

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

**EXECUTIVE COMMITTEE MINUTES**

**Date:** Wednesday, March 13, 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, Claire Clark, Kirk Coviello,  
Grace Schoch-Manzano  
**Excused:** Patrick McGuire  
**Staff:** Reva Bear, Sandra Hernandez  
**Guest:** Kathy Marcove (Goodwill), Bill Barker (Goodwill), Matthew Green  
(Cuesta), Andrew Moreno (EVC)

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**Call to Order:**

Chair Carl Dudley called the meeting to order at 8:03 A.M. Introduction of Reva Bear as the WIA Services Manager for the SLO County Workforce Investment Board.

**Public Comment:**

No Public Comment

**Action/Information/Discussion:**

3.1 Approval of the January 9, 2013 Minutes.

**Motion:** Kirk Coviello  
**Second:** Louise Matheny  
**Motion Passed Unanimously**

3.2 Approve and authorize staff to submit WIB Member appointment to the Board of Supervisors (Kim Murphy)

**Motion:** Claire Clark  
**Second:** Grace Schoch-Manzano  
**Motion Passed Unanimously**

3.3 Andrew Moreno from the Economic Vitality Corporation gave a presentation to the committee members on Business Outreach Services. A handout was given to the committee members showing the Scope of Work provided by EVC. The Scope of Work included:

- Inventory of Business Services
- Website
- Assessment Surveys
- Marketing and Outreach
- Referrals to Workforce Partners

- Database
- Satisfaction Surveys

The handout went into detail on each of these points with discussion from the committee members.

- 3.4 Authorize the Administrative Entity to receive and contract out CA Department of Corrections and Rehabilitation funding for vocation services to incarcerated individuals. Funding is at \$200,000 per year with funding for two years and an option for a third year. This program is a 5 week course, where upon release the individuals will receive right to work papers and targets individuals with 60 days to 6 months until parole. An RFP will be sent for competitive procurement of the services.

**Motion:** Louise Matheny

**Second:** Kirk Coviello

**Motion Passed Unanimously**

- 3.5 Business Council Committee Information - Reva Bear reviewed a handout given to the committee listing the Business Council Duties, Membership and Business Services Plan. The Business Council is required in the new local plan and includes businesses, providers and representatives from economic development. The first meeting will be held in April.

### **Chairman Reports**

Carl Dudley informed the committee members that Reva Bear and he have been meeting on a regular basis to keep updated and informed. Carl has asked to have a formal survey sent to all WIB Members with the intent to gather information on the effectiveness of the Workforce Investment Board. A formal proposal to prepare the survey will brought to the committee next month. Reva Bear informed the committee that a new WIA Program Manager was hired, Dawn Boulanger, who would be starting March 25<sup>th</sup>. WIB Member orientation is continuing as new members are approved by the BOS.

### **Committee Reports:**

One-Stop Leadership – Grace Schoch-Manzano informed the committee members that the OSL membership has become robust with a good cross section of the community. The committee reviewed the goals and duties of the OSL for the new members. Reva Bear discussed with the OSL Committee the One-Stop System Data Collection process. The OSL Committee will review the One-Stop System Date on a quarterly basis.

Youth Council – Reva Bear on behalf of the Youth Council updated the committee on the actions of the last Youth Council meeting. The committee discussed the local plan as well as apprenticeship programs. An in-school youth was added to the committee and a potential application may be received for the parent seat on the committee. Two Youth Fairs will be held on April 24, 2013. The locations will be in Paso Robles

at the Estrella Career Center located at North County Cuesta College Campus and also at the Youth One-Stop located in Grover Beach.

### **Vendor Reports**

One-Stop Operator's Financial Summary (Goodwill) – Bill Barker reviewed the financial summary with the committee members. January Invoice Summary shows expenditures as follows: Adult \$31,106.18, Dislocated \$38,087.55, Youth \$73,025.43, Rapid Response \$5,441.33 with a combined total of \$147,660.50. Handouts were provided to the members. Cuesta was monitored the first week in March and had no findings. Cuesta is on track to spend 80% of this years' budget. Bill Barker asked if the financial reports could be reviewed prior to the Executive Committee meetings and the committee agreed that a budget narrative would provide the necessary information the board would need in reviewing the financial reports. A budget narrative will accompany future financial summaries.

Operator's Integration Update – Kathy Marcove updated the committee on the progress of the Integrated Service Delivery Model. The January and February Accomplishments:

- Restarted Re-Employment Assistance (REA) Program
- Conducted All One-Stop Staff Meeting on January 4, 2013 introducing the phased ISD implementation plan
- Completed Welcome Function Training for all One-Stop staff in February
- Began the Welcome Function on Monday March r, 2013
- Conducted 2 Job Seekers Academies
  - Morro Bay Job Seekers Academy on Tuesday, January 29, 2013
  - Paso Robles Job Seekers Academy on Thursday, March 7, 2013

March Objectives;

- Implement the Welcome Function at both sites
- Continue to train staff on new ISD functions
- Introduce the New Cal Jobs – currently a parallel system with VOS, working very much the same way, eventually using only one system

### **Administrative Entity Updates**

Fiscal Agent's Budget Update – Lee Collins informed the committee that the currently fiscal reports to do not include the January payments to Goodwill due to the timing of the reports being completed. The total expenditures through January 31, 2013 are as follows; DSS Admin & Fiscal costs are at 40.5%, DSS Operating 35.5%, WIB Set Aside 26.1%, Goodwill WIA One-Stop 31.2%, Goodwill WIA NEG Grant Contract 29.2%, (iii) Design 16.0%. The total expenditures through January 31, 2013 are \$935,675.54.

### **Future Agenda Items/New Business**

**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 9:08 AM**