

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

EXECUTIVE COMMITTEE MINUTES

Date: Wednesday, December 12, 2012
Time: 8:00 AM
Location: Business and Career One-Stop, 880 Industrial Way, 2nd Floor
Conf. Room, SLO

Present: Carl Dudley, Louise Matheny, Patrick McGuire, Kirk Coviello,
Lee Collins, Grace Schoch-Manzano

Excused: Claire Clark , Tracy Schiro

Staff: Reva Bear, Susan Hoffman, Sandra Hernandez

Guest: Kathy Marcove (Goodwill), Jenn Kirn (Cuesta), Bill Barker
(Goodwill), Matthew Green (Cuesta), Chris Cronan (EDD)

Call to Order:

Chair Carl Dudley called the meeting to order at 8:00 A.M.

Public Comment:

No Public Comment

Action/Information/Discussion:

3.1 Approval of the October 10, 2012 Minutes.

Motion: Louise Matheny

Second: Grace Schoch-Manzano

Abstain: Patrick McGuire

Motion Passed Unanimously

3.2 Approval of WIB Policies

3.2a Monthly Financial Reporting Requirement (Revised)

Motion: Louise Matheny

Second: Grace Schoch-Manzano

Motion Passed Unanimously

3.3 Approve and authorize staff to submit WIB Member appointments to the
Board of Supervisors (Sara Kennedy, Kimberly Daniels)

Motion: Louise Matheny

Second: Kirk Coviello

Motion Passed Unanimously

- 3.4 Approve appointment of Kathleen Marcove to the One-Stop Leadership Committee

Motion: Grace Schoch-Manzano

Second: Kirk Coviello

Motion Passed Unanimously

- 3.5 Approve Chair's formation of a Business Council Committee and Review/Approve proposed amendment to bylaws for presentation to full WIB. The addition of the Business Council Committee is a requirement of our local plan and will change the bylaws to reflect three (3) standing committees.

Motion: Patrick McGuire

Second: Grace Schoch-Manzano

Motion Passed Unanimously

Chairman Reports

Carl Dudley informed the board that he and Kirk Coviello spoke at the Cuesta College Board of Trustees meeting, regarding the potential cuts to programs at the school. Carl would like to see more involvement from the WIB in this area, possibly with funding of some type.

Louise Matheny and Carl Dudley are continuing to pursue potential board member recruitments. Two more member applications have been received this week and will be looked at by the board at its January meeting.

Committee Reports:

One-Stop Leadership – Grace Schoch-Manzano let the board know that she had given out four (4) applications for membership to the One-Stop Committee. Two of these applications went out to persons serving Veterans and two went out to vendors.

Youth Council – Patrick McGuire informed the board that the Youth Council had recently appointed Chris Cronan (EDD) to the Youth Council Committee. There are still two seats open, one for a Parent Representative and the other for an In School Youth.

Ad Hoc Task Force with (iii) Design – Reva Bear informed the board that the task force is continuing to meet and updates will be forthcoming.

Vendor Reports

One-Stop Operator's Financial Summary (Goodwill) – Bill Barker reviewed the financial summary with the board members. October Invoice Summary shows expenditures as follows: Adult \$38,912.96, Dislocated \$33,810.18 Youth \$50,665.90, Rapid Response \$2,862.91 with a combined total of \$126,251.94. The financial records were checked by the auditors. There was previous concern regarding overspending on rent, but this is no longer an issue as that line item is

no longer valid. The new budget contract has been submitted to DSS (due to increase in carry over funds). Handouts were provided to the members.

Operator's Integration Update – Kathy Marcove updated the board on the progress of the Integrated Service Delivery Model. September through December goals were to; begin team meetings, begin staff training and provide a status update to the WIB. These goals have been met. December through January's goals will be; completion of the integrated model and staff training and "test drive" the new integrated model. Handouts were provided to the members.

A Job Seekers Academy is planned for January 29, 2013, to be located in Morro Bay and a March 7, 2013 Job Seekers Academy located in Paso Robles.

Administrative Entity Updates

Fiscal Agent's Budget Update – Lee Collins informed the board that the fiscal entity is currently under budget and a 1/3 of the way through the fiscal year. Total expenditures through October 31, 2012 are as follows; DSS Admin & Fiscal Cost are at 23.4%, DSS Operating 56.0% (these are frontloaded costs due to membership fees) WIB Set Aside 1.4%, Goodwill WIA One-Stop 25.1%, Goodwill WIA NEG Grant One-Stop Operator 27.2%, iii Design 15.2%, EVC (Economic Strategy Plan) 6.2%, EVC (WIA: Business Outreach Services) 2.9%. Handouts were provided to the board members.

WIA Services Manager Recruitment Update – Lee Collins informed the board that an open recruitment for the position will begin on December 14, 2012. With this schedule, it is hoped to have a WIA Manager in position by mid February.

PY 11-12 Contractor Compliance Review Results – Reva Bear review the PY 11-12 results with the board members. This is an annual report that included Shoreline/Goodwill and Cuesta College. Goodwill's Program Review had 24 case files reviewed, four On the Job (OJT) files reviewed, two OJT employers interviewed, one Program Manager and one Employer Supervisor interviewed. The review concluded that overall Shoreline/Goodwill staff follows applicable WIA regulations. Goodwill's Financial Review had one finding during the review and was resolved. Handouts of the final review were provided to members.

Cuesta College's Program Review had 16 case files reviewed, five participants interviewed, five work experience Supervisors interviewed, one Job Developer interviewed, and one Program Supervisor interviewed. The review concluded that Cuesta staff follows applicable WIA regulations and that participants are satisfied with the services received. There were three findings during the review all of which have been addressed. There were no findings during their Financial Review. Handouts of the final review were provided to members.

Future Agenda Items/New Business

Carl Dudley asked if the financial information from Shoreline/Goodwill could be received in a timelier manner for review by the Executive Committee members. Financial information is currently six weeks old at the time of the Executive Committee meetings. Due to the time frame that Shoreline/Goodwill has for processing their financial information, current information less than six weeks old would not be available.

Next Executive Meeting: January 9, 2013
8:00 – 9:00 AM
Business and Career Center One-Stop
880 Industrial Way, 2nd floor
San Luis Obispo, CA

Meeting adjourned at 8:34 AM