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# Yolo County Workforce Innovation Board

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America's Job Center of California – One-Stop Career Center Locations

West Sacramento  
500-A Jefferson Blvd., Building A  
(916) 375-6200 x4327

Woodland  
25 N. Cottonwood Street  
(530) 661-2750 x4327

## Board Members

All Phase Security Inc.

Buckhorn Steakhouse/  
Putah Creek Café

California Dept. of  
Rehabilitation

California Employment  
Development  
Department

City of Woodland  
Economic  
Development

Clark Pacific

DMG Mori

La Cooperative  
Campesina

Los Rios Community  
College District

Olam Tomato  
Processors

Optimum Zendejas  
Home Loans

PrideStaff

Sacramento Central  
Labor Council (4)

Seminis Vegetable  
Seeds

The Scoop Frozen  
Yogurt Shop

West Sacramento  
Chamber of  
Commerce

Woodland Aviation

Woodland Adult  
Education

Woodland Community  
College

Yolo Food Bank

Yolo Employment  
Services, Inc.



Building Better Lives • Building Better Communities

## Yolo County Workforce Innovation Board

### Minutes

March 9, 2016

The Yolo County Workforce Innovation Board convened in the offices of Yolo County Health and Human Services Agency at 25 North Cottonwood Street, Woodland, CA, with the following persons in attendance:

**Present:** Alfred Konuwa, Alice Tapley, Benny Mitchell, Brett Sanders, Cornelio Gomez, Denice Seals, Don Palm, Gary Pelfrey, Jennifer Pike, John Rodriguez, Ken Garrett, Lynn White, Maggie Campbell, Michele Fadling, Paul Basi, Randy Young, Rob Carrion, Robyn David-Harris, Susan Moylan, and Wendy Ross

**Absent:** John Pickerel, Kevin Sanchez, and Marco C. Lizarraga

**Staff:** Elaine Lytle, Lisa Vincent, Judy Needham, Marc Marquez, Steve Roberts, and Cyndi Sechler

**Guests:** Bobby S. Gosal, EOPS/CARE & CalWORKs Director, Woodland Community College  
Cara Welch, Labor Market Information, E.D.D.  
Stephen Amezcua, WIOA Regional Advisor, E.D.D.  
Gloria Earl, WIOA Regional Advisor, E.D.D.  
Christina Blackman, Davis Chamber of Commerce  
Tom Hanagan, President, Four Wheel Campers, Inc.  
Sonam Chand, Administrative Assistant, Four Wheel Campers, Inc.  
Blanca Barba, Regional Coordinator, California Human Development

### Call to Order – Pledge of Allegiance

Meeting called to order at 8:32 a.m. by WIB Chair, Gary Pelfrey with quorum present.

### 1. Swearing-In of WIB Officers

Yolo County Supervisor Don Saylor conducted the Swearing-In Ceremony of new elected WIB officers:

*Chair* – Gary Pelfrey, Vice President, Woodland Aviation

*Vice Chair* – Denice Seals, President/CEO, West Sacramento Chamber of Commerce

*2<sup>nd</sup> Vice Chair* – Maggie Campbell, Labor Relations Representative, Laborers Local 185 (LiUNA)

### 2. Welcome Comments and Introductions

### 3. Public Comment / Announcements – Non-Agenda Items

*WIB members, staff, or the public may address the Workforce Innovation Board Executive Committee on subjects relating to employment and training in Yolo County. A time limit may be imposed. No action may be taken on non-agenda items.*

Denice Seals announced the West Sacramento Chamber Schmooze fest at Davis Flight Support/Woodland Aviation on Wednesday, March 16<sup>th</sup>, from 5-7pm.

Gary Pelfrey announced the Winters Job Fair that will take place this afternoon. Congressman Garamendi's office is working with Health and Human Services, and WIB members for the Job Fair today from 1:30-4:30pm, in the Winters High School gym. Gary stated he will be giving a brief presentation on how to interview, and is amazed of the number of employers they will have.

Tom Hanagan of Four Wheel Campers, Inc., shared his problems of finding dependable people to hire.

Denice Seals announced a new program here in Yolo County called the Restored of Justice Program. It is both neighborhood court program and a restored of justice homeless problem. They talk about housing first and then a job.

Denice also announced Art Pimentel and the Dean at West Sacramento Campus of Los Rios is having a Veterans Resource Fair on Friday, April 8<sup>th</sup>. If you are hiring, they are welcoming employers to come and set up a table.

Supervisor Saylor announced and invited everyone to attend his "Soup's On" event at 6:00pm, on March 10, 2016. This year the proceeds will help the Yolo Interfaith Immigration Network (YIIN).

**4. Guest Speaker – Ian Winbrock, Executive Director of Future Ready**

Ian Winbrock discussed how Future Ready is a project of the West Sacramento Foundation, dedicated to improving the lives of young people in West Sacramento by building college and career readiness for local high school students.

**5. Establish Quorum**

Quorum established.

**6. Consider Agenda Approval**

Randy Young moved to approve the agenda; Benny Mitchell seconded; motion passed.

**7. Consent Agenda – *Approved with on motion unless item withdrawn for discussion***

- a.** Ratify Executive Committee WIB Recommendation on February 24, 2016 to approve Local Board Recertification Request for Program Years 2016-18

Randy Young moved to approve the Local Board Recertification Request for Program Years 2016-18; Paul S. Basi seconded; motion passed.

**8. Regular Agenda**

- a.** Approve WIB Minutes January 27, 2016

Robyn David-Harris moved to approve the January 27, 2016 minutes; Randy Young seconded; motion passed.

- b.** Approve Policy Bulletin No. 16-2/Residency Requirements as recommended by the Executive Committee on February 24, 2016

Don Palm moved to approve Policy Bulletin No. 16-2; Paul Basi seconded; motion passed.

- c.** Approve Policy Bulletin No. 16-3/Selective Service Registration Requirements as recommended by the Executive Committee on February 24, 2016

Randy Young moved to approve Policy Bulletin No. 16-3; Don Palm seconded; motion passed.

- d.** Approve Policy Bulletin No. 16-4/Adult Program Priority of Service as recommended by the Executive Committee on February 24, 2016

Alice Tapley moved to approve policy Bulletin No. 16-4; Jennifer Pike seconded; motion passed.

- e.** Appoint two additional WIB members to the Executive Committee as recommended by the other WIB members to serve on the Executive Committee, provided that the total Executive Committee membership shall be less than a majority of the full WIB membership.

Randy Young moved to approve Ken Garrett and Don Palm to the Executive Committee; Robyn David-Harris seconded; motion passed.

**9. Information Items**

- a.** Receive Executive Committee WIB recommendation to approve Request to Transfer WIOA PY 2015-16 Funds  
**b.** Receive Workforce Services Draft Directive (WSDD) 133/Biennial Local Area Self-Assessment  
**c.** Receive WSDD-134/Consultant Services and Pay

- d. Receive WSDD-135/Non-Discrimination and Equal Opportunity Procedures
- e. Receive WSDD-136/Transfer of Funds – WIOA Adult/Dislocated Worker Programs
- f. Receive WSDD-137/FFATA Compensation Data Reporting Requirements
- g. Receive Workforce Services Directive (WSD) 15-12/WIOA Memorandums of Understanding
- h. Receive WSD 15-13/Local Board Recertification
- i. Receive WSD 15-14/WIOA Adult Program Priority of Service
- j. Receive WSD 15-15/Allowable Costs
- k. Receive WSD 15-16/Final State-Level W-PA and WIA Title 1B Local Area Performance Goals for PY 2015-16
- l. Receive Workforce Services Information Notice (WSIN) 15-21/Implementation of the CalJOBS<sup>SM</sup> Customer Relationship Management Module
- m. Receive WSIN 15-22/Grant Application Opportunity – Social Innovation Fund pay for Success Cooperative Agreement
- n. Receive WSIN 15-23/WIOA MOU Regional Training Sessions
- o. Receive WSIN 15-24/CalJOBS<sup>SM</sup> Training Activity Service Codes for the ETPL
- p. Receive WSIN 15-25/Grant Application Opportunity – Linking to Employment Activities Pre-Release (LEAP-2) Through Specialized AJC Locations
- q. Receive WSIN 15-26/Grant Application Opportunity – Tech Hire Partnership Grants
- r. Receive WSIN 15-27/Grant Application Opportunity – Strengthening Working Families Initiative
- s. Receive WSIN 15-28/CalJOBS<sup>SM</sup> User Group Meeting May 2016

WIB members received items A–S.

## 10. WIOA Update

Gary Pelfrey reported that we have a tight schedule; and we have been working on the Memorandum of Understandings (MOU)s for the One-Stop Partners, that are due June 30, 2016.

## 11. Reports

### a. Gary Pelfrey, WIB Chair

Gary stated if you know of an employer who needs some help, invite them to the WIB and we will try to help them fill their positions.

Gary also reminded everyone that we are still working on the Conflict of Interest. It is working through the process, if you have any questions, if you're not sure something is a conflict, or you're concerned about something, you can contact me, Elaine Lytle, or anyone on the Executive Committee. Don't go at it on your own, ask somebody the question, we're here to help you.

### b. Elaine Lytle, Executive Director

Elaine reminded everyone of the Winters Job Fair today at 1:30pm, in the Winters High School gym. Elaine also welcomed Ken Garrett and Don Palm to the Executive Committee.

### c. Maggie Campbell, Ad Hoc Committee Chair

Maggie reported the committee has not been able to have their second meeting yet; but it will be scheduled soon. We are going to start our discussions with the topic of careers and connecting the younger group.

Lori Perez invited me to speak at the Yolo County Equity Summit, regarding the high cost of high school dropouts. I talked to people about our WIB, and the discussions we are having here.

Our other goal is to meet new businesses. We are trying to build up a core business group here in Yolo County, that wants to put in some time to go out and approach these schools and children with us.

We were also able to sit down and be part of the first annual Yolo County Youth Conference, for the Yolo County

Office of Education.

## 12. Other Business That May Come Before the Board

Denice Seals asked how many WIB members have businesses in West Sacramento, Woodland, and in Davis. When we talk about putting together a group of businesses to network and provide resources, the Woodland Chamber of Commerce and the Davis Chamber of Commerce are doing that work right now. I know they both have groups of engaged businesses that would love to have input. I admit, I feel like it's a business' good karma obligations to join the membership based organization that run business in your community. We hook people up all day long; and allow us to move the conversation forward; because a lot of those resources already exist.

## 13. Adjourn

Gary Pelfrey moved to adjourn the meeting; Maggie Campbell seconded; meeting adjourned at 9:58 a.m.

## Next Meeting

May 11, 2016

Yolo County HHSA/Clarksburg Room

Woodland One-Stop

8:30-10:00 a.m.

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**Accommodation:** In accordance with Section 202 of the Americans with Disabilities Act, if you require special assistance, meeting materials to be in an alternative format, auxiliary aids, or other person to assist you while attending this meeting, we will provide reasonable accommodation to allow participation. Contact Cyndi Sechler at 530-661-2750 x4327 at least 3 business days prior to the meeting to facilitate arrangements.

For more about the Yolo County Workforce Innovation Board log on to [www.yoloworks.org](http://www.yoloworks.org)