

Ken Oplinger [Chair]
SB Region Chamber of Commerce

Sandra Dickerson [Vice Chair]
Your People Professionals

Glenn Morris
*Santa Maria Valley Chamber of
Commerce*

Daniel Nielson
Department of Social Services

Dianne Owens
Consultant

Raymond McDonald
WDB Executive Director

EXECUTIVE COMMITTEE AGENDA

September 27, 2017
Santa Maria One Stop/Sutter Room
1430 Broadway
Santa Maria, CA
8:30 a.m. to 10:30 a.m.

- I. ROLL CALL**
- II. OPENING REMARKS**
- III. PUBLIC COMMENT***
- IV. AGENDA ITEMS**

A. Reorganization to the Agenda

B. Old Business

1. Approval of August 23, 2017 minutes
2. Updates
 - RPU
 - One Stop Certification
 - Budget
 - Membership

C. New Business

1. Committee Chair Updates
2. Development of the Agenda for October 27 Planning Meeting (Tentative):
 - a. Ask the Director
 - b. Labor Market Information Presentation (what do we want Mr. Lee to present)
 - c. One Stop Certification Presentation (Consultant/Performance Committee)
 - d. Items for Discussion/Possible Ad Hoc Committees:
 - ^ Labor Market Research
 - ^ Branding/Marketing
 - ^ Opportunities (partnerships, programs, initiatives)
 - e. Spring 2018 Workforce Event
 - f. Logistics: Role of Executive Committee at October Planning meeting (EC Members at tables with other WDB Board attendees)

D. Next Meeting

The next meeting of the Executive Committee will be held on Wednesday, November 29, 2017 at the WDB Offices/Wisteria Conference Room.

*Public Comment. Members of the public may address the WIB on items appearing on the agenda. The public may also address items of interest to the committee which are within the jurisdiction of the WIB. However, the WIB, in compliance with Government Code section 64954.3(a) the committee shall not take any action on any item not appearing on the agenda. Speakers are asked to limit their remarks to a maximum of three minutes. For questions, call 681-4453. **If a member of the public would like to participate, please call 681-4453 for participation information.

Americans with Disabilities Act. In accordance with the Americans with Disabilities Act, the WIB Budget Committee will make reasonable efforts to accommodate persons with qualified disabilities. If you require accommodation, please contact 681-4453 at least 48 hours in advance of the meeting.

**Workforce Development Board
Executive Committee Minutes
Wisteria Conference Room
260 North San Antonio Road, Santa Barbara, CA
August 23, 2017 (8:30 a.m. – 10:30a.m.)**

Executive Committee Members in Attendance:

Ken Oplinger, Sandra Dickerson, Glen Morris, Daniel Nielson, Dianne Owens

Executive Committee Members not in Attendance:

Guests:

No Guests

County Staff in Attendance:

Ray McDonald, Jennie Esquer

Roll Call:

Meeting called to order by Sandra Dickerson, (8:45 a.m.) A quorum was established.

No Public Comment:

No public comment was heard.

A. Reorganization of the Agenda

The agenda was not reorganized

B. Old Business

1. Approval of the June 28, 2017 Minutes

Ken Oplinger moved to approve, Sandra Dickerson second, all in favor, none opposed and motion carries.

C. New Business

1. Update on Regional Planning Unit Activities

The Santa Barbara Workforce Development Board has been assigned by the State to the "Central Coast Regional Planning Unit" consistent with the Federal Legislation that requires regional planning units (RPU). The Central Coast RPU consists of the Workforce Development Boards of Santa Barbara, San Luis Obispo, Monterey, and Santa Cruz counties.

Mr. McDonald suggested that it would be beneficial to keep this item before the committee. One of the significant items moving forward with the Regional Planning Unit is whether it is the most workable regional planning unit for Santa Barbara County. The idea behind RPUs is federally mandated, and the Governor designates them so individuals who have organizations or clients in other counties may move between them and continue working together. We have an association with San Luis Obispo County, but we don't have a true association with Monterey or Santa Cruz. A few organizations may really work in each of the four regions, but the majority of the organizations do not, and we are endeavoring to make sense of this.

The one thing we must be constantly mindful of is what is required of the RPU. There are numerous items they want us to be doing together and that is the reason it's vital.

To date we have worked on a Regional Plan as well as Regional Service strategies.

The questions remaining are:

- Do we really need a strategy with Santa Cruz County?
- Do we need a development of sector initiatives? We have the same sectors.
- Do we need a collection of labor market information?
- The administrative cost arrangement is an administrative and grant recipient item, which specific staff should be taking the lead on. The Workforce Directors having been discussing this to see where there can be some cost saving and also where the Workforce Directors can contribute. The directors have been discussing what options are the ones that should be focused on. The State has *not* been initiating a process related to a firm plan or a timeline to have all of these things done because they have other items to focus on, like certification.

One part of the RPU activities is to select Region Organizers who will be assisting the State Board execute their vision. This is being undertaken in the two north counties and we will begin addressing this issue in the two south counties, which may spilt our region anyway or may result in an overall region or not. Mr. Oplinger mentioned an interest in the possibility of having a more grounded relationship with Ventura County. Mr. Nielson and Mr. McDonald have discussed a more grounded relationship with San Luis Obispo County as there has been very little preliminary conversations about what our regional arrangement would be. The State has not "slammed the hammer down", therefore, we are pushing ahead with specific items of the RPU so we can move forward. The CWDB let us know that there are a few issues which are genuine to our RPU. Those will be discussed with the state in September.

2. One Stop Certification Planning Discussion

The State of California has acknowledged and approved our One Stop Certification process. We submitted the process to the state, which was approved by the WDB at our meeting on July 14, 2017. The process outlined our plan, and was approved by the state two days later. The state wasn't required to approve the process until November 1, 2017. At our last executive committee meeting we discussed that we would be employing a consultant to help us with the certification process and facilitate the activities, in particular, with the volunteers. We have issued a request of qualifications for the consultant, which went out last week with a due date of September 1, 2017, along with a quote, resume, and a statement of work.

The Performance Committee is meeting on August 31, 2017 to discuss their responsibilities in the One Stop Certification process. A consultant will be selected in September, and we will have a purchase order in place at our board planning meeting on October 27, 2017.

Mr. McDonald asked the Executive Committee if they wanted the September 27, 2017 meeting to be solely about planning the October 27 WDB meeting. Robert Lee, LMID analyst with the State of California will be attending the October WDB meeting. Mr. Nielson suggested that the meeting not be solely for preparation of the October Planning meeting as there are pending items that need to be agendaized.

3. Membership Update

The Workforce Development Board Committee members were officially reappointed at the Santa Barbara County Board of Supervisors Meeting on August 22, 2017. There was only one person that was not reappointed, and that was Michael Lopez, UA Local 114 representative, who had not attended any meetings in the past year and a half. Mr. McDonald sent Mr. Lopez a letter thanking him for his service and telling him that his term expired. Mr. McDonald has not had a response from him and Mr. Lopez was not at the August 22 Board of Supervisors meeting. The WDB currently has three business vacancies and one labor vacancy to fill.

Mr. McDonald listed the following changes to the Board:

Vacancies

- Bob Kingston, Bishop Nursery
- Ken Ostini, Lompoc Valley Chamber of Commerce
- Morgen McLaughlin, Santa Barbara County Wine Vintners Association
- Michael Lopez, UA Local 114

Replacements

- Jack Freidlander of SBCC replaced with Dr. Anthony Beebe of SBCC
- Zoe Taylor was replaced with Scott Ericson of the Economic Vitality Team of Santa Barbara County

Mr. McDonald stated that he would like to move forward with the labor vacancy, and will be consulting with our existing labor members, Chuck Huddleston , Joe Pierre, and [Yesenia Decasaus](#) for their input on who would be a good labor representative. The current private sector members which need to be filled, should be from our designated industry sectors, and at the executive level. Mr. McDonald noted that Patrice Ryan will be retiring in December and represents the Health Care Industry Sector. She knows that we are looking for someone at the executive level, and who is willing to work in a collaborative fashion and be an advocate.

4. Opportunities for Committee Chairs to Report Out

Executive Committee members deferred to next meeting on September 27, 2017.

5. Budget Update

The Workforce Development Board approved the budget at the July 27, 2017 meeting. A couple of things have occurred since the end of July. This year the state has been challenged in releasing correct numbers to the WDB's. There was a small adjustment in the amount of \$30,000 in the SBWDB Rapid Response funding stream after the WDB Board approved it. This was the only item that changed regarding any fluctuations in this year's allocation. At the October 27, 2017 meeting, we will provide the full WDB Board with this information. This is one of those quick items that we will go through at the October meeting in order to make sure that everybody has the correct numbers for the budget.

Mr. McDonald has been working with the operators to let them know how much of their budget they have to spend on training for youth and work experience. He has also been working with the Administrative Staff of the Department of Social Services to make sure that the WDB staffing is allocated correctly. Mr. McDonald has a meeting with them next week to make sure everything is lined up correctly and matches given the shift in WDB staff. We are also moving forward to find our efficiencies.

Mr. McDonald will be evaluating staffing patterns to determine whether or not some of the WDB staff need to continue to be permanent. If attrition should happen, we will not backfill those positions. For example, a Certification Consultant may be able to meet the needs of certain projects rather than designating a permanent position.

In addition to these types of issues, a review of our facilities will be made to determine if our funding is being allocated efficiently.

Grant opportunities are also something being evaluated as well. The state has developed a tool where we can submit a concept paper for grants. When the state goes to the Department of Labor for monies they contact the Workforce Director and let them know how to participate. We did this process with the dislocated workers program by working with our partnership in the community colleges. In addition, we plan to meet with our partners in the community college sector in the coming weeks. They have a strong workforce initiative which includes \$200 million dollars of funding they receive per year in California. This funding is state money, and one of the requirements is that community colleges work with their workforce boards.

One thing which has been resolved is the indirect cost rate charged to the Workforce Program by the Department of Social Services. The County Auditor has approved the indirect cost rate of 42.88%, and we sent it to the Department of Labor, and they have approved it.

Executive Committee Member Nielson reported our current grant funds was referenced in the budget presentation in July (one will end this December, and the other grant is scheduled to end June of 2018). This has ramifications, as we have a couple of staff people who are being funded by those grants so if we don't have replacement grants, this becomes an issue. Mr. Nielson advised that the grant and the budget is a moving target which we have to start working on now.

The meeting was adjourned at 10:00 a.m.

D. Next Meeting

The next meeting will be held on September 27, 2017 at the One Stop located at 1410 South Broadway [Sutter Conference Room], Santa Maria, CA beginning at 8:30 a.m.