

MINUTES
BOARD OF DIRECTOR'S MEETING
September 18, 2009

I. Introductions/Call to Order

The Workforce Investment Board (WIB) of Solano County met on Friday, September 18, 2009 at the Solano County Office of Education located at 5100 Business Center Drive, in Fairfield. Mr. George Dudikoff, Board Chair, called the meeting to order at 8:10 a.m. The following members, staff and guests were present:

MEMBERS PRESENT

Dee Alarcon
Rhuenette Alums
Mike Ammann
Robert Bloom
Paul Castro
Brian Chikowski
Chris Daniels
George Dudikoff
Patrick Duterte
Deborah Fries
Debb Jachens
Jowel Laguerre
Bill Reardon
Lorenda Sanchez
Dick Zampa

MEMBERS EXCUSED

Chris Barto
Kim Beiner
Darrin Berardi
Carlos Borba
Bob Brewer
Christine Briceno
Stephanie Cabral
Bill Cawley
Brian Chikowski
Frank Crim
Pam Englund
Lou Franchimon
Todd Garcia
Fadi Halabi
Brett Johnson
Kevin Johnson
Cynthia Johnston
Elizabeth Mueller
Jon Riley
Maggie Sanchez
Dennis Scott
Sherri Stegge
Catherine Tapia
Sue Vaccaro

STAFF PRESENT

Cheryl Joseph, Business/Employment Services Manager
Kitt Lee, Fiscal/Information Manager
Cheryl Franklin-Golden, Summer Youth Coordinator
Kristen Vaughan, Business Services Coordinator
Julie Gallego, Youth Employability Coordinator
Mia Kelly, Fiscal/Information Services Coordinator
Mary Lind, Program Assistant III
Tracy White, Client/Information Services Coordinator
Tamara Moon, Corporate /Board Liaison

GUESTS

Ed Ober, CHD
John Urrutia, SCC
Mark Berrett, SCC
Deborah Mann, SCC
Emily Cardenas, Parent
Mario Cardenas, Summer Youth
Heather Sanderson, PAL
Monique Simms, La Clinica
Chris Rogers, CAO

Board Chair, Mr. George Dudikoff, welcomed Board members and asked for introductions.

II. Additions To or Deletions from the Agenda

Mr. 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.

(Alarcon/Chikowski) MOTION PASSED UNANIMOUSLY.

IV. Public Comment

Board Chair, Mr. George Dudikoff, opened the floor to Public Comments at 8:12 a.m. – none were presented.

V. Adjourn To Closed Session

At 8:12 a.m., the Board Chair closed the public meeting and adjourned into Closed Session to discuss the following item:

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

VI. Reconvene Open Session

At 8:50 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

HR Committee Chair, Mr. 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.

MOTION #2

A motion was made and seconded to approve the proposed salary increase for Executive Director, Mr. Robert Bloom. (Duterte/Alarcon)

MOTION PASSED AS FOLLOWS:

YEA, 15

NO, 0

ABSTAINED, 1 (Bloom)

Board Chair, George Dudikoff, thanked Chris Daniels and the committee for working on the evaluation process. Mr. Bloom also thanked the committee and the entire Board.

VII. Informational Updates

A. Board Chair Report

The following informational updates were presented by Board Chair, Mr. George Dudikoff:

- Mr. Dudikoff reported that he and Mr. Marion Aiken, Workforce Services Manager, attended the annual California Workforce Association conference in Monterey and spoke briefly about his experience there this year.
- Mr. Dudikoff reported the possibility of merging a few WIB Committees, and polled members to see if they were currently participating on a WIB Committee.

- Mr. Dudikoff announced the Youth Awards Ceremony on Saturday, September 26, 2009 from 1:00 – 3:30 p.m. at the Fairfield Community Center, and encouraged all Board members to attend this special event to recognize outstanding youth who participated in this year’s work experience program.

B. Executive Director/President Report

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

- Mr. Bloom reported that the Solano Reentry Council will be holding a “Discharge Planning Summit” on Thursday, October 22, 2009 from 12:00 p.m. – 4:00 p.m. at the Joseph Nelson Center in Suisun City. Mr. Bloom encouraged Business Representatives on the Board to attend. A blue handout with detailed information was distributed to all members. Dee Alarcon offered to post flyer on front door of Solano County Office of Education at 5100 Business Center Drive.
- Mr. Bloom reported that the Career Fair, which is held every year in October, will not be happening this year due to remodeling at the University of Phoenix. Although the University offered to pay for an alternative site to hold the event, a suitable site with adequate parking could not be found to accommodate over 2,000 job seekers. Instead, WIB will host a series of hiring events that will take place throughout October at the Fairfield and Vallejo One-Stops.
- Mr. Bloom reported that there are many funding opportunities right now tied to the economic stimulus money available nationwide and that NBEC is working on two grant applications. The first request was for 1 million dollars submitted Wednesday, September 16, 2009, by Sonoma County who is acting as the lead on behalf of the NBEC Group to do two things:
 - 1) Hire Green Navigators to canvas the community to get a better understanding of job opportunities and industry growth in clean and green energy activities.
 - 2) Canvas training opportunities for people to get into clean and green career pathways and help educate and inform job seekers on the floor in our One Stops about where to go to get into that career field.

Another requirement of the RFP would be to offer 75 participants training in new “Green” building code requirements and other certificates in specialty areas where clean and green are emerging that would increase employability of people. This would be targeted for unemployed construction workers.

The second NBEC grant application is going to the Department of Labor (DOL) and is due October 5, 2009. It has to do with healthcare. This is a program to assist recent graduates in nursing programs that are having trouble finding work right now. Staff is proposing a program to provide a paid internship to have these people still working in hospitals or community clinics and other healthcare settings to keep them attached to the industry to hold them over until the economy picks up again. The County of Napa will be taking the lead on this grant application.

- Mr. Bloom briefly mentioned the expansion of workshop activities at the One Stops and referred members to the Workshop Activity Report on page 43 in the Agenda packet.

VIII. Plaque Presentations

Mr. Bloom called Mia Kelly, Fiscal/Information Coordinator, forward and presented her with a plaque in recognition of 20 years of excellent service. Mr. Bloom also presented plaques to Kitt Lee, Fiscal/Information Manager; Cheryl Joseph, Business/Employment Services Manager; and Tracy White, Client/Information Services Coordinator for 15 years of excellent service. Mr. Bloom also recognized Barbara Lassen (absent) who recently resigned from the Board, and expressed thanks for her service. He reported that her plaque would be forwarded to her.

IX. Summer Youth Success Stories

Robert Bloom introduced Ms. Cheryl Franklin-Golden, Summer Youth Coordinator, who gave a brief update on the Summer Youth Work Experience Program. Ms. Franklin-Golden introduced the following people who participated in the program and asked them to share their experience and success:

- Mario Cardenas introduced himself and explained his responsibilities as an Assistant Coach at the Matt Garcia Youth Center. He described all the things he learned about the world of work while participating in WIB's Summer Youth Program, and explained how he has become a role model to young children. He thanked WIB staff and Board members for the opportunity that was provided to him through the program.
- Monique Sims, Site Coordinator of La Clinica in Vallejo, introduced herself and explained briefly what services are provided by her organization. She explained that WIB provided her with three summer youth participants who worked extremely hard this summer and fit in very well. She felt that all of them met all of her expectations and made her extremely proud. Ms. Sims thanked WIB staff and the Board for allowing La Clinica the opportunity to be a part of the Summer Youth Program.

X. Consent Calendar

MOTION #3

A motion was made and seconded to approve the Consent Calendar.

(Alarcon/Chikowski) MOTION PASSED UNANIMOUSLY.

XI. Scheduled Calendar

A. Items Pulled from the Consent Calendar – None

B. Review and Approval of 2009-10 Budget and Participant Enrollment Modification

Executive Director, Mr. Robert Bloom, reviewed **Item XI.B. – Review and Approval of 2009-10 Budget and Participant Enrollment Modification** which was included as part of the agenda package, and incorporated herewith. Mr. Bloom introduced Ms. Kitt Lee, Fiscal/Information Manager. Ms. Lee reviewed and explained attachments A-D to this agenda item.

MOTION #4

A motion was made and seconded to approve the 2009-10 Budget and Participant Enrollment Modification

(Chikowski/Castro) MOTION PASSED UNANIMOUSLY.

C. Funding Hearing and Approval to Enter into a Contract with Sitelab International, Inc. for an Automated Data Management System

Executive Director, Mr. Robert Bloom, reviewed **Item XI.C. – Funding Hearing and Approval to Enter into a Contract with Sitelab International, Inc. for an Automated Data Management System** which was included as part of the agenda package, and incorporated herewith. Mr. Bloom recommended that the Board approve a three year contract with Sitelab International, Inc. for continued hosting and technical services of their data management system known as CISRS beginning October 1, 2009 and ending June 30, 2010.

Board Chair, George Dudikoff, opened the public hearing and asked if anyone had any questions or wished to comment on this item. With no questions or comments, the Funding Hearing was closed.

MOTION #5

A motion was made and seconded to approve the funding hearing and enter into a contract with Sitelab International, Inc. for an Automated Data Management System.

(Chikowski/Alarcon) MOTION PASSED UNANIMOUSLY.

D. Funding Hearing and Approval to Enter into Contract negotiations for Network Administration

Executive Director, Mr. Robert Bloom, reviewed **Item XI.D. – Funding Hearing and Approval to Enter into Contract negotiations for Network Administration** which was included as part of the agenda package, and incorporated herewith. Mr. Bloom recommended that the Board approve a funding hearing and enter into contract negotiations with Interactive Systems, Inc., of Fairfield for Network Administration for a total amount not to exceed \$50,000.

Board Chair, George Dudikoff, opened the public hearing and asked if anyone had any questions or wished to comment on this item. With no questions or comments, the Funding Hearing was closed.

MOTION #6

A motion was made and seconded to approve the funding hearing and enter into a contract negotiations for Network Administration with Interactive Systems, Inc., of Fairfield.

(Duterte/Chikowski) MOTION PASSED UNANIMOUSLY.

E. Receipt and Approval of Year Seven (7) Disability Program Navigator Grant and Award of Disability Program Navigator Contracts to Napa, Marin and Sonoma Counties

Executive Director, Mr. Robert Bloom, reviewed **Item XI.E. – Receipt and Approval of Year Seven (7) Disability Program Navigator Grant and Award of Disability Program Navigator Contracts to Napa, Marin and Sonoma Counties** which was

included as part of the agenda package, and incorporated herewith. Mr. Bloom recommended that the Board approve the receipt of the Disability Program Navigator (DPN) funds for the Program Year 2009-10 in the amount of \$129,000. This funding will be used to support the DPN services available to persons with disabilities seeking employment within the North Bay Employment Connection's four County region.

MOTION #7

A motion was made and seconded to approve the Year Seven (7) Disability Program Navigator Grant and award the Disability Program Navigator Contracts to Napa, Marin and Sonoma Counties.

(Chikowski/Alarcon) MOTION PASSED UNANIMOUSLY.

F. Funding Hearing and Approval of Two Sole Source Contracts for ARRA funded Adult & Dislocated Worker Classroom Training Programs with Solano Community College

Executive Director, Mr. Robert Bloom, reviewed **Item XI.F. – Approval of Two Sole Source Contracts for ARRA funded Adult & Dislocated Worker Classroom Training Programs with Solano Community College** which was included as part of the agenda package, and incorporated herewith. Mr. Bloom reported that staff successfully worked with the Fairfield-Suisun Adult School to address the funding stipulation attached to the August 17 Executive Committee action, approving the contract for the Medical Front Office Training beginning November 2. Next, Mr. Bloom recommended that the Board approve the following two contracts for classroom training provided by Solano Community College to begin January 2010. These contracts are to be funded with special American Recovery and Reinvestment Act (ARRA) WIA Adult and Dislocated Worker program funds:

- Water/Waste Water Treatment Technician
- Advanced Manufacturing Maintenance Technician

Executive Director, Robert Bloom, introduced two guests in the audience, John Urrutia and Deborah Mann, from Solano Community College, who spoke briefly on the two programs and answered a few questions from Board members.

Board Chair, George Dudikoff, opened the public hearing and asked if anyone had any questions or wished to comment on this item. With no further questions or comments, the Funding Hearing was closed.

MOTION #8

A motion was made and seconded to approve the funding hearing and award the two sole source contracts for ARRA funded Adult & Dislocated Worker classroom training programs with Solano Community College.

(Duterte/Chikowski) MOTION PASSED UNANIMOUSLY.

G. Approval of the Workforce Investment Board of Solano County's Agreement with the County of Solano for the Period November 1, 2009 through October 31, 2012

Executive Director, Mr. Robert Bloom, reviewed **Item XI.G. – Approval of the Workforce Investment Board of Solano County's Agreement with the County of Solano for the Period November 1, 2009 through October 31, 2012** which was included as part of the agenda package, and incorporated herewith. Mr. Bloom

recommended that the Board approve and designate the Chair to sign a Memorandum of Understanding (MOU) between the WIB and the County of Solano for the term November 1, 2009 through October 31, 2012. He explained that the current Agreement has been in place since November 1, 2006 and will expire on October 31, 2009. The Agreement was distributed for members to review. Mr. Bloom noted that the Agreement reflected minor edits as well as the addition of two new sentences and a slight modification to a third sentence. Changes were reflected in the agenda item.

MOTION #9

A motion was made and seconded for the approval of the Workforce Investment Board of Solano County's Agreement with the County of Solano for the period November 1, 2009 through October 31, 2012.

(Chikowski/Alarcon) MOTION PASSED UNANIMOUSLY.

XII. Reports No Action

The remaining reports A – J were informational and did not require any action or discussion by the Board.

XIII. Other Business

Board Chair, Mr. George Dudikoff, called for any further business. None was presented.

XIV. Adjournment

With no other business, the meeting adjourned at 10:07 a.m.

The next regular meeting of the Workforce Investment Board (WIB) of Solano County is scheduled for **Friday, November 20, 2009, 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, Corporate/Board Liaison