



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: December 6, 2011  
Placement: Administrative  
Estimated Tme: 5 minutes  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

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**TO:** Board of Supervisors  
**FROM:** Department Kathy Gallagher, Director, Social Services  
Director (s)  
Contact Info: Raymond L. McDonald, Executive Director of the Workforce  
Investment Board  
**SUBJECT:** Workforce Investment Board Appointments

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**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 two new community members to serve on the Santa Barbara County Workforce Investment Board for the terms indicated on the attached roster as (Attachment B)

**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 based on categories as described below; and are appointed by the County Board of Supervisors, functioning as the "Chief Local Elected Officials" as prescribed by WIA. Members serve for specific terms and may be reappointed upon the recommendation of the WIB Nominating Committee.

**Background:**

The WIB develops workforce policy for the county, and oversees the operation of the two One-Stop Career Centers, and the employment and 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 with current labor market information and other workforce intelligence such as industry sector initiatives and research. Finally, the WIB appoints a Youth Council that may include WIB members as well as others from the community; and the Council advises the WIB on youth program issues, and recommends the selection of youth program training providers.

The WIA mandates: (a) specific groups/sectors that must be represented 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 local economic development representatives, 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 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, are 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 appointments of private sector members prior to submitting names to the Board of Supervisors.
- *Role of the CLEO:* Because the Chief Local Elected Official, as designated by the State of California as 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:*

The Employment Development Department (EDD) is a mandatory partner on the WIB. Adriana Barbara-Kuhnle has resigned from the WIB and *Grace Schoch-Manzano*, EDD Manager, will be representing EDD. She has completed and submitted the WIB application (Attachment A).

Another mandatory member on the WIB is Community Action Commission (CAC). Fran Forman has resigned from the WIB and *Anthony L. Mitchell*, Human Resources Director, has been designated to represent CAC on the WIB. He has completed and submitted the WIB application (Attachment A).

**Performance Measure:** N/A

**Fiscal and Facilities Impacts:** 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:** N/A

**Legal Positions:** **FTEs:**

**Special Instructions:**

Upon approval, please return (1) copy of the minute order to the attention of:  
Stephanie Fodor, Administrative Professional, DSS/WIB, 260 N San Antonio Rd.,  
Santa Barbara, CA 93110

**Attachments:**

Attachment A: New WIB Member Applications  
Attachment B: WIB Appointment Roster

**Authored by:**

Raymond L. McDonald, WIB Executive Director

**cc:**

**ATTACHMENT A**

**WORKFORCE INVESTMENT BOARD MEMBER APPLICATIONS**



WORKFORCE INVESTMENT BOARD

Membership Application and Disclosure Statement

Section 1

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

Grace Schoch-Manzano

(Name)

EDD Office Manager for Santa Barbara and San Luis Obispo Counties

(Business Title)

Employment Development Department – Workforce Services Branch

(Employer/Firm Name)

1410 S. Broadway, Santa Maria

(Business Address)

93454

(Zip Code)

grace.schochmanzano@edd.ca.gov

(Email Address)

805-614-1546

(Business Phone Number)

Statement of Interest: Please state briefly your interest in employment and training programs. As the EDD office manager for the Santa Barbara county and community, it is crucial that I am involved in all aspects of job seeker and employer interests. As part of the Workforce Services my involvement and knowledge of the Workforce Investment Board will enhance the overall partnership and resources that EDD provides and is involved within the community. I will also have the opportunity to assist in establishing and promoting workforce development policies to meet the needs of our community.

Community Services: Please list boards, commissions, committees, and organizations on which you presently serve or have served and indicate office(s) held. I have been nominated to the San Luis Obispo WIB, awaiting membership.

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.

None at the present time.

Grace Schoch-Manzano (Signature)

10/28/2011 (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
_____	_____	_____
_____	_____	_____
_____	_____	_____

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  
 260 N. San Antonio Rd.  
 Santa Barbara, CA 93110



Grace Schoch-Manzano  
Employment Development Department  
Santa Maria and San Luis Obispo County Office Manager

The following narrative defines my Skills, Knowledge, and Abilities as the Employment Program Manager for the EDD Cluster offices.

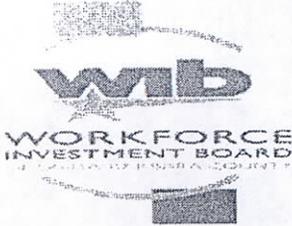
As an EPM I for the Riverside office, I co-manage daily operations with the Economic Development Agency WIA partner in an Integrated Delivery Model setting. I also managed other cluster sites in the absence of the EPM I in conjunction to the duties of the Riverside office when the posts were vacant, in the One-Stop in Hemet and the stand-alone EDD office in Corona.

In my position as the Glendale Cluster Alternate Manager, I was responsible for daily operations and overseeing the Los Angeles City sites and Pasadena within the Glendale Cluster. Three sites are One-Stops and one site is an EDD lease held office with the Foothill Employment and Training Consortium, a co-located partner. I also provided assistance to the Office Manager with the Verdugo Jobs Center's Integrated Service Delivery. I provided support and guidance to the three (3) Employment Program Managers I's responsible for these sites and directly supervised one (1) SSA in the Media Access Office. Overseeing the Cluster sites also provided the chance to work with multiple WIA partners within each facility, each site with its own unique WIA provider that co-exists with our Workforce Services office.

These opportunities provided a foundation to develop the management skills that are necessary in administering an office effectively. The differences in office environments presented the unique opportunity to learn the inner framework of one-stop offices primarily managed by partners, one-stops managed by EDD and stand-alone EDD offices managed solely by EDD. These offices have also offered experiences on the protocols for premises issues, how lease agreements or space utilization permits function, and how negotiations for either of these are conducted.

Fostering partner relationships is crucial for the smooth operations of any site, be it a One-Stop or a Stand-Alone. Building trust and mutual respect by continuous open communication, offering creative solutions to mutual issues, and working cooperatively adds to the value of partner and EDD mutual customer service delivery. Modeling those heartfelt commitments and attention to a detail in what may seem to others insignificant becomes the basis for building a relationship of trust and respect with any partner or co-manager. In my opinion, attention to interpersonal connections is the hallmark for successful partnering relationships. I continue to strive to engage all of our EDD partners to engage cooperatively in pooling our resources to deliver the best services our customers demand with our given mutually limited resources.

As a former member of multiple Continuous Quality Improvement (CQI) teams within the Riverside Workforce Service Center and member of the Integrated Planning Team, I have attained intimate knowledge of CQI practices in an Integrated Delivery System / Learning Lab. The CQI and Learning Lab experience expanded my knowledge and ability to recognize, analyze and recommend more efficient uses of our resources and improve operations. More recently as a former member of an Integrated Service Delivery Center at Verdugo Jobs Center, these experiences combined have contributed in assisting me to continuously evaluate the delivery processes to enhance the effectiveness of my current operational needs within the Santa Barbara and San Luis Obispo Counties.



WORKFORCE INVESTMENT BOARD

Membership Application and Disclosure Statement

Section 1

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

Anthony L. Mitchell (Name), Human Resources Director (Business Title), Community Action Commission of Santa Barbara County (Employer/Firm Name), 5638 Hollister Ave, Suite 230, Goleta, CA 93117 (Business Address), amitchell@cacsb.com (Email Address), 805 964-8857 ext 130 (Business Phone Number)

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

My professional career has been focused in human resources work in both for-profit and non-profit organizations. During the years 2007-2010, I launched and was self-employed in a personal and professional coaching and training practice to support individuals in maximizing their potential and fulfillment in both their careers and personal lives.

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

Trustee Board, Channel Islands Vineyard Christian Fellowship, Oxnard, CA

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.

Community Action Commission of Santa Barbara County

Anthony L Mitchell (Signature), 11/2/11 (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.

Statement of Interest (continued)

This period particularly sensitized me to the challenges of displaced workers attempting to navigate an unstable, down economy. As a current HR Director employed locally, I believe that I am well-positioned to add value to the mission of the SB WIB to support the interests of both employers and job seekers in Santa Barbara County.

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

Institution	Address	Degree/License Or Certificate
<u>The Coaches Training Institute</u>	<u>San Rafael, CA</u>	<u>CPCC</u>
<u>University of La Verne</u>	<u>La Verne, CA</u>	<u>Masters' degree</u>
<u>UCSB</u>	<u>Santa Barbara, CA</u>	<u>Bachelors' degree</u>

**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**  
**260 N. San Antonio Rd.**  
**Santa Barbara, CA 93110**



**ANTHONY L. MITCHELL**  
1042 SONIA DRIVE  
OXNARD, CA. 93030  
bus (805) 964-8857 ext 130  
cell (805) 469-0802

**BACKGROUND SUMMARY:**

Diverse human resources experience, including positions as an HR executive, HR manager, and employment specialist. Knowledgeable and experienced in a variety of HR operations. Certified professional and personal coach experienced in life, business, and career coaching

**WORK EXPERIENCE:**

**Director of Human Resources**  
**Community Action Commission of Santa Barbara County, Goleta, CA**  
3/11-present

Direct the human resources function for a multi-site social services agency throughout Santa Barbara County. Manage a staff of three HR Managers with responsibility for employment, compensation, and benefits, employee relations, workers' compensation, workplace safety, training, employee services, and emergency services management activities. Serve on the agency senior leadership team as a business partner for the management of agency operations.

**Owner and Principal**  
**Coach2You, Westlake Village, CA**  
1/07-3/11

Delivered professional and personal coaching and training services to individuals and organizations, focusing on life, business, and career coaching, and team and management development.

**Senior Manager, Human Resources**  
**Amgen, Inc., Thousand Oaks, CA**  
2/95-1/07

As an HR business partner, provided generalist human resources support and management consulting to business units in Research and Operations (Process Development). This position implemented corporate HR programs and initiatives for assigned business units and participated in diverse cross-functional and organizational initiatives. Provided guidance to supervisors and managers on performance management and staff relations issues, conducted employee investigations, and coached/counseled managers and staff members to enhance performance effectiveness. For assigned business units, managed workforce planning and staffing processes (recruitment strategies, sourcing plans, employment offer development). Partnered with HR colleagues in shared services to deliver HR services to business units. Responsibilities included leading organizational development, leadership and talent development initiatives, and performing staff and management training. In my final role (2004-2007), I supported the organizational VP and executive team of a global organization of 500 scientists/engineers developing commercial processes for late stage biopharmaceutical products.

**Director of Human Resources (HR Manager)**  
**Community Action Commission of Santa Barbara County, Goleta, CA**  
7/91-2/95

Held HR generalist responsibilities in the administration of the human resources function for a private non-profit social service agency with 200-250 employees in 30+ sites throughout the county. Managed human resources function and supervised one HR staff member.

**ANTHONY L. MITCHELL**

**PAGE 2**

**Client Service Manager**  
**Personnel Pool of Ventura County, Oxnard, CA**  
4/87-7/91

Served as a staffing specialist in the temporary personnel industry. Interacted with a variety of client companies to determine job specifications and staff temporary employee job requisitions. Screened resumes and conducted applicant interviews for clerical, industrial and technical positions. Prepared and maintained documentation used for unemployment and workers' compensation. Conducted recruitment activities at local universities/colleges and trade schools.

**EDUCATION:**

Vineyard Leadership Institute, Columbus Ohio  
Biblical and Ministry Studies Certificate (2011)

Coaches Training Institute, San Rafael, CA  
Certified Professional Co-Active Coach, CPCC (2008)

University of La Verne, La Verne, CA  
Masters of Science in Business Organizational Management (1999)

University of California at Santa Barbara, Santa Barbara, CA  
Bachelor of Arts (with honors), Communication (1994)

Pasadena City College, Pasadena, CA  
Associate of Arts (with honors), Humanities (1984)

**CREDENTIALS:**

Associate Certified Coach (ACC), International Coach Federation (2009)  
Ordained Pastor, Association of Vineyard Churches (2011)

**ATTACHMENT B**

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

<b>Category</b>	<b>Name</b>	<b>Organization</b>	<b>Term To Expire</b>
Employment Development Dept.	Grace Schoch-Manzano	Employment Development Department	12/31/13
Community Based Organization	Anthony L. Mitchell	Community Action Commission of Santa Barbara County	12/31/13

