

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

EXECUTIVE COMMITTEE MINUTES

Date: Wednesday, July 18, 2012
Time: 8:00 AM
Location: Business and Career One-Stop, 880 Industrial Way, 3rd Floor Conf. Room, SLO

Present: Carl Dudley, Louise Matheny, Claire Clark, Kirk Coviello, Patrick McGuire, Lee Collins

Excused:

Staff: Tracy Schiro, Susan Hoffman, Nick Schultz and Sandra Hernandez

Guest: Kathy Marcove (Goodwill), Jenn Kirn (Cuesta), John Collins (Goodwill), Bill Barker (Goodwill), Susan Coward (iii Design), Wyatt Renew (iii Design)

Call to Order:

Chair Carl Dudley called the meeting to order at 8:05 A.M.

Public Comment:

Chair Carl Dudley apologized to the board and staff for the conduct at the previous WIB Executive Meeting

Consent Items:

3.1 Approval of the June 20, 2012 Minutes.

Motion: Claire Clark
Second: Louise Matheny
Motion Passed Unanimously

Presentations:

(iii)Design presented to the board their Discovery Assessment Report for the WIB and One-Stop Operator. Their initial recommendations were based on interviews with staff and clients, existing SLO County WIB website, research/review of other WIB website and interviews with stakeholders. The recommendations are: New Logo, Complete Web Site Redesign, Information Rack Card System, Partner Agency Communication (E-mail Newsletter), Employer Communication (E-mail Newsletter and Social Media Campaign), Public Relations Campaign. An outline to achieve these goals, with additional research and interviews will be presented to the board at a future date.

Tracy Schiro, Reva Bear and Kathy Marcove will be the direct point of contact with (iii) Design for further communication. An ad hoc committee was formed to facilitate (iii) Design with ongoing work. The committee members are Tracy Schiro, Reva Bear, Carl Dudley, Kathy Marcove and Kirk Coviello.

Action/Discussion Items:

Administrative Updates: Nick Schultz gave the following updates:

5.1.1 Goodwill Rapid Response Services: PO issued in the amount of \$33,895 thru 6/30/13

5.1.2 EVC Outreach Services: PO issued in the amount of \$33,895 thru 6/30/13

5.1.3 EVC Outreach Services: PO issued in the amount of \$40,000 thru 6/30/13

5.1.4-5.1.8 Deliverables were completed and the final reports will be sent to the Admin Entity. They are as follows: BW Research Partnership, Inc., J. Slater Crawford IV, Jennifer Mitchell Consulting, New York Wired for Education and Public Consulting Group. Research from BW Research Partnership, Inc. reported that data shows a larger quantity of people leaving the county than people coming into the county.

5.1.9 Central Coast Career Readiness: Implementation of WorkKeys in the One-Stops and County is working well and is a good tool. The program provides validation for people coming out of the system to go into the jobs that are in demand. The program may soon be provided at no cost and the community colleges are looking to implement this system in January.

5.2 Chair Carl Dudley appointed Grace Schoch-Manzano as the One-Stop Leadership Chairperson.

Finance and Operations Reports/Receive and Review:

6.1 Lee Collins presented the Fiscal Agent's budget update. The admin and fiscal costs were under budget. Documentation was provided to members prior to the meeting.

The meeting was recessed at 8:59 AM, moved to another conference room and re-adjourned at 9:03 AM.

Patrick McGuire asked if money in the set-aside budget could be used for travel expenses for attendance and observation of other Youth One-Stop Programs in the state. County guidelines for travel will be sent to all members for review prior to travel.

6.2 One-Stop Operator's (Goodwill) financial summary was reviewed and discussed. One-Stop Operator (Goodwill) came in under budget for the year and under spent in the area of OJT. Documentation was provided to members prior to the meeting.

6.3 Youth Provider's (Cuesta) monthly report was reviewed and discussed. Cuesta spent 85% of their fiscal budget for PY 11/12. The new fiscal budget for PY 12/13 will be presented at the next meeting. 128 youth were served in the PY 11/12 with 44 of the youth being in school and 66 youth out of school. Nine (9) youth were accepted into the Pre-Apprentice Program and four (4) were placed in jobs. Thirteen youth received their GED through SLO Coastal. Several youth projects that were successful for the year were Cindy's Driving School, life coaches and a film project, written and filmed by local youth. Documentation was provided to members prior to the meeting.

Committee Reports:

One-Stop Leadership - None

Youth Council – None

Carl Dudley presented Nick Schultz, WIB Director with a plaque in recognition of his service to the WIB. Nick has resigned and is moving to Alameda County.

Future Agenda Items/New Business: Update on WIA Services Manager position.

Next Executive Meeting: September 12, 2012
8:00 – 9:00 AM
Business and Career Center One-Stop
880 Industrial Way, 3rd floor
San Luis Obispo, CA

Meeting adjourned at 9:34 AM