

MINUTES
BOARD OF DIRECTORS MEETING
September 17, 2010

I. Introductions/Call to Order

The Workforce Investment Board (WIB) of Solano County met on Friday, September 17, 2010 at the Carpenters Training Committee for Northern California, 800 Chadbourne Road in Fairfield. Mr. George Dudikoff, Board Chair, called the meeting to order at 8:07 a.m. The following members, staff and guests were present.

MEMBERS PRESENT

Mike Ammann
Kim Beiner
Darrin Berardi
Robert Bloom
Carlos Borba
Paul Castro
Brian Chikowski
Frank Crim
Chris Daniels
George Dudikoff
Lou Franchimon
Fadi Halabi
Cynthia Johnson
Jowel Laguerre
Bill Reardon
Jon Riley

MEMBERS EXCUSED

Dee Alarcon
Rhuenette Alums
Debbie Antonsen
Bob Brewer
Stephanie Cabral
Bill Cawley
Patrick Duterte
Pam Englund
Debb Jachens
Brett Johnson
Kevin Johnson
Christine Kelichner
Elizabeth Mueller
S. Scott Reynolds
Lorenda Sanchez
Maggie Sanchez
Dennis Scott
Sherri Stegge
Catherine Tapia
Sue Vaccaro
Stephanie Wong
Dick Zampa

STAFF PRESENT

Cheryl Joseph, Business/Employment Services Manager
Kitt Lee, Fiscal/Information Manager
Kristen Vaughan, Business Services Coordinator
Tamara Moon, Corporate/Board Liaison

GUESTS

Chris Rogers, CAO
John Bullock, Carpenters Union

II. Additions To or Deletions From the Agenda

Board Chair, Mr. George Dudikoff, called for any additions or deletions to the agenda. There were none.

III. Approval of the Agenda

MOTION #1

**A motion was made and seconded to approve the Agenda.
(Borba/Riley) MOTION PASSED UNANIMOUSLY.**

IV. Public Comment

Board Chair, Mr. George Dudikoff, opened the floor to Public Comments. There were no public comments.

V. Adjourn to Closed Session

At 8:08 a.m. Board Chair, George Dudikoff, closed the public meeting and adjourned into Closed Session to discuss the following items:

A. Pursuant to §54957 Annual Evaluation of the WIB President/Executive Director

VI. Reconvene Open Session

At 8:20 a.m. the public meeting was reconvened. Board Chair, George Dudikoff, reported that the following item was discussed in closed session:

A. Pursuant to §54957 Report Out and Vote on Salary Adjustment Recommended for the WIB Executive Director/President.

WIB HR Committee Chair, Chris Daniels, briefly explained the performance evaluation process and reported that a salary increase for Executive Director/President, Robert Bloom, was discussed in closed session. Board Chair, George Dudikoff, called for a vote to approve a 2.2% increase for Executive Director, Robert Bloom.

MOTION #2

A motion was made and seconded to approve the proposed 2.2% salary increase for Executive Director, Mr. Robert Bloom. (Franchimon/Chikowski)

MOTION PASSED AS FOLLOWS:

YEA, 15

NO, 0

ABSTAINED, 1 (Mr. Bloom)

VII. Informational Updates

A. Board Chair Report

- ▶ Board Chair, Mr. George Dudikoff, reported that the WIB Regional Career Fair will be held on October 7, 2010 at the University of Phoenix from 10:00 a.m. until 2:00 p.m. He referred members to the Career Fair Flyer and encouraged all members to attend.
- ▶ Mr. Dudikoff announced that Mr. S. Scott Reynolds, from Gaw Van Male Law firm has joined the Board and will be attending future meetings.
- ▶ Mr. Dudikoff asked Ms. Kitt Lee, Fiscal/Information Manager, to give a brief summary of the conference she attended in Monterey recently.
- ▶ Mr. Dudikoff reported that the HR Committee has formalized the Emergency Succession Plan for the agency, which Mr. Bloom will explain later in the meeting.
- ▶ Mr. Dudikoff announced that the Biennial Board Retreat will be held sometime in January 2011 and stated that a survey would be going out soon to gather input from all Board members to determine the best date/time for the event.

B. Executive Director/President Report

The following informational updates were presented by the Executive Director, Mr. Robert Bloom:

- ▶ Mr. Bloom reported that WIB is close to receiving the Performance Standard results for Year 10 of the WIA program. This report will be preliminary and unofficial. Hopefully, the official final results will be received in the next few months. However, Mr. Bloom was pleased to share that there are nine performance standards and WIB is in the 90-100% on all nine standards.
- ▶ Mr. Bloom announced that the Parole Department recently did a “sweep” of their caseload of those on parole six months who had a good work history and educational background who seemed to be good prospects for employment. The Parolees were invited to an event which was held at the Fairfield Parole Office. The Parole Department partnered with WIB, Fairfield-Suisun Adult School and Vallejo Adult School to do a quick motivational session led by WIB’s Workshop Specialists. Those parolees who did not have a HS diploma or GED were then directed to meet with Adult School staff to sign up for GED instruction since that is one of the biggest problems of the prison population. From there, they networked with the WIB Navigator staff who gave information on how to tap into services through the One-Stop or through Community Partners. The idea was that a parolee would sign up for at least two follow-up activities at the Fairfield or Vallejo One-Stop. Approximately 50 parolees showed up and 34 of them signed up for more activities. To date, eight parolees have actually showed up.
- ▶ Mr. Bloom is attempting to re-establish a local Employer Forum beginning with interested Board members to do some myth busting and interest building about hiring ex-offenders.
- ▶ Mr. Bloom reported that two of WIB’s staff will soon be working at the Vacaville Prison where they will be offering re-entry workshops to individuals coming up on their release.
- ▶ Mr. Bloom asked Cheryl Joseph, Business/Employment Services Manager to highlight some of the Career Fair activity. Ms. Joseph reported that 88 employers have signed up to attend the Career Fair which will be held on October 7, 2010 from 10:00 a.m. to 2:00 p.m. at the University of Phoenix. With over 25,000 flyers out in the community, WIB is expecting close to 2,000 job seekers. Ms. Joseph also reported that sponsorship has been excellent with \$5,000 in cash donations. She thanked Bill Reardon and the Veterans for generously donating to every Career Fair. Ms. Joseph encouraged all Board members to come by and check out the event.
- ▶ WIB is operating a small portion of the NUMMI Re-employment program. WIB received a small grant to serve 54 workers/suppliers. Staff is struggling to get the enrollments even though everything possible has been done to get recruitments. To date, staff has 21 enrollments and will continue through advertising to reach any NUMMI workers/suppliers.

VIII. Consent Calendar

A. Approval of the May 21, 2010 Meeting Minutes

MOTION #3

A motion was made and seconded to approve the May 21, 2010 meeting minutes. (Chikowski/Franchimon) MOTION PASSED UNANIMOUSLY.

IX. Scheduled Calendar

A. Items Pulled from the Consent Calendar - None

B. Approval of Proposed “Emergency Succession Plan for Agency President/Executive Director”

Executive Director, Mr. Robert Bloom, reviewed item IX.B, Approval of the Proposed “Emergency Succession Plan for Agency President/Executive Director”, which was included as part of the agenda package and incorporated herewith. After a brief discussion, it was proposed that WIB HR Committee Chair, Mr. Chris Daniels, write another paragraph including some compensation parameters to be included in the Plan. Mr. Daniels agreed to present the addendum at the November Board meeting.

MOTION #4

A motion was made and seconded to approve the Proposed “Emergency Succession Plan for Agency President/Executive Director as proposed in the staff report and included attachments.

(Chikowski/Borba) MOTION PASSED UNANIMOUSLY.

C. Funding Hearing and Approval for a Second Year Contract Renewal with Interactive System, Inc., for Network Administration beginning October 1, 2010 through September 30, 2011

Executive Director, Mr. Robert Bloom, reviewed item IX.C, Funding Hearing and Approval for a Second Year Contract Renewal with Interactive System, Inc., for Network Administration beginning October 1, 2010 through September 30, 2011, which was included as part of the agenda package and incorporated herewith. It was recommended that the Board extend the duration and funding for the Network Administration services provided by Interactive Systems Inc., for a second 12 month period beginning October 1, 2010 through September 30, 2011.

MOTION #5

A motion was made and seconded to approve the funding hearing and approve a second year contract renewal with Interactive System, Inc., for network administration beginning October 1, 2010 through September 30, 2011.

(Chikowski/Halabi) MOTION PASSED UNANIMOUSLY

X. Reports No Action

Reports A – I were informational and did not require any action or discussion by the Board. There were no questions or discussion of the remaining informational items.

IX. Other Business

None

X. Adjournment

With no other business, the meeting adjourned at 9:25 a.m.

The next regular meeting of the Workforce Investment Board (WIB) of Solano County is scheduled for **Friday, November 19, 2010, from 8:00 a.m. – 10:00 a.m., at the Solano County Office of Education, 5100 Business Center Drive, Fairfield, CA 94534**

Respectfully submitted by:

Tamara L. Moon, Board Liaison