

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

**EXECUTIVE COMMITTEE MINUTES**

**Date:** Wednesday, July 10, 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, Patrick McGuire,  
**Staff:** Reva Bear, Sonia Hurtado, Lee Collins, Susan Hoffman, Dawn Boulanger  
**Guest:** John Collins (Goodwill), Bill Barker (Goodwill), Jenn Kirn (Cuesta), Kathy Marcove (Goodwill)

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**Call to Order:**

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

**Public Comment:**

None

**Action/Information/Discussion:**

3.1 Approval of the June 12, 2013 Minutes

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

3.2 Approve Appointments of John Cascamo, Kathy Marcove and Andrew Moreno to the Business Council.

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

3.3 Approve Appointment of Justin McIntire to the One Stop Leadership Committee

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

3.4 Review and Approve PY 13-14 Subgrant Agreement with the State of California for Receipt of WIA Youth Funds in the Amount of \$803,371.00  
Dawn Boulanger explained that WIA Youth funds are intended to support employment, training, and education services for WIA eligible youth. This agreement is the foundation document for receipt of all WIA formula funds. The State releases the other formula WIA allocations to the County via unilateral modifications to this agreement. A modification to this agreement incorporating WIA Adult, Dislocated Worker, and Rapid Response funds for PY13/14 is

expected sometime after July 1, 2013 upon approval of the State's budget. The WIA funds are 100% federally funded and distributed to the states for allocation to counties via subgrant agreements. The total funding allocated for the PY 13/14 is \$2,132,854 which is \$42,259 less than the PY 12/13 total. The PY 13/14 allocation was impacted by a reduction in round one funding due to the Sequester and includes an estimated 5% Sequester reduction in round 2 funding. These funds will be used to support WIA direct service programs and administrative and fiscal costs. The agreement has an August 2013 BOS approval date.

**Motion:** Louise Matheny

**Second:** Kirk Coviello

**Motion to Approve as Presented**

### 3.5 Review and Discuss Draft for Local Strategic Workforce Plan for San Luis Obispo County PYs 13-17

Reva Bear provided handouts to review and discuss an overview of the Local Strategic Workforce Plan that is in alignment with and in support of the California Workforce Investment Board's Strategic Workforce Development Plan. The WIB's Local Plan addresses the State's goals and objectives to meet workforce needs and integrate local business with workforce initiatives. Additionally, the Local Plan seeks to align workforce development strategies for adults and youth, and support system alignment. The Plan is built around several areas of focus:

- Engaging employers
- Emphasis on sectors and local clusters of opportunity
- Local and regional collaboration
- Integrating services
- Developing capacity

The Local Plan will be submitted for approval by the WIB at its August 1, 2013 meeting and then for the County Board of Supervisors at its August 20, 2013 meeting. Attachment 3.5a outlines goals and strategies of the Local Strategic Plan. Attachment 3.5b provides a description of the Business Services Plan, provides a description of the Business Council and its duties, goals, and strategies.

## Reports

### Chairman Reports

Chair Dudley informed the Committee that he has a monthly conference call with the WIA Services Manager to address items of discussion.

### Committee Reports:

**One-Stop Leadership (OSL)** – Kathy Marcove reported on behalf of Grace Schoch-Manzano, Chair of the OSL who was excused. Ms. Marcove reported that the OSL meets every other month (odd months) and provided a handout that outlined Integrated

Service Delivery (ISD) goals in order to assist One Stop clients to pursue their career objectives. Ms. Marcove provided a description of June 2013 accomplishments:

- Staff training
- LMI
- Priority Service
- Customer Service Training in San Luis Obispo
- Streamline re-employment assistance
- Complete design of 6 Job Readiness Workshops

ISD objectives for July entail Training of Trainers for job readiness workshop, implement priority of service for adult job seekers and decide on networking group format.

**Youth Council** – Patrick McGuire informed the committee that the Youth Council met June 12, 2013, to review strategies focusing on supporting youth transitioning to higher education and employment as part of the Local Plan development process. Mr. McGuire attended the John Muir Charter School graduation where youth received their high school diplomas. Kathy Marcove commended Jen Kirn for her great effort in obtain funding.

**Business Council** – Kirk Coviello announced next Business Council meeting for Friday August 2, 2013, a day after Full WIB meeting; which will be on Thursday August 1, 2013.

### **Vendor Reports**

Goodwill - Bill Barker updated the Committee on the Goodwill audit outcomes; there were no significant findings. Mr. Barker addressed the issue of late invoices and expressed his commitment to expedite invoices in order to avoid miscalculations.

Ms. Marcove announced the Customer Service Training in San Luis Obispo.

### **Administrative Entity Updates**

Fiscal Agent's Budget Update – Lee Collins updated the Committee with activities related to implementation of the Affordable Health Care Act. Mr. Collins added that several other Social Services programs, such as CalWORKs will go through some major revisions as well. Mr. Collins went over the WIA Budget for Fiscal Year 2012-2013, DSS Administrative and Fiscal Cost as of May 31, 2013:

DSS Employees use a time study report to code work time to the WIA. The salary costs for May are \$3,069.65.

Operating Expenses, WIB set-Aside and Contracted Expenses are included in the WIA Budget Excel sheet included in the agenda packet.

**Next Executive Meeting:** September 11, 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 9:15 AM**