

Inland Empire/Desert Regional Consortium
Joint Meeting: Executive Council / Steering Committee / Key Talent
Strong Workforce Planning: Round 2
March 30, 2017, 9:00 a.m. – 2:00 p.m.
MINUTES

The meeting was called to order at 9:05 a.m.

A. Welcome & Introductions

- Executive Council and Steering Committee and Key Talent introduced themselves

B. Review Timeline/Funding

- Overview of SWP Round 1 and review funding timeline for Round 2.
- Each funding cycle starts July 1st and lasts for 30 months. Goal for Round 2 is to have final decisions by October 1.
- Actual amount of funding for Round 2 has not yet been determined. 17% of the funding in Round 2 is based on “successful workforce outcomes.” There is a statewide committee tasked with making recommendations about how to measure “success” in order to allocate the 17%. Information will be forthcoming from the CCCC soon. Since the 17% will likely be based on outcomes in year one (FY 2016/17), and we won’t know what that \$\$ amount will be until after October 1, we need to consider this when developing our regional planning timeline.

C. Discussion/Breakout by Table

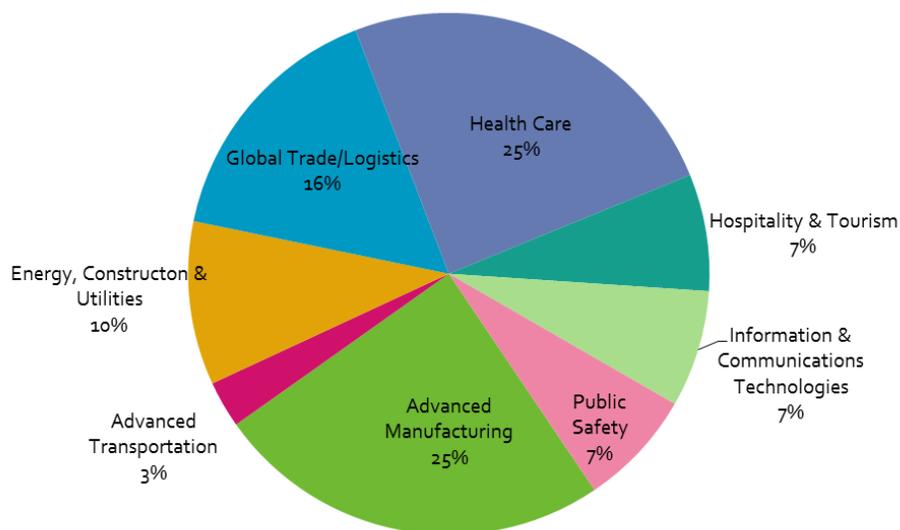
Discussion #1:

Sector planning should be organized around identified gaps between supply and demand.

- Tables: What gaps exist in each sector? What other data needs to be reviewed?
- All: What are the priority sectors for the regional SWP Round 2?

Sectors ranked in order of priority and gaps identified within sectors.

**Need for additional data where noted.*



1. Health Care – 17 dots
Lack of data to include all training program, e.g. *missing 4 occupations: rad tech, sonography, physical therapy, medical scribe.*
2. Advanced Manufacturing – 17 dots
Beverage Manufacturing
Aerospace (specialized requirements)
Parts Manufacturing
Quality Control
Maintenance & Repair Work (621 openings)
Merchandising (visual, sales)
3. Global Trade/Logistics – 11 dots
Develop program for heavy and tractor trailer truck drivers (1,400 annual openings)
Create short term, low unit certificate training for administrative assistant
Opportunity to move supervisory type training programs to non-credit or for credit
1,000+ openings
Short term, low unit certification training for 1st line supervisors
Short-term low unit certificate training for maintenance and repair workers
4. Energy, Construction & Utilities – 7 dots
Plumbers (252 openings no cert/degrees)
1st Line Supervisors (161 openings)
Carpenters (337 openings and only 8 certificates/degrees)
13 certificates/degrees on supply side
5. Public Safety – 6 dots
Correctional Officer & Jailer
**Need more data on probation/parole needs*
6. Information & Communications Technologies – 6 dots
Secretaries/Administrative Assistants – 554 openings, 116 certificates/degrees
7. Hospitality & Tourism – 5 dots
Customer Service (no unit certs)
Sales
Hospitality – Food Prep/Services (annual certificates/degrees do not meet needs, 17% change)
Fitness Trainers
Health Care Store Employees – no training
Soft Skills
8. Advanced Transportation -2 dots
Short Term low unit training certificates for supervisors of: mechanics and of material movers
Training for heavy duty, diesel mechanics
**Need more data: What are the private for profit schools doing?*

Sectors not reviewed or prioritized, need data

- Renewables
- Small Business

Additional Comments:

- Sector planning should be organized around identified gaps between supply and demand.
- Step beyond analyzing the data. The extra “stuff” that the data doesn’t show. Ex. Hospitals – Health Information Technology. A ton of data and how are we going to use it.
- Fire → a lot retiring because they were all hired 30 years and data needs to reflect that
- Include it in the rubric or providing the ranking
- Need to understand how to use the data. Center of Excellence available to go over the data.

Discussion #2:

The region identified the TOP 5 GAPS and TOP 4 CRITICAL PRIORITIES across all sectors during the last planning phase. In addition, the CCCCO encouraged regions to use 10% of the regional fund for “project ins common”.

- Tables: Are these gaps and priorities still relevant? What more must be done? What projects in common should our region explore?
- All: What are the priorities for proposal development in Round 2?

After brainstorming and prioritizing continuing needs, the group considered three scenarios.

They were:

- Needs are given appoints structure ... highest number 5 points lowest 1 point. (to drive prioritization) → Weighted value
- Go with top 5 and drop of the last ones (choice region selected)
- Give info to Steering Committee and anyone can write with any type of proposal. (accept anything)

The majority voted to narrow to the top 5 on the list, shown below.

Across All CTE Programs / 10% Funds Priorities

1. Internal & External Marketing – 14 dots
2. Pathways (create clear pathways), Guided Pathways – 12 dots
3. Data & Analytics – 11 dots
4. Employability/Soft Skills – 10 dots
5. Early Career Exploration (e.g. GFSF) – 9 dots

The following ranked lowest priority, should not considered for proposals/funding in the next round

- Qualified Instructors/increase faculty pool/leadership development – 6 dots
- Regional apprenticeship model (Georgia example) – 4 dots
- Model curriculum (certificate & transfer) – 4 dots
- CTE faculty professional development for pathway alignment (CCC & H/S) – 3 dots
- Cloud based delivery of certification examinations (Net Labs) – 2 dots

Discussion #3:

Review previous planning framework and timeline and design a planning framework for Round 2 of funding.

- Tables: What activities need to occur in the months ahead that will allow us to make decisions by October 1st?
- All: What limit do we place on the number of proposals submitted by small workgroups? Who will lead the various small work groups? How do we engage various stakeholders and our required partners? How do we align our efforts in a meaningful way?

April

- Identify Work Groups
- Rubric Development (Steering Committee)
- Dissemination of information online DRC website
- Descriptive statements to explain each identified need
- Collaborative workspace, like Google Hangouts and Google Docs
- Promotion & info distribution

May

- Kick Off Meeting May 1
- Proposal Development Workshop (how to write a proposal)
- Sector Meetings w/industry
- Industry Faculty Proposal Collaboration
- Sector Meetings & Workgroups
- Allow summer to develop ideas
- Region to fund ==> Faculty Stipends over summer for proposal work

June & July

- Proposal Development

August

- Proposals submitted to Steering Committee at end of August/beginning of September

September

- Video Proposals Due
- September 8 proposals due
- Steering Committee decisions

October 1st - Executive Council approves

Additional comments:

- Sound board/Zoom (suggestion to encourage collaboration and feedback-Google has a "tool" too)
- Who is going to lead the groups? DSN can lead the "groups". DSN to keep message consistent (consistent/team) – Alan Braggins and Lisa K-K
- Number of Proposals → 2 proposals
- Leaders for across all sectors → Pathways Joyce Johnson
- Data Analytics → Melody Graveen

- Employment & Soft skills Robert Levesque
- Early Career Exploration Susanne Mata & Lori Benson

Lisa and Alan will facilitate consistent messaging at all small workgroup meetings

The majority voted to limit the number of proposals from each small workgroup to two (2).

Discussion #4

Review proposal template, guiding principles, and design a rubric.

- Tables: What should we be looking for in each area of the template?
- All: Rank the template elements from most important to least important.

Additional work on rubric must be undertaken by Steering Committee. Need examples and descriptions of what will the readers be looking for.

Guiding Principles must be met before proposal is ranked/scored

Proposal Topic	Possible Point Value
Need	30 points
LMI	15 points
Workplan Activities	15 points
Workplan Outcomes and Metrics	30 points
Budget	10 points

- Needs Identified & Addressed – 32 dots
Concern: The need identified is more important than the need addressed (fixed by combining them)
- LMI – 17 dots
- Workplan Activities – 16 dots
- Workplan Outcomes and Metrics – 34 dots
- Budget – 9 dots
Comment: demonstrate cost/benefit analysis, return on investment (ROI)

D. The following items were on the agenda but were not discussed because of lack of time:

- How will we handle the 17% incentive funds?
- How do we encourage proposals that are reasonable in cost, considering how much we have available in funds?
- How do we align regional and local investments? What, if anything, should be done to address the “outliers” in our regional plan update?
- How do we treat requests for additional funding for projects funded in Round 1?

E. The meeting was adjourned at 2:00 p.m.