



Meeting Location:
2799 S. 4th Street
El Centro, CA 92243
Wednesday, August 24, 2022
12:00 p.m.

**AUGUST 2022
BOARD MEETING AGENDA**

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 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 June 22, 2022.....p 2-5

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, 2022p 6-9

INFORMATIONAL AGENDA

5. 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 WDB 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 board.*
6. Reports
 - a. Board of Supervisors
 - b. ICWDB Chair Report
 - c. Financial Statement.....p 10-12
 - d. Director's Report
 - e. Business Services Unit Report
 - f. Business and Planning Committee
 - g. One Stop Policy Oversight Committee
 - h. Youth Committee
7. Meeting adjournment



Next Meeting: September 28, 2022, at 12:00 p.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

June 22, 2022

12:00 P.M.

2799 South 4th Street

El Centro, CA 92243

MEMBERS PRESENT: Jason Jackson, Edwin Obergfell, Erik Freeman, Ruth Duarte, Elvira Anaya, Robert Rubio, Daniel Machain and Timothy Kelley

MEMBERS ABSENT: Mark Gran, Nicolas Jimenez, Darrell Pechtl, Cesar Rodriguez, Efrain Silva and Annie Taamilo

GUESTS: David Baquerizo, Adrian Gonzales, Gabriel Aguirre, Luis De La Torre, Ann Brito and Dania Luna

STAFF: Sabrina Rubin, Julian Davila, Jeff Burquist, Francisca German, Camilo Garcia, Allison Duran and Veronica Curiel

AGENDA ITEMS

1. Call to order:

The meeting called to order by ICWDB Vice-Chair Jackson at 12:08 p.m. with a quorum present.

a. Pledge of Allegiance:

Ms. Anaya led the Pledge of Allegiance

b. Conflict of Interest Forms:

Mr. Obergfell and Ms. Anaya stated via remotely conflict with action item 5.

2. Discussion of Agenda:

a. Items to be pulled from Agenda: None

b. Approval of Meeting Agenda:

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

3. Approval of Minutes for May 25, 2022:

MOTION by Ms. Anaya, Second by Mr. Rubio, to approve minutes for May 25, 2022. Motion carried.

ACTION AGENDA

4. Discussion/Action to develop and approve the nomination slate of officers for Program Year 2022 - 2023.

Mr. Burquist reviewed the nomination slate of officers for Program Year 2022 – 2023 and opened the platform to the members for additional nominations. No additional nominations received.

MOTION by Mr. Rubio, Second by Mr. Obergfell to close additional nominations for Chair. Motion Carried.

MOTION by Mr. Obergfell, Second by Ms. Duarte to close additional nominations for Vice Chair, Secretary and Treasurer Positions. Motion Carried.

5. Discussion/Action to approve training funding expenditure plan for PY 2022-2023.

Mr. Obergfell and Ms. Anaya placed in waiting room

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

Mr. Baquerizo reviewed the proposed list of trainings from agencies that have met state's requirement and availability to Imperial County.

MOTION by Mr. Rubio, Second by Ms. Duarte to approve the proposed PY2022 - 2023 WIOA Training Expenditure Plan, which exceeds the required 30 percent training expenditure amount. Opposed: None, Abstained: Mr. Obergfell and Ms. Anaya, Motion carried.

Mr. Obergfell and Ms. Anaya returned from waiting room

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

Ms. Rubin reviewed the internal Controls and Financial Management Policy. Ms. Rubin reported the policy was presented to the Policy committee and no changes were suggested.

MOTION by Ms. Anaya, Second by Mr. Rubio to approve action item 6. Opposed: None, Abstained: None. Motion Carried.

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

Ms. Rubin reviewed and reported the Policy committee recommended the policy for approval.

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

8. Discussion/Action to approve the payment of \$12,760 for PY2022 - 2023 California Workforce Association dues.

Mr. Jackson reviewed and recommended payment approval of \$12,760 in annual membership dues to the California Workforce Association (CWA) for PY2022 - 2023.

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

9. 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 payment approval of \$2,300 in renewal membership dues to the National Association of Workforce Boards (NAWB) for PY2022 - 2023.

MOTION by Ms. Anaya, Second by Ms. Duarte to approve action item 9. Opposed: None, Abstained: None. Motion Carried.

INFORMATIONAL AGENDA

10. Public comments: None.

REPORTS

- 11.a. Board of Supervisors: None.
- 11.b. ICWDB Chair report: Mr. Jackson appreciated meeting attendance and anticipates in-person meetings in July.
- 11.c. Director's Report: None.
- 11.d. Business Services Unit report: None.
- 11.e. Budget and Finance Committee: Ms. Anaya reported meeting was held and no reportable actions.

Reports continued:

- 11.f. Business and Planning Committee: Mr. Burquist provided a summary of projects in process.
- 11.g. One Stop Policy Oversight Committee: Mr. Freeman reported on projects in process.
- 11.h. Youth Committee: Ms. Anaya reported meeting was held and no reportable actions.

ADJOURNMENT

- 12. The meeting adjourned at 12:28 p.m. The next regularly scheduled meeting date on July 27, 2022 at 12:00 p.m.

**Imperial County Workforce Development Board
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

**Imperial County Workforce and Economic Development Office
Financial Statement
As of July 31, 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 per Line Item
1	Workforce Development Office Salaries (10 Staff)	30-Jun-23	684,542	23,599	660,943	3%
2	Workforce Development Office Benefits (10 Staff)	30-Jun-23	395,125	13,801	381,324	3%
3	Workforce Development Office Cost	30-Jun-23	444,745	15,734	429,011	4%
4	Workforce Development Board Salaries (5 Staff)	30-Jun-23	323,090	12,250	310,840	4%
5	Workforce Development Board Benefits (5 Staff)	30-Jun-23	197,648	5,453	192,195	3%
6	Workforce Development Board Cost	30-Jun-23	247,022	8,267	238,755	3%
7	One Stop Operational Salaries (20 Staff)	30-Jun-23	1,031,276	41,981	989,295	4%
8	One Stop Operational Benefits (20 Staff)	30-Jun-23	686,004	23,413	662,591	3%
9	One Stop Operational Cost	30-Jun-23	1,038,085	107,335	930,750	10%
10	CWA Membership Dues	30-Jun-23	12,760	-	12,760	0%
11	National Association of Workforce Boards (NAWB)	30-Jun-23	2,300	2,300	-	100%
12	SIERRA HR Hotline	30-Jun-23	10,008	-	10,008	0%
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	-	55,000	0%
18	WDB/WDO Marketing & Other Services	30-Jun-23	60,000	7,060	52,940	12%
Year Round Youth 22-23						
19	IVROP Operational Cost	30-Jun-23	992,010	-	992,010	0%
20	IVROP Work Experience/Stipends	30-Jun-23	1,200,940	20,094	1,180,846	2%
21	IVROP Supportive Services	30-Jun-23	7,050	125	6,925	2%
Workers Compensation & ADP WIOA Participant Fees						
22	Workers Compensation WIOA Participant Fees	30-Jun-23	70,000	4,774	65,226	7%
23	ADP Participant WIOA Processing Fees	30-Jun-23	30,000	-	30,000	0%
24	Adult WIOA Supportive Services	30-Jun-23	50,000	586	49,414	1%
201/501 30% Training Expenditure FY 2022-2023						
25	Adult Vocational ITA 22-23	30-Jun-23	1,126,819	-	1,126,819	0%
26	OJT One Stop Centers 22-23	30-Jun-23	600,000	-	600,000	0%
27	IVROP Registered Nurse Mentorship Program XI 22-23	30-Jun-23	353,423	28,775	324,648	8%
28	IVROP Licensed Vocational Nurse Mentorship Program 22-23	30-Jun-23	298,683	-	298,683	0%
29	Incumbent Worker Training (IWT) 22-23	30-Jun-23	100,000	-	100,000	0%
Adult Work Experience(WEX) 22-23						
30	WEX-Adult Work Experience 22-23	30-Jun-23	1,200,000	533	1,199,467	0%
31	Propath Inc. - AJCC Operator	31-Dec-22	35,100	-	35,100	0%
Carry over Obligated Training Expenditure FY 2021-2022						
32	Adult Vocational ITA 21-22	30-Jun-23	240,000	26,577	213,423	11%
33	OJT One Stop Centers 21-22	30-Jun-23	26,000	4,394	21,606	17%
Adult Work Experience(WEX) 21-22						
34	WEX-Adult Work Experience 21-22	30-Jun-23	567,436	37,452	529,984	7%
Carry over Obligated Training Expenditure FY 2020-2021						
35	IVROP Registered Nurse Mentorship Program X 20-21	30-Sep-23	117,525	18,276	99,249	16%
National Dislocated Worker Grant						
36	COVID-19 Disaster Recovery NDWG-Temporary Jobs	30-Jun-23	240,277	-	240,277	0%
Total Funds Allocated			12,505,564	409,474	12,096,090	
Funds available to be allocated			4,244,885		4,244,885	
Grand Total			16,750,449	409,474	16,340,975	
Percentage of Expenditures						2%

**Imperial County Workforce and Economic Development Office
WIOA Expenditures by Category**

FY 2021-2022 WIOA Allocation		\$ 8,012,849								
FY 2020-2021 WIOA Carryover		\$ 8,329,485								
Total Budget FY 2021-2022		\$ 16,342,334		WIOA Expenditures						
	Budget 2021-2022	Jun-22	Total 4th Qtr. Expenses	CLOSEOUT	Total YTD Expenses	Total Unexpended	Obligated	Carryover	Total	
WDO-WDB-One Stop Office Staff & Operational Cost										
1	Workforce Development Office Salaries (10 Staff)	690,297	87,078	214,659		690,297	0		-	
2	Workforce Development Office Benefits (10 Staff)	399,589	51,772	126,356		399,589	0		-	
3	Workforce Development Office Cost	414,221	50,566	93,126		318,619	95,602	95,602	95,602	
4	Workforce Development Board Salaries (5 Staff)	312,589	46,045	101,235		312,589	0		-	
5	Workforce Development Board Benefits (5 Staff)	180,578	27,817	59,897		180,578	(0)		-	
6	Workforce Development Board Cost	190,815	28,924	61,265		190,815	0		-	
7	One Stop Operational Salaries (20 Staff)	954,831	98,894	280,235		924,843	29,988	29,988	29,988	
8	One Stop Operational Benefits (20 Staff)	681,183	74,938	199,785		654,694	26,489	26,489	26,489	
9	One Stop Operational Cost	1,996,077	105,515	284,357		1,206,016	790,061	790,061	790,061	
10	EMSI Analyst Software	8,000		-		8,000	-		-	
11	CWA Membership Dues	12,760		-		12,760	-		-	
12	National Association of Workforce Boards (NAWB)	2,300		-		2,300	-		-	
13	Career EDGE - Annual License	30,000		-		30,000	-		-	
14	TalentSpace - Software License	18,000		-		18,000	-		-	
15	WDB Members, Meals, Travel, Conferences	55,000	5,632	12,802		22,505	32,495	32,495	32,495	
16	WDB/WDO Marketing & Other Services	60,000	12,353	16,004		52,790	7,210	7,210	7,210	
Year Round Youth 21-22										
17	IVROP Operational Cost	992,185	71,745	243,191	81,287	846,347	145,838	145,838	145,838	
18	IVROP Work Experience/Stipends	1,195,955	94,237	214,012	18,494	503,237	692,718	692,718	692,718	
19	IVROP Supportive Services	11,860	677	1,545		2,559	9,301	9,301	9,301	
Workers Compensation & ADP WIOA Participant Fees										
20	Workers Compensation WIOA Participant Fees	70,000	2,312	6,937		28,848	41,152	41,152	41,152	
21	ADP Participant WIOA Processing Fees	40,000	1,516	4,332		19,849	20,151	20,151	20,151	
22	Adult WIOA Supportive Services	55,000	2,562	7,870		13,335	41,665	41,665	41,665	

**Imperial County Workforce and Economic Development Office
WIOA Expenditures by Category**

	Budget 2021-2022	Jun-22	Total 4th Qtr. Expenses	CLOSEOUT	Total YTD Expenses	Total Unexpended	Obligated	Carryover	Total
201/501 30% Training Expenditure FY 2021-2022									
23 Adult Vocational ITA 21-22	964,225	42,455	89,857		257,213	707,012	240,000	467,012	707,012
24 OJT One Stop Centers 21-22	800,000	9,851	28,746		141,767	658,233	26,000	632,233	658,233
25 IVROP Registered Nurse Mentorship Program XI 22-23	376,000	6,822	21,547		22,577	353,423	353,423		353,423
26 IVROP Licensed Vocational Nurse Mentorship Program 22-23	350,000	18,816	49,220		51,317	298,683	298,683		298,683
Adult Work Experience(WEX)									
27 WEX-Adult Work Experience 21-22	1,200,000	96,746	213,373		632,564	567,436	567,436		567,436
28 Propath Inc, - AJCC Operator 21-22	31,900		-		24,150	7,750		7,750	7,750
29 Propath Inc, - AJCC Operator Jan 22- Dec 22	75,000	15,100	28,300		39,900	35,100	35,100		35,100
Carryover Obligated FY 20-21									
30 Adult Vocational ITA 20-21	100,000	5,760	7,200		48,958	51,042		51,042	51,042
31 OJT One Stop Centers 20-21	54,000		-		39,688	14,312		14,312	14,312
32 IVROP Registered Nurse Mentorship Program X 20-21	317,033	16,700	50,433		199,508	117,525	117,525	0	117,525
33 Small Business COVID-19 Layoff Aversion Grant	40,053		-		-	40,053		40,053	40,053
Adult Work Experience(WEX)									
34 WEX-Adult Work Experience 20-21	292,000	939	3,525		189,552	102,448		102,448	102,448
Carryover Obligated FY 19-20									
35 Adult Vocational ITA 19-20	121,000	2,630	13,148		51,391	69,609		69,609	69,609
COVID-19									
36 Underserved-Impacted Individuals	23,465		-		-	23,465			
National Dislocated Worker Grant									
38 COVID-19 Disaster Recovery NDWG-Temporary Jobs	275,000		1,695		34,723	240,277	240,277		240,277
			-		-	-			
Funds pending to be allocated	2,951,418		-		-	2,951,418		2,951,418	2,951,418
Total	16,342,334	978,400	2,434,650	99,781	8,171,876	8,170,458	1,878,444	6,268,548	8,146,992