

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

EXECUTIVE COMMITTEE MINUTES

Date: Wednesday, October 10, 2012
Time: 8:00 AM
Location: Business and Career One-Stop, 880 Industrial Way, 2nd Floor
Conf. Room, SLO

Present: Carl Dudley, Louise Matheny, Claire Clark, Lee Collins, Grace Schoch-Manzano
Excused: Patrick McGuire, Kirk Coviello, Tracy Schiro
Staff: Reva Bear, Susan Hoffman, Sandra Hernandez
Guest: Kathy Marcove (Goodwill), Jenn Kirn (Cuesta), Bill Barker (Goodwill), Matthew Green (Cuesta)

Call to Order:

Chair Carl Dudley called the meeting to order at 8:01 A.M.

Public Comment:

No Public Comment

Consent Items:

- 3.1 Approval of the September 12, 2012 Minutes.
- 3.2 Approval of WIB Policies
 - 3.2a Selective Service
 - 3.2b Youth Program Classroom Based Stipend & Wages
 - 3.2c Property Management-Equipment Inventory, Purchase, Disposition

Motion: Louise Matheny
Second: Grace Schoch-Manzano
Motion Passed Unanimously

Action/Discussion Items:

4.3 The Executive Committee for the Workforce Investment Board of San Luis Obispo is requested to approve and authorize staff to submit a WIB member appointment (Bill Peterson) to the San Luis Obispo County Board of Supervisors for appointment to the WIB. The proposed new member will fill a business vacancy.

Motion: Claire Clark
Second: Louise Matheny
Motion Passed Unanimously

Chairman Reports

No reports at this time.

Committee Reports:

One-Stop Leadership – Grace Schoch-Manzano with the help of Reva Bear, informed the board that the OSL Committee is restructuring and repurposing to go in a new direction with more practical goals. Grace has requested to submit names of non WIB Board Members to the WIB for considered to the OSL Committee. Grace will be compiling a list of names to be presented at the next full WIB meeting, November 1, 2012.

Youth Council – Monday, October 8, 2012, the John Muir Charter School started its first classes at the Youth Business and Career One-Stop. Response has been good and the staff is looking forward to helping the youth in the county. The Youth Council will be meeting today at the Business and Career One-Stop at 4:00 PM. Discussion will include increasing membership.

Ad Hoc Task Force with (iii) Design – The ad hoc meeting was held on September 18, 2012. The committee worked on the mission of (iii) Design. There was a satisfactory outcome on the following items: Branding using current logos and website, Enhancing communication with: Creation of flyers and other written communication for current job seekers utilizing email and in-center signage, provision of communication guidelines to all stakeholders and staff with agreed upon terminology, reaching out to stakeholders to utilize partner communications, further review of the recommendation to create newsletters targeting employers, job seekers and partners, development of a social media campaign.

Vendor Reports

One-Stop Operator's Financial Summary (Goodwill) – Bill Barker informed the board that currently two months of financial invoices have been submitted and the budget is on target. August Invoice Summary shows expenditures as follows: Adult \$41,417.13, Dislocated \$31,970.60, Youth \$59,158.86, Rapid Response \$2,774.58 with a combined total of \$135,321.16. There are three items currently being worked on. They are; New cost allocation model, preparation of new budget to DSS (due to increase in carry over funds), and a request to start the monitoring process with county fiscal agents. The request for monitoring is being made, so that any concerns or changes can be addressed prior to the end of the fiscal year. Bill has already sent a full package of financial data to the SLO Auditors for review. The board supports Bills request for early monitoring.

Operator's Integration Update – Kathy Marcove updated the board on the Integrated Service Delivery Model. The steering committee has been meeting and is moving forward in the development of the teams. Staff development training will be coming up in the next month. The ISD Model has a projected goal to start testing in the 3rd and 4th quarter of the fiscal year. The full start date is July 1, 2013.

Administrative Entity Updates

WIA Services Manager Recruitment Update – Lee Collins informed the board that a job offer had been made and accepted by Elena Morelos. She has finished all necessary county requirements for employment and will be starting on October 22, 2012.

Lee Collins discussed with the board a conference call between himself, Tracy Schiro and the Deputy Administrative Human Resources Office from Monterey County, regarding a regionalized WIB Director. The SLO Workforce Investment Board had been approached to support the direction of regionalizing the WIB Director position but the ensuing conference call resulted in the understanding by all that the needs of San Luis Obispo County were different than Monterey County and would not benefit by regionalizing. San Luis Obispo County more reasonably aligns with counties from the south, rather than the north.

Fiscal Agent's Budget Update – Lee Collins gave an update to the board on the Fiscal Agent's Budget. They are currently two months into the fiscal year and everything is on track. Monthly expenditures through the end of August 31, 2012 were at 10.1%. A handout has been provided to members.

Louise Matheny gave an update on the Paso Robles Job Fair, which was held on September 19, 2012 at the Paso Robles Inn Grand Ballroom. Louise received glowing reviews on the event. Thirty (30) employers and three hundred (300) attendees attended the job fair. The South County Job Fair is moving forward with a spring date for the event.

Future Agenda Items/New Business

Next Executive Meeting: December 12, 2012
8:00 – 9:00 AM
Business and Career Center One-Stop
880 Industrial Way, 2nd floor
San Luis Obispo, CA

Meeting adjourned at 8:36 AM