

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

EXECUTIVE COMMITTEE MINUTES

Date: Thursday, July 21, 2011
Time: 9:00 AM
Location: Goodwill Industries, Shoreline - 880 Industrial Way, SLO

Present: Betty Baker, Kirk Coviello, Louise Matheny, Patrick McGuire and Carl Dudley
Excused: Claire Clark, Karen Woodling and Lee Collins
Staff: Nick Schultz (WIB Director), Reva Gonzales (DSS), Tracy Buckingham (DSS), Rochelle Miller (DSS) and Julie Stevens (DSS)
Guest: Kathy Marcove (Goodwill), Matthew Green (Cuesta), Stacy Daniels, John Collins (Goodwill), Bill Baker (Goodwill) and Jenn Kirn (Cuesta)

Call to Order

Chair Betty Baker called the meeting to order at 8:03 AM.

Public Comment

John Collins reported on Goodwill's Monitoring Report and their response to the Recommendations.

Consent Items:

1. Approval of June 8, 2011 Meeting Minutes – **Tabled pending DSS Admin Entity review.**
2. Approval of the Proposed Formula 2011/12 WIA Formula Fund Budget Including PY 2010/11 Carryover Funds – **Pulled pending FORC review.**
3. Approval of the "Draft" Local Plan for Public Comment
4. "Draft" Scope of Work for Cuesta 11/12 Year Services
Motion Made to Approve Item # 3 to go out for Public Comment and #4 Draft Scope of Work for Cuesta, M/S/P - Patrick McGuire 1st/Louise Matheny 2nd

Action/Discussion Items:

1. PY 10/11 "Draft" Goodwill F&P Report
Handouts; Nick Schultz reported on the report from the County Auditor's Office from whom the letter is from. The County Auditor's Office submitted the letter electronically to Goodwill on 7/20/11. The Letter is in "Draft" form until Goodwill's responses are incorporated into Final document. John Collins went over clarifying Findings 1 and 3. Louis Matheny would like the Executive Committee to review the final document from the County Auditor's Office once it has been received.
2. PY 10/11 Admin Entity F&P Report
Nick Schultz reported on the State Employment Development Department Report of the Monitoring of San Luis Obispo County as the Admin Entity for PY 2010-11. The report concluded that, overall, San Luis Obispo County (Admin Entity) is meeting applicable WIA and ARRA requirements

concerning procurement and there were no findings or concerns and issuing the report as the final report.

3. Proposed Youth Council's Questionnaire Exit Survey

Mandated Partner seats on the Youth Council stay, the member on the seat can be removed; language needs to be clear to state this. Appointments of a new member need to come from the WIB Chair, Betty Baker and approved through the full WIB. **Motion to Approve Questionnaire M/S/P - C. Dudley 1st/Louise Matheny 2nd**

4. Outreach/Branding Employer "Draft" Survey – Discussion

Nick Schultz reported there is not a survey to present at this time but it will be presented at the full WIB meeting on August 4; the cause at this time is an overlap in the intent of the survey with the gap analysis for the employer cluster.

5. Stacy Daniel's Stakeholder Interview "Draft" Report Results

Handout: Stacy Daniel went over her report of the clusters she surveyed in Specialized Manufacturing and Health Services as well as Job Seekers, Personal Accounts, Legislators and Legislative Partners and the Media. S. Daniel did not visit the Paso One-Stop location for the Job Seeker Survey portion. The final report will be presented at the Full WIB meeting on August 4.

Information Items:

Committee Reports

Employment Demand Services (RICOG/Cluster Activity Update) – Nick Schultz reported for Claire Clark RICOG grant has ended and a final report was submitted with a sustainability plan.

FORC – Carl Dudley reported the June meeting was canceled and the next meeting is July 26; nothing to report at this time.

One Stop Leadership – Nick Schultz and Reva Gonzales reported the July meeting was canceled and their next meeting is September 12; the Draft Program Monitoring to Kathy Marcove was reviewed and discussed earlier during Public Comment by John Collins.

Outreach/Branding – Kirk Coviello reported the Outreach and Branding has met twice and will focus on the WIB website; their challenges are larger companies tend to do their own new hire screening so they will focus on smaller to medium companies. The group's main concern is to get the correct message to the correct group of people. Will make contact with the 5 Cities, Paso Robles and San Luis Obispo City Chambers.

Policy and Program Committee –

Youth Council – Patrick McGuire reported the Youth Council had their July 13 meeting at the Youth at the One-Stop Career Center's new facility located at 191 South Oak Park in Grover Beach; a grand opening will be at a later date according to Jenn Kirn. There was no quorum at the July 13 meeting but in discussing the Program Monitoring Report no issues were brought up; a monthly report will be generated by the Youth Provider which will be presented at the Youth Council's Committee monthly report.

Future Agenda Items/New Business:

1. Draft Scope of Work for Goodwill 2011-12 Services
2. W4C MOU

These two items will be brought to the next WIB meeting according to Nick Schultz.

Next Executive Meeting: August 4, 2011

****7:00 – 8:00 AM****

Business and Career Center One-Stop
880 Industrial Way, 3rd floor, San Luis Obispo, CA

Meeting adjourned at 10:21 AM