

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

**EXECUTIVE COMMITTEE MINUTES**

**Date:** Wednesday, January 9, 2013  
**Time:** 8:00 AM  
**Location:** Business and Career One-Stop, 880 Industrial Way, 2<sup>nd</sup> Floor  
Conf. Room, SLO

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

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**Call to Order:**

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

**Public Comment:**

No Public Comment

**Action/Information/Discussion:**

3.1 Approval of the December 12, 2012 Minutes.

**Motion:** Patrick McGuire  
**Second:** Louise Matheny  
**Motion Passed Unanimously**

3.2 Approve recommendation to reallocate \$8,300 in WIA Adult funds from WIB set-aside budget to Goodwill Industries for training services to WIA eligible adults.

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

3.3 Approve and authorize staff to submit WIB Member appointment to the Board of Supervisors (Phillip Koziel, Thomas Wood, Verena Latona-Tahlman)

**Motion:** Grace Schoch-Manzano  
**Second:** Patrick McGuire  
**Motion Passed Unanimously**

- 3.4 Approve appointment of Michelle Cole, Michael Young and Marci Powers to the One-Stop Leadership Committee

**Motion:** Louise Matheny

**Second:** Kirk Coviello

**Motion Passed Unanimously**

- 3.5 Approve request to utilize \$1,500 from the WIB set-aside budget to host a technical assistance session on the PY 13-14 Local Plan for Central Coast WIBs.

**Motion:** Kirk Coviello

**Second:** Louise Matheny

**Motion Passed Unanimously**

- 3.6 WIB Strategic Plan Discussion – John Collins provided a handout to the board outlining the framework of the Local WIB Strategic Plan. Page one of the handout listed the framework items as Vision, Mission, Values, Service Areas and Target Groups. Page two focused on Services and included the Career Center locations and Services to business/employers, services open to the public, youth, eligible adults and dislocated workers. Page three outlined the WIB Roles, broken down into two sections. The first section focused on WIA Program Oversight and the board discussed under Outcomes, the Board Approved Performance Measures. Carl Dudley asked if “success rate” could be added to this section which currently includes; Funds expended per participant, Cost benefit, # of individuals served in training, % of funds set aside for training in specific target sectors, Proposed cost vs. actual and Collaboration/cooperation between partner agencies. The second section focused on Strategic County and Community Roles which included the Strategic Plan Goals for 2013-2015. These goals are as follows: Goal 1; Increase effectiveness of local and regional workforce development system to better meet job seekers, business and community needs, Goal 2; Align workforce development strategies to support local economic development, Goal 3; Develop strategic relations with educators, employers and community partners to include increasing the skill levels of youth and adult job seekers and create opportunities for employment, career mobility and self-sufficiency, Goal 4; Increase Board (WIB) Effectiveness. Page four listed the Opportunities and Challenges for 2013-2015 and was separated into Economy, Workforce, Policy and Funding with the board discussing many elements. Page five listed the previous Strategic Plan Goals for 2013-2015 and page six listed in detail the action plan for Goal 1. These goals will be the starting point for the board, as it aligns with the State Strategic Plan. The final page of the handout lists how the action plan feeds into the goals, with the intention to review these every few months to discuss the outcome. The final part of the strategic plan will be to set up a scorecard for important measures to bring to the board for review of progress. Changes suggested by the board will be incorporated and brought before the WIB at the February 7, 2013 meeting.

### **Chairman Reports**

Carl Dudley (chair), Louise Matheny (vice-chair), Tracy Schiro (interim WIB Services Manager) and Reva Bear (WIB Program Manager) have been meeting on a regular basis to provide continuous updates between the WIB and the Admin Entity.

### **Committee Reports:**

One-Stop Leadership – Grace Schoch-Manzano informed the board that the next meeting of the OSL will be held on January 14, 2013. The direction of the meeting will be to go over benchmarks, goals and what the charge of the committee should/will be.

Youth Council – Patrick McGuire informed the board that the Youth Council will be meeting today (1-9-13). Discussion will include alignment with the state and opportunities to look at local issues which include childcare and transportation. The John Muir Charter School has been very successful with a current registration of 19 youth and two graduates since October 2012. CWA conference will be the week of January 15-17 and one registration spot is available for an interested board member.

Ad Hoc Task Force with (iii) Design – Tracy Schiro will meet with the work group today (1-9-13)

### **Vendor Reports**

One-Stop Operator's Financial Summary (Goodwill) – Bill Barker reviewed the financial summary with the board members. November Invoice Summary shows expenditures as follows: Adult \$36,237.21, Dislocated \$40,298.24, Youth \$41,499.82, Rapid Response \$2,748.75 with a combined total of \$120,784.01. Handouts were provided to the members.

Operator's Integration Update – Kathy Marcove updated the board on the progress of the Integrated Service Delivery Model. December accomplishments were: Completed Re-Employment Assistance (REA) Program; Completed ISD functional Teams with final report on December 17, 2012, and begin transition to work groups; On target to begin Integration Training as outlined in the December 12<sup>th</sup> report; Conducted all One-Stop staff training on Change Management on December 13, 2012.

January objectives are: All One-Stop staff meeting scheduled for January 4, 2013 to include team building, commencement of work groups and staff recognition (FISH Awards); Develop Welcome Function Training for all One-Stop staff to begin the first week in February; Morro Bay Job Seekers Academy on Tuesday, January 29, 2013 at the Veteran's Memorial Hall, 8:30 am to 4:30 pm. Handouts were provided to the members.

### **Administrative Entity Updates**

Fiscal Agent's Budget Update – Tracy Schiro informed the board that the fiscal entity is currently under budget in many areas, with staffing being one of them. Total expenditures through November 30, 2012 are as follows; DSS Admin & Fiscal Cost are at 28.7%, DSS Operating 61.5% (these are frontloaded costs due to membership

fees) WIB Set Aside 1.6%, Goodwill WIA One-Stop 33.1%, Goodwill WIA NEG Grant One-Stop Operator 27.4%, iii Design 16.0%, EVC (Economic Strategy Plan) 11.2%, EVC (WIA: Business Outreach Services) 16.7%. Seven months remain in the program year and are currently 3% under spent. Goodwill has met their leverage in OJT. They have 27 new contracts for OJT by the end of November and three new OJT contracts since then. Handouts were provided to the board members.

WIA Services Manager Recruitment Update – Tracy Schiro updated the board on recruitment status. The application process is closed and an estimated 22-23 applicants will have an oral board interview on January 22<sup>nd</sup> and 23<sup>rd</sup>. A second oral board is being scheduled for early February and there was discussion on who would participate on the February oral board. Tracy informed the board that the minimum qualifications for this position had been changed county wide and a more diverse group of applications were received. With this schedule, it is hoped to have a WIA Manager in position by mid February.

PY 11-12 Performance Results – PY 11-12 Performance: Reva Bear reviewed with the board members the state mandated performance measures. These performance measures are negotiated between the State and the Department of Labor. The handout provided shows the yearly increase in performance measures in the categories of entered employment, retained employment, and average earnings. The number of participants entering employment has continued to increase in addition to average earnings. These performance measures are shown over 100% based on the calculations used by the state, where attaining 80% of the goal is considered 100%. The WIB is currently going through recertification and Reva gave an overview of how integration is judged on performance. Performance numbers will decrease with the new Integrated Service Delivery Program and will be reflected in next years final performance results, but rates could be renegotiated with the State to reflect more accurate performance rates.

Reva Bear presented handouts to the board members showing the Final Youth WIA Performance Results. Prior to Cuesta College being the WIA Youth Provider, the program was mostly an on-line, self-paced work exposure curriculum. The program served approximately 40 youth per year, with most being carried over for multiple years. The State negotiates our performance outcomes with the Department of Labor and the handout provided shows a significant increase in performance. This performance measure includes whether the youth graduates, enters military, post secondary or work, and if they are basic skills deficient, if they have gained one grade level in numeracy and literacy. WIA performance measures are shown over 100% based on the calculations used by the state, where attaining 80% of the goal is considered 100%. Attainment and literacy /numeracy have increased with high at risk youth due to an excellent youth program and the inclusion of the John Muir Charter School. Nineteen youth are currently on the roster of the John Muir Charter School and two have graduated since October with their GED.

PY 13-14 Local Plan Update – State has not approved its plan and has extended our deadline to July 1, 2013. A draft of our local plan will be completed by mid March, and it will be open for public comment in mid March and close mid April. It will be presented to the full WIB for approval May 2, and sent to the SLO Board of

Supervisors for review. Our local plan has to mirror the state plan and it touches on skilled development, employer relations, labor market intelligence and workforce intelligence. The approach to getting the plan done will be to have small meetings with key people and then come to the larger groups to complete this comprehensive document.

PY 11-12 WIB Project Updates –

- a. Small Business Study – The WIB commissioned BW Research Partnership, Inc. (BW Research) to assess trends, workforce opportunities and the economic climate for small businesses in San Luis Obispo County. This report was furnished to the WIB and will be posted to the Workforce Investment Board website.
  
- b. Performance Measurement for Continuous Improvement - The WIB commissioned BW Research Partnership, Inc. (BW Research) to develop a framework for collection accurate, practical, easily understood information that is action-oriented and focused on developing cost effective measures to track the progress of the region and more specifically the WIB. Fundamentally, the WIB is interested in tracking a variety of measures focused on the ability of its workers to obtain employment that pays a living wage. This report was furnished to the WIB and will be posted to the Workforce Investment Board website.
  
- c. Community Capacity and Asset Mapping – Public Consulting Group, Inc. (PCG) was commissioned to compile interview data and develop a comprehensive inventory of workforce development services using the following categories:
  - Job Seeker Services
  - Entrepreneurial and Business Development Services
  - Business Services

The goal of this report was to assist the WIB by developing a comprehensive inventory of services to inform strategies planning, alignment and efforts to pool community resources to increase the broader system's impact. WIB local and strategic plans will be required to demonstrate an acute awareness of the services provided by the broader training and education system in the region.

This report was furnished to the WIB and will be posted to the Workforce Investment Board website.

**Future Agenda Items/New Business**

Louise Matheny informed the board that there had been several layoffs in the past weeks. Kathy Marcove asked for information on these layoffs to be passed to Shoreline for Rapid Response Services to be offered.

Louise reminded the board that there will be two job fairs coming soon.

**Next Executive Meeting:** March 13, 2013  
8:00 – 9:00 AM  
Business and Career Center One-Stop  
880 Industrial Way, 2<sup>nd</sup> floor  
San Luis Obispo, CA

**Meeting adjourned at 8:34 AM**