



# SPECIAL MEETING OF THE MONTEREY COUNTY WORKFORCE DEVELOPMENT BOARD AGENDA PACKET

Wednesday, September 13, 2017  
8:30 a.m. – 10:30 a.m.

Monterey-Salinas Transit  
19 Upper Ragsdale Drive, Suite 100  
Monterey, CA 93940

Documents related to agenda items that are distributed to the WDB less than 72 hours prior to the meeting shall be available for public inspection at 1441 Schilling Place, North, Salinas, CA or visit our website at [www.montereycountywdb.org](http://www.montereycountywdb.org). Documents distributed to the WDB at the meeting by County staff will be available at the meeting; documents distributed to the WDB by members of the public shall be made available after the meeting.

ALTERNATE AGENDA FORMATS: If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may make these requests to the Secretary to the WDB at (831)796-6434.

## NOTICE TO THE PUBLIC

Good morning, my name is Erik Cushman and, in my capacity as Chair of the Workforce Development Board, I welcome you to the Special Meeting of the Workforce Development Board meeting of September 13, 2017.

Members of the public who wish to address the Board should identify themselves and state their name for the record. You should complete a blue Comment Card located near the door, prior to making comments, and hand it to the designated Workforce Development Board staff member.

Copies of the agenda have been placed on the table near the door for your convenience.

The procedure for this meeting is as follows:

- The Committee Secretary will verify quorum; the Chair will read the opening remarks.
- Members of the public wishing to make a comment on an item that is not on the agenda will be given two (2) minutes each to comment.
- Workforce Development Board staff and/or Board Members will present recommendations for each action item on the agenda.
- Board members may ask questions of Workforce Development Board Staff and other Board Members.
- Members of the public wishing to make a comment on an agenda item will be given two (2) minutes each to comment.
- The Board may take action on any item designated as an action item.
- Workforce Development Board members may only discuss items listed on the Agenda pursuant to the "Brown Act." With respect to non-agenda items raised by the public, Workforce Development Board members may calendar them for a future meeting, may briefly respond, or may request clarification from the member of the public but, to remain in compliance with the Brown Act, they may not address non-agenda items raised by the public in a substantive or in-depth manner.



1441 Schilling Place, North  
Salinas, CA 93901

(831) 796-6434  
[www.montereycountywdb.org](http://www.montereycountywdb.org)

**WDB Members:**

*Erik Cushman,*  
WDB & Executive Chair

*Mary Ann Leffel,*  
WDB 1<sup>st</sup> Vice Chair

*Paula Calvetti,*  
WDB 2<sup>nd</sup> Vice Chair

Al Davis  
Andy Hartmann  
Brian Turlington  
Cesar Lara  
Cresencio Diaz  
Harbhajan "Harvey" Dadwal  
Jay Donato  
Kimberly Schnader  
Mary Adams  
Mimi Laurent  
Salvador Muñoz  
Sandy Chamberlain  
Sherry Farson  
Steve MacArthur  
Dr. Walter Tribbley  
Wendy Brickman  
Wesley Van Camp  
Dr. Willard Clark Lewallen  
Yuko Duckworth

**Special Meeting of the Monterey County  
Workforce Development Board**  
Monterey-Salinas Transit, 19 Upper Ragsdale Drive, Suite 100  
Monterey, CA 93940

**Wednesday, September 13, 2017; 8:30 a.m.**

**Teleconference Locations:**

Member Supervisor Mary Adams will participate by teleconference from  
168 W. Alisal Street, 3<sup>rd</sup> Floor, Room #3059, Salinas, CA  
Member Wendy Brickman will participate by teleconference from  
395 Del Monte Center, Suite #250, Monterey, CA

**AGENDA**

<b>CALL TO ORDER/INTRODUCTIONS:</b>	Erik Cushman, Chair
<b>CHANGES TO AGENDA:</b>	
<b>PUBLIC COMMENT: (Limited to 2 minutes per person)</b>	
1. Receive the Ad Hoc Selection Panel's recommendation on the appointment of Christopher Donnelly, current Interim Executive Director, as the Executive Director of the Monterey County Workforce Development Board.	Erik Cushman
2. Appoint or decline to appoint Christopher Donnelly as the Executive Director of the Monterey County Workforce Development Board.	Erik Cushman
<b>ADJOURNMENT:</b>	Erik Cushman
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# MEMORANDUM

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TO: MONTEREY COUNTY WORKFORCE DEVELOPMENT BOARD

FROM: IRMA RAMIREZ-BOUGH, DIRECTOR OF MONTEREY COUNTY HUMAN RESOURCES *IRB*

SUBJECT:

- a. Receive the Ad Hoc Selection Panel's Recommendation on the appointment of the Executive Director of the Workforce Development Board
- b. Appoint or decline to appoint Christopher Donnelly to the position of the Executive Director of the Monterey County Workforce Development Board

DATE: SEPTEMBER 11, 2017

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## SUMMARY

At the request of the Monterey County Workforce Development Board, the Monterey County Human Resources Department conducted an extensive recruitment for the position of Executive Director of the Workforce Development Board. The position was advertised nationally, including with the National Association of Workforce Development Boards and the California Workforce Association. Members of the California Workforce Association, which includes professionals in workforce development, were notified individually of the job announcement. The recruitment was opened on April 20, 2017 and had a final filing date of June 19, 2017. Fifteen applicants applied for the position. Application materials were screened by current and former Workforce Development Board Executive Directors from other counties to ensure knowledgeable and expert evaluation of qualifications. Only the most qualified were invited to participate in the interview process.

On August 2, 2017, the Workforce Development Board appointed an ad hoc selection panel comprised of five Board Members to serve on the interview panel. The Selection Panel conducted interviews of the two qualified candidates on August 25, 2017. The panel recommends Christopher Donnelly for the following reasons:

Mr. Donnelly has over 20 years of experience with workforce development activities and Workforce Innovation and Opportunity Act programs, including board management and resource leveraging. He has in-depth knowledge of partnering with WDB members, organized labor and the public. He also has thorough understanding of the challenges facing Monterey County Workforce Development Board in providing workforce development services to the Monterey County public.

As the Interim Executive Director, he served as the regional lead for workforce development programs for the Coastal Region, including Santa Barbara, Santa Cruz, and San Benito counties. These programs include regional Training, the Slingshot Initiative, Prop 39 Pre-Apprenticeship, and Health Care Apprenticeship. As Interim Executive Director, Mr. Donnelly prepared submissions of both fiscal and program reporting to the State Workforce Development Board and the Employment Development Department. Throughout his career, he has developed workforce development programs, demonstrating ability to adapt to the new Workforce Innovation and

**BUSINESS ITEM #1**

Opportunity Act legislation. He is recognized as an effective, solution-oriented strategic thinker who possesses the ability to effectively drive processes and motivate cross-functional teams.

**RECOMMENDED ACTION**

Approve the appointment of Chris Donnelly to the position of Executive Director of the Monterey County Workforce Development Board