

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

**EXECUTIVE COMMITTEE MINUTES**

**Date:** Wednesday, June 12, 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, Kirk Coviello, Grace Schoch-Manzano,  
Patrick McGuire

**Staff:** Reva Bear, Sonia Hurtado, Lee Collins, Susan Hoffman

**Guest:** John Collins (Goodwill), Bill Barker (Goodwill), Jenn Kirn (Cuesta),  
Matthew Green (Cuesta)

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**Call to Order:**

Chair Carl Dudley called the meeting to order at 8:04 A.M. Quorum.

**Public Comment:**

Introduction to New Staff

**Action/Information/Discussion:**

3.1 Approval of the March 13, 2013 Minutes

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

3.2 Approval of the April 10, 2013 Minutes

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

3.3 Approve PY 13-14 Local Workforce Investment Area Budget.  
WIA Services Manager Reva Bear provided a detailed review of the PY13-14 WIA Formula Funds Budget, along with a hand out outlining financial allocations. The funds will be added to the County's budget as part of the WIA PY 13-14 sub grant approval process set for the Executive Committee's approval in July 2013. Chairman Carl Dudley commended the Administrative Entity/Fiscal Agent for excellent planning and stewardship of the funds.

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

- 3.4 Request Direction of Use of the PY 12-13 WIA Youth Carryover funds in an estimated amount of \$250,000.  
Ms. Bear reviewed possible uses of the funding and sought the Executive Committee's direction on the proposed use of funds. Cuesta College provided a plan for spending approximately \$200,000 of the funds to increase services to youth including paid work experiences, vendor services such as driving school and a life coach, and additional supportive services.

**Motion:** Grace Schoch-Manzano  
**Second:** Patrick McGuire  
**Motion to Approve as Presented**

- 3.5 Approve appointment of Matthew Green to the One-Stop Leadership Committee.

**Motion:** Grace Schoch-Manzano  
**Second:** Kirk Coviello  
**Motion Passed Unanimously**

- 3.6 Approve Recommendation to Declare WIA Funds Limited in the Local Area. Sequestration is a set of automatic, largely across-the-board spending reductions, which has reduced WIA funding to the local area. As a result, funds are limited in the local area and the Administrative Entity is requesting that the WIB formally declare this to be the case so that the Priority of Service policy may be implemented.

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

- 3.7 Receive and Accept PY11-12 Fiscal and Procurement Review Final Report. Ms. Bear shared with the Committee the final review from the State's Compliance Review Office and confirmed that all findings have been addressed.

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

- 3.8 Review and Discuss Draft PY 13-14 Local Plan.  
Ms. Bear distributed a portion of the draft Local Plan and reviewed the Plan requirements from each of the eight sections of the Plan. The vision and goals for our Local Plan are:

- To collaborate more
- Engage employers more
- Engage with the labor more intentionally to produce some pre-apprenticeship opportunities for youth and adult/dislocated workers
- To focus on ways to pull youth into the workforce pipeline

Concerns were noted with Section six which relates to whether the WIB is conducting its business appropriately. Currently, there are three (3) vacant Labor seats and four (4) vacant Business seats as several private sector members are resigning at the end of this year. In addition to recruiting, Ms. Bear recommends adjusting WIB meetings to include a Consent Agenda as a means to minimize the amount of time spent addressing compliance issues and move toward emphasizing strategic conversations among members.

### **Chairman Reports**

Carl Dudley spoke to the committee regarding his term ending at the end of June 30, 2013, as his appointment was to complete the previous chair's term. Additional discussion must be held in order to re-appoint Chairman Dudley. According to the Bylaws: "WIB shall elect by a majority vote from its membership its Chairperson and Vice Chairperson; election shall occur prior to June 30 of two year office". County Counsel Susan Hoffman confirmed that Chairman Dudley may continue to serve until the full Board votes at its August 1, 2013 meeting.

### **Committee Reports:**

One-Stop Leadership – Grace Schoch-Manzano reported that the OSL met on Monday, June 10, 2013, discussed and approved the Adult Strategies section of the Local Plan, received a One-Stop Performance Measure update, and discussed Priority of Service. Committee is considering changing schedule to alternating (odd) months..

Youth Council – Patrick McGuire informed the committee that the YC last met on April 9, 2013 and will meet later today June 10, 2013, at 4:00 PM to review the Youth Strategies section of the Local Plan. The meeting schedule will change to every other month, even months. Recommendations were made as to how to make contact with youth, it was determined that a phone call, plus an email would be most appropriate. Jenn Kirn (Cuesta) informed the Committee of the upcoming John Muir Charter School Graduation Ceremony on June 28, 2013, invitation was sent out to entire Board. Jenn Kirn provided an overview of services to date: 40 enrollees since October 2012, currently 18 enrollees, six youth will obtain High School diplomas this upcoming June 28, 2013. Three out of the six graduating youth were enrolled in WIA, also four youth that are employed at Miner's are enrolled in WIA, looking at enrolling three more. Successful Launch partnered with Miner's, Ace Hardware to run summer employment programs that will serve youth, including WIA youth.

Business Council – The Business Council met on Thursday June 6, chaired by Kirk Coviello. Meeting was effective, recruitment in process. Areas of discussion included Labor Market Analysis and employer services including Customized and Incumbent Worker Training. Council will meet every other month (even months) beginning in June and then move to a quarterly schedule. Ms. Bear announced another subcommittee, the Business and Employer Advisor Group an Ad Hoc sub group was created in order to assist the Business Council. Skill assessments were discussed and John Collins expressed concerns pertaining to standardized tests such as WorkKeys.

### **Vendor Reports**

One-Stop Operator's Financial Summary (Goodwill) – Bill Barker reviewed the financial summary with the committee members. April 2013 invoice Summary shows expenditures as follows: Adult \$26,534.75, Dislocated \$33,914.16, Youth \$66,010.08. Handouts were provided to the members. Ms. Bear requested an estimate of the amount of training funds that would remain unspent at the close of the program year since the handout indicated approximately \$100,000 remaining as of April 30, 2013 and three months of invoices left to process. Mr. Barker stated that approximately 10-15% of funds allocated to training would remain unexpended. Ms. Bear expressed concern that the required training allocation, mandated by the State, is not going to be met.

### **Administrative Entity Updates**

Fiscal Agent's Budget Update – Lee Collins updated the committee on the current expenditures through April 2013. The total expenditures are as follows: DSS Admin & Fiscal costs are at 61.0% (\$290,721.20), DSS Operating 60.1% (\$61,531.13), WIB Set Aside 49.0% (\$98,588.15), Goodwill WIA One-Stop 50.5% (\$1,001,106.37 Goodwill WIA NEG Grant Contract 38.0% (\$41,378.42), (iii) Design 17.3% (\$3,280.00). The total expenditures through April 30, 2013 are \$1,496,605.27.

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

**Next Executive Meeting:** July 10, 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 9:07 AM**