



Executive Committee Meeting

Wednesday, August 24, 2022

2799 S. 4th Street

El Centro, CA 92243

11:00 a.m.

Executive Committee 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 Executive Committee 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. Conflict of Interest Forms
2. Discussion of Agenda
 - a. Items to be pulled from Agenda
 - b. Approval of Meeting Agenda
3. Approval of Minutes
 - a. June 22, 2022.....p 2-4

ACTION AGENDA

4. Discussion/Action to approve up to six individuals to attend the California Workforce Association Meeting of the Minds Conference in Monterey, CA on September 6-8, 2022.....p 5-8

INFORMATIONAL AGENDA

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

6. Meeting adjournment



Next Executive Committee Meeting Wednesday, September 28, 2022, at 11:00 a.m.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.



MINUTES
REGULAR MEETING OF THE
WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING

June 22, 2022

11:00 A.M.

2799 South 4th Street

El Centro, CA 92243

MEMBERS PRESENT: Jason Jackson, Erik Freeman, Elvira Anaya and Timothy Kelley

STAFF: Sabrina Rubin, Jeff Burquist, Julian Davila, Francisca German, and Allison Duran

AGENDA ITEMS

1. Call to order:

The meeting called to order by ICWDB Chair Jackson at 11:10 a.m. with a quorum present.

a. Pledge of Allegiance:

Mr. Jackson led the Pledge of Allegiance

b. Conflict of Interest Forms:

Ms. Anaya stated via remotely conflict with action item 4.

2. Discussion of Agenda:

a. Items to be pulled from Agenda: None

b. Approval of Meeting Agenda:

MOTION by Mr. Freeman, Second by Ms. Anaya, to approve the meeting agenda. Motion carried.

3. Approval of Minutes for May 26, 2022:

MOTION by Ms. Anaya, Second by Mr. Kelley, to approve minutes for May 26, 2022. Opposed: None. Abstained: Mr. Freeman. Motion carried.

ACTION AGENDA

Ms. Anaya placed in waiting room

4. Discussion/Action to approve training funding expenditure plan for PY2022-2023.

Mr. Burquist reviewed the proposed PY2022 – 2023 WIOA Training Expenditure Plan, which exceeds the required 30 percent training expenditure amount for PY2022 - 2023.

MOTION by Mr. Freeman, Second by Mr. Kelley to approve the proposed PY2022 – 2023 WIOA Training Expenditure Plan, which exceeds the required 30 percent training expenditure amount. Opposed: None, Abstained: Ms. Anaya. Motion Carried.

Ms. Anaya returned from waiting room

5. Discussion/Action to approve the Internal Controls and Financial Management Policy.

Ms. Rubin reviewed the Internal Controls and Financial Management Policy.

MOTION by Mr. Kelley, Second by Ms. Anaya to approve the Internal Controls and Financial Management Policy as presented. Opposed: None, Abstained: None. Motion Carried.

6. Discussion/Action to approve the Property Management – Purchasing, Inventory, and Disposal Policy.

Ms. Rubin reviewed the Property Management – Purchasing, Inventory, and Disposal Policy.

MOTION by Mr. Freeman, Second by Ms. Anaya to approve the Property Management – Purchasing, Inventory, and Disposal Policy. Opposed: None, Abstained: None. Motion Carried.

7. Discussion/Action to approve the payment of \$12,760 for PY 2022-2023 California Workforce Association dues.

Mr. Jackson reviewed and recommended payment of \$12,760 for PY 2022-2023 California Workforce Association dues.

MOTION by Mr. Freeman, Second by Ms. Anaya to approve action item 7. Opposed: None, Abstained: None. Motion Carried.

8. Discussion/Action to approve the payment of \$2,300 in renewal membership dues to the National Association of Workforce Boards (NAWB) for PY2022-2023.

Mr. Jackson reviewed and recommended the payment of \$2,300 in renewal membership dues to the National Association of Workforce Boards (NAWB) for PY2022-2023.

MOTION by Mr. Freeman, Second by Ms. Anaya to approve action item 8. Opposed: None, Abstained: None. Motion Carried.

INFORMATIONAL AGENDA

9. Public Comment:

Mr. Kelley expressed gratitude to conference attendees. Mr. Kelley continued and inquired about additional services provided through the mobile training units program.

ADJOURNMENT

12. The meeting adjourned at 11:39 a.m. The next regularly scheduled meeting date on July 27, 2022, at 11:00 a.m.

**Imperial County Workforce Development Board
Executive Committee
Action Agenda Item 4**

MEETING DATE: August 24, 2022

ITEM: 4

SUBJECT: Discussion/Action to approve up to six individuals to attend the California Workforce Association Meeting of the Minds Conference in Monterey, CA, September 6 - 8, 2022.

FROM: Priscilla Lopez, ICWDO Director

RECOMMENDATION:

ICWDO Director recommends to approve up to six individuals to attend the California Workforce Association (CWA) Meeting of the Minds Conference in Monterey, CA on September 6-8, 2022.

BACKGROUND:

Meeting of the Minds 2022: Courageous Progress! Is all about examining ways that will ensure critical connections occur and look to strong examples of programs that lead to identified outcomes and highlight initiatives which ultimately move us into a more equitable economic ecosystem. Attendees will experience highlights from successful, innovative and strategic collaborations, programs, principals, and partnerships. This year's conference also features a Board Member Track, specifically tailored for Workforce Development Board members which will feature topics such as strategy, purpose, and what it takes to lead with courage through the new economy

FISCAL IMPACT:

\$17,000

POTENTIAL TOPICS FOR WORKSHOPS & DISCUSSION SESSIONS

If you have ideas about these topics, are experimenting with new approaches, want to tout your early successes, highlight your partnerships, show off some cool stuff...or, if you have turned your strategy into reality, read on.*

The topics are meant to be illustrative and not exhaustive of potential session topics.

*We encourage sessions conceived and presented by Workforce Board members.

WORKFORCE BOARD TRACK – Workshops Specifically for Local Workforce Board Members

- The REAL work of Workforce Boards (How is your board taking a leadership role in community development?)
- Strategic planning dos and don'ts for Workforce Boards
- Performance dashboards and other Workforce Board Tools
- Models for Assuming a Strong Community Leadership Position
- WFBs and Regional Work
- Equitable Workforce Best Practices
- Instigating or Supporting Community Forums on Key Workforce Issues
- Uncommon and Intriguing Practices of Select WF Boards
- Partnerships with your Elected Officials: Practices Worth Emulating

Race, Equity, Diversity, and Inclusion (REDI)

- What does workforce Equity mean? – for public and private sector board members, impact on labor
- Shifting Programmatic and Systemic Thinking for Equity
- Inclusive Growth: Serving Workers Who Are Being Left out and/or Left Behind
- New, ongoing, and innovative strategies to combat inequity to assist job seekers and employers
- Working with Employers to support Equity and promote Racial Equality
- Equitable hiring practices from the perspective of the Employer
- Reviewing data and accountability measures to track progress for REDI

Workforce and Economic Data & Deployment

- Industry Sector Trends
- What Should We Be Measuring? Data for Good or Data for What?
- Tracking outcomes back to strategies
- Return on Investment Models
- Using data to ensure solid program design that gets results

- LMI Tools

Work Based Learning

- Developing and Administering Career Pathways
- Apprenticeships and Pre-Apprenticeships: Developing and continuing programs during and post COVID-19
- Virtual Classrooms and Training Programs
- Expanding Work Based Learning, Internships and Other Work Experiences
- Career Pathways are Not Linear
- CTE programs that are making a difference
- How education partners play a role in a broad workforce strategy

Business Engagement

- Business Engagement and Sector Strategies
- Development programs from Sector Strategy Work and Planning
- Becoming More Demand Driven
- Coordinated Approach to Job Development
- Developing a Cross-Organizational Business Engagement Strategy
- Business as Leaders...How do they drive Strategy
- Business Engagement Outcome measures

The Future of Work

- The Future of Work: Challenges and Emerging Responses
- Making a Living: Supporting People Seeking Work but Not Jobs
- The Future of Manufacturing: What Do We Need to Know?
- Strategies for engaging remote workers
- Assisting Companies in Successful Implementation of Automation
- The Future Economy: Trends and in demand sectors after and during COVID

Going Virtual and Digital

- Recruiting in the Digital Age
- Welcome to 2022: Using Alexa, YouTube, TikTok, and other social media tools for recruitment.
- Wikipedia to Support Peer to Peer Sharing, Online Learning & More
- Best Apps for Job Seekers and Employer recruitment
- The Emerging Future of Career Exploration: Online & Other Tools
- Adult Education Reimagined

Becoming Better Partners and Collaborators

- Group Process Skills
- Designing Effective Meetings
- Models for Leading Large-Scale Change

- Creating common vision...then holding accountability

Regional Work

- Doing Regional Work That Matters
- Regional Industry Advisory Groups – strategies and best practices
- Using Regional Economic Data to be turned into program design
- Measuring regional impacts of the workforce eco-system during and post COVID
- Connecting regional strategies to local program design and delivery
- Playing to each other's strengths.

Improving Service Delivery

- Re-Opening Safely – Best Practices
- Human Centered Design: Best Practices
- What Evidenced Based Practices Tell Us for Virtual Service Delivery
- Different Thoughts and Approaches about Dealing with a multi-generational work environment.
- Integration & Alignment Within AJCCs
- L.E.A.N. Innovation and Other Quality Management Practices

Services to Vulnerable Populations

- How vulnerable are "Vulnerable" Populations?
- Increasing Employment Participation Rates for people with disabilities
- Reentry Programs that Reduce Recidivism
- Youth vs. Young Adult Program and Service Designs
- Virtual Services and strategies for serving English Language Learners
- Services and programs for Veteran Job Seekers

Work Related Topics & Mindfulness

- Mindfulness and Mental Health for Staff
- Building Resiliency in Systems and Individuals
- Employee Retention Strategies
- Finding and Retaining Talent
- Successful Onboarding for New Employees
- Boosting Morale and Productivity

CWA Meeting of the Minds Proposal Period:
Tuesday, June 21, 2022 through Friday, July 15, 2022
Proposers are encouraged to submit prior to this date.

WORKSHOP ANNOUNCEMENT BY
Friday, July 29, 2022