

## Employment Connection Council (ECC) Minutes May 17, 2021

### f In Attendance

**Designees:** Robert Kleyn (Chair), Carla Calhoun, Victoria Guzman, Jennie Bautista, John Werner, Lori Morton, Tami Olson, Johnna Schengal, Michelle Engle-Silva, Misty Bond, Christina Garza **WIB Staff:** Adam Peck, David McMunn, Edith Hernandez (facilitator), Elizabeth Dodd (scribe), Nicola Wissler, Ryan Leasure, **Partner Staff & Other:** Lourdes Luviano, Craig Plath, Maria Guerrero, Johnathon Thompson, LeaAnn Price, Martha Guerra, Lola Balandran,

1) **CALL MEETING TO ORDER:** Mr. Kleyn called the meeting to order at 10:00 am. He also recognized Misty Bond, the new designee for Porterville Sheltered Workshop (PSW), as Mr. Brown has retired.

2) **PUBLIC COMMENTS:** None

3) **CONSENT ITEMS –**

a) Approve November 17, 2021, Employment Connection Committee Meeting Minutes

Carla Calhoun motioned to approve the consent items. Carla's motion was second by Tami Olsen. The motion carries by a unanimous vote. There were no abstentions or no votes.

4) **ONE-STOP OPERATOR (OSO) ITEMS**

Edith Hernandez

a) **Employment Connection Employee Handbook**

The manual's past use was for onboarding new co-located staff at the Employment Connection. Over time, we have gotten away from using it. The handbook is a great way to show our values as a system when onboarding staff. It is the goal to serve our customers with consistency throughout our system. We are currently updating the manual and need your input. We are working to have the handbook updated and ready for review and a possible vote on May's agenda. *Q. Jennie Bautista: Who will implement the handbook with new staff? A. The WIB is currently working on a new staff orientation; the handbook is part of the new staff packet.*

b) **Employment Connection Partner MOU**

Our Memorandum of Understanding renewal is every three years. In this manner, we have started the process to update and renew ours for July 1, 2022, thru June 30, 2025. We have some updates and potential new partners. New potential partners are Lindsay and Farmersville Adult Schools. Sections added to the Memorandum of Understanding are Branding Guidance, One-stop Operator Role, Methods of Referring Customers, Opportunities for Continuous Improvement, and Grievance and Complaint Resolution. The areas for partners to update are Employment Connection Consolidated Budget, Employment Connection Partner Services Matrix, and Additional Partner Description specific to Employment Development Department, Tulare Works, and Title IV. Edith will reach out to schedule informational meetings regarding updates. Partner updates are due on Monday, April 4, 2022. The Updated Memorandum of Understanding goes on the Workforce Investment Boards' Full Board Agenda scheduled for Wednesday, April 20, 2022. Once approved, the Memorandum of Understanding will be ready for signatures.

c) **America's Job Center of California (AJCC) Certification Continuous Improvement Plans for the Employment Connection Comprehensive and Affiliate Centers in Tulare County**

We received certification from the state for both comprehensive and affiliate sites (Dinuba, Porterville, Tulare, and Visalia). Each site was individually certified on its own merits. A continuous improvement plan is a mandatory part of the state's certification process. A plan was formed by understanding each area's strengths and

weaknesses. In today's agenda packet is a copy of the improvement plan. It has outlined specific goals for each site and the complete system. We have three years to work on plan improvement. WIB Staff will reach out to key staff members to go over the plan goals and plan improvement goals.

## 5) DISCUSSION/INFORMATION ITEMS

### a) WIB Executive Director Report

Adam Peck

Mr. Peck introduced Employment Development Department's new Employment Connection Committee member, Christina Garza. Christina represents Employment Development Department as Title III Wagner-Peyser, Jobs for Veterans State Grant (JVSG), and Trade Adjustment Assistance Act (TAA). The Federal Government continues to work on the fiscal budget for the Federal budget year 21-22, which began October 1, 2021. For now, we operate with continuing resolutions.

### b) Business Services Updates

John Gonzales

- From July 1, 2021, to December 31, 2021, the Employment Connection and Youth Program staff at all four locations have provided 1,305 Core WIOA Services to 718 unique business establishments. The numbers remark the benefit our expanded Business Services Team has on our business community.
- The Rapid Response fiscal year began on April 1, 2021. From April 1, 2021, through December 31, 2021. Tulare County had thirteen local businesses and seventy-three employees affected by business closure/layoff or planned future closure/layoffs. Of those, the Rapid Response Team provided services to six local companies and sixty-one affected employees.

The Rapid Response Team has provided Seventy-three Rapid Response orientations; sixty-five were bi-weekly pre-scheduled Zoom visits. These Zoom meetings are for the public that may have been affected by a layoff. We have an upcoming Rapid Response for Bueno Beverage that will lay off forty employees. On March 3, 2022, the Visalia Employment Connection will host a job fair for those affected employees.

- The WIB recently accepted funds from Tulare County to administer the funds for the California Micro-Business CoViD-19 Grant Program. This funding assists businesses with fifty thousand dollars or less in revenue in 2019, less than five full-time employees, and could not have received a California CoViD-19 Small Business Relief Grant prior. We are looking at awarding two-hundred businesses with two-thousand five hundred dollars. The grant application begins on April 1, 2022, and closes on June 30, 2022.

### c) Employment Connection Center and OSO Reports

Handouts

The reports are in the ECC Meeting Packets emailed to ECC Designees for the meeting.

## 6) ROUNDTABLE DISCUSSION

Robert Kleyn

**Jennie Bautista – WIB** — The WIB is working on a structure for onboarding and training new Employment Connection and Co-located Partners staff members. Once we get a formal draft, we will bring it to this group for feedback. The goal is to provide new staff with needed and not overwhelming information for their first ninety days.

**Larriann Torres – Porterville Adult School (PAS) Via Ms. Olsen** - Porterville Adult School's online registration is open for the following classes medical assistant, nurse assistant, and surgical technologist. The courses start this coming fall. CTE Student recognition is February 22, 2022, and a Taco-Tuesday Luncheon all are welcome to join. Porterville Adult School is working on a joint in-person job fair at the Porterville College Campus that will also have campus tours available for adult school students.

**Tammy Olsen – Visalia Adult School (VAS)** — Visalia Adult School classes scheduled to end this February are CNA, beginning electrical & PLC, and Construction. Basic Electric, PLC, and Google Basics Classes start on March 1, 2022. Basic Electric is a night & day class, PLC is a day class, and Google Basics is a night class. Summer registration starts at the end of March, and Fall registration starts Mid-April. Information on classes is on the Employment Connection Newsletter.

**Johnna Schengal – College of the Sequoias (COS)** — College of the Sequoias will bring two new CTE state-of-the-art Training buildings to our Tulare Campus. We are finishing our plan with the architect and scheduled to break ground in January. We will move programs from our Annex in downtown Tulare and Visalia Campus. We are happy

to Announce a new Hybrid Auto Mechanic Course. We are also looking at opening up campus days and times to include some weekends to meet the needs of our students. We are starting a part-time nursing program. The program's design is to help working students continue their education in the nursing field.

**Christina Garza – Employment Development Department (EDD)** — We hired U.I. Navigators for each office. U.I. Navigators are Workforce Services Employees and will be limited to providing general U.I. information only. Navigators are in-person and work Monday - Friday.

**Lori Morton – Tulare Adult School (TAS)** — Tulare Adult School is currently holding orientations for our Medical Programs. The Medical Assistant Course begins this fall. Our Summer CNA course has orientations scheduled on March 21st, 22nd, 28th, and 29th. The TEAS test is coming up in March for those wanting to enter the Vocational Nursing Program. The Vocational Nursing Program starts in the fall. We will also have a Welding Course this summer.

**7) ECC Meeting Dates – 2022**

May 19, August 18, November 17

**1) ADJOURN 11:17 am**