



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Social Services
Department No.: 044
For Agenda Of: 8/25/09
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Kathy Gallagher, 681-4451
Director(s)
Contact Info: Raymond McDonald, 681-4446

SUBJECT: Appointment of Members to the Workforce Investment Board (WIB)

County Counsel Concurrence

As to form: N/A

Auditor-Controller Concurrence

As to form: N/A

Other Concurrence:

As to form: N/A

Recommended Actions:

That the Board of Supervisors: Appoint the individuals listed to serve on the Santa Barbara County Workforce Investment Board for the terms indicated on the attached roster.

Summary Text:

The Santa Barbara County Workforce Investment Board (WIB) is mandated by the Federal Workforce Investment Act (WIA), Public Law 105-220. The WIB Members are volunteers who serve without pay, and are nominated in various ways, as described below; but are appointed by the County Board of Supervisors, functioning at the "Chief Local Elected Official" as prescribed by WIA. Members serve for specific terms and may be reappointed upon the recommendation of the WIB Nominating Committee.

The attached list contains the names, organizations, and sector representing of two new members who will serve their first term.

Background:

The WIB develops workforce policy for the county, and oversees the operation of the two One-Stop Career Centers, and the employment & training programs for youth, recently laid-off workers, and unemployed adults. In addition, the WIB fosters a working relationship with the business community to assist it with current labor market information and other workforce intelligence, such as industry sector initiatives and research. Finally, the WIB appoints a Youth Advisory Council (YAC) that may include

WIB members as well as others from the community; and the YAC advises the WIB on youth program issues, and recommends the selection of youth program training providers.

The WIA mandates: (a) some specific groups/sectors that must be included on the WIB; (b) the nominating methodology for membership; and, (c) the role of the CLEO in appointing members. WIB membership is reviewed annually by the State.

Specific Membership. The WIA stipulates “Mandated Partners” who must serve on the WIB. These Mandated Partners are a local economic development representative, the private sector (business community), local labor organizations, the State Employment Service (job service, unemployment insurance, Veterans services, and NAFTA trade programs), the County Welfare Department, the Local Education/Adult Ed & Literacy/Postsecondary Education community, the local Area on Aging Agency, the Community Service Block Grant recipient, the Department of Rehabilitation, the local HUD programs recipient, the local Native American program, and the local migrant services program provider. In addition, the WIA requires that the majority of the WIB be private sector members, and that the Chair be selected from the private sector members by the entire WIB. Finally, California State law requires that 15% of the WIB membership be Labor Representatives.

Membership Nominations. Members are nominated to serve on the WIB, as prescribed by the Federal Act, either by virtue of the position they hold (e.g., CSBG recipient, EDD Manager, Welfare Director) or they are selected by the group they “represent” such as the Central Labor Council nominates Labor Representatives, the local Chambers of Commerce nominate business members, the Community College(s) select their representative. In addition, the WIB Nominating Committee, and Executive Director, is constantly recruiting new candidates to ensure that the local economy and community is well-represented. The WIB Executive Director meets with candidates prior to submitting their name to the Board of Supervisors, to ensure they understand the goal, mission, and responsibilities of the WIB. The WIB Nominating Committee endorses reappointment of members prior to submitting names for another term of service.

Role of the CLEO. Because the Chief Local Elected Official, as designated by the State of California and prescribed by the WIA, has fiduciary responsibility for funds received, the WIA stipulates that WIB Members must be appointed by the CLEO. In Santa Barbara County the CLEO is the Board of Supervisors, and the Chair of the Board of Supervisors must sign (often co-signs) such documents as the Five Year Strategic Plan, that lays out the goals, objectives and program design of the local workforce system. The stated intent of the WIA is to foster a “public/private” partnership between the CLEO (government) and the private sector led WIB. Consequently, all nominees and re-nominees to the WIB must be appointed by the Board of Supervisors.

New Appointees

Because of a change in State legislation requiring an additional mandated member from the Labor Sector serve on local WIBs, Chuck Huddleston has been nominated to serve on the Santa Barbara County WIB by the Building & Construction Trades Council.

Karen Aldridge represents the private sector healthcare industry; which is a high growth industry sector in Santa Barbara County, and therefore she was recruited to serve on the WIB.

Finally, it should be noted that with a number of new activities and initiatives in the workforce area, some resulting from the nationwide economic downturn, and the recent passing of the American Recovery & Reinvestment Act (ARRA) it is imperative that the WIB have the membership—and

“voices” representing the critical sectors—in order to effectively serve the residents of Santa Barbara County with a world class workforce system.

Performance Measure: N/A

Fiscal and Facilities Impacts: N/A

Budgeted: Select_Budgeted N/A

Fiscal Analysis: N/A

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal			
Fees			
Other:			
Total	\$ -	\$ -	\$ -

Narrative:

Staffing Impacts:

Legal Positions:

FTEs:

Special Instructions:

Upon approval, please return one (1) copy of the minute order, attention: Adrienne Brooks, WIB AOP II, Department of Social Services, 234 Camino del Remedio, Santa Barbara.

Attachments:

List of Appointees to the Santa Barbara Workforce Investment Board.

Authored by:

Raymond L. McDonald, WIB Executive Director

cc:

**Appointments to the Workforce Investment Board (Statutory Reference 117
(b), 121(b))**

Category	Name	Organization	Term To Expire
Labor Sector	Chuck Huddleston	Local Union 413, IBEW (International Brotherhood of Electrical Workers)	8/31/2012
Business Sector	Karen Aldridge	Cottage Health System	8/31/2012



WORKFORCE INVESTMENT BOARD

Membership Application and Disclosure Statement

Section 1

(To be completed by individual interested in membership on the Workforce Investment Board)

Chuck Huddleston
(Name)

Business Manager / Financial Secretary
(Business Title)

Local Union 413, IBEW (International Brotherhood of Electrical Workers)
(Employer/Firm Name)

100 Thomas Road, Buellton, CA
(Business Address)

93427
(Zip Code)

Chuck413@verizon.net
(Email Address)

(805) 688-8083
(Business Phone Number)

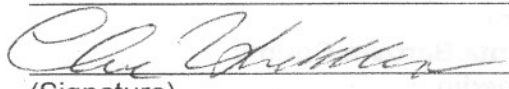
Statement of Interest: Please state briefly your interest in employment and training programs.

I've always advocated for education and training to gain employment opportunities for myself and others. My position at Local Union 413 has everything to do with training and employment.

Community Services: Please list boards, commissions, committees, and organizations on which you presently serve or have served and indicate office(s) held.

See attached list

To help preclude a potential conflict of interest, also please list any organization with which you are affiliated, which may contract with the Workforce Investment Board employment and training services.


(Signature)

May 1, 2009
(Date)

ADDITIONAL INFORMATION: You may attach a **RESUME** to supplement the questionnaire. Additional pages providing pertinent data may be enclosed to assist in the evaluation process. Should you need any assistance or have any questions concerning this application, please call Raymond McDonald at (805) 681-4446.

Education and Training: Please list post-secondary education/training, including relevant professional or vocational licenses or certificates.

Institution	Address	Degree/License Or Certificate
see attached		

Please check and complete one category that qualifies You for membership on the Workforce Investment Board

☐ **Private Sector Business Representative** (If yes, check all that apply)

- ☐ Owner
- ☐ Chief Executive or Chief Operating Officer
- ☐ Executive with Substantial Management or Policy Responsibility
- ☐ Minority Business
- ☐ Small Business*
- ☐ Other Specify _____

☒ **Public Sector Representative** (If yes, check all that apply)

- ☐ Educational Agency: ☐ Public ☐ Private
- ☐ Public Employment Service
- ☒ Organized Labor
- ☐ Rehabilitation Agency
- ☐ Economic Development Agency
- ☐ Community Based Organization **
- ☐ Other Specify _____

* Private for profit enterprise employing 500 or fewer employees

** Private non profit organization which represents a significant segment in the community and which provides job training services.

RETURN OF APPLICATION: Please return your application, upon completion to:

Raymond McDonald
Executive Director
Workforce Investment Board of Santa Barbara County
234 Camino Del Remedio
Santa Barbara, CA 93110



Community Services:

Current:

Chairman	Santa Barbara County Electrical Workers Health Trust
Chairman	Central California IBEW/NECA Pension Trust
Chairman	Santa Barbara County Joint Apprenticeship Training Ccommittee
Secretary	Santa Barbara County Labor-Management Cooperation Committee
Trustee	Santa Barbara County Electrical Training Trust
Trustee	Rodney C. Bond Scholarship Fund
Member	President's Circle – Alan Hancock College
Vice President	California State Association of Electrical Workers
Delegate	Tri-Counties' Building & Construction Trades Council
Delegate	Tri-Counties Central Labor Council
Member	Southern Joint Conference of Electrical Workers
	Part time Training Director for the JATC

Past:

President	Local Union 413 IBEW Executive Board
Vice-President	Local Union 413 IBEW Executive Board
Member	California State Association of Electrical Workers Executive Board
Asst. Treasurer	Christian Lighthouse Center Assembly of God Church – Nipomo

Education and Training:

Journeyman Wireman	Graduated from the Santa Maria Joint Electrical Apprenticeship program
	OSHA-30 Certification
	Fiber Optic Certification
	CPR-First Aid Certification
	Part time teaching credential – State of California
	Emergency Medical Technician (EMT)
	Certificate of Merit – Volunteer Fire Fighter for City of Arroyo Grande



WORKFORCE INVESTMENT BOARD

Membership Application and Disclosure Statement

Section 1

(To be completed by individual interested in membership on the Workforce Investment Board)

Karen Alaridge
(Name)

Workforce Development Consultant
(Business Title)

Cottage Health System
(Employer/Firm Name)

Pueblo at Bath Street, SB CA 93102 - 0689
(Business Address) (Zip Code)

KAlaridge@sbch.org
(Email Address)

(805) 569-8929
(Business Phone Number)

Statement of Interest: Please state briefly your interest in employment and training programs.

In my role as Workforce Development Consultant for Cottage Health System I would like to learn more about the WIB role & function and would like the opportunity to contribute a perspective from health care.

Community Services: Please list boards, commissions, committees, and organizations on which you presently serve or have served and indicate office(s) held.

*SB Human Resources Association
Junior League of SB*

Committees: Safety, Corporate Compliance, Risk Management, Senior Leadership Quality Initiative, Employee Council, HIPAA Oversight, etc.

To help preclude a potential conflict of interest, also please list any organization with which you are affiliated, which may contract with the Workforce Investment Board employment and training services.

N/A

Karen Alaridge
(Signature)

5/8/09
(Date)

ADDITIONAL INFORMATION: You may attach a **RESUME** to supplement the questionnaire. Additional pages providing pertinent data may be enclosed to assist in the evaluation process. Should you need any assistance or have any questions concerning this application, please call Raymond McDonald at (805) 681-4446.

Institution	Address	Degree/License Or Certificate
CSU, Chico	Chico, CA	BS

☒ Private Sector Business Representative (If yes, check all that apply)

- ☐ Owner
☐ Chief Executive or Chief Operating Officer
☐ Executive with Substantial Management or Policy Responsibility
☐ Minority Business
☐ Small Business*
☒ Other Specify *Responsible for Workforce Development*

_____ Public Sector Representative (If yes, check all that apply)

- ☐ Educational Agency: ☐ Public ☐ Private
☐ Public Employment Service
☐ Organized Labor
☐ Rehabilitation Agency
☐ Economic Development Agency
☐ Community Based Organization **
☐ Other Specify

** Private non profit organization which represents a significant segment in the community and which provides job training services.

Raymond McDonald
Executive Director
Workforce Investment Board of Santa Barbara County
234 Camino Del Remedio
Santa Barbara, CA 93110



Karen Aldridge

(805) 693-9258 Home
(805) 452-5326 Cell

81 Manzanita Drive
Solvang, CA 93463

PROFESSIONAL EXPERIENCE

Workforce Development Consultant, February 2009 – Present

Benefits Specialist, April 2008 – December 2008

Cottage Health System

Santa Barbara, CA

Workforce Development Consultant responsibilities include:

- Development of career pathways for critical shortage and difficult to fill positions.
- Development of policies and procedures for accessing and monitoring career pathways.
- Partnering with local organizations and educational programs to facilitate pipeline development.
- Initiating, finalizing, and tracking all student internship contracts.
- Development and implementation of educational support programs to include tuition reimbursement and student loan repayment programs.
- Updating and analyzing workforce forecasting data.

Director of Human Resources

July 1988 - September 2007, Sale and closure

Rehabilitation Institute at Santa Barbara (200 Employees)

Acute Care Physical Rehabilitation Hospital and Outpatient Services

Responsible for the overall direction and coordination of all activities concerning employment practices, employee recognition, recruitment and hiring, compensation and benefits, employee relations, safety, compliance with laws and regulations, and supervision of Human Resources employees. Provided leadership and guidance regarding all HR activities and requirements throughout the asset purchase agreement process that resulted in the sale and closure of the Institute.

Responsibilities and accomplishments included:

- Oversight and administration of all employee benefits including self-funded health/dental plan, life insurance, retirement benefits, flexible spending accounts, tax sheltered annuities, and COBRA.
- Leadership and guidance regarding conflict resolution and employee relations matters.
- Development and implementation of HR and organizational policies and procedures.
- Development and administration of criteria-based evaluations and merit pay practices.
- Preparation and analysis of salary surveys and implementation of changes and upgrades to compensation programs.
- Development and implementation of employee recognition events and quality service programs.
- Development and coordination of internal leadership training program.
- Administration of workers' compensation, unemployment, and state disability programs.
- Compliance with JCAHO and CARF standards.
- Provided leadership, support, guidance, and technical assistance to all team members as a representative of Human Resources and the Institute's Senior Leadership.

Director of Personnel
September 1986 - July 1988
Fess Parker's Red Lion Resort (500 Employees)
Santa Barbara, CA

- Formation of the 4-person Personnel department during the pre-opening phase of the resort.
- Organization of the mass-hiring process to include screening over 3,000 applicants.
- Creation and implementation of employee recognition events.
- Development of wage schedules, staffing guidelines, and recruiting and screening practices.
- Development of job descriptions and standard operating procedures.
- Administration of workers' compensation, unemployment, and state disability programs.
- Supervision of Personnel employees.

Director of Personnel
January 1986 - September 1986
Red Lion Inn (250 Employees)
Bakersfield, CA

- Promoted and transferred to oversee the development and management of the newly added Personnel department.
- Development of record keeping, data tracking, and standard operating procedures for the Personnel department.
- Organization of the recruitment process to include screening and evaluating applicants and conducting new employee orientations.
- Administration of workers' compensation, unemployment, and state disability programs.

Personnel Assistant
August 1985 - January 1986
Red Lion Inns (600 Employees)
Sacramento, CA

- Assistance with recruiting, screening, and recommending applicants.
- Maintenance of all personnel records.
- Preparation of turnover reports.
- Maintenance of employee uniform inventories.
- New employee orientations.

EDUCATION

California State University, Chico
Bachelor of Science, Dietetics/Business

Vanden High School, Travis AFB, CA

RELATED EXPERIENCE

Member and/or Chaired: Employee Council, Quality Initiative Committee, Safety Committee, Corporate Compliance Committee, HIPAA Oversight Committee, Accreditation and Licensure Committee, Risk Management Committee, Joint Leadership, and Senior Leadership.

Senior Leadership Representative: Rehabilitation Institute at Santa Barbara

Executive Committee Representative: Fess Parker's Red Lion Resort

Member: Santa Barbara Human Resources Association (1990 - 2007)

Member: Junior League of Santa Barbara (1994 - 1999)