplies had almost been exhausted. RCS staff indicated they would be making a request to WDB Admin Staff to change a line item in the budget to allow for office supplies and that similar requests had been approved historically.
14. **Review RCS Youth 2<sup>nd</sup> Quarter Program Services Report:** Information was requested about the criteria the Program was graded on at the State level. RCS staff shared that one State mandate is that 75% of enrolled Youth are Out of School Youth (OSY) and that currently RCS has 100% OSY Youth enrollment which exceeds the requirement. Another state mandate discussed was the 20% expenditure for Work Experience Activities and it was shared that RCS is at 46% of funds expended on Work Experience which exceeds the mandate. A question was asked regarding poor performance in Literacy and Numeracy and whether this was a concern. RCS staff shared that for program years of 2015 and beyond this measure was not counted due to the WIOA transition, so the WDB should anticipate no risk.

15. **Appointments to WDB Committees :**

- a. **Appointment to the Youth Committee:** WDB Admin staff shared that the previous Youth Council Chair had resigned and that a new Chair would need to be appointed. Chair Kuhry indicated that he would like this item to go before the full WDB so that someone could be nominated. Information was provided that this was an appointment so no voting would be required but a concern was raised that the appointee would need to be a member of the County BOS. No action was taken on this item and the WDB Admin Staff agreed to review the requirements and revisit this item at the next WDB Meeting.
- b. **Appointment to Executive Committee:** Discussion ensued regarding the appointment. It was clarified that the appointment would not need to be voted on and would be done by the Chair. It was noted that Robyn Stalcup had expressed interest to WDB Admin. Chair Kuhry finalized the appointment of Robyn Stalcup to the WDB Executive Committee.

16. **Authorize Staff to take action regarding software to streamline Performance Reporting with the Adult Education Block Grant Program (AEBG) :**

Information about the CommunityPro Suites program was briefly provided. Key points shared were that it could streamline referral process, multiple WIOA and education partners could have access, and that it would allow data sharing on common clients. It was shared that the system would need to utilize CalJOBS data so an outstanding question remains whether EDD would authorize this. Discussion ensued regarding this program and there were many questions raised about how the system would work. It was determined that more information would be needed before action could be taken. WDB Admin Staff will request that another presentation be provided to the full WDB so that more information is available. No action was taken on this item.

17. **Workforce Development Board Staff Reports:**

- a. **Status of One-Stop Phase II Memorandum of Understanding:** Information was shared regarding the status of the Phase II MOU. It was noted that the first stakeholder meeting was held on January 17, 2017 with all partners agreeing to the methodology for cost-sharing. It was noted that input from the stakeholder meeting will be incorporated into the MOU and a draft will be posted for review once completed. It was also noted that the final deadline for MOU submission has been extended to September 1, 2017.
- b. **Status of Mendocino County Local Workforce Development Area Joint Powers Agreement with the Workforce Alliance of the North Bay:** WDB Admin Staff shared that progress on the JPA with WANB is moving forward and that it is anticipated the Mendocino WDB will be joining WANB in July 2017. Discussion ensued about the specifics of the JPA and how it would impact the WDB.
- c. **New WDB Applications:** It was shared that 2 WDB applications had been received from prospective members; Robin Collier of the Cheese Cake Lady, Ukiah, CA and John Kavasinka with Scoops in Willits, CA. It was also noted that a WDB application would be received from the Owner of Slam Dunk pizza, Tim Duncan.

18. **Additional Item – Potential Sale of the Mendocino Works building:** Information was shared regarding a memo which was sent by Mendocino County Health and Human Services Agency regarding changes to the Mendocino Works building. It was shared that the memo indicated the building was to be sold to the prospective buyer, RCS, once terms were finalized. No specific time frame was shared and conflicting information was discussed regarding the details of this proposed sale. Chair Kuhry requested that more information on this developing item be provided to the WDB at its next meeting.

19. **Adjourn:** The meeting was adjourned at 1:07 P.M.



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## 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 1<sup>st</sup> 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 1<sup>st</sup> Quarter Expenses**
  - e) **Receive MPIC PY 2016-2017 2<sup>nd</sup> Quarter Expenses**
  - f) **Receive MPIC Adult, Dislocated Worker & Rapid Response 1<sup>st</sup> Quarter Program Services Report**
  - g) **Receive Workforce Development Administrative 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 17





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 21<sup>st</sup> 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 1<sup>st</sup> and 2<sup>nd</sup> 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 regarding RCS youth activities. Members advised they would assist with outreach for Work Experience sites and would

**Next Meeting:** April 3, 2017

contact Ms. Lawson directly with recommendations. A motion was made by Kristina Lewis to recommend the Workforce Development Board approve the 1<sup>st</sup> and 2<sup>nd</sup> 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.

**Adjourn** – With nothing further to discuss or act upon, Chair Tom Woodhouse adjourned the meeting at 4:16 pm.

**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.





# 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.



## Slate of Officer Nominees

**Workforce Development Board (WDB) July 1, 2016 through June 30, 2017**

The Nominating Committee has polled and compiled all suggestions and nominations for serving as WIB Officers 2016-2017, as listed below. Added nominations will be taken in open session prior to voting. Votes for all positions will be cast by a **verbal ballot** at the September 14, 2016 WDB meeting. Thank you for your participation in this process.

**Nominating Committee Members:**

John Kuhry	<a href="mailto:john@edfc.org">john@edfc.org</a>	467-5917
Dennis Aseltyne	<a href="mailto:daseltynea@mendocino.edu">daseltynea@mendocino.edu</a>	468-3220
Diana Easley	<a href="mailto:diana.easley@dor.ca.gov">diana.easley@dor.ca.gov</a>	468-8951



**Chair: One (1) position is available; the Chair must be a member of the business community; serves as Chair of the WDB and of the Executive Committee.** Presently this position is filled by John Kuhry. Additional nominees can be nominated at the WDB meeting, in addition to the following suggested nomination(s):

<b>John Kuhry</b>

**1<sup>st</sup> Vice-Chair: One (1) position is available; serves as Chair when the WIB Chair is absent; serves on the Executive Committee. Vice-Chairs DO NOT have to be part of the “business community” if their purpose is participation and not becoming Chair.** Presently this position is held by **Pamela Patterson**. Additional candidates can be nominated at the WDB meeting, in addition to the following suggested nomination(s):

<b>Paul Castro</b>

**2<sup>nd</sup> Vice-Chair: One (1) position is available; serves on the Executive Committee. Vice-Chairs DO NOT have to be part of the “business community” if their purpose is participation and not becoming Chair.** The 2<sup>nd</sup> Vice-Chair position is currently held by **Patty Bruder**. Additional candidates can be nominated at the WDB meeting, in addition to the following suggested nomination(s):

<b>Patty Bruder</b>

**Members-at-Large: Two (2) elected positions are available** (*two additional Members-at-Large are can be appointed by the newly elected Chair at his or her discretion*). **Members-at-Large serve as members of the Executive Committee.** Last year, the two elected Members-at-Large included **Dennis Aseltyne** and **Jack Buckhorn** with **Lee Kraemer** also serving in a **Member-at-Large** capacity via appointment. Additional candidates can be nominated at the WDB meeting. In polling members, the following members have agreed to run for the two elected positions:

<b>Dennis Aseltyne (e)</b>
<b>Jack Buckhorn (e)</b>
<b>Robyn Stalcup (a)*</b>
<b>Pamela Jo Jensen (a)*</b>

**Note:** Many positions are filled by WIB members volunteering to hold these positions. The overall WDB benefits greatly when personalities from various business and educational backgrounds are actively involved.

\* *Appointed by chair no further action needed*