

ITEM I.B. – ACTION
ALAMEDA COUNTY
WORKFORCE INVESTMENT BOARD

MINUTES

MEMBERS PRESENT:

Hart, Lane, Chair
White, Mike, Vice-Chair
Burton, Winston
Chipley, Robert
Crowell, Ken
DePuy, George
DeVenuta, Tony
Ebarle, Cres
Johnson, David
Johnson, June
Jordan, Sheila
Keating, Jerry

Kathleen Kelly
Bruce Kern
Henry Leng
Paul Levine
Sandra McMullan
Helen Meyer
Duane Mongerson
Melissa Pedroza
Sam Wallace
Jim Wright
Felicia Woytak

MEMBERS ABSENT:

Bauman, Ann
Brewer, Bob
Fogelquist, Jim
Hewitt, Chet

McGuire, Charles
Smith, James
Tribble, Rhonda
Tucker, Frank

The meeting of the Alameda County Workforce Investment Board (WIB) was called to order at 9:05 AM on Thursday, September 12, 2002 by Lane Hart, WIB Chairperson. A quorum was present.

ITEM I.B. – MINUTES OF ALAMEDA COUNTY WIB FOR THURSDAY, JUNE 13, 2002. It was noted that June Johnson recused herself from Item VII.A. – WIA Targeted Youth Program and that “Johnson” who seconded the item’s motion is David Johnson, should be noted as “D. Johnson” for clarity. Duane Mongerson stated in reference to Page 3, third paragraph, “Bob Goetsch added that he did poll the YPC members ...”, he does not recall being polled, and suggested changing it to “a majority of the YPC members ...”. A motion to approve the minutes of June 13, 2002 with noted changes was made by **Croswell/White/carried.**

ITEM I.C. – CHAIRPERSON’S REPORT. Lane Hart, Chairperson, announced this was his first meeting as the new Chairperson. He gave some brief background with some of objectives for the WIB. He noted that a lot of the work is done at the committee level, and if WIB members

have any questions relating to items in the packets (especially WIB quarterly meetings), to notify appropriate staff before the meeting. This will allow the actual meetings to move quickly and accomplish a lot more. He also asked that Committee Chairs touch base with each other well in advance of the quarterly WIB meetings, so they can come prepared as much as possible.

Chairperson Hart announced that Bob Goetsch has resigned as Chair of the Youth Policy Council (YPC) and asked anyone interested in the position to contact Dorothy Chen, WIB Director.

ITEM I.D. – COMMITTEE CHAIRS' REPORTS:

Sandy McMullan, Operations Committee Chair, stated an ad hoc Operations & Economic Development & Employer Services (EDES) Committee met jointly in early August 2002 with a presentation by the five one-stop managers. They gave the Committees an update on their performance. The meeting was held at the request of the Operations Committee and was very informative. The Operations Committee then met in late August 2002 where Jerry Keating was elected as Vice-Chair of the Committee. A new date will be set to hold the next Committee meeting. The Executive Committee decided to combine the Operations and Performance Committees into one committee and are looking for a new name and are open to all suggestions. Two items are being presented today from the Operations Committee – Action Items VII.B. and VII.E.

Megan Hild, Youth Policy Council Vice-Chair, met in June and August 2002 and there are three items being presented today from the YPC – Consent Item VI.C., and Action Items VII.C. and VII.D. The YPC selected five additional youth representing the Eden and Tri Cities areas. They are still looking for eligible youth representation in the Valley and North Cities areas. An ad hoc committee developed a new mentoring program to match a youth mentor who would be on the YPC. Volunteer mentors from the YPC have been matched to youth. With Bob Goetsch leaving, two are now left without mentors, and asked if any WIB members would be interested in being a mentor to youth on the YPC. A representative from the YPC as well as the four youth collaboratives attended a State Youth Council meeting and wants all YPCs to adopt an all youth one system framework, which this YPC has already done. State YPC will hold an orientation on this new system on October 3, 2002.

Sam Wallace, Economic Development & Employer Services (EDES) Committee Chair, has met twice since the last WIB meeting in June 2002. He commended and acknowledged the leadership of the last two years of Bruce Kern as Chair of the EDES Committee. He has set a very good platform upon which the Committee can go forward. He appreciates Lane Hart's nomination for S. Wallace to be the EDES Committee Chair. Strategies have been laid out – communication with the one-stop centers in terms of their involvement with us, and reviewed in depth of the recommendations of the State CWA evaluation report that came forward on business services and development (selection and appointment of a director for business development services). At the next Committee meeting, they will review again their original mandate in terms of goals that were set by the WIB for the Committee, and then fine tune two or three goals we will have for this year going forward. Another goal is to take the Committee members' skills and have each person really taken on responsibility for some of the core initiatives that we are

looking at. Last year, the Committee spent a lot of time on health-to-health crisis in California and the Bay Area, and we want to continue with that kind of work.

Lane Hart, Executive Committee Chair, stated that at their last Committee meeting, all items covered are on consent calendar.

ITEM I.E. – DIRECTOR’S REPORT. Dorothy Chen, WIB Director, stated that the Alameda County Social Services Agency (SSA) is going through an organizational change with a new department. The former Welfare-to-Work and the Workforce & Resource Development (which she was a part of) have been combined to a new department, the Workforce and Human Services Department.. Medi-Cal Benefits Administration will be a separate department to administer Medi-Cal eligibility. The Workforce and Human Services including food stamps, general assistance, and Cal Works are now under one umbrella.

Although her reporting relationship has not changed, what has changed is the one-stop is no longer under her stewardship. What is critical here is we are finally in compliance with the law. The law (WIA) clearly states that the WIB Director cannot be the one-stop operator. There has to be a separation (firewall). The one-stop is now under another Division Director, Chris Kondo. The one-stop manager, Pat Carson, will no longer be reporting directly to D. Chen. D. Chen’s job really is to work full-time on the WIB.

D. Chen introduced new staff, Carl Pascual, who will be assisting with the Executive Committee and some of the other committee items, as well as doing contract monitoring, technical assistance, and procedural manuals which we have not been able to proceed with mainly because of lack of staffing.

There will be a WIB retreat on Wednesday, October 30, 2002 from 9 AM to 3 PM at the Piedmont Community Center. Donna DeWeerd is the consultant. The agenda will be the goals and action plan for the 2003/2004 program year.

A performance WIA training will be held on Wednesday, October 9, 2002 for those members who are on the Performance Accountability and Operations Committee (joint committee) and will be very helpful in understanding what the 17 performance standards are and what they mean. Even though members are not on this Committee, all are invited. The morning session (9 AM to 12 Noon) will be devoted to the adult portion of the performance standards, and the afternoon session (1 to 4 PM) will be focused on the youth performance standards. A consultant from the State Workforce Investment Division (Rick Record) will be doing the presentation and is an excellent trainer.

A Future Workforce 2 Event flyer was given to members. Richmond, Oakland, Alameda County and Contra Costa WIBs are working together with several other sponsors for the Event. A survey for employers to get feedback on what they really would like to have from the one-stops is being conducted. The survey results will be presented at the meeting.

Chairperson Hart introduced new WIB member, Paul Moffatt, who will officially be seated at the next WIB meeting on December 12, 2002.

ITEM II – RECOGNITION AWARDS. Dorothy Chen stated that staff really wanted to recognize the work of the Committee Chairs. We have had two excellent Committee Chairs for the past two years and awards were being presented to both. Mike White, Operations Committee Chair dealt with a lot of controversial issues and helped steer us through two years of growing pains. He has been with us for a very long time, even as a PIC member. M. White expressed his thanks and recognition and stated it should be an award for the whole Operations Committee. He thanked staff, especially Jane Myers.

Bruce Kern, EDES Committee Chair for the past two years, will be presented his recognition award when he arrives later in the meeting.

ITEM IV – PUBLIC FORUM. No public input.

ITEM V – PRESENTATION BY EDEN ONE-STOP CAREER CENTER. Pat Carson, Manager of the Eden One-Stop Career Center (at the request of Chairperson Hart), presented a brief description of services offered at the Eden Area One-Stop Career Center.

S. Wallace extended an invitation to new WIB members to join the EDES Committee.

ITEM VI. – CONSENT CALENDAR ITEMS. A motion to accept the items was made by **Hart/Croswell/carried.**

VII.A. – PERFORMANCE RE-NEGOTIATIONS FOR PY 2001/02 AND PY 2002/03. Linda Slater presented the item.

A motion to approve staff recommendation was made by **White/Croswell/carried.**

Sam Wallace stated we need to have a replacement for Sally Rapp (who has resigned) and have an effective team with private sector members that were the original members who were at the negotiation meeting. Frank Tucker was also involved, but they need one additional member. It would be beneficial to have a private sector member to join them as part of the negotiation team.

An amended motion to delete the words “original negotiation team under #2” and add “reconvene the negotiation team in addition to one other private sector member” was made by **Pedroza/White/carried.**

ITEM VII.B. – AFFILIATE SITE STATUS. Jane Myers presented the item. Sandra McMullan, Operations Committee Chair, added that the Committee felt it was important not to create affiliate sites at this time in order to keep a high level of service at the one-stop centers

On a different note, a WIB member noted that youth may not be adequately or appropriately served at a one-stop, and at some point, it might be more appropriate that an affiliate site source of sorts be located in central high schools within the city (the YPC may consider actually setting up an affiliate at a high school).

The one-stop center managers briefly described their connections with the high schools in reference to youth.

A motion to approve staff recommendation to not establish a process or criteria to create affiliate sites in the ACWIB local area at this time was made by **Keating/White/carried (J. Johnson recused)**.

**ITEM VII.C. – ASSISTING YOUTH WITH SPECIAL NEEDS AND BARRIERS:
CHILDREN AND FAMILY SERVICES-INDEPENDENT LIVING SKILLS PROGRAM.**

Rosario Flores presented the item and background. The employment program consultant would be under the supervision of Children & Family Services and our department and the duties were described. The total amount recommended is \$75,000 to help support the consultant position and the partnership with ILSP. A representative from Children & Family Services, Ken Shaw, was present and described the foster youth services.

R. Flores stated the funding request was submitted to Chet Hewitt, SSA Director, who has taken the initiative to write to the Rockefeller Foundation to help supplement this consultant position and the concept of this relationship.

S. Jordan noted that the transition out of foster homes is very traumatic. There is not enough help for these young people. They are children and need support and a helping hand, and it is very important to help that effort. They are susceptible to getting in trouble with the law.

K. Shaw stated that a lot of these young people do not have any support when they turn 18 and cut off from foster care, and besides there is the pressure to get a job. R. Flores added that as a visionary that our SSA Director Chet Hewitt is and at her last meeting with him, as well as staff, there was talking about an emancipation village, a concept of contractors building apartment buildings with the possibility for foster care youth.

S. Wallace suggested strengthening the functional role of this individual in the written sense of the duties. R. Flores added that this is a new concept, a systemic change, and a way of communicating with departments, but there is an outcome of 60 or more to our youth collaboratives with the performance outcomes that are required and mandated. R. Flores stated it is a pilot study. She also stated this item has been discussed at the YPC level in reference to their budget, and their recommendation to support is included in the packet.

S. Jordan would like to make a request that the WIB get a report back with a set of deliverables with outcomes stated and that there is an accountability model set up (how successful is it).

S. Wallace stated the motion needs to be something that qualitatively improves and delivers a set of services to the audience, and he would have to vote against this. He totally understands the mission and the needs of the audience, but does not think the particular vehicle at all says and solves the problem we have before us. If the motion is approved, we do have to come back at some point and find another pool of dollars to really develop a program that works.

R. Flores stated that this dialogue of assessment, evaluation and outcomes and how we better build the relationship long term (have been touched in their discussions with C. Hewitt).

M. White stated that in the four items listed on page 33 of the position, there are some deliverables in these items, and he just wants to make sure we get them down on paper, so if something comes back. If we take the basic premise of this and build it into an MOU in change of dollars or if it is going to be a contract, or whatever, if we build what we want out of that. He wants to know how many people did we affect, how many did we initially screen, how many did we see, and also see some kind of report that is made through the assessment that we talked about earlier, and how is the system better since we put our dollars into it, or is it better? He also wants to see what is the recommendation for the following year. The reporting ought to go back to the YPC at this point for them to bring back to the WIB.

R. Flores stated they were anticipating one year funding in reference to this position (temporary), but the idea is to build that relationship and partnership with others in regards to promoting services for the foster youth with all the discussions that have been around the table to improve services and communication system.

R. Flores stated the process for selection is that they are working on the job description, and she will be part of the interviewing team involved, going through the procurement of General Services Administration (GSA), be posted and open to the public.

Chairperson Hart opened the public hearing, and with no input, closed the public hearing.

An amended motion to add on Page 33 of WIB packet - 5. Assess those specific extraordinary services for foster care youth and look at what other extraordinary services we can provide, in addition to performance accountability (to come through the YPC) was made by **Pedroza/D. Johnson/carried (J. Johnson recused)**.

At this time, Dorothy Chen presented a recognition award to Bruce Kern, EDES Chair for the past two years. B. Kern expressed his thanks.

ITEM VII.D. – PY 2002 WIA TARGETED YOUTH SERVICES FUNDING RECOMMENDATIONS. Sandra Oubre presented the item and background.

F. Woytak asked how the number of new enrollees is determined and if there is a number of enrollees currently for \$250,000? Total number served for 2000-2002 was 222 and for the second year, we originally had 200, however, during the last WIB meeting, the WIB approved renegotiating those numbers down for the four collaboratives, which has been done, to 150.

Performance goals and standards were presented on Page 24 of the WIB packet.

Chairperson Hart opened the public hearing.

Juanita McMullan of the Berkeley, Sylvia Llanes, of the Eden Area and Valley collaborative, and Delfina Geiken, from City of Berkeley and a YPC member, provided public input.

Chairperson Hart closed the public hearing.

A motion to approve staff recommendation was made by White/Meyer/carried (J. Johnson/Pedroza recused).

ITEM VII.E. – PY 2002/2003 ADULT AND DISLOCATED WORKERS SYSTEMS AND SET-ASIDE FUNDS.

Jane Myers presented the item and background.

A WIB member recommended that in future years (2003/2004) to amend this to add in a single wage criteria to motivate them to make sure their placements go to minimum wage jobs.

There was a considerable discussion on how best to use these funds to ensure that One-Stops operational needs are met both programmatically and administratively. Discussions centered on maximum usage of dollars, how to evaluate where the funds need to be spent on, tying goals to funds, where these funds will best help one-stops, performance gaps, and so on.

S. Wallace summarized by stating that he thinks each one-stop has different challenges. He would recommend as a modification to the proposal today that we go with the incentive suggestion, but on the partnership dollars, we sit down with the one-stops and figure out what their problem is, and then get those dollars out right away to assist them

Felicia Woytak suggested bringing this issue, as well as big issues that are happening in each one of the specific areas we are serving, as well as looking in the future, at our retreat, or at a future WIB meeting. J. Myers stated staff has a good idea of the issues of each of the one-stops, because it's one of our roles, to be there and with them. This is something the WIB may want to think about how and share that at the retreat. F. Woytak added that not all WIB members can be present at all the meetings, so we don't always hear all presentations.

In reference to the timeframe to spend these dollars, J. Myers stated that these dollars go through 2004, however, you don't want to start spending them in 2003, because again we are not sure how much we are going to be able to carryover. If more time is needed to have this conversation, we probably could come back in December. M. White suggested taking this item (incentive dollars) and put it off until December. We can then bring it up at the retreat (along with the conversation we had today) and get a better idea to see what direction we are going by December.

J. Myers stated if there is a way to decide today if you want to do the incentives. She is just worried about setting aside too much, which is her only concern.

A motion to adopt staff recommendation, including setting aside the partnership development money so review of the discussion could be held at the retreat, be brought back to the WIB in December, was made by White/Keating/carried.

Chairperson Hart opened the public hearing.

For point of clarification (for Delfina Geiken), J. Myers stated that based on their performance through June 2002, we will use the most updated figures, so they will have until the end of August or through present to submit data (final figures for June 30).

Delfina Geiken stated there was some other graph list before this final one presented today, and Berkeley had been included on it. They don't have incentive funds for the adult, as they did over-enroll on the adult side. She is curious how they got taken out of that equation.

J. Myers responded that the packet of the Operations Committee was put together prior to the Executive Committee making the decision to not continue Berkeley. The item went out assuming that Berkeley would be continued. When that didn't happen, it was verbally said at the Operations Committee that Berkeley would not be part of the incentive and the partnership money at that time. The charts here are basically just charts showing an example of how things would be done, with the understanding that we would use the actual final figures when those came through. It was a matter of order of things that got a little confused.

S. Wallace stated that D. Geiken's point is very credible in the sense that their Berkeley's lack of success was around the dislocated worker program (and not around the adult program), and why not at least until their contract expires, give them credit for having performed against the adult number. Their contract is not going to expire for a number of months. If they performed in adult, maybe there should be points that they should qualify for incentive dollars at least for this first year, not the two years. It looks like the dollar pool is for two years (June 2002 through June 2004). They would only qualify through December (their contract expires in December and J. Myers agreed), so they automatically qualify for six months. Maybe there would be a prorated way to calculate what their number would be prorated for six months out of a two-year period and give them the points system that would target toward that amount (give them credit for the fact that they did achieve the numbers on the adult program).

J. Myers stated that again that is a decision that the WIB can make. The Operations Committee recommendation was not to include Berkeley as part of the incentives because of the challenges that they have had, but again, it's the WIB's recommendation.

Chairperson Hart closed the public hearing.

An amendment to the motion that we allow for Berkeley to get credit as far as the incentive program for half of a one year period was made by **Wallace/Jordan/carried (Burton, J. Johnson/Pedroza/Wright recused)**.

J. Myers stated that if she understands the amendment, since we are giving them half of a year, that we would amend that money into their contract with the expectation that it would be spent by December 30, 2002. Carl Pascual has been working on a transition phase. The second half would be included in the RFP that is going to be out, and so that provider would have the second half.

ITEM VII.F. – LOCAL WORKFORCE INVESTMENT AREA FIVE-YEAR PLAN – 3RD YEAR MODIFICATION – WIB APPROVAL. Carl Pascual presented the item and background.

A motion to approve staff recommendation was made by **Keating/Leng/carried.**

Winston Burton asked for an updated budget.

Duane Mongerson would like to nominate Megan Hild (currently YPC Vice-Chair) as the new YPC Chair.

Melissa Pedroza stated this is her last WIB meeting and she has learned a lot. She thanked everyone and it's been an honor.

The regular meeting was adjourned at 12 Noon.