

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

EXECUTIVE COMMITTEE MINUTES

Date: Thursday, December 14, 2011
Time: 8:00 AM
Location: Business and Career One-Stop, 880 Industrial Way, 3rd Floor Conf. Room, SLO

Present: Betty Baker, Patrick McGuire, Louise Matheny and Claire Clark
Excused: Karen Woodling, Carl Dudley and Kirk Coviello
Staff: Nick Schultz (WIB Director), Reva Gonzales (DSS), Rochelle Miller (DSS) and Julie Stevens (DSS)
Guest: Kathy Marcove (Goodwill)

Call to Order

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

Public Comment

No public comment

Consent Items:

1. Approval of October 20, 2011.
2. Request to Approve the Agreement between San Luis Obispo County and the South Bay Workforce Investment Board to participate in a National Emergency Grant Receiving funds in the amount of \$318,318.
3. Motion to Approve the following Policies: Allowable Cost Policy (4-08), Procurement Policy, (5-08), Program Income Policy (6-08) and Standards of Conduct Policy (9-08) so that the Administrative Entity may satisfy the State requirements.
4. Motion to Approve Grace Schoch-Manzano, Employment Development Department, Workforce Investment Board Application for Membership.

Motion made to approve Consent Items.

Motion: Louise Matheny

Second: Claire Clark

Motion Passed Unanimously

Action/Discussion Items:

DISCUSSION: Update on the WIB Title I Programs RFP.

Reva Bear reported that the RFP was released on December 2 with a due date of Jan. 13, 2012;

- Bidders Conference was held on Dec. 13, the **Question and Answers** will be posted on the General Services website for review Friday, Dec. 16;
- The evaluation committee is to be kept confidential;
- Reminder, if you are approached by a prospective proposer who is interested in applying you can share information with them if your intent is to partner with them but otherwise, it is best that you do not share information;
- Looking for one provider to be a lead applicant;
- RFP's will be evaluated the end of January;

- Recommendation will be forwarded at a meeting in February or early March timeframe.

Information Items:

Committee Reports

Employment Demand Services/Outreach & Branding – Claire Clark reported that the Employment Demand Services/Outreach & Branding group would like the Executive Committee to approve a pilot ew initiative they are currently calling a “Business Services Unit”; a hand-out outline was reviewed explaining the Business Services Unit (BSU) goal to document the actual needs of the employer, from direct interactions, incorporating services available across partners who support business development but are not a part of the One-Stop system.

- BSU Coordinator will serve as a “case manager” for the business referring needs to appropriate service providers and following up with employees to document satisfaction.
 - The WIB is creating an opportunity for someone to host this FT paid position through Rapid Response Layoff Aversion funding.
 - Rapid Response (layoff aversion/proactive response); traditionally our local WIB has under expensed in this area as many counties do.
- RFQ (under \$25k) will be released soon to get this plan moving.
 - Estimated start date is mid Jan – mid February.
 - Pilot would be January to the end of the year.

It is a pilot from January to the end of the program year, with a launch date of mid January to mid February; the Admin Entity has the authority to release the RFQ to look for qualified providers in different areas; the Executive Committee has the authority to evaluate and make a recommendation. There is no budget estimate at this time.

FORC – The Dec. 27 meeting has been canceled; next meeting will be Jan. 24, 2012.

One Stop Leadership – Nick Schultz reported for Karen Woodling; met on Dec. 12 discussed Shoreline’s 1st Quarter results and the Youth Business Plan for Diversification of Revenue and Development of the Youth One-Stop Center was presented in a “Draft” format and discussed without Matthew Green and Jennifer Kim present.

Policy and Program Committee – Louise Matheny reported her committee is gearing up for the RFP process. Louise updated the committee on the South County Job Fair which is tentatively scheduled for April at the South County Regional Center; Karen Sisko, AG City H.R. Manager will host the planning meetings, unknown at this time if the committee will combine the youth & adult job fairs.

Youth Council – Patrick McGuire reported there was no meeting in December; Youth Council meetings will now meet quarterly the month prior to a full WIB meeting for maximum member attendance. At the next Youth Council meeting there will be discussion on the SB 293 Training in nontraditional occupations for women and girls and pre-apprenticeship training.

Future Agenda Items/New Business: Review of RFQ’s for Business Service Unit and Learning Platforms, per Nick Schultz

Next Executive Meeting: January 11, 2011
8:00 – 9:00 AM
Business and Career Center One-Stop
880 Industrial Way, 3rd floor, San Luis Obispo, CA

Meeting adjourned at 9:03 AM