

**WORKFORCE INVESTMENT BOARD
of San Luis Obispo County**

EXECUTIVE COMMITTEE MINUTES

Date: Wednesday, March 9, 2011
Time: 8:00 AM
Location: Goodwill Industries, Shoreline - 880 Industrial Way, SLO

Present: Betty Baker, Carl Dudley, Louise Matheny, Karen Woodling
Excused: Patrick McGuire, Lee Collins
Staff: Nick Schultz (WIB Director), Reva Gonzales (DSS) and Julie Stevens (DSS)
Guest: Kathy Marcove (Goodwill), Jenn Kirn (Cuesta), Stacy Daniel (Consultant)

Call to Order

Chair Betty Baker called the meeting to order at 8:00 AM.

Public Comment

None

Consent Items:

Approval of WIB Executive minutes from January 12, 2011

M/S/P K. Woodling/L. Matheny

Action/Discussion Items:

1. Approval of BEC Documents – Nick Schultz reported these documents were carried over from the February Executive Committee meeting, due to no quorum; final suggestions were made at the Feb meeting and via email to revise the documents. The revised documents are presented for approval.

M/S/P L. Matheny/C. Dudley

2. Proposed Strategic Documents – Nick Schultz reported this document is still pending and open for comment as it is going through the RICOG group.
3. Proposed Committee Structure Documents – Nick Schultz reported this document is still pending and needs to be discussed at this time. **Tabled**
Meeting Survey results varied; most of the members were open on the first Thursday of the months; Nick to move the full WIB meetings to quarterly. The BEC documents will be presented to the full WIB for approval. Youth RFP “draft” will be presented to the full WIB on March 22nd; at the end of the week, Nick should have assigned committee members to a specific committee.

Standing Meetings:

1. Executive Committee
Board Effectiveness Committee will be dissolved and any BEC needs would be brought to the Executive Committee for discussion.
2. FORC
3. Youth Council

Ad hoc Committees:

- a. Outreach/Branding Committee
 - b. Employer Demand Services – servicing the demand clusters such as Allied Health and RICOG with the EVC.
 - c. One Stop Leadership
Subcommittee: Program Policy & Analysis
Only changes made to Bylaws would have to be changing of the full WIB meetings to quarterly from every other month, per Nick Schultz.
4. Stacy Daniel's Employer Q&A Interview Documents – Nick Schultz presented Stacy Daniel's Interview handout regarding her questions to employers as well as her list of employers she will be contacting. The companies are actively participating in the cluster groups according to Nick. The questions have been tailored to the employers' specific area of expertise and will spark new questions depending on their answers. Stacy will contact manufacturing companies first, on the recommendation of Mike Manchak, and Healthcare second. Kathy Marcove suggested Stacy ask if "youth" are employed or if they offer "internship/work experience", if not, would they be interested? Louise would like to know, and for Stacy to ask, what are the top three challenges that company is having in hiring? Betty Baker suggested to Stacy that she highlight the top five (5) questions to ask in case of some unforeseen circumstance that the interview goes in a different direction or gets interrupted she has the top five (5) answers from those questions. Stacy will get out and start right away after all the feedback was received.

M/S/P C. Dudley/L. Matheny

Information Items:

Committee Reports

Youth Council – Reva Gonzales provided the update for Patrick McGuire. Cuesta College was the lone response for the RFP. An outline will be presented at the Youth Council today and at the March WIB meeting. At this meeting they will also be defining the sixth barrier for youth eligibility criteria. Patrick would like to discuss additional new members and the need to move future meeting dates.

Board Effectiveness Committee – Louise Matheny reported this committee has not met; may incorporate into the Executive Committee.

One Stop Leadership – Karen Woodling reported their last meeting was not well attended. Participation Satisfaction Survey had very good numbers. The Shoreline Operating Agreement had some specific changes such as including a Disaster Recovery Plan.

Central Coast Collaborative – Nick Schultz reported the Collaborative had their third of four action clinics regarding the RICOG grant Thursday, March 3. The group is wrapping up the research around Ag Tourism, energy and green building to put forward an action plan for complete funding.

Outreach/Branding – Nick Schultz reported he would like to address this in Action Item 4.

Future Agenda Items/New Business

The status of the Paso Robles Fair Committee fund request from Louise Matheny to Nick Schultz. Nick indicated that he should have a response to her after March 14. This would be after determining the remaining fund stream amounts and where it would be taken from after some maneuvering.

Next Executive Meeting: April 13, 2011
8:00 – 9:00 AM
Business and Career Center One-Stop
880 Industrial Way, 3rd floor, San Luis Obispo, CA

Meeting adjourned at 8:59 AM