

**Workforce Development Board (WDB)
Executive Committee
Worknet Merced County
1900 Airdrome Entry
Atwater, CA 95301
March 11, 2021, 4:00 p.m.**



www.worknetmerced.com

Members Present:

Leslie Abasta-Cummings Tim O'Neil (Call-in)
Daron McDaniel
Michael Altomare Vinton Thengvall

Members Absent: Jack Mobley

Others Present:

Erick Serrato, Linda Gutierrez, Patricia Hinson

1. **Call to Order/ Roll Call** – Board Chairperson, Mrs. Leslie Abasta-Cummings, called the meeting to order at 4:04 p.m.
2. **Public Opportunity to Speak:** None
3. **Approval of Agenda** – *McDaniel/Altomare* approved the meeting agenda as presented.
4. **Approval of Minutes** – *Thengvall/McDaniel* approved the January 25, 2021 minutes as published.
5. **Chair Comments:** Mrs. Leslie Abasta-Cummings thanked everyone for being present. She noted that Livingston Community Health is vaccinating the community with multiple locations in Merced County. Currently, they are also administering the vaccine to individuals who are essential workers, as well as individuals who are 18 years and older with underline chronic conditions. In addition, employers that have over 200 employees are signing up for their employees to have access to the vaccination at their worksite.
6. **Director's Comments:** Erick thanked the members for attending the meeting. He noted that on February 25th, there was a drive-through job fair event at the Merced Worknet location. There were approximately 23 attendees and four (4) employers who were present. This was the first time that the department has done something like this. In addition, on March 9th, the 4th Annual DiversAbility Virtual Hiring event was provided and had 75 participants and 12 employers. The first part of the event was a service fair and the second part was an employer panel. Both events were a success.

Administrative Items for Discussion:

7. Financial Dashboard: We will add the Financial Dashboard agenda item to all future WDB Exec meetings. This will allow members to be informed of all the grant allocations. So far, all grant obligations and requirements have been met. In addition, the department has some additional funding. Any grant active during the program year is featured in the Fiscal Report Dashboard. All grants have different start and end dates during the PY. Data represented on the Dashboard displays the pacing of expenditures for each grant program. Some programs require that most of the grant funding be expended at the start of the program, while others pace expenditures incrementally throughout the PY. Tracking the fiscal life of grant programs ensures that all funds are expended according to the grant cycle. The State has informed the Board it must obligate Adult, Dislocated Worker, and Youth obligations. The Board plans to meet the obligation requirements by the following measures: a) The Adult and Dislocated Worker funding in the renewal of Equus's Contract before June 30, 2021. b) Obligation to newly procured Youth Services provider through an RFP obligating before June 30, 2021. The Director has been working with Fiscal staff to establish new protocols for budgeting expenses, including reporting and classification of expenditures to track spending against obligation requirements.

8. Monitoring Reports: Merced County Workforce Development Board completed two monitoring reports during the current year review period of July 2020 through December 2020.

9. Grants Update:

The Department received a grant for \$30,000 from Public Health Institute to support some of the COVID-19 outreach services. In the past month, the department has submitted the application and documents required for two other grants with a total of \$550,000. These two grants are still pending notification. The Department plans to continue to apply for different grants.

10. Board Vacancies:

The Merced County Workforce Development Board has five vacancies in the category of business representation. An employer has expressed his interest in joining the WDB. Members of the Executive Committee were encouraged to consider potential Board members for recruitment.

Career & Business Services Items for Discussion:

11. Business Services: The department is having a reconfiguration of staff to assist the Business Unit. The department will announce the recruitment of a business services manager and an additional business representative. This will be four full-time staff. The goal is to gear the business staff to focus on sector-specific work where staff will be getting a portfolio of two or three sectors. Their job will be to become business experts in that specific area and work with a set of employers to generate more opportunities for business needs. The business team will be assisting businesses that may need help in applying for business grants available.

12. Occupational Analysis: The Chair and WDB Director have been talking about adding the development of a series of occupational analysis that will be presented to the Board quarterly. The six occupational analysis sectors will be truck drivers, Manufacturing/Machine Operators, Licensed Vocational Operators, Information Technology (IT) Specialists, Food processing Plant Managers, Early Childhood Education Provider/Worker, and Welders. This will be a way to look at a particular job and remove barriers in the system so that a job seeker can more easily advance through a career pathway and enable businesses to access and retain skilled workers. The first study will be on

Medical Assistants. This area is in high demand and has job retention issues. These six Occupational Analysis would fill the Board calendar through September 30, 2022.

Other Items for Discussion:

13. 2021 WDB Meeting Calendar: Full Board Meetings will be held quarterly on the fourth Wednesday of the month, from 2:00 p.m. to 3:30 p.m. All meetings will be in-person, and the location will be throughout the County. Dates: March 24; June 23; September 22; December 8.

Executive Committee Meetings will be held every other month, on the second Thursday, from 4:00 p.m. to 5:00 p.m. All meetings will be in-person, and the location will be at Merced County Workforce Development Board Admin. Office in Castle Atwater. Dates: March 11, May 13; July 8; September 9; November 18.

14. 501 C-3 Progress: Staff plans to bring the bylaws and submission documents to the Workforce Board Meeting on March 24, 2021, for final approval.

15. Legislative Update: Erick gave a brief update on legislative matters informing Workforce funding, programs, and policy.

16. WDB Members Reports: None

17. Next Meeting Date and Time – May 13, 2021 Location, 1900 Airdrome Entry, Atwater, Castle, Merced County Workforce Development Board Administration Office.

18. Adjournment

Adjourned at 5:07 p.m.