



# EXECUTIVE COMMITTEE AGENDA

September 27, 2019 ♦ 10:00 am – 12:00 pm

Social Services Department – Training Room A  
 234 Camino Del Remedio  
 Santa Barbara, CA 93110

**Sandra Dickerson**  
**Chair**  
*Your People  
 Professionals*

**Glenn Morris**  
*Santa Maria Valley  
 Chamber of Commerce*

**Daniel Nielson**  
*Department of Social  
 Services*

**Dianne Owens**  
*Consultant*

**Raymond McDonald**  
**Executive Director**  
*Santa Barbara County  
 WDB*

- I. **ROLL CALL** 10:00 AM
- II. **OPENING REMARKS** 10:02 AM
- III. **PUBLIC COMMENT\*** 10:05 AM
- IV. **AGENDA ITEMS\***
  - a. **Reorganization to the Agenda**
  - b. **Old Business**
    - i. [Approval of May 29, 2019 minutes](#) 10:07 AM
  - c. **New Business**
    - i. Budget Preview 10:10 AM
    - ii. Feedback on MMM 2019 10:50 AM
    - iii. RPU MOU and Contract 11:10 AM
- V. **Next Executive Committee Meeting**

November 20, 2019  
 WRC Sutter Room  
 1444 S Broadway, Santa Maria
- VI. **Adjourning the Executive Committee** 12:00 PM

\*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.



## EXECUTIVE COMMITTEE MEETING MINUTES

May 29, 2019 ♦ 9:00 am – 11:00 am

Santa Barbara Department of Social Services  
Training Room A/B  
234 Camino Del Remedio  
Santa Barbara, CA

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### I. OPENING REMARKS

Meeting called to order by Workforce Development Board (WDB) Chair Sandra Dickerson at 09:33 am.

### II. ROLL CALL

Executive Committee Members in Attendance:

Sandra Dickerson, Glenn Morris, Daniel Nielson, Dianne Owens

Santa Barbara County Staff in Attendance:

Ray McDonald, Anthony Garduno, Luis Servin, Jessica Sampson, Julie Smedley

A quorum was established at the start of the meeting.

### III. PUBLIC COMMENT

No public comment.

### IV. AGENDA ITEMS

#### A. Old Business

Minutes: the minutes of September 26, 2018 were considered as follows:

**Action:** Daniel Nielson moved, seconded by Dianne Owens, and carried by a vote of 4-0 to approve the minutes of September 26, 2018.

#### B. New Business

##### i. Approval of affiliate AJCC One-Stop Certification

WDB Executive Director Ray McDonald explained that the state requires the certification process be completed, similar to the current One-Stop at Ortega St., Santa Barbara, CA.

**Action:** Dianne Owens moved, seconded by Daniel Nielson, and carried by a vote of 4-0 to approve the affiliate AJCC One-Stop certification.

##### ii. Approval of WDB Local Policy on Paid Work Experience

Ray McDonald explained that federal legislation WIOA delegates local policies on a number of items to the local boards, including paid work experience. There has been updates to this legislation relating to the salaries the paid work experience participants are paid, and requires they are paid a comparable wage as other people working in the same type of job, as opposed to paying minimum wage. Mr.

McDonald also clarified that although this change will increase the overall program cost, there is sufficient funding the program's budget.

**Action:** Dianne Owens moved, seconded by Glenn Morris, and carried by a vote of 4-0 to approve the Local Policy on Paid Work Experience (PWEX).

iii. New Contractor Updates

Contracts:

Ray McDonald reported that new operator contracts are on schedule to be completed and go to the Santa Barbara County Board of Supervisor for approval on June 18, 2019, with the new operators taking over on July 1, 2019. Mr. McDonald explained that the reason there is one contract for North County and one contract for South County is to keep the budgets neat and make it easier to understand where the funding is being spent.

Daniel Nielson inquired if the contracts define the geographic areas of service coverage. Mr. McDonald acknowledge that currently it only identifies the areas around the one-stop locations in Santa Barbara and Santa Maria. Glenn Morris questioned if the current distribution of resources was fixed or if there is a mechanism in place to move funding around between North and South. Mr. McDonald explained there is a modification process, but it would require a major modification, which is a very time consuming process. However on minor modifications such as moving money between cost categories, can be done administratively.

On-boarding/Downsizing:

Luis Servin described the transition process involving a downsizing the current operators, auditing existing caseloads that will be carried over to new operators, and training the new operators as part of the boarding process. Jessica Sampson and Julie Smedley further described the degree of detail involved in creating new materials and standardized forms to reflect all the changes that were put into the new contracts.

iv. Review of Performance Benchmarks for new contractors

Luis Servin explained that the RFP already had some existing boilerplate language that included some performance goals, but there was some negotiation done between the operators and WDB staff to arrive at agreed upon goal. Mr. Servin provided a summary of performance benchmarks which include enrolling a specific number of participants per service year, expenditure requirements per program, and participant exit requirements.

v. Program Branding Offsite Meeting

Dianne Owens reported on the WDB Branding Retreat which took place on May 23, 2019. Ms. Owens explained that the purpose of the retreat was to address the issue that the SBWDB is the best kept secret due to the fact that the general public is not aware of what we do. Ms. Owens gave an overview of the creative process that WDB staff and board members went through to come up with something that would adequately represent the programs at SBWDB.

Ms. Owens then presented the resulting logo and slogan to the Executive Committee members. The committee members provided feedback and recommended changes to the program logo, and requested that a few revised logo options be presented at the next Executive Committee Meeting on June 26, 2019. At that point the Executive Committee will agreed to forward a recommendation on the new program brand to the full board on July 26, 2019.

vi. Update on Coastal Regional Planning Unit (RPU)

Raymond McDonald advised the committee that new Slingshot, and Prison to Employment (P2E) programs would be commencing in either 08/2019 or 09/2019. Additionally Mr. McDonald reported that the effort to create a non-profit entity to act as the fiscal agent for the RPU would probably not be moving forward because of requirements by State regarding who may receive funding.

vii. Executive Directors Update

Mr. McDonald advised the committee that elections for board chair and vice chair will need to be held during the October 25, 2019. Mr. McDonald further reminded the committee members that the board chair appoints the executive committee chair.

Mr. McDonald also reported that WDB workforce document was used by Santa Barbara County as the base document for their county-wide economic strategy and will be collaborating with WDB regarding a survey that will be used to gather economic data.

**V. Next Workforce Development Board Meeting**

The next Executive Committee Meeting is schedule for

Wednesday, June 26, 2019

130 E Ortega St,

Santa Barbara, CA

10:00 am - 12:00 pm

**VI. ADJOURN**

Meeting adjourned at 11:06 AM.