

**SILICON VALLEY**  
WORKFORCE  
INVESTMENT  
NETWORK

**OPERATIONS COMMITTEE MEETING  
MINUTES**

**Thursday, March 2, 2006**

Morning Session 11:30 a.m.

San Jose One Stop  
Board Room  
1775 Story Road  
San Jose, CA 95122  
408.928-1300  
[www.svwin.org](http://www.svwin.org)

**Rick Deraiche, Committee Chair**  
**Rose Amador, Committee Vice Chair**  
**BJ Sims, Committee Secretary**  
**Angela Cipperly, Committee Staff**  
**Mahealani, Committee Staff**

## OPERATIONS COMMITTEE MEETING

March 2, 2006

### MINUTES

#### **I. Roll Call**

Chair Rick Deraiche called the meeting to order at approximately 11:40 a.m. Committee Staff Member, B.J. Sims, took roll and announced a quorum was present. Member attendance were: Rose Amador, Sue LaForge, Kathy Ricossa, Thaddeus Campbell, Mark Novak, Joe Flynn, Dennis Mills, Rick Deraiche and Deborah Sweeny.

#### **II. Opening Remarks**

The Chair read opening remarks.

#### **III. Public Comments**

No public comments were made.

#### **IV. AGENDA ITEMS**

##### **A. Old Business**

##### **1. Approval of Minutes of January 5, 2006**

Motion made to approve minutes as corrected: Rose Amador

Seconded by: Rose Amador

Motion carried: Joe Flynn

##### **B. New Business**

##### **1. Pubic Sector Study**

*Angela Cipperly, SVWIN One Stop Manager, Josh Williams, Project Director, Godbe and Associates*

Informational study report on local area public sector employment trends to identify current, and projected demand occupations in City, County, State and Federal public sectors over the next 10 years, in the Tri-County area.. Also the skills and education required to fill these demand occupations. The fields of interest included education (primary and secondary), public safety, criminal justice and general municipal services.

Operations committee would like to pursue the public sector for the next agenda for the Board participation to assist in the possible creation of an Academy or Charter School for the Public Sector.

2. **Needs Related Payment**

*Chris Donnelly, SVWIN Assistant Director*

Needs Related Payments are considered a training stipend or allowance and not an entitlement and must be necessary to the success of the participant's training plan and beyond the ability of the participant to pay.

Needs Related Payments shall be provided to participants on the basis of a documented financial assessment, individual circumstances, the absence of other resources and funding limits and must be clearly and thoroughly documented as reflected on the Needs Related Payment determination forms and in the clients file.

Approval for \$8,000.00 cap, has been allocated for clients that are in training and their funds have been exhausted from the following:

- Does not qualify for, Temporary Assistance for Needy Families and Trade Adjustment Assistance
- Must be enrolled in a program of training services under WIA section 134 (D) (full-time (20 hour week) in non-wage paying vocational skills training) by the end of the 13<sup>th</sup> week after the most recent layoff that resulted in the determination of the worker's eligibility as a dislocated worker; or, later, by the end of the 8<sup>th</sup> week after the worker is informed that a short-term layoff will exceed six months; or,
- Unemployed; and did not qualify for unemployment compensation or trade readjustment allowance under TAA or NAFTA
- Poverty level

3. **Performance Outcomes Status Report**

*Chris Donnelly, SVWIN Assistant Director*

WIA Performance Outcomes for the 1st Quarter indicated that we have met 14 out of 15 outcomes.

4. **On-the-Job Training (OJT) Contracts Update**

*Chris Donnelly, SVWIN Assistant Director*

- Valley Medical Customized Training-3 participants are currently in the Customized Training Program for CLS.(Clinical Lab Scientist)
- County of Santa Clara-9 clients in program. 3 hired at Alzheimer's' Day Care, 2 hired at chiropractor, Dr. Hoewisch, 1 at Ramada Inn, 1 at dental office, 1 at Pandera Bread, and 1 at financial office.

- Kaiser Customized-15 participants graduated on July 12. Kaiser hired 10 participants and 5 other participants took placements with other health care organizations.
- Valley Medical OJT-15 new positions for Phlebotomy, Clinical Lab Specialist and Pharmacy Technicians.
- Gilroy Unified School District-5 positions for bus drivers and final draft is at CAO for review.
- Conservation Corp-Contractor developing OJT outlines.
- Real Pros-Application in review by Business services. Met with contractor who will contact us when he has developed more completed outline.
- Landmark Protection-Contract at Paul's desk for transmittal signature.

5. **Branding and Marketing Outreach Consultancy**

*Pat Davis, Pat Davis Associates*

Phone conference was held with Pat Davis and Operation Committee members discussing the following:

1. Customer Survey will be redone, contacting different employers.
2. More diversified ad is being worked on.
3. Poster Ad's placed on buses.
4. Working on radio advertisements.
3. Preparing presentation for the SVWIN Board meeting.

6. **San Jose One Stop Relocation Update**

*Jeff Ruster, SVWIN Executive Director*

Board members approved the move to the Park moor and Race building. We are making progress with the City Attorney's Office and the planned date for our move is the end of June to mid July. Grand Opening for the Park moor office is in the planning stages for the month of August or September 2006.

7. **Rapid Response**

*Ray McDonald, SVWIN Rapid Response Manager*

- Agnew closing 2007-project lay-off of 200  
Kaiser and the Regional Rapid Response Team will hold a Job Fair
- Paul Swanson (auto dealership) in Los Gatos will be closing

In partnership with NOVA and the Labor Union (Steve Preminger) are meeting to discuss WIA's Rapid Response Program in June 06.

**8. Set Agenda Items for Next**

- Public Sector, next steps
- One Stop Relocation
- Bio Science Study
- Update Mobile Training Unit

**9. Announcements**

No announcements at this time.

**10. Next Meeting**

May 4, 2006, 11:30am at the San Jose One-Stop.

**11. Adjournment**

Motion made to adjourn meeting: Rose Amador

Seconded by: Sue LaForge

Meeting adjourned at approximately 12:45 pm