

**Workforce Development Board (WDB)
Executive Committee
Worknet Merced County
Zoom Meeting
Atwater, CA 95301
January 25, 2021, 8:00 a.m.**



www.worknetmerced.com

Members Present:

Leslie Abasta-Cummings	Tim O'Neil (Via Zoom)
Daron McDaniel	Jack Mobley
Michael Altomare	Vinton Thengavall

Members Absent:

Others Present:

Erick Serrato, Reyna Espinoza, Linda Gutierrez, Patricia Hinson

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- 1. Call to Order/ Roll Call** – Board Chairperson, Mrs. Leslie Abasta-Cummings, called the meeting to order at 8:03 a.m.
 - 2. Approval of Agenda** – *O'Neil/McDaniel* approved the meeting agenda as presented.
 - 3. Approval of Minutes** – *McDaniel/Thengavall* approved the December 3, 2020 minutes as published.
 - 4. Public Opportunity to Speak:** None
 - 5. Chair Comments:** Mrs. Leslie Abasta-Cummings thanked everyone for being present via zoom meeting. She shared with members that she attended an outdoor celebration at the Merced County Workforce Investment Business Administration office at Castle in Atwater to celebrate the culmination of the Ready2Open Business grant awarded to Merced County Businesses. She thanked the staff and Management for making this possible and for their commitment in providing support to all Merced County businesses.
 - 6. Director's Comments:** Erick thanked the members for attending the zoom meeting. He informed members about the scheduled (8) virtual community and stakeholder forums. He added that Merced County Workforce Investment/Worknet will be hosting (3) forums. The first forum will be on January 27, 2021 @ 3:30 p.m., the forum will be conducted in Spanish and Merced and Stanislaus will be hosting. The second forum will be on January 13, 2021 @ 3:30 p.m., and Merced will be hosting. The third forum will be on February 3, 2021 @ 6:00 p.m., and Merced and will be the host. Erick gave a brief update on meeting agenda items that will be discussed, and asked members to provide feedback.

Administrative Items for Discussion:

7. High Performing Board Status:

The California Workforce Development Board recognizes local boards that meet programmatic performance and administrative criteria, as described in Workforce Services Directive 19-12. This includes meeting job placement and credential and participant earnings measures, fiscal efficacy and Board administrative requirements. This designation, along with a summary of 2020 activities, will be presented to the Board of Supervisors in a future meeting. The designation is for the period of July 2020 through June 2023.

8. Budget Reconciliation:

For future meetings, the Executive Committee will receive annually, at its January meetings, a Budget Reconciliation which tracks budgeted vs. actual expenditures, savings or over expenditures, for the first six months of the Program Year (July through December). This will give the committee members an opportunity to discuss potential re-allocations, fiscal course corrections or other actions as needed. Following are the categories for the budget reconciliations that will be presented to Committee members:

- Salaries and Benefits
- Overhead
- Travel and Staff Training
- Marketing and Events
- Contractual Obligations (Program and Service Delivery)

9. Grants Update:

Erick shared with committee members the following information:

Awards:

- \$150,000 –Additional Supportive Services –Partnership with Merced College
- \$ 30,000 – Healthcare Foundation – Contact Tracer Support

Pending

- \$350,000 –English Language Learner Grant – Partnership with Merced Adult School; Stanislaus County partners

10. Board Vacancies:

The California Workforce Development Board requires that Local Boards make every effort to keep Board positions filled and active. Merced Workforce Development Board currently holds (4) vacant positions in business representation. Workforce Boards submit the ‘Local Designation’ in May which includes a roster of filled and vacant positions, making this recruitment timely. All applications submitted for considerations will be presented to the Full Workforce Board Committee for possible consideration and if approved, the application will be submitted to the Board of Supervisors for final ratification.

11. Marketing and Outreach:

Erick stated that the formation of a marketing working group is coming soon and it will include Board

leadership and staff support, exploring the utilization of WIOA funds. The marketing group will work on a brand coherence and style guide, a new website, paid advertising to extend the brand into the business community, and potential partnerships with Madera and Stanislaus County workforce boards. Erick asked Committee members to see who would be interested in working with the Marketing group. Mr. Tim O'Neil volunteered to be part of the marketing work group.

Career & Business Services Items for Discussion:

12. WIOA Youth RFP: The RFP draft will be submitted by the end of December.

Under the WIOA, WIOA Youth Services providers must be procured at minimum every (5) years to provide a diversity of services for Out-of-school and/or in-school youth, ages 16-24. The goal is to select a contractor by the spring of 2021 to take over services at the beginning of the 2021-2022 program year. Staff is currently working on the final RFP for release in January 2021.

13. Small Business Support: Update of Read2Open Business Support Program: Reyna stated that round one of the Ready2Open program started in August of last year and closed in the fall. The availability of additional funds reopened and expanded the program with a new application period beginning December 9th of last year and ending in December 15th. She added that the department received 132 new applications for round two, which is 6x greater than the amount the team was expecting. She stated that thanks to the staff, both programs were a success and all checks were issued to business within the timeline allowed.

Other Items for Discussion:

14. 501 c-3

Review of bylaws-structure and Brown Act requirements

Submission by February 2021

Period of Review- through summer 2021 (anticipated)

15. Workforce Board Reports: Mr. Daron McDaniel suggested a review of the time and dates for the full WDB meetings calendar year for 2021. He asked, if possible, to consider changing the meeting times since he has a conflict with another meeting scheduled on the same day and time.

Erick noted that he would work with staff to develop a doodle poll, and requested members to provide feedback. Once the survey is completed, results will be shared at the next full WDB meeting.

16. Future Agendas and Meetings: Mr. Tim O'Neil asked if staff could add to the next meeting agenda a review of salary structure with marketing skills.

17. Next Meeting Date and Time – March 15, 2021 Location: TBD.

18. Adjournment

Adjourned at 9:00 a.m.