

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

EXECUTIVE COMMITTEE MINUTES (No Quorum)

Date: Wednesday, April 10, 2013
Time: 8:00 AM
Location: Business and Career One-Stop, 880 Industrial Way, 2nd Floor
Conf. Room, SLO

Present: Carl Dudley, Louise Matheny, Kirk Coviello

Excused: Patrick McGuire, Claire Clark, Grace Schoch-Manzano

Staff: Reva Bear, Sandra Hernandez, Dawn Boulanger, Lee Collins, Susan Hoffman

Guest: Kathy Marcove (Goodwill), John Collins (Goodwill), Bill Barker (Goodwill), Jenn Kirn (Cuesta)

Call to Order:

Chair Carl Dudley called the meeting to order at 8:04 A.M. At this time there is no quorum. Informational and Discussion items will be reviewed.

Public Comment:

No Public Comment

Information/Discussion:

- 3.3 Discussion and Review of WIB Strategic Plan- John Collins spoke to the committee about the WIB Strategic Planning meeting held on April 9, 2013. The committee is working on elements of the actions steps and would like to have the 1st vetting thru the Executive Committee with the final version going to the full WIB in August 2013.
- 3.4 NAWB Update- John Collins provided a handout to the committee outlining this year's key highlights. The conference provided opportunities to connect to workforce, education, and economic development professionals across the country. A few of the conference key items were:
- “Just Add One, the NAWB Association is actively seeking funding to help potential “Just Add One” membership locations to implement strategic plans around this concept. Just Add One (JAO) is an initiative coordinated by the National Association of Workforce Boards (NAWB) that builds a collaborative member network of community partners across the country that work collectively within their respective labor markets to provide small businesses with tools, strategies and solutions to help them “add just one” employee.
 - Different innovative models of program usage
 - Skills Act (Foxy Bill) on WIA Reauthorization

- Sequestration, as presented by Jane Oates, Assistant Secretary of the Department of Labor
- Strategic Planning for WIBs

Chairman Reports

Carl Dudley spoke to the committee regarding appointment of non-WIB members to committees by the committee chair and/or WIB. The WIB Bylaws state “committee members with the exception of the Youth Council, shall be appointed by the WIB Chairperson and include WIB members exclusively or they may be supplemented by non-WIB members deemed appropriate by the WIB Chairperson with the approval of the WIB. Youth Council members shall be appointed by the WIB.

Committee Reports:

One-Stop Leadership – Reva Bear speaking on behalf of Grace Schoch-Manzano reported that the OSL did not meet this month and will be rescheduled for May.

Youth Council – Reva Bear spoke on behalf of Patrick McGuire and informed the committee that the YC would be meeting today at 4 PM. Discussion will include moving the meetings to an every other month schedule. The Youth Council will also be reviewing and approving five potential members.

Business Council – The Business Council met on Friday, April 5th and was chaired by Kirk Coviello. The council will meet every other month beginning in June and then move to a quarterly schedule. Areas of discussion included Labor Market Analysis and employer services including Customized and Incumbent Worker Training.

Vendor Reports

One-Stop Operator’s Financial Summary (Goodwill) – Bill Barker reviewed the financial summary with the committee members. February Invoice Summary shows expenditures as follows: Adult \$28,932.88, Dislocated \$31,448.47, Youth \$72,553.20, Rapid Response \$5,441.33 with a combined total of \$138,375.88. Handouts were provided to the members. Shoreline performed a Fiscal and Procurement review of the youth services provider, Cuesta, and had no findings to report. Shoreline was monitored by the County Auditors Department and there were no findings.

Operator’s Integration Update – Kathy Marcove provided a handout to the committee on the progress of the Integrated Service Delivery (ISD) 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 4, 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

- Reorganized Resource Room at SLO One-Stop
- Planned Activities;
- Continue to train staff on new ISD functions-planned training on MBTI and CalJobs/VOS
 - Integrated Workshop Schedule
 - Atascadero Job Seekers Academy scheduled for April 25, 2013
 - Explore opportunities to outreach using virtual technologies

Administrative Entity Updates

Fiscal Agent's Budget Update – Lee Collins updated the committee on the current expenditures through February 28, 2013. The total expenditures are as follows; DSS Admin & Fiscal costs are at 45.7% (\$218,142.64), DSS Operating 40.3% (\$41,295.61), WIB Set Aside 29.3% (\$58,844.68), Goodwill WIA One-Stop 29.7% (725,979.65, Goodwill WIA NEG Grant Contract 29.7% (32,295.94), (iii) Design 16.0% (3,025.00). The total expenditures through February 28, 2013 are \$1,079,583.52.

Reva Bear introduced Dawn Boulanger as the new WIA Program Manager and gave a brief background of Dawn's work experience.

Future Agenda Items/New Business

Next Executive Meeting: June 12, 2013
8:00 – 9:00 AM
Business and Career Center One-Stop
880 Industrial Way, 2nd floor
San Luis Obispo, CA

Meeting adjourned at 8:58 AM