

**MEETING RE-CAP**  
**PLANNING & OVERSIGHT COMMITTEE MEETING**  
**May 10, 2011**

The Planning & Oversight Committee of the Workforce Investment Board of Solano County met on Tuesday, May 10, 2011, at the Fairfield offices of the WIB, 320 Campus Lane, Fairfield, CA 94534. The meeting was called to order at 3:40 p.m.

**MEMBERS PRESENT**

Mike Ammann  
Carlos Borba  
Bob Brewer  
Paul Castro  
George Dudikoff  
Patrick Duterte  
Fadi Halabi

**MEMBERS EXCUSED**

Frank Crim  
Lou Franchimon  
Lorenda Sanchez  
Sue Vaccaro

**STAFF PRESENT**

Marion Aiken, Workforce Services Manager  
Robert Bloom, Executive Director  
Cheryl Joseph, Business/Employment Services Manager  
Kitt Lee, Fiscal/Information Manager  
Tamara Moon, Corporate/Board Liaison

**I. Welcome/Convening**

Committee Chair, Mr. Fadi Halabi, welcomed all members and the meeting was convened.

**II. February 22, 2011 Meeting Recap Notes**

There were no corrections or additions to the February 22, 2011 Meeting Recap Notes.

**III. Planning for 2011-12 Year (and Beyond)**

**A. Preliminary Look**

**Discussion:** Mr. Bloom reported that the WIB survived the threat of zero funds for the WIA program for next year; however, on the National level there is a funding reduction of 10%. The WIB does not yet have allocations for next year from the Department of Labor, but Mr. Bloom is hopeful that staff will receive word shortly, since it is important for Kitt Lee, Fiscal/Information Manager, to put together the overall Agency budget.

- 1. Overall Budget** – The overall budget will include other grants the Agency currently has that span into next year, and also includes carryover money the Agency didn't spend this year. Unfortunately, it looks like the Agency is in the range of a 30% cut in the overall budget, which is a very dramatic reduction for the WIB.

- 2. Impact on Agency** – With the WIB’s costs going up (cost of labor and cost of overhead), and revenues on the decline, Mr. Bloom is asking for help from Board members to help resolve the issue of how to operate as an Agency consistent with their mission. Staff still needs to ensure excellence in their operation and responsiveness to their customers.

Mr. Bloom explained that the WIB must also take a look at personnel and non-personnel costs and what the Agency can do to cap or reduce the costs of internal operations.

## **B. The Longer Picture**

**Discussion:** While looking at the immediate dilemma of the 2011-12 year, staff also has to look at the longer picture.

- 1. Congressional Actions** – Congress and the President reached a compromise and approved final funding for the 2011-12 WIA program. The WIA Adult, Youth and Dislocated Worker programs are all facing an approximate 10% reduction in funding. Every year, Congress debates whether or not to keep the WIA Program going and this is something the Agency must keep in mind every year.
- 2. Base/Discretionary Funding** – Mr. Bloom reviewed a handout and explained that this Agency is operated with base allocations and discretionary funds. The discretionary funding for future years looks very bleak since Congress stopped almost all of the discretionary money from the Secretary of Labor and the formulas for how the money comes to the state has changed. The ability to secure 33% of the Agency’s funding through special grants is unknown, but very unlikely.
- 3. Temporary “Hunker Down” versus “New Reality”?** – Mr. Bloom expressed that the WIB being a smaller operation in the future may be the new reality. This Agency cannot get its hopes up that things will get better after getting through this current year. Staff has to take a serious look at cost-saving, downsizing, and different ways of doing business if this is the new reality.
- 4. Pressures as a Stand-alone Agency** – Mr. Bloom stated that he will not dwell on the pressures of being a stand-alone agency at this time even though there is the question, “How small can we become and still operate?”

## **IV. “Belt Tightening” for 2011-12 Year**

**Discussion:** Mr. Bloom reminded members that the WIB is looking at a 30% reduction in funds and is wondering how the Agency can still provide excellent customer service in an environment of increasing costs versus declining revenues. At this time, Mr. Bloom reviewed the Discussion Outline (handout), which explained the Agency’s situation, the “givens” in addressing the situation, some discretionary directions which can be taken, the need to examine the issue of “saving jobs”, and a few other concerns. Mr. Bloom asked for input and direction from the committee members and a discussion followed.

**V. Project Updates**

**Discussion:** Mr. Bloom asked Cheryl Joseph and Marion Aiken to report on the following:

- ▶ **April 7, 2011 Career Fair** - Cheryl Joseph, Business/Employment Services Manager, reported that the April 7, 2011 Career Fair was a success. There were 79 hiring employers with six of them being new to the event. Approximately 1,800 job seekers attended.
  
- ▶ **O'Reilly Re-employment Project** - Marion Aiken, Workforce Services Manager, gave an update on the O'Reilly Re-employment Project. To date, there are 26 enrolled clients. On May 6, 2011, ten of the clients were certified as Forklift Operators as a result of the first Spanish-speaking class. The WIB staff is utilizing the satellite office in Dixon at the Chamber of Commerce to conduct orientation sessions, assessments and enrollment activities. Job readiness workshops and job search training are also being held at the site.

**VI. Other Business**

None

**VII. Adjournment**

With no further business to discuss, the meeting was adjourned at 5:30 p.m.

The next regular meeting of the Planning & Oversight Committee of the Workforce Investment Board of Solano County is scheduled for **Tuesday, June 28, 2011, from 3:30 p.m. to 5:00 p.m.** at the **WIB offices**, 320 Campus Lane, Fairfield, CA 94534.