



## **Executive Committee Meeting**

Wednesday, June 10, 2009

7:30– 8:30 a.m.

El Centro One Stop East  
2695 S 4<sup>th</sup> St., El Centro, CA 92243

### **AGENDA**

**Members:** Jason Jackson, *Chair*, Orlando Foote, *Vice-Chair*, Andrea Roark, *Secretary*, Norma Saikhon, *Budget Chair*, Judy Siqueiros, *Youth Council Chair*, Orlando Foote, *Policy Development Chair*, Gonzalo Huerta, *Five Year Plan Chair*, Norma Jauregui, *ETP Chair*, Bill Gay, *Marketing Chair*, Tim Kelly, *Past Chair*

**Staff:** Sam Couchman, Camilo Garcia, Diahna Leon, Cecilia Ramos, Letty Taylor

1. **Welcome**
2. **Public Comment**  
Presentation Dr. Ricardo Felix,  
Technical Professional Career College  
Spring Valley, Ca.
3. **Minutes (May 13, 2009)**
4. **Action/ Discussion Items**
  - a. Request for OJT Allocation Green Industries (G.I.) Jobs in SERVE Vets
  - b. Request for Veterans OJT Cash Match Contribution – Project SERVE Vets
5. **Strategic Planning Session (June 16, 2009)**
6. **Request for Qualification Status**
7. **Committee Reports**
  - a. Youth
  - b. Budget
  - c. Policy Development
  - d. Five-Year Plan
  - e. ETP
  - f. Marketing
8. **Other Discussion**

**Executive Meeting**  
**2695 South 4<sup>th</sup> Street Bldg # D**  
**El Centro, CA 92243**  
**Minutes of May 13, 2009**

**MEMBERS**

**PRESENT**

*Chair, Jason Jackson, Budget Chair, Norma Saikhon, ETP Chair, Norma Jauregui, Marketing Chair, Bill Gay, and Vice Chair, Orlando Foote, Youth Council Chair, Judy Siqueiros, Secretary, Andrea Roark, Five Year Chair, Gonzalo Huerta and Tim Kelley.*

**STAFF**

Sam Couchman, Diahna Leon, Letty Taylor, Camilo Garcia, Cecilia Ramos.

**MEETING CALLED TO ORDER**

By Chair, Jason Jackson.

**PUBLIC COMMENTS**

IVC requested the Workforce Development Board to be part of the California Green Jobs Corps Initiative. IVC will be a Community College Partner within the San Diego/Imperial County Region.

**APPROVAL OF MINUTES**

Minutes were approved as presented.

**STRATEGIC PLANNING SESSION**

The WDB Strategic Planning Session has been scheduled on June 16, 2009, at 4:30 p.m., at the El Centro One Stop. It was recommended to have board members, Norma Jauregui and Orlando Foote facilitate the WDB Strategic Planning Session.

The following will be proposed agenda items:

1. What is the Workforce Development Board?
2. What direction is the Workforce Development Board heading?
  - a. What are the Workforce Development Board needs?
  - b. What the Workforce Development Board needs to do to get there?

**REQUEST FOR QUALIFICATIONS STATUS**

**QUALIFICATION RESPONSES**

The following were submittals received in respond to the Adult Training RFQs:

- (1) Machine & Electronic
- (1) Diesel Mechanic
- (1) Protective Service
- (0) Heavy Equipment
- (0) Maintenance Technician

The following were submittals received in respond to the Youth Services RFQ:

- (2) Youth Services

There were two additional submittals that did not pass the Initial Screening process. They will not be sent forth to the RFQ Review Panel because they did not meet minimum requirements. The proposers that did not meet the minimum requirements will be formally notified by WDB staff by mail.

The following were submittals that did not meet minimum requirements:

- (1) Protective Services Technician
- (1) Youth Services

There was discussion on the Heavy Equipment Technician and Maintenance Technician RFQs. It was suggested to add additional money to the Heavy Equipment RFQ or look at possible partnership, due to the high cost. It was recommended to narrow the Maintenance Technician Dot Code. The RFQs with no responds were requested to be release for a second time.

**A motion was made to release the RFQs for a second time for the Heavy Equipment Technician and Maintenance Technician with the revision to narrow the Dot Code.**

**Motion made by Orlando Foote. Second by Bill Gay.**

**Abstained: None Opposed: None. No Vote: None.**

**Motion passed.**

## **REVIEW COMMITTEE**

The RFQ Review Panel will review and recommend funding for the Adult and Youth RFQs.

## **SPECIAL EXCOM MEETING TO AFFIRM YOUTH COUNCIL RECOMMENDATION**

The Executive Committee has scheduled a special meeting on May 27, 2009, to affirm the Youth Council's award recommendations for the Youth Services. The Executive Committee will approve the award recommendations for the Adult Training made by the RFQ Review Panel.

## **YOUTH**

The Youth Council scheduled a special meeting to approve the RFQ Review Panel's award recommendations for Youth Services.

## **BUDGET**

A copy of the WDB Budget report has been provided for review.

## **POLICY DEVELOPMENT**

The Drug & Alcohol Policy has been provided to the Executive Committee for review. Any questions or suggestions may be directed to staff by email. The policy will be presented to the Board on May 27, 2009 for approval.

## **FIVE-YEAR PLAN**

The committee will be working on the Strategic Planning for the next Five Years. The Executive Committee recommends the Five Year Plan and the Strategic Planning for WDB to work together.

## **ETP**

The ETP Manager, from San Diego Regional Office and several local employers will attend the ETP meeting in May. The committee is planning a press release on the two companies recently funded by the ETP.

## **MARKETING**

The current WDB web site has been updated with additional information and the banner “under construction” has been removed.

The Executive Committee discussed and requested staff to prepare an RFQ for the WDB web site to present to the Board in May for approval. The Executive Committee set a submission deadline of two weeks from the release date of the RFQ. WDB will forward the Board’s recommendation to the BOS for approval.

**Motion made to release a RFQ for the WDB web site.**

**Motion made by Norma Jauregui. Second by Orlando Foote.**

**Abstained: None Opposed: None. No Vote: None.**

**Motion passed.**

## **INDUSTRY TOURS FOR BOARD MEMBERS**

- The industry tour for board members has been cancelled and will be rescheduled.
- EW Corporation extended an invitation to WDB to tour their facility before the grand opening.
- Tim Kelley thanked WDO Director, Sam Couchman for attending the Algae Conference and Economic Summit.

**Meeting Adjourned.**





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## Imperial Valley Regional Occupational Program

687 State Street • El Centro, California 92243

(760) 482-2600 • Fax (760) 482-2750

www.ivrop.org

Mary N. Camacho  
Superintendent

May 20, 2009

Mr. Jason Jackson, Chairperson  
Imperial County Workforce Development Board:  
2695 S. 4<sup>th</sup> St., Bldg. D  
El Centro, CA 92243

### **Ref: Request for OJT Allocation: Green Industries (G.I.) Jobs to SERVE Vets**

Mr. Jackson,

Imperial Valley Regional Occupational Program (IVROP) is pleased to inform the board of IVROP's current Green Industries (G.I.) Jobs to SERVE Vets application for an additional Veteran's grant targeting training in the renewable "green" energy industries.

IVROP proposes to provide 55 veterans with training, certifications and employment in the Construction, Energy Conservation, Biomass, Alternative Fuels, Geothermal, and Solar industries. The project will also provide additional services, such as: counseling, job readiness, math and English language remediation, internships, and On-the-Job Training (OJT) to name a few.

We would like to request that \$77,750 be allocated for OJT contracts in the event we are funded. This amount will provide 44 OJT contracts in fiscal year 2009-2010. This amount is based on the placement rate of 80% of enrollments required by the grant. Services are projected to start on July 2009 and end on June 2010. Two years of additional funding may be available based on first year's performance.

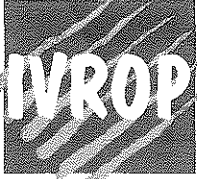
We understand that the any future requests for subsequent fiscal years are subject to WIA funding availability and will be revisited for approval prior to the start of the each fiscal year.

If you have any additional questions or would like to discuss this further, feel free to contact me at (760) 337-7863.

Respectfully,

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Mary N. Camacho  
Superintendent



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Imperial County Workforce Development Board  
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### **Ref: Request for Veterans OJT Cash Match Contribution—Project SERVE Vets**

Mr. Jackson,

Imperial Valley Regional Occupational Program (IVROP) is pleased to inform the Workforce Investment Board of the successful continued funding of IVROP's Project SERVE Vets—Workforce Investment Act (WIA) funded veterans' grants. These grants will allow IVROP to continue delivering training and employment services to Imperial County veterans for the fiscal period of June 2009 through July 2010.

IVROP served 121 veterans in the previous fiscal year and will serve 72 additional veterans this upcoming fiscal year. Trainings include: Pharmacy Technician, Medical Terminology, Certified Nurses' Assistant, Truck Driving, Armed Security Officer, and On-the-Job Trainings (OJT) along with supportive services to ensure successful completions of training, employment and retention.

As part of the originally submitted grant proposal, the Imperial County Office of Employment Training had provided a letter of support committing local OJT funds contingent on available funding. At this time we would like to request that \$ 92,500.00 be allocated to the active SERVE Vets projects for OJT training. This amount will allow for 50 OJT contracts, or 70% of remaining client case-load, in fiscal year 2009-2010.

In the event that we continue to meet State performance measures and continue to receive additional funding, we understand that any amount requested for future fiscal years are subject to WIA funding availability and will be revisited for approval prior to the start of each fiscal year.

If you have any additional questions or would like to discuss this further, feel free to contact me at (760) 337-7863.

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