



## July Board Meeting

Wednesday, July 23, 2008  
12:00 p.m.  
El Centro One-Stop East  
2695 South 4<sup>th</sup> Street, Bldg. D, El Centro, CA 92243

### AGENDA

#### CALL TO ORDER

1. Flag Salute
2. Approval of Minutes
3. Public Comments: *When addressing the Board, state your name and address for the record prior to providing your comments. The time limit is 3 minutes per individual.*

#### ACTION/DISCUSSION ITEMS

1. Committee Reports
  - a. Executive Committee
  - b. Finance Committee
  - c. Youth Council
    - i. Status of RFQ's
  - d. Policy Committee
  - e. Five-Year Plan Committee
  - f. RFQ Committee
    - i. Chair & Member Appointments
  - g. Employment Training Panel
    - i. Member Appointments
2. One Stop Quarterly Report

#### INFORMATIONAL ITEMS

1. WIA 101 – RFQ Process
2. Education and Workforce Conference
3. Board of Supervisor Report
4. Industry Cluster Groups Status Report
5. Other

#### UPCOMING EVENTS

Monday, July 28, 2008 @ 10:00 a.m. – Five-Year Planning Committee

Wednesday, August 6, 2008 @ 4:00 p.m. – Youth Council

Thursday, August 7, 2008 @ 2:00 p.m. – WIA Training Providers

Tuesday, August 12, 2008 @ 10:00 a.m. Policy Committee

Wednesday, August 13, 2008 @ 7:30 a.m. - Executive Committee

Thursday, August 20, 2008 @ 3:00 p.m. - Budget Committee

Wednesday, August 27, 2008 @ Noon - WDB Meeting

**Imperial County Workforce Development Board**  
**2695 South 4<sup>th</sup> Street Bldg #D**  
**El Centro, CA 92243**  
**Minutes for Wednesday June 25, 2008**

**Called To Order:** by Chairman, Tim Kelley

**Approval of Minutes:** Minutes for May 28, 2008 were reviewed. Minutes were approved with minor changes. A new board member was introduced; Daniel Machain is a representative for Electrical Worker in Imperial County/San Diego.

**Members**

**Present:** Chairman- Tim Kelley, Edward Castillo, Dan De Voy, Orlando Foote, Bill Gay, Jack Hart, Guillermo Hermosillo, Robert Herrera, Jason Jackson, Norma Jauregui, Daniel Machain, Susan Manger, Sterling Mayes, Carla Moore, Brian Nordman, Guadalupe Ponce, Andrea Roark, Robert Rubio, Norma Saikhon, Judy Siqueiros, Sherri Spencer.

**Absent:** Fred Bell, Christina Buelna, Mary Camacho, Clyde Carson, Gonzalo Huerta, Albert Magos, Manuel Ramirez, Cesar Rodriguez, Cheryl Walker.

**Public Comments-** None.

**Executive Committee Report-** Chair-Tim Kelley

Chair-Tim Kelley reported the RFQ's were submitted to the BOS for approval. The upcoming conferences were discussed. The Monterey Conference will be held on September 2 – 4, 2008. Registration for the conferences should be made early. There will be two CWA Conferences, two Youth Council Conferences, and a Washington D.C Conference.

**Finance Committee-** Diahna Leon

Diahna Leon made a presentation on the Proposed Youth Budget for 2008-09 and a handout was provided. The Proposed Youth Budget for 2008-09 allocations were reviewed and included Youth, Adult, and dislocated worker.

The Proposed Budget for 2008-09, was allocated the following:

\$ 75,000	<i>WDO Board Meals, Travel, Conferences</i>
\$ 400,000	<i>Youth Services</i>
\$ 730,000	<i>Work Experience includes \$ 20,000 Supportive Services</i>
\$ 50,000	<i>Business Services</i>
\$ 50,000	<i>Other Services/Marketing.</i>
\$ 400,000	<i>ITA's</i>
\$ 496,908	<i>Contracted Adult Services</i>
\$130,000	<i>Adult OJT's</i>
\$ 81,250	<i>IVOP –Serve Vet's</i>
\$ 48,750	<i>One-Stop</i>

Recommendations were made to provide workshops for small business owners or for advertising materials for the category *Other Services/Marketing*.

The allocation for the *ITA's* will train 80 individuals. The most noticeable difference in the budget is for the *Contracted Adult Services* because there were no funds available in this category last year. Recommendations were made to provide trainings for Construction, Energy and Building Materials.

The grand total for the Proposed Youth Budget 2008-09 is \$6,199,879. The million dollar increase in the Proposed Youth Budget 2008-09 allocations was due to increase in unemployment from last year. A request was made for a list of services that can be provided under the categories in the budget.

Motion for approval of the Proposed Youth Budget 2008-09 was made. Motion made by Sterling Mayes, Seconded by Edward Castillo. No abstentions, motion passed. Any changes to the allocation in any Item Line will be brought to the board for approval.

Diahna Leon informed the committee three quotes are required from vendors for marketing services. Motion to obtain quotation for marketing services was made. Orlando Foote motioned, Bill Gay abstained. Motion passed.

***Approval of Youth Contract Extensions for Summer Youth Program-*** Youth Council Chair- Judy Siquieros, Letty Taylor

Letty Taylor informed the board the Youth Council recommends to extend the Case Management and Work Experience Youth Contracts for a period of three months to provide Summer Youth program from July 1-September 30, 2008 to ensure there will be no break in services while the RFQ's are approved. The money will be carry over funds and will not affect the Proposed Budget 2008-09. Susan Manger motioned, seconded by Jack Hart. No abstentions.

***Approval to Release Youth RFQ's-*** Letty Taylor

Letty Taylor informed the members the Youth Council and Executive committee approved the Youth Service Plan for 2008-09.

The Youth Service Plan is divided into three components.

\$150,000 Case Management/ includes \$20,000 Supportive Services.

\$245,000 Educational /Skills include Customer Service Academy.

\$730,000 Work Experience includes two contracts each for \$356,000.

The Youth Service Plan 2008-09 will serve the following:

- 540 Youth
- 300 In School Youth
- 160 Out of School Youth
- 30 On the Job Training
- 50 Year Round Direct Placement

Motion made for approval of the Youth RFQ's. Sterling Mayes motioned, Seconded by Susan Manger. Abstentions made by Sherry Spencer. Motioned passed.

Diahna Leon covered the RFQ Process and Timeline. Technical Assistance Workshops will be on July 24, July 31, and August 7, 2008. The deadline for the RFQ's will be on August 15, 2008. The RFQ's will be posted in the local newspaper and other nearby counties to attract more Service Providers. The

Evaluation Period for the RFQ's will be August 18- September 1, 2008 and a RFQ Committee will be appointed. The Youth Service Plan is schedule to commence on October 6, 2008. The RFQ's will not be released until approved by the BOS. All questions and answers regarding the RFQ's will be shared with everyone.

**Policy Committee-** Orlando Foote  
No Report.

**Five Year Committee-** Gonzalo Huerta  
Chair-Tim Kelley announced the Five Year meeting for July 28, 2008 is pending on the location.

**RFQ Committee-** Chair-Tim Kelley  
Chair-Tim Kelley announced new elected Chairman will be assigning the committee in August 2008.

**Employment Training Panel-** Chair-Tim Kelley  
Norma Jauregui was appointed Chair for the ETP committee and members will be appointed at a later date.

**2008-09 WDB Officer Elections-** Chair-Tim Kelley  
Motion to close nominations for 2008-09 WDB was made by Jack Hart. Seconded by Bill Gay. Abstention made by Chair -Tim Kelley. Motion to accept the slate of officers for WDB 2008-09 was made by Sterling Mayes and Seconded by Edward Castillo. Abstention made by Jason Jackson. Motion passed.

The new elected officers were congratulated; Chair-Jason Jackson, Vice-Chair- Orlando Foote, and Secretary- Andrea Roark, New Chair- Jason Jackson took over as Chair for the remainder of the meeting.

**WDB Calendar for Summer Months-**Chair-Jason Jackson  
Chair- Jason Jackson announced the WDB calendar will remain the same for summer months.

**Educational Workforce Conference-** Tim Kelley  
Tim Kelley announced the Educational Workforce meeting will be on June 31, 2008 at 1224 State St. Ste. B at 9:00 a.m. The Mega Region grant will be discussed

**IVROP-SERVE VETS-** Robert Avila- IVROP  
IVROP-SERVE VETS submitted a revised letter for Request for Continued Veterans OJT Cash Match Contribution to the board and it was accepted.

**Board of Supervisors Report-** Victor Carrillo-Absent  
No Report.

**Industry Cluster Groups Status Report-** Tim Kelley  
Tim Kelley announced the meeting was cancelled and will be rescheduled.

**Other-** Sam Couchman  
WDO Director Sam Couchman presented a certificate of appreciation to former WDB Chair Tim Kelley and thanked him for the great service he has provided as WDB Chair.

**Meeting adjourned**