

ATTACHMENT A



MEETING MINUTES
Lake Advisory Subcommittee
Meeting Agenda

Thursday, March 1, 2018
 9:00 AM

Meeting Location
 Woodland Community College
 Lake County Campus
 Room 211
 15880 Dam Rd. Extension
 Clearlake, CA 95422

CALL TO ORDER

I.	<p>A. Call to Order & Introductions</p> <p>Subcommittee Chair, Monica Rosenthal, called the meeting to order at 9:06.</p> <p>Members Present: Chair Monica Rosenthal, Rebecca Southwick, Tammy Serpa, Annette Lee, Kelly Cox, Greg Folsom, Margaret Silveira, Wilda Shock, and Michelle Scully Members Absent: Valerie Jensen</p> <p>Workforce Alliance Staff Present: Executive Director, Bruce Wilson and Business Engagement Representative, Debra Dockins Teleconference: Doug Orlando, Patricia Borrego, Staff Analyst and Laura Davis, Program Officer</p>
	<p>B. Public Comment: None</p>

CONSENT CALENDAR

These matters typically include routine financial or administrative **action items** requiring a vote.
 Any item will be discussed separately at the request of any person. Items are approved with one single motion

II.	<p>Chair Rosenthal opened the Consent Calendar for discussion.</p> <p>A. Approval of December 7, 2017 Meeting Minutes Motion made to approve the Consent Calendar with the following corrections to the December 7, 2017 meeting minutes: Item IV A. motion was made by Michelle Scully and Item IV E. motion was made by Valerie Jensen. M/S: Kelly Cox/Wilda Shock</p> <p>Motion carried: 7-0 AYES: Monica Rosenthal, Rebecca Southwick, Tammy Serpa, Annette Lee, Kelly Cox, Margaret Silveira, and Wilda Shock Nays: None Abstentions: Greg Folsom, Michelle Scully Absent: Valerie Jensen</p>
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REGULAR CALENDAR

III.	<p>A. Lake County Adult and Dislocated Worker Program Report</p> <p>Mendocino Private Industry Council (MPIC) WIOA Program Manager, Cristy Gard shared the Adult and Dislocated Worker Program Report. Gard reported good progress with enrollments and fewer participant exits than anticipated. Members discussed how progress should be gauged. Members asked Gard to add a line item to the MPIC program report to address progress based on the percentage of program year achieved. Overall, members expressed satisfaction with the progress.</p>
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	<p>a. Soft Skills Report Mary Sharlow, Woodland Community College, Student Engagement and Outreach, and Gard gave a presentation on a new soft skills training being offered to residents of Lake County. The training is free to participants and is expected to be a great benefit to local job seekers. Committee members questioned whether businesses had been involved in the creation of the training and it was reported they had not, but that employer surveys were planned. Kristen Lawson reported RCS will be offering this training as well and they will be garnering employer feedback.</p> <p>b. Employment Development Department Report Workforce Alliance Executive Director, Bruce Wilson reported he had been advised that EDD will be moving out of Lake County and consolidating their staff in Mendocino County. Members expressed strong opposition to this action and stressed the need for a letter to be written in protest and sent to State officials, it was additionally noted that local City and County Officials should be encouraged to do the same. A motion was made by Kelly Cox to draft a letter strongly opposing the closure of the Lake County Office, the motion was seconded by Greg Folsom and passed by an ally aye vote of members present. Kelly Cox agreed to draft the letter to be signed by the Subcommittee Chair.</p> <p>c. Other – No other reports presented.</p>
	<p>A. Lake County Youth Progress Report and Corrective Action Plan Update</p> <p>Wilson gave a brief summary of the reasons for WIOA youth services provider, Redwood Community Service (RCS), placement on a correction action plan (CAP), including a misunderstanding that resulted in a significant amount of funding expended on a high number of clients in follow up services.</p> <p>RCS WIOA Program Manager, Kristen Lawson, reviewed the previously submitted CAP, which included a goal of enrolling 20 new active participants by March 30. Lawson noted there are 8 active participants that are not included on the current program report. She reported a new case manager has been assigned to Lake County and outreach efforts are increasing and will include in-school youth as well as out-of-school youth. The committee offered to increase the contract by \$3,000 to service the youth in follow-up. Lawson declined the offer of funds. Lawson shared that the primary center for RCS will be moving to Lakeport, and that RCS staff would also be available at a location on the Woodland College Campus 3 days a week.</p> <p>The committee questioned the reasons for the move and voiced concern that an area of Lake County would not have easily accessible WIOA youth services. Members also requested more information regarding the contract with the college and noted the CAP lacked a set plan of objectives and delivery dates. Members decided to form an ad hoc committee to review the move and CAP action plan and empowered this committee to make a recommendation to the Regional Board. The ad hoc committee members will include Tammy Serpa, Greg Folsom, Rebecca Southwick, Monica Rosenthal, Annette Lee and Kelly Cox.</p>
	<p>B. Advisory Subcommittee Member Recruitment</p> <p>The committee decided to table this item due to meeting time constraints.</p>
INFORMATION/DISCUSSION ITEMS	
IV.	<p>A. EMSI Overview</p> <p>Wilson briefly reviewed the EMSI system and its highlights. He noted that this system could be of great assistance in creating a comprehensive economic development strategy and knowing where to invest money and direct clients. He reported the Workforce Alliance is willing to set aside funds to create such a plan but noted the funds must be expended by June 30, 2018.</p>
	<p>B. Strategic Economic/Workforce Plan</p> <p>The committee decided to table this item due to meeting time constraints.</p>
	<p>C. Board Retreat – April 26</p> <p>The committee decided to table this item due to meeting time constraints.</p>

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ADJOURN

V.	Chair Rosenthal adjourned the meeting 10:44 AM.
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