



## KINGS COUNTY JOB TRAINING OFFICE

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DIRECTOR

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**Workforce Development Board**  
Kings County Government Center  
Human Services Agency, Cedar Room  
1400 W. Lacey Blvd., Building #8  
Hanford, CA 93230  
May 3, 2018  
10:00 a.m.

### Minutes

#### Members Present

Nancy Silva, Chairperson, Silva Dental  
Ronny Jungk, IBEW Local 100  
Robert Kleyn, California Department of Rehabilitation  
Kenny Lavinder, Carpenters Local 1109  
Wendy Lomeli, Employment Development Department  
Janet Long, Bank of the West  
Mae Lee, Proxy for Dan Ramirez, Proteus

#### Staff Present

John Lehn, Director  
Cobi Revious, Fiscal Analyst III  
Jessica Cervantes, Executive Secretary

#### Guests Present

Yvette Olivera, KARELink

#### Call to Order/Introduction

Chairperson Nancy Silva called the meeting to order at 10:12 am. Introductions were made.

#### Approval of Minutes

M/S/C Kenny Lavinder/Wendy Lomeli to approve the minutes of the March 1, 2018, Workforce Development Board meeting.

#### Public Comment

None

#### Reports

- **Career Center Usage Report**, Director Lehn discussed the March 2018 Career Center Usage Report. There was an increase in customer visits, which can be contributed to increasing online job listings.
- **Workforce Innovation and Opportunity Act Fiscal and Procurement Report 2017-2018**, Director Lehn explained that a Fiscal and Procurement Report is an annual review of financial transactions, policies and WIOA expenditures. There were no findings in this report, and it was issued as a preliminary and a final report.
- **Workforce Innovation and Opportunity Act Annual Onsite Compliance Report 2017-2018**, Director Lehn explained after the monitor completed the on-site review no findings were reported. Upon receipt of the report, a single finding was noted, requiring an annual on-site

review of subcontractors to ensure compliance with non-discrimination and equal opportunity provisions of the law. Formal documentation needs to be complete for each subcontractor and presented upon audit. The state has not generated a form for subcontractor monitoring. As many workforce groups use the same subcontractors the Regional group Kings County belongs to, the group is collaborating to design a monitoring tool and to coordinate the required monitoring.

- **Projected Fiscal Year 2018-2019 Allocations**, Director Lehn discussed the Funding Allocations for Adult, Dislocated and Youth. There is a slight increase in funds for fiscal year 2018-2019. The funding amounts for Rapid Response have not been issued.

### **Hallmarks of Excellence Certification**

Director Lehn explained the purpose of Hallmarks of Excellence is to encourage improvements of the America's Job Centers of California (AJCC) System. Eight Hallmarks were rated on a scale from 1-5, and a continuous improvement plan was developed for each hallmark. Director Lehn provided a brief description of each Hallmark of Excellence. The collective ranking for the Hallmarks of Excellence was 29, with each Hallmark rated at or above a 3, which meets state standards.

M/S/C Janet Long/Robert Kleyn to authorize Chairperson Nancy Silva to sign the Hallmarks of Excellence Certification and submit to the state.

### **Consider Dissolution of Youth Council**

Director Lehn explained the Workforce Investment Act (WIA) required a Youth Council be formed with certain community groups being represented. The Workforce Innovation and Opportunity Act (WIOA) does not require a formalized Youth Council, as long as there is a mechanism to receive input on matters relating to WIOA Youth Programs. There are several groups in the community that address specific youth matters. During the last Youth Council meeting, the dissolution of the Youth Council was recommended by its members to reduce system duplication.

M/S/C Ronny Jungk/Kenny Lavinder to approve the dissolution of the Youth Council Board.

### **Consider Kings County Workforce Development Board Bylaws Revision**

Director Lehn explained minor updates were made to the Workforce Development Board bylaws.

M/S/C Janet Long/Wendy Lomeli to approve the revised Kings County Workforce Development Board bylaws.

### **Memorandum of Understanding with Non-Collocated Partners**

Director Lehn explained a Memorandum of Understanding (MOU) has been completed for all workforce system partners who occupy space at the One-Stop Job Center. An additional document will be prepared for partners who do not have a presence in the One-Stop Job Center. The Memorandum of Understanding with Non-Collocated Partners will reflect a monetary value to the services provided. These numbers have not yet been received. As the MOU is due June 30, 2018, it is recommended to give Chairperson Nancy Silva the authority to review the final MOU and if it seems reasonable, to sign the MOU with Non-Collocated Partners.

M/S/C Kenny Lavinder/Ronny Jungk to authorize Chairperson Nancy Silva to review the Memorandum of Understanding with Non-Collocated Partners and if reasonable to sign and submit to the state.

### **Election of Officers**

The current Workforce Board Bylaws provide for an annual election of officers at a meeting preceding the end of the fiscal year, with an effective date of July 1 of that year. Officers consist of a Chairperson and a Vice Chairperson. The Chairperson must be a business representative.

Janet Long nominated Nancy Silva as Chairperson; Second: Kenny Lavinder. Vote was unanimous.

Nancy Silva nominated Janet Long as Vice Chairperson; Second: Ronny Jungk. Vote was unanimous.

### **Economic Development Report**

Director Lehn reviewed the report, and focused on the current prospects and successful projects.

### **Member Roundtable**

Yvette Olivera – is the Housing Navigator for the KARELink Program, she is currently acting as the Job Developer. Yvette’s goal is to become involved with workforce and to make appropriate referrals.

Yvette works with individuals 18 years of age or older who are eligible for Medi-Cal, Mental Health, or substance use disorder/chronic health issues.

Kenny Lavinder – Constructions work is anticipated to increase due to the high-speed rail project.

Wendy Lomeli – EDD just announced the availability of discretionary funds under Wagner Peyser for Deaf and Hard of Hearing Services.

### **Unemployment Rate**

Chairperson Nancy Silva – provided the current unemployment rate for March 2018, at 9.2%. This is down from March 2017 rate of 11.2%.

	March 2017	February 2018 Revised	March 2018 Prelim
Labor Force	57,500	58,000	57,500
Employed	51,100	52,300	52,200
Unemployed	6,400	5,700	5,300
Rate	11.2%	9.8%	9.2%

### **Public Comment**

Director Lehn reported the New Economic and Workforce Development Director Lance Lippincott, will assume the position on June 4, 2018.

### **Adjournment**

The meeting was adjourned by Chairperson Silva at 11:16 am.