



## October Board Meeting

Wednesday, October 28, 2009

12:00 p.m.

El Centro One Stop East

2695 S. 4<sup>th</sup> Street, 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. **Discussion and Approval RN Mentorship Program Award Recommendation**
2. **Discussion and Approval of Marketing Expenditure**
  1. Marketing Tag line
  2. Summer Youth Program - Businesses Recognition and Success Story

#### INFORMATIONAL ITEMS

1. **Director's Report**
2. **Committee Reports**
  - Executive
  - Youth Council
  - Finance
  - Policy
  - Five-Year Plan
  - Employment Training Panel
  - Marketing
    - New website demonstration
  - Green Employer Council
3. **One-Stop Report**
  - a. Monthly Report
  - b. Business Services Strategy
4. **Employer Evaluations for Summer Youth Program**
5. **Next Meeting** – November 18, 2009
6. **Other**

**Imperial County Workforce Development Board**  
**2695 South 4<sup>th</sup> Street Bldg #D**  
**El Centro, CA 92243**  
**Minutes of Wednesday, September 30, 2009**

**MEMBERS**

**PRESENT**

Chair, Jason Jackson, Dan DeVoy, Joseph Dhaliwal, Ruth Duarte, Orlando Foote, Mark Gran, Jack Hart, Jason Jackson, Norma Jauregui, Timothy Kelley, Atul Kumar, Daniel Machain, Susan Manger, Sterling Mayes, Carla Moore, Brian Nordman, Guadalupe Ponce, Andrea Roark, Robert Rubio, Norma Saikhon, Judy Siqueiros, Sherry Spencer, Cheryl Walker, Ruben Bautista.

**MEMBERS**

**ABSENT**

Mary Camacho, Edward Castillo, Bill Gay, Guillermo Hermsillo, Robert Herrera, Nicholas Jimenez, Albert Magos, Angela Riven, Cesar Rodriguez.

**MEETING CALLED TO ORDER**

Meeting was called to order by Chair, Jason Jackson.

**APPROVAL OF MINUTES**

Minutes for August 26, 2009 were approved as presented.

**PUBLIC COMMENTS**

No Comments

**DISCUSSION & APPROVAL OF REVIEW PANEL RECOMMENDATIONS**

The following recommendations were made by the Request for Qualification Review Committee:

**1. MAINTENANCE TECHNICIAN PROGRAM**

The Board discussed the Maintenance Technician Program.

**Motion made to approve recommendations made by the Request for Qualification Review Committee to award Imperial Valley Regional Occupational Program (IVROP) the Maintenance Technician Program. The funding recommended is \$256,500.00.**

**Motion: Sherry Spencer Second: Andrea Roark**

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

**Motion passed.**

**2. MEDICAL OFFICE ASSISTANT PROGRAM**

The Board discussed the Medical Office Assistant Program.

**Motion made to approve recommendations made by the Request for Qualification Review Committee to award San Diego State University (SDSU) the Medical Office Assistant Program. The funding recommended is \$300,000.00**

**Motion: Norma Saikhon Second: Andrea Roark**

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

**Motion passed.**

### **3. ON-THE-JOB TRAINING PROGRAM**

**Motion made to approve recommendations made by the Request for Qualification Review Committee to award Imperial Valley Regional Occupational Program (IVROP) the On-the-Job Training. The funding recommended is \$300,000.00.**

**Motion: Sherry Spencer Second: Carla Moore  
Abstained: None Opposed: None No Vote: None  
Motion passed.**

### **4. PIPE FITTERS PROGRAM**

The Board discussed the Pipe Fitters Program and the low score received. WDB member, Mark Gran participated on the RFQ Review Panel and reviewed the reasons for the low score. The committee felt the proposal needed some clarifications.

Gonzalo Huerta, IVC Dean of Instruction for Renewable Energy was present to provide any clarification on the proposals IVC submitted.

Chair, Jason Jackson reported IVC will provide clarification on the Pipe Fitters Program and expand on the Proposed Budget, Item "N", (Other Expenses) the amount of \$25,000 by October 9, 2009.

**Motion made to approve recommendations made by the Request for Qualification Review Committee to award Imperial Valley College (IVC) the Pipe Fitters Program. The funding recommended is \$180,000.00 with contingencies. On the Proposed Budget, Item "N", (Other Expenses) \$25,000, (detailed breakdown of Other Expenses is required and was not provided).**

**Contingency:**

**Provide clarification and expand on the Proposed Budget, Item "N", (Other Expenses) the amount of \$25,000.**

**Motion: Mark Gran Second: Norma Jauregui  
Abstained: Sherry Spencer Opposed: None  
No Vote: None Motion passed.**

### **5. RN MENTORSHIP PROGRAM**

The Board discussed the RN Mentorship Program. The Board had concerns on the low scores IVROP's proposal received. They requested to bring the RN Mentorship Program back to the Board after contingencies are completed.

**Motion made to approve to recommend to bring the RN Mentorship Program back to the Board upon completion of contingencies.**

**CONTINGENCIES:**

**Provide a written response to the concern listed below by October 9, 2009:**

- 1. Differentiate between the existing IVC courses and the augmentation of program.**
- 2. Clarify the roles and responsibilities of the nurse mentors. What are they supposed to do? What are they allowed to do?**
- 3. Provide clearly defined benchmarks and goals with time frames for both the students and the programs.**

**4. Provide a clear breakdown of the NCLEX Pass rate goals. Established goals for the amount of attempts a student will pass the NCLEX in.**

**5. Clarify the student selection criteria for program. (Ex. GPA, no repeating semesters, letters of recommendations, letter of intent).**

**Motion: Cheryl Walker Second: Sterling Mayes**

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

**Motion passed.**

#### **6. SOLAR & WIND ELECTRICAL TECHNICIAN PROGRAM**

The Board discussed the Solar & Wind Electrical Technician Program.

**Motion made to approve recommendations made by the Request for Qualification Review Committee to award Imperial Valley College (IVC) the Solar & Wind Electrical Technician Program. The funding recommended is \$194,071.00.**

**Motion: Norma Saikhon Second: Dan DeVoy**

**Abstained: Sherry Walker Opposed: None**

**No Vote: None Motion passed.**

#### **7. INDUSTRIAL INSTRUMENTATION PROFESSIONALS PROGRAM (Renewable Energy- Project TIIP)**

The Board discussed the Industrial Instrumentation Professionals Program (Renewable Energy-Project TIIP).

**Motion made to approve recommendations made by the Request for Qualification Review Committee to award Imperial Valley College (IVC) the Industrial Instrumentation Professionals Program (Renewable Energy- Project TIIP). The funding recommended is \$229,975.00.**

**Motion: Jack Hart Second: Andrea Roark**

**Abstained: Sherry Spencer Opposed: None**

**No Vote: None Motion passed.**

#### **8. COMPUTER INFORMATION TRAINING PROGRAM**

There was discussion on the Computer Information Training Program. The Request for Qualification Review Committee recommended **not awarding** the Computer Information Training Program to San Diego State University (SDSU). The RFQ contained the wrong Dot Code. San Diego State University also provided the wrong DOT Code on the proposal that was submitted.

The Computer Information Training Program was not listed on the agenda. The Board will consider the error a clerical oversight. Board members were provided all documentation before the meeting, including the Computer Information Training Program.

#### **JUSTIFICATION:**

San Diego State University's (SDSU) program design and curriculum did not meet the RFQ objectives.

**Motion made to approve recommendations made by the Request for Qualification Committee NOT TO AWARD San Diego State University (SDSU) the Computer Information Training Program and re-release the Computer Information Training Program RFQ with the correct Dot Code.**

**Motion: Cheryl Walker Second: Dan DeVoy  
Abstained: Sherry Spencer Opposed: None  
No Vote: None Motion passed.**

Staff thanked the following WDB members that participated or had their staff participate in the RFQ Review Committee: Mark Gran, Gonzalo Huerta, Norma Jauregui, Sterling Mayes, Daniel Machain, Carla Moore, Andrea Roark, Lupe Ponce, Dan DeVoy.

**DIRECTOR’S REPORT**

WDO Director reported on the following:

- Summer Youth Program is coming to an end and was a success. The Year Round Program will begin on October 1, 2009.
- California Energy Commission Grants are pending award notification.
- One Stop staff is training on new program.
- Monterey Conference held on September 8-10, 2009.

**EXECUTIVE**

The committee was busy with RFQ award recommendations.

**YOUTH COUNCIL**

Chair, Judy Siqueiros reported a Summer Youth participant provided a work experience testimonial while working at CET. Service Providers provided an update on the Summer Youth Services. Service Providers will provide a final report.

The following testimonials were provided on the Summer Youth program:

- Chair, Jason Jackson, reported he had two youth participants worked for the summer and 1 was hired after the program completed.
- Compesinos Unidos, Lupe Ponce announced two youth participants were recommended to the California Conservation Corps and will work with the weatherization program for two years.
- CET, Judy Siqueiros had a youth participant working. The youth is currently volunteering after completing the program. She will try to hire the youth.

**FINANCE**

Budget reports for ARRA and WIA funds were provided. The meeting date for the Budget Committee has changed to the second Monday of the month to meet before the Executive Committee.

**POLICY**

The Drug & Alcohol Policy is pending. It has been submitted to County Counsel with input from the Ad hoc Committee. The Ad hoc Committee will meet to review the documents and if satisfied with the documents will present it to the Board. The RFQ process will be reviewed by the Policy Committee to recommend changes.

## **FIVE-YEAR PLAN**

The Five Year Committee will meet on October 5, 2009. They will discuss Supportive Services.

## **EMPLOYMENT TRAINING PANEL (ETP)**

ETP funds are available. No local applications were funded. Staff will follow up with Companies pending applications.

## **MARKETING**

New Marketing Chair, Sherry Spencer was introduced. She reported the committee met with no quorum. The Marketing Committee is currently recruiting members and anyone interested in joining may contact staff. Next meeting will be on October 12, 2009, at 12:30 p.m.

## **ONE-STOP MONTHLY REPORT**

One Stop Manager will provide monthly reports.

A synopsis of One Stop activities will be provided every month.

One Stop staff trained in the new in-house case management/tracking system.

Summer Youth Service final report will be provided.

Business Service report will be provided.

## **CALIFORNIA ENERGY COMMISSION GRANTS UPDATE**

California Energy Commission Grant is pending award notification.

## **CWA CONFERENCE UPDATE**

Norma Jauregui provided a brief overview of the CWA Conference sessions she attended.

Jason Jackson met a Representative from Monster.com at the CWA Conference. The Representative from Monster.com will make a presentation at the Executive meeting on October 14, 2009, at 7:30 on the Displaced Workers program. WDB members were invited to attend.

## **OTHER**

Staff was directed by the Board to create and conduct a survey for employers who participated in the Summer Youth Program to ascertain how they felt about the program and whether it was a positive or negative experience.

Market youth success stories.

IVEDC, Tim Kelley reported there will be an Economic Development Strategic Planning meeting between San Diego/Imperial County on October 1, 2009, at 3:00-5:00 p.m., at the One Stop.

Cheryl Walker reported on a meeting by SDG&E to form a liaison with the community regarding the construction of Sunrise power lines.

Award recommendations should include a short synopsis of each program.

Order and titles of programs should be consistent on agenda.

Survey organizations who received an RFQ to find out if there were any barriers for not applying.

**NEXT MEETING OCTOBER 28, 2009.**

**MEETING ADJOURNED.**