



**WORKFORCE DEVELOPMENT  
Board Meeting**

Wednesday, January 25, 2023  
2799 S. 4<sup>th</sup> Street  
El Centro, CA 92243  
12:00 P.M.

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**Conflict of Interest Advisement**

**WDB members please be advised:** If an item on the meeting agenda relates to the provision of services by you, your immediate family, the entity you represent, or any person who has made \$250 in campaign contributions to you during the last 12 months, or if approval or disapproval of an agenda item would have a foreseeable material affect on an economic interest of you, your immediate family, or the entity you represent, then please follow these procedures: When the agenda item is first introduced, please immediately announce that you are recusing yourself from participating in the agenda item, and then refrain from discussing, voting on, or otherwise influencing the **WDB's** consideration of the agenda item. Supporting documentation is available for public review at the Imperial County Workforce Development Board Office.

1. Call to Order
  - a. Pledge of Allegiance
  - b. Conflict of Interest forms
2. Discussion of Agenda
  - a. Items to be pulled from Agenda
  - b. Approval of Meeting Agenda
3. Approval of Minutes for December 14, 2022 ..... pg. 3-6

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**PRESENTATION**

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4. Presentation by Mark Hanson from Heartland Collision

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**DISCUSSION/ACTION AGENDA**

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5. Discussion/Action to approve funding award for WIOA Youth Services Program PY 2023-2024 pg. 7-9
6. Discussion/Action to approve request to fund purchase of Lightcast Analyst Software ..... pg. 10
7. Discussion/Action to approve the renewal of the Career EDGE/Career TEAM Platform ..... pg. 11-17
8. Discussion/Action to approve Workforce Development Board Training ..... pg. 18 - 20

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## INFORMATIONAL AGENDA

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Public Comment: *This is an opportunity for members of the public to address the **Board** on any subject matter within the **Board's** jurisdiction, but not an item on the agenda. Each speaker should complete and submit a "Public Comment Request to Speak" form to the **ICWDB** Chair. When addressing the **Board**, state your name for the record prior to providing your comments. Individuals will be given three (3) minutes to address the committee.*

9. Committee Members' Reports:
  - a. Board of Supervisors
  - b. ICWDB Chair Report
  - c. Director's Report
  - d. Business Services Unit Report
  - e. Budget and Finance Committee
    - i. 2022 November Financial Statement ..... pg. 21
    - ii. 2022 December Financial Statement ..... pg. 22
  - f. Business and Planning Committee
  - g. One Stop Policy Oversight Committee
  - h. Youth Committee
10. Meeting adjournment

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of California™

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**Next ICWD Board Meeting Wednesday, February 22, 2023, at 12:00 p.m.**



## **MINUTES**

### **REGULAR MEETING OF THE WORKFORCE DEVELOPMENT BOARD**

December 14, 2022  
11:00 P.M. Hybrid Meeting  
2799 South 4<sup>th</sup> Street  
El Centro, CA 92243  
& Via Zoom

**MEMBERS PRESENT:** Erik Freeman, Darrell Pechtl, Jason Jackson, and Timothy Kelley

**MEMBERS PRESENT VIA ZOOM:** Edwin Obergfell, Ruth Duarte, Annie Taamilo, and Efrain Silva

**ABSENT:** Elvira Anaya, Mark Gran, Daniel Machain, Nicolas Jimenez, Cesar Rodriguez and Robert Rubio

**OTHERS PRESENT:** David Baquerizo, Sonya Bruce and Xochitl Bowe

**STAFF:** Timothy Druhet, Jeffery Burquist, Sabrina Rubin, Roman Hernandez, Martin Robledo, Francisca German and Priscilla Lopez.

### **AGENDA ITEMS**

1. **Call to order:** ICWDB Chair Jackson, called the meeting to order at 11:13 a.m. with a quorum present.
  - a. **Pledge of Allegiance:** Mr. Freeman led the board into the Pledge of Allegiance.
  - b. **Conflict of Interest Forms:** Mr. Obergfell on item 4.
2. **Discussion of Agenda:**
  - a. **Items to be pulled from Agenda:** None
  - b. **Approval of Meeting Agenda: MOTION** by Mr. Freeman and second by Ms. Duarte to approve the meeting agenda. Motion carried.
3. **Approval of Minutes for October 26, 2022: MOTION** by Mr. Pechtl and second by Mr. Freeman to approve the meeting minutes of October 26, 2022. Motion carried.

**DISCUSSION/ACTION AGENDA**

4. **Discussion/Action to approve the contract renewal of the Registered Nurse (RN) Mentorship Program provided by Imperial Valley Regional Occupational Program (IVROP).**

*Mr. Obergfell recused himself from discussion on this item and was placed in zoom's waiting room.*

Ms. Lopez discussed and recommended to approve the second contract renewal of the Registered Nurse (RN) Mentorship Program provided by Imperial Valley Regional Occupational Program (IVROP).

**MOTION** by Mr. Freeman, Second by Mr. Pechtl, to approve the second contract renewal of the Registered Nurse (RN) Mentorship Program provided by Imperial Valley Regional Occupational Program (IVROP). Opposed: None. Abstained: Obergfell. Motion carried.

*Mr. Obergfell returned from zoom's waiting room*

5. **Discussion/Action to approve revised training funding expenditure plan for PY2022-2023:**

Ms. Lopez discussed and recommended to approve revised training funding expenditure plan for PY2022-2023.

**MOTION** by Mr. Pechtl, Second by Ms. Duarte, to approve revised training funding expenditure plan for PY2022-2023. Opposed: None. Abstained: None. Motion carried.

6. **Discussion/Action to approve revisions to the Adult and Dislocated Worker – Work Experience and Internship Policy:**

Ms. Rubin discussed and recommended to approve revisions to the Adult and Dislocated Worker – Work Experience and Internship Policy.

**MOTION** by Mr. Freeman, Second by Mr. Pechtl, to approve revisions and include amendments to the Adult and Dislocated Worker – Work Experience and Internship Policy. Opposed: None. Abstained: None. Motion carried.

7. **Discussion/Action to approve revisions to the Transitional Jobs Policy:**

Ms. Lopez discussed and recommended to approve revisions to the Transitional Jobs Policy.

**MOTION** by Mr. Freeman, Second by Ms. Duarte, to approve revisions and include amendments to the Transitional Jobs Policy. Opposed: None. Abstained: None. Motion carried.

DISCUSSION/ACTION AGENDA continued:

8. **Discussion/Action to approve revisions to the Supportive Services Policy:**

Ms. Lopez discussed and recommended to approve revisions to the Supportive Services Policy.

**MOTION** by Mr. Pechtl, Second by Mr. Kelley, to approve revisions to the Supportive Services Policy. Opposed: None. Abstained: None. Motion carried.

9. **Discussion/Action to approve revisions to the Youth Services Policy:**

Ms. Lopez discussed and recommended to approve revisions to the Youth Services Policy.

**MOTION** by Mr. Pechtl, Second by Ms. Duarte, to approve revisions to the Youth Services Policy. Opposed: None. Abstained: None. Motion carried.

10. **Discussion/Action to approve revisions to the On-The-Job Training Policy:**

Ms. Lopez discussed and recommended to approve revisions to the On-The-Job Training Policy.

**MOTION** by Mr. Freeman, Second by Mr. Jackson, to approve revisions and include amendments to the On-The-Job Training Policy. Opposed: None. Abstained: None. Motion carried.

11. **Discussion/Action to approve revisions to the Audit Requirements and Resolution Policy:**

Ms. Rubin discussed and recommended to approve revisions to the Audit Requirements and Resolution Policy.

**MOTION** by Mr. Kelley, Second by Mr. Freeman, to approve revisions to the Audit Requirements and Resolution Policy. Opposed: None. Abstained: None. Motion carried.

**INFORMATIONAL AGENDA**

12. **Department of Rehabilitation Allotment Proposal for new and unique services:**

Mr. Freeman discussed the proposed Workforce Development Career Specialist (CS) position and duties.

13. **New Youth Request for Proposals Evaluation Committee:**

Mr. Druihet reported on the New Youth Request for Proposals Evaluation Committee.

INFORMATIONAL AGENDA continued:

**14. Committee Members' Reports:**

**b. ICWDB Chair Report:**

Mr. Jackson advised on the National Association of Workforce Boards (NAWB) in March 23-25, 2023.

**c. Director's Report:**

Ms. Lopez reported on programs in process, business center opening and work with Small Business Development Center.

**d. Business Services Unit Report:**

Mr. Hernandez reported on continued marketing business services, employment outreach, grants and local event participation.

**e. Budget and Finance Committee:**

Ms. Duran reported on the 2022 October Financial Statement.

**f. Business and Planning Committee:**

Mr. Burquist provided an update on active programs and marketing material available.

**g. One Stop Policy Oversight Committee:**

Mr. Freeman gave recognition to Ms. Rubin and reported the next committee meeting will be on January 18, 2023.

**h. Youth Committee:**

Mr. Druihet reported the next committee meeting will be on January 19, 2023.

**Public Comments:**

Mr. Freeman requested additional training for committee members on programs available and procedure.

Mr. Kelley invited everyone to the IV Economic Development Co. annual dinner.

**ADJOURNMENT**

15. The meeting adjourned at 12:50 p.m. The next regularly scheduled meeting date for January 25, 2023.

<p><b>Imperial County Workforce Development Board</b> <b>Action Agenda Item 5</b></p>
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**MEETING DATE:** January 25, 2023

**ITEM:** 5

**SUBJECT:** Discussion/Action to approve funding award for WIOA Youth Services Program PY 2023-2024

**FROM:** Priscilla Lopez, ICWED Director

**RECOMMENDATION:**

ICWED Director recommends to award Equus Workforce Solutions a contract not to exceed \$2,000,000 to provide a WIOA Youth Services Program for PY 2023-2024 for the period beginning March 1, 2023, and concluding on June 30, 2024.

**BACKGROUND:**

On October 26, 2022, the ICWDB reviewed and approved the Request for Proposals (RFP) for WIOA Youth Services Program PY 2023-2024 and subsequently officially released by the Imperial County Board of Supervisors on November 22, 2022. On November 22, 2022, the RFP for WIOA Youth Services Program PY 2023-2024 was publically released and posted for a 30 day comment period with a submittal deadline of December 21, 2022. One (1) proposal was received by the stated deadline.

On January 5, 2023, an RFP Evaluation Committee consisting of three ICWDB members, two ICWDB Administrative Analysts, and the ICWED Fiscal Supervisor, met in person to review, discuss, and score the proposal submitted by Equus Workforce Solutions. Upon completion of the evaluation process, Equus Workforce Solution's proposal scored 243 points out of a possible 300 points, for a total score of 81%. Based upon their review and final scoring, the Evaluation Committee recommended to award Equus Workforce Solutions a WIOA Youth Services Program contract for PY 2023-2024 in the amount not to exceed \$2,000,000.

**FISCAL IMPACT:**

\$2,000,000



## **IMPERIAL COUNTY WORKFORCE DEVELOPMENT BOARD AWARD RECOMMENDATION AND JUSTIFICATION**

**Proposer:** Equus Workforce Solutions

**Proposed Training Program:** WIOA Youth Services Program PY2023-2024

**RFP Proposal Review Date:** January 5, 2023

**Number of RFPs Received:** 1

**Total Evaluation Score:** 243 points out of 300 total points, equivalent to 81%

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Upon completion of the evaluation process, the Youth Services Program RFP Evaluation Committee concludes that the above named proposer is recommended for funding. This information will be forwarded to the Imperial County Board of Supervisors for approval.

### **RECOMMENDATION:**

The RFP Evaluation Committee recommends to award a sixteen (16) month Workforce and Innovation Opportunity Act (WIOA) Youth Services Program contract to Equus Workforce Solutions in the amount not to exceed \$2,000,000. This contract is for the period to begin March 1, 2023 and concluding on June 30, 2024.

### **JUSTIFICATION:**

Founded on the review and scoring of the Youth Services Program RFP Evaluation Committee, Equus Workforce Solutions demonstrated expertise and/or experience to provide the proposed services in the following areas:

#### Program Design

- Program is clearly consistent with the objectives of the ICWDB RFP.
- Program clearly demonstrates how WIOA eligible youth will be fully served by their approaches.
- Curriculum outlines are clear and relevant to the program goals.

#### Linkages and Leveraging

- Budget reflects ability to leverage other resources to augment WIOA funding.
- Effectively demonstrates cooperation within the local WIOA System.





## **IMPERIAL COUNTY WORKFORCE DEVELOPMENT BOARD AWARD RECOMMENDATION AND JUSTIFICATION**

### Internal Monitoring/Continuous Improvement

- Demonstrates an effective internal system is in place to monitor and evaluate successful outcomes.

### Performance Outcomes

- Demonstrates a structure to achieve required Local and State performance measures and includes realistic benchmarks.
- Program design and follow-up directly lead to the achievement of goals and performance measures as defined in the WIOA Youth Services Program PY 2023-2024 RFP.

<p style="text-align: center;"><b>Imperial County Workforce Development Board Action Agenda Item 6</b></p>
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**MEETING DATE:** January 25, 2023

**ITEM:** 6

**SUBJECT:** Discussion/Action to approve request to fund purchase of  
Lightcast Analyst software

**BACKGROUND:**

Lightcast (formerly EMSI) is an online comprehensive tool that provides services of local labor market data from approximately 100 different sources in order to deliver accurate and up to date labor market data regarding projected industry growth and occupational trends, along with other workforce, education and population demographic information. The Imperial County Workforce and Economic Development Office has been utilizing the online software since 2013.

Through the use of Lightcast, staff is able to identify key labor market data, specifically in-demand industries in Imperial County, as well as the occupations and skills needed in order for those industries to function and grow. The information produced by the software has proven to be valuable when aligning training programs with jobs that are in-demand and with the development of the Workforce Development Board's Local Four-Year Plan. Additionally, through the tools and features of the database, staff is able to provide labor market reports to local industry, Imperial County Board of Supervisors and other county departments and partners to assist with projects.

The total cost for a one-year subscription (February 2, 2023 – February 1, 2024) is \$9,000. Since 2019, ICWEDO has been paying an annual subscription cost of \$8,000. The increase is due to inflation and for additional features and data being made available through the platform. EMSI recently merged with Burning Glass and now has a far more robust job postings feed and have increased the available metrics and reports available with job posting analytics.

**FISCAL IMPACT:**

\$9,000

**Imperial County Workforce Development  
Board Action Agenda Item 7**

**MEETING DATE:** January 25, 2023

**ITEM:** 7

**SUBJECT:** Discussion/Action to approve the renewal of the Career  
EDGE/Career TEAM Platform

**FROM:** Priscilla Lopez, ICWED Director

**RECOMMENDATION:**

ICWED Director recommends to approve the renewal of the Career Edge platform for an annual license that is not to exceed \$30,000.

**BACKGROUND:**

It is recommended to approve the renewal of the Career EDGE/Career TEAM platform for an annual license that is not to exceed \$30,000. Career Edge is a learning management system which has allowed Imperial County to offer WIOA services online to all residents of Imperial County. The platform allows users to access career services, professional development and online training options. Users have access to employment recommendations, goal setting, resume and cover letter building, access to practice mock interview, on the job preparedness, etc.

Career Edge has proved to be a valuable addition to our services. Due to flexibility of the system, users are able to access the platform at any time of day, catering to more difficult to reach demographics that can't always attend in person workshops. Modules can be completed multiple times, so users are able to use the interview simulation training, resume builder, etc. as often as they would like. Case managers can provide feedback and support to clients, without having the client come into the office. According to staff, this platform has been a huge asset, especially when working with youth.

**FISCAL IMPACT:**

\$30,000



# ONLINE PORTAL

Job Seekers • Employers • Staff  
Content • Tools • Case Management • Timesheets

Created by:



December

Priscilla Lopez  
Imperial County Workforce Development Board  
2799 South Fort Street  
El Centro, CA 92243

Subject: Sole Source Documentation

Dear Priscilla:

Career EDGE is a proprietary good or service of a specialized nature protected by trademark, patent or copyright laws and is made, produced, or distributed exclusively by Career TEAM. The use of Career EDGE requires the existence of a licensing agreement that grants permission to the licensee and explains the terms and conditions of use for a specific period of time.

The Career EDGE technology platform permits users to access Career EDGE digital content, Career EDGE resources and tools including those licensed to and/or distributed by Career TEAM, and administrative and performance management dashboards. Other documents contain product and service descriptions as well as technical requirements and help-desk support services.

The Career EDGE technology platform can be customized to reflect the brand identity of the licensee and to contain the agreed upon level of features and functionality required by the licensee. Customization can involve the use of application programming interfaces to integrate Career EDGE features, functionality, and content seamlessly into an enterprise system including data sharing and connectivity between devices and programs. Customization can involve the specific development by Career TEAM for the licensee of original content or functionality to enhance the impact from use of Career EDGE.

Career EDGE represents a product with unique features, intellectual property, and an exclusive distributor. To mitigate risk of overspending posed by a sole source contract, Career TEAM negotiates time-limited licensing agreements with options to renew, extend, or amend the terms and conditions based on factors such as utilization, customer experience and satisfaction, and other agreed performance measures.

If you have further questions regarding this sole source letter, please contact our Chief Administrative Officer, Danielle Simone at [danielle@careerteam.com](mailto:danielle@careerteam.com) or 203-407-8800.

Sincerely,

**Micaela Alpers**

Chief Business Officer

Career EDGE, LLC

[Micaela@careerteam.com](mailto:Micaela@careerteam.com)

619 559 8134

# Overview

Career TEAM will create a custom online portal for Imperial County Workforce Development Board to use for their job seeker services. The following elements will be designed, developed and launched for your youth, adult, dislocated worker and other employment-based programs:

## 1. Online Application

An online form or series of forms will be created for youth that are interested in applying for the summer youth program. This includes a custom intake form that will capture data and documents necessary for an applicant to be eligible for this program. Application data includes but is not limited to: contact information, demographic information, location, education/work history, desired industry, future education/work plans. Documents for application include but are not limited to: student ID for proof of education, passport or driver's license for proof of address and age.

## 2. Career Cluster & Personality Type Assessments

Participants also have the option to take two different assessments. Our Career Cluster assessment is a picture-based assessment where a user can choose what they like and dislike, thus leading to a report that shows them the industries that would be right for them. The user can then explore the industry to view more information about the career pathways, education needed, salary averages, job potential, etc. This information is updated regularly from O\*net and BLS. Our next assessment is a Personality Type assessment based on the book *Do What You Are*. This quick assessment will help users self-identify their personality type, similar to the Myers-Briggs assessment. Personality Types include things like: Introvert, Extrovert, Sensor, Feeler, Judger, Perceiver, Intuitive, etc. After they identify their type, they will then be given advice for how to conduct a job search, what type of jobs to look for, and what their strengths and weaknesses are to be mindful of.

## 3. Administrative Staff Portal + Case Management

Staff will have administrative access to view each applicant, determine eligibility and accept participants into the program. They can also communicate with each applicant to request additional information and/or documentation. After participants are active in the system; the administrative dashboard allows your organization to monitor customer, staff, and employer progress, warehouse resumes and ePortfolios, distribute employer/customer evaluations and capture employment information. All data captured will be owned by the client. The administrative portal also allows different admins and partners to have access in order to refer participants to each other. Custom reports will be pre-programmed for admins to easily generate real time, anytime data.

## 4. Custom Video Content + Instructional Design

Career TEAM will create a custom video for a welcome message, overview of the program, and particular modules to be used in orientation. This content will be blended in with other Career EDGE content by their Instructional Design Team to create a structured curriculum and lesson plan. Staff will be provided with Instructional Resource Guides, classroom PowerPoints and activities for any in person, live trainings.



## 5. Online Orientation

Participants will be able to login to their Learning Management System and take a series of lessons via videos, exercises and workbook. Orientation will have a Pre and Post Assessment that will measure the competencies gained by each individual going through the program. At the end of their Orientation, participants will be asked to rate the content and overall website in order for Career TEAM to measure feedback from participants. This measurement will help determine and document the success of this pilot program.

## 6. Career EDGE Professional Development Toolkit

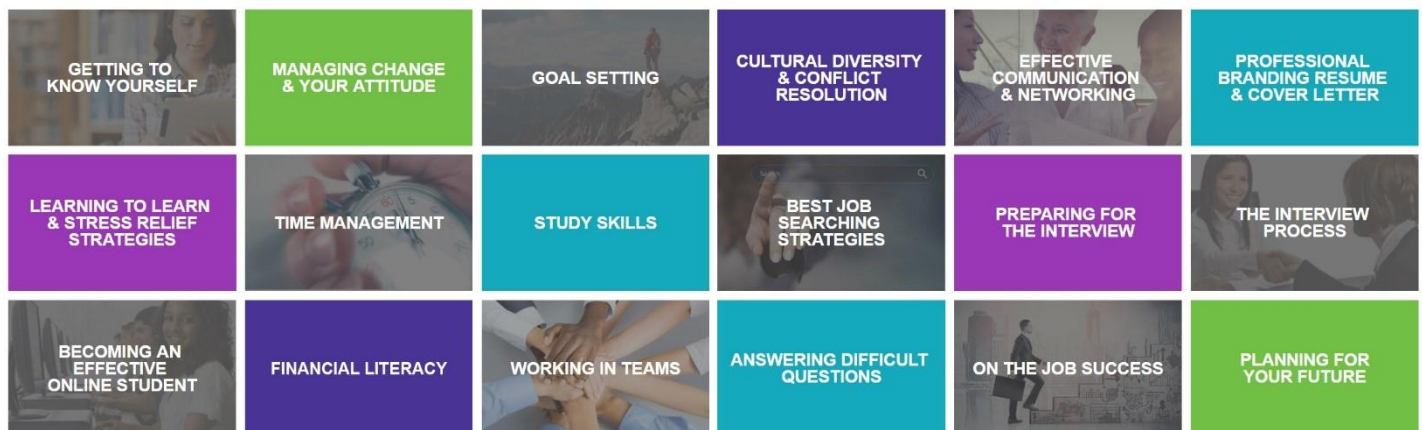
After participants complete their Orientation, they will unlock the other features of the Career EDGE Portal. This includes the following Tools:

- Resume Builder
- Mock Job Application
- Cover Letter Builder
- Interview Simulation Trainer
- Thank You Letter Builder
- Business Plan Builder
- ePortfolio
- List of Professional References
- Guide Finding a Mentor

## 7. Career EDGE Content Modules

EDGE users will be led through a series of videos and exercises and will then complete a quiz. Upon completion, participants will receive a certificate of completion and a badge to add to their ePortfolio. Users can access all Career EDGE modules on topics such as Social Media, Interviewing Techniques, and On the Job Success. Each module includes a library of videos, exercises, an audio lecture, quizzes and reading.

*All Career EDGE content is proprietary, copy written, and is the intellectual property of Career TEAM LLC* Participants will have access to the following 18 modules:



## **8. Participant Timesheets**

Participants will be matched to an employer and assigned a start date. This will then trigger a timesheet to be available for the participant to fill out on a weekly or bi-weekly basis. The total amount of hours for the week and day will be calculated on the timesheet. At the end of the pay period, the participant will sign off on their timesheet and submit to their worksite supervisor. The worksite supervisor will then log in, review the hours and sign off if they are in agreement with the hours entered. The final approval is done by an administrator before the timesheet can be exported and sent to payroll for processing.

## **9. Participant Tracking – Referrals & ITA's**

Administrators will have the ability to record when they have referred a customer to a training program, college or school in the administrator backend of the portal. This will give them the ability to enter their training program details and information as well as keep track of their progress through the program. The system will store a record of all ITA's distributed to each individual as well as track the amount of dollars spent per individual.

## **10. Employer Portal + Match Making**

Employers will be able to create accounts or accounts can be automatically created in bulk from extracting existing employer data. Employers will be able to post jobs, articles, and also get connected with participants in the program. They can search by keyword, location, experience in order to find the candidate that is right for their internship, part time, or full-time position. Employers will have the ability to view the participant's ePortfolio and resume. Then they can save or initiate a conversation by clicking a 'Contact' button that will initiate a conversation with their assigned staff member.

## **11. Staff Training**

Career TEAM provides staff training for all staff on how to use all aspects of the Career EDGE Portal. This training is provided online through webinar and video tutorials. Career TEAM will assign subject matter experts to provide this dynamic staff training with the objective of engaging the staff in the program and making sure they know how to use the site. Certain staff will also have administrative access and will be trained on how to generate reports and view participant activities on the site. Career TEAM will introduce the Career EDGE content by giving staff an overview followed by an in-depth training on particular modules and exercises. By having staff complete some of the Career EDGE modules, they will be able to better understand the value of the program and how beneficial it will be for their participants.



# Pricing

Pricing is based on customization, content selected and individual users. Each unique user is identified by their chosen email address. Note, each time a new email is registered on the portal, this counts as one (1) new user.

Career EDGE Portal	Number of Users	Annual License Price
<b>Year 1:</b>  Assessments, Content Modules, Tools, Backend/Admin, Full Reporting, Support and Maintenance, Staff Training, Leader's Meetings, Customization, System Implementation and support	1-1500	\$30,000



250 State Street North Haven, CT  
info@careerteam.com

800.BEST.JOB  
17

**Imperial County Workforce Development  
Board Action Agenda Item 8**

**MEETING DATE:** January 25, 2023

**ITEM:** 8

**SUBJECT:** Discussion/Action to approve Workforce Development  
Board Training

**FROM:** Priscilla Lopez, ICWED Director

**RECOMMENDATION:**

ICWED Director recommends to approve the Workforce Development Board Training that is not to exceed \$15,000.

**BACKGROUND:**

At the Budget and Financial Committee Meeting, it was recommended that WDB Staff organize a training for Imperial County Workforce Board Members. WDB staff has considered two options in order to offer the WDB requested training.

CWA is offering Board Development Training: Creating Collective Community Solutions at several locations:

Long Beach	Salinas	Sacramento
Pacific Gate Office	Monterey County WDB Office	SETA Office
March 30, 2023	April 27, 2023	June 15, 2023
9:00am - 3:30pm	9:00am - 3:30pm	9:00am - 3:30pm

Tickets are \$458.35 a person and attendees will learn clear roles and responsibilities of boards and their members, the give key elements of a demand driven system, leadership principles and practices for highly effective workforce boards, and strategies for implantation of large scale workforce plans that lead to community improvement.

Another option would be to commission TAD Grants to provide the training on another date. TAD Grants is the same training company CWA is using to prove the Board Development Training.

It is recommended to approve the Board Development Training for all members of the Imperial County Workforce Development Board in the amount not to exceed \$35,000. This cost is expected to cover hotel rooms, the training location, food and travel.

**FISCAL IMPACT:**

\$35,000



# Board Development Training: Creating Collective Community Solutions

**Thu Mar 30, 2023 9:00 AM - Thu Jun 15, 2023 3:30 PM PDT**

# Board Development Training: Creating Collective Community Solutions

**Thu Mar 30, 2023 9:00 AM - Thu Jun 15, 2023 3:30 PM PDT**

## Description

Workforce Development Boards are charged with a very specific and imperative responsibility, they exist to provide guidance and support to those within their workforce areas to further the economic growth, financial stability and security of their communities. Accomplishing this work can be daunting, confusing and even frustrating. But, it can also be incredibly rewarding. This workshop will focus on three key elements of creating a workforce board that understands and defines its role within the community, the impact it has on the business and economic growth and the leadership principles needed to become the foundation for individuals, families, businesses, community organizations and other key stakeholders within your local areas.

Long Beach:  
Pacific Gateway Office  
March 30, 2023  
9:00am - 3:30pm

Salinas:

Monterey County WDB Office

April 27, 2023

9:00am - 3:30pm

Sacramento:

SETA Office

June 15, 2023

9:00am - 3:30pm

Attendees will learn:

- Clear roles and responsibilities of boards and their members
- The 5 Key Elements of a Demand Driven System
- Leadership Principles and Practices for Highly Effective Workforce Boards
- Strategies for implantation of large scale workforce plans that lead to community improvement

Intended Audience:

- Workforce Board Chairs, Vice Chairs and Members
- Workforce Board Directors and Executive Leadership Staff
- Project and Program Directors

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Imperial County Workforce and Economic Development Office  
Financial Statement  
As of November 30, 2022

FY 2022-2023 WIOA Allocation		\$	8,603,457					
FY 2021-2022 WIOA Carryover		\$	8,146,992					
Total Budget FY 2022-2023		\$	16,750,449					
			Contract End Dates	Budget 2022-2023	YTD Expenditures	Unexpended	Percentage of Expenditures	
1	Workforce Development Office Salaries (10 Staff)			30-Jun-23	684,542	262,477	422,065	38%
2	Workforce Development Office Benefits (10 Staff)			30-Jun-23	395,125	137,074	258,051	35%
3	Workforce Development Office Cost			30-Jun-23	444,745	91,953	352,792	21%
4	Workforce Development Board Salaries (5 Staff)			30-Jun-23	323,090	113,227	209,863	35%
5	Workforce Development Board Benefits (5 Staff)			30-Jun-23	197,648	54,286	143,362	27%
6	Workforce Development Board Cost			30-Jun-23	247,022	45,801	201,221	19%
7	One Stop Operational Salaries (20 Staff)			30-Jun-23	1,031,276	371,258	660,018	36%
8	One Stop Operational Benefits (20 Staff)			30-Jun-23	686,004	218,004	468,000	32%
9	One Stop Operational Cost			30-Jun-23	1,038,085	515,351	522,734	50%
10	CWA Membership Dues			30-Jun-23	12,760	12,760	-	100%
11	National Association of Workforce Boards (NAWB)			30-Jun-23	2,300	2,300	-	100%
12	SIERRA HR Hotline			30-Jun-23	10,008	2,502	7,506	25%
13	EMSI Analyst Software			30-Jun-23	8,000	-	8,000	0%
14	Career EDGE - Annual License			30-Jun-23	30,000	-	30,000	0%
15	TalentSpace - Software License Agreement			30-Jun-23	18,000	-	18,000	0%
16	Bludot Technologies Inc. - Annual License			30-Jun-23	6,696	6,696	-	100%
17	WDB Members, Meals, Travel, Conferences			30-Jun-23	55,000	968	54,032	2%
18	WDB/WDO Marketing & Other Services			30-Jun-23	60,000	17,976	42,024	30%
	Year Round Youth 22-23							
19	IVROP Operational Cost			30-Jun-23	992,010	282,775	709,235	29%
20	IVROP Work Experience/Stipends			30-Jun-23	1,200,940	304,322	896,618	25%
21	IVROP Supportive Services			30-Jun-23	7,050	3,001	4,049	43%
	Workers Compensation & ADP WIOA Participant Fees							
22	Workers Compensation WIOA Participant Fees			30-Jun-23	70,000	15,929	54,071	23%
23	ADP Participant WIOA Processing Fees			30-Jun-23	30,000	7,583	22,417	25%
24	Adult WIOA Supportive Services			30-Jun-23	50,000	15,429	34,571	31%
	201/501 30% Training Expenditure FY 2022-2023							
25	Adult Vocational ITA 22-23			30-Jun-23	1,126,819	133,620	993,199	12%
26	OJT One Stop Centers 22-23			30-Jun-23	600,000	14,759	585,241	2%
27	IVROP Registered Nurse Mentorship Program XI 22-23			30-Jun-23	353,423	77,692	275,731	22%
28	IVROP Licensed Vocational Nurse Mentorship Program 22-23			30-Jun-23	298,683	74,705	223,978	25%
29	Incumbent Worker Training (IWT) 22-23			30-Jun-23	100,000	582	99,418	1%
30	Propath Inc, - AJCC Operator			31-Dec-23	75,000	-	75,000	0%
	Adult Work Experience(WEX) 22-23							
31	WEX-Adult Work Experience 22-23			30-Jun-23	1,200,000	133,545	1,066,455	11%
32	Propath Inc, - AJCC Operator			31-Dec-22	35,100	23,300	11,800	66%
	Carry over Obligated Training Expenditure FY 2021-2022							
33	Adult Vocational ITA 21-22			30-Jun-23	321,000	90,132	230,868	28%
34	OJT One Stop Centers 21-22			30-Jun-23	27,500	17,170	10,330	62%
	Adult Work Experience(WEX) 21-22							
35	WEX-Adult Work Experience 21-22			30-Jun-23	577,436	296,744	280,692	51%
	Carry over Obligated Training Expenditure FY 2020-2021							
36	IVROP Registered Nurse Mentorship Program X 20-21			30-Sep-23	117,525	22,083	95,442	19%
37	Small Business COVID-19 Layoff Aversion Grant			30-Jun-23	40,053	-	40,053	
	National Dislocated Worker Grant							
38	COVID-19 Disaster Recovery NDWG-Temporary Jobs			30-Jun-23	240,277	-	240,277	0%
	Total Funds Allocated				12,713,117	3,366,005	9,347,112	
	Funds available to be allocated				4,037,332		4,037,332	
	Grand Total				16,750,449	3,366,005	13,384,444	
	Percentage of Expenditures							20%

Imperial County Workforce and Economic Development Office  
Financial Statement  
As of December 31, 2022

FY 2022-2023 WIOA Allocation		\$	8,603,457			
FY 2021-2022 WIOA Carryover		\$	7,866,662			
Total Budget FY 2022-2023		\$	16,470,119			
			Contract End Dates	Budget 2022-2023	YTD Expenditures	Unexpended
						Percentage of Expenditures
1	Workforce Development Office Salaries (10 Staff)		30-Jun-23	684,542	316,940	367,602
2	Workforce Development Office Benefits (10 Staff)		30-Jun-23	395,125	168,094	227,031
3	Workforce Development Office Cost		30-Jun-23	444,745	115,177	329,568
4	Workforce Development Board Salaries (5 Staff)		30-Jun-23	323,090	133,287	189,803
5	Workforce Development Board Benefits (5 Staff)		30-Jun-23	197,648	65,636	132,012
6	Workforce Development Board Cost		30-Jun-23	247,022	56,062	190,960
7	One Stop Operational Salaries (20 Staff)		30-Jun-23	1,031,276	444,100	587,176
8	One Stop Operational Benefits (20 Staff)		30-Jun-23	686,004	268,279	417,725
9	One Stop Operational Cost		30-Jun-23	1,038,085	608,304	429,781
10	CWA Membership Dues		30-Jun-23	12,760	12,760	-
11	National Association of Workforce Boards (NAWB)		30-Jun-23	2,300	2,300	-
12	SIERRA HR Hotline		30-Jun-23	10,008	3,336	6,672
13	EMSI Analyst Software		30-Jun-23	8,000	-	8,000
14	Career EDGE - Annual License		30-Jun-23	30,000	-	30,000
15	TalentSpace - Software License Agreement		30-Jun-23	18,000	-	18,000
16	Bludot Technologies Inc. - Annual License		30-Jun-23	6,696	6,696	-
17	WDB Members, Meals, Travel, Conferences		30-Jun-23	55,000	1,493	53,507
18	WDB/WDO Marketing & Other Services		30-Jun-23	60,000	18,326	41,674
	Year Round Youth 22-23					
19	IVROP Operational Cost		30-Jun-23	992,010	408,876	583,134
20	IVROP Work Experience/Stipends		30-Jun-23	1,200,940	452,737	748,203
21	IVROP Supportive Services		30-Jun-23	7,050	4,186	2,864
	Workers Compensation & ADP WIOA Participant Fees					
22	Workers Compensation WIOA Participant Fees		30-Jun-23	70,000	18,718	51,282
23	ADP Participant WIOA Processing Fees		30-Jun-23	30,000	9,258	20,742
24	Adult WIOA Supportive Services		30-Jun-23	50,000	21,242	28,758
	201/501 30% Training Expenditure FY 2022-2023					
25	Adult Vocational ITA 22-23		30-Jun-23	970,309	159,355	810,954
26	OJT One Stop Centers 22-23		30-Jun-23	600,000	24,710	575,290
27	IVROP Registered Nurse Mentorship Program XI 22-23		30-Jun-23	353,423	112,800	240,623
30	IVROP Registered Nurse Mentorship Program XII 23-24		30-Jun-24	376,000	-	376,000
28	IVROP Licensed Vocational Nurse Mentorship Program 22-23		30-Jun-23	298,683	107,036	191,647
29	Incumbent Worker Training (IWT) 22-23		30-Jun-23	250,000	582	249,418
31	Transitional Jobs 22-23		30-Jun-23	250,000	-	250,000
	Adult Work Experience(WEX) 22-23					
32	WEX-Adult Work Experience 22-23		30-Jun-23	1,200,000	225,036	974,964
33	Propath Inc. - AJCC Operator		31-Dec-23	75,000	-	75,000
34	Propath Inc. - AJCC Operator		31-Dec-22	35,100	28,200	6,900
	Carry over Obligated Training Expenditure FY 2021-2022					
35	Adult Vocational ITA 21-22		30-Jun-23	321,000	106,152	214,848
36	OJT One Stop Centers 21-22		30-Jun-23	27,500	17,170	10,330
	Adult Work Experience(WEX) 21-22					
37	WEX-Adult Work Experience 21-22		30-Jun-23	577,436	325,537	251,899
	Carry over Obligated Training Expenditure FY 2020-2021					
38	IVROP Registered Nurse Mentorship Program X 20-21		30-Sep-23	117,525	23,490	94,035
Total Funds Allocated				13,052,277	4,265,876	8,786,401
Funds available to be allocated				3,417,842		3,417,842
Grand Total				16,470,119	4,265,876	12,204,243
Percentage of Expenditures						26%