

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

EXECUTIVE COMMITTEE MINUTES

Date: Wednesday, October 9, 2013
Time: 8:00 a.m.
Location: Business and Career One-Stop, 880 Industrial Way, 2nd Floor
Conf. Room, SLO

Present: Carl Dudley, Louise Matheny, Kirk Coviello, Patrick McGuire

Excused: Grace Schoch-Manzano

Staff: Reva Bear, Dawn Boulanger, Chenoa Wilkerson, Susan Hoffman,
Tracy Schiro, Lee Collins

Guest: John Collins (Goodwill), Bill Barker (Goodwill), Kathy Marcove
(Goodwill), Matthew Green (Cuesta), Charlotte Johnson (Henkels &
McCoy), John Rubin (Henkels & McCoy), Chris Cronan (EDD)

Call to Order

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

Public Comment

Kirk Coviello thanked Reva Bear and Andrew Moreno for their participation in *Good Morning SLO*.

Action/Information/Discussion

3.1 Approval of the September 11, 2013, Minutes

Motion: Louise Matheny
Second: Kirk Coviello
Motion Passed Unanimously

3.2 **Review and Approve Spending Plan for WIB Set-Aside Funds Strategic Initiatives**

Reva Bear explained that to move forward in certain initiatives and to start sector strategies, current data needs to be made available that will identify growth opportunities. Ms. Bear stated approximately \$34,000 is available in carryover funds and requested approval to move forward with an RFQ (Request for Quotation) to be used for an economic analysis. The cost of the analysis is projected to cost between \$12,000 – \$15,000 and up to \$20,000. The remaining funds would be used to procure consultant services to help identify a sector on which to focus. Patrick McGuire stated Santa Barbara County WIB's sector analysis is available online and the information is very helpful.

Action Item: Reva Bear to send link to SB County WIB's Web site.

Motion: Patrick McGuire
Second: Louise Matheny
Motion Passed Unanimously

3.3 Approve Appointment of Kristin Flynn to the WIB

Motion: Kirk Coviello
Second: Louise Matheny
Motion Passed Unanimously

3.4 Approve Appointment of Alison Ordille to the OSL

Motion: Patrick McGuire
Second: Louise Matheny
Motion to Approve as Presented

3.5 Discuss PY 12-13 WIA Youth Carryover Funds

Dawn Boulanger stated that at the June 12, 2013, Executive Committee meeting, Cuesta's request for \$200,000 in Youth carryover funds was approved. These funds would be used to fund paid work experience, vendor services and supportive services. In August 2013, approximately \$174,000 remained in carryover funds in addition to the \$200,000 that had previously been allocated to Cuesta. The Youth Council discussed use of these funds at their August 2013 meeting. Areas that were underserved in the community were discussed and identified.

Chair Patrick McGuire and Vice-Chair Jim Salio were notified that procurement would be needed for a full-scope WIA program. Cuesta submitted a proposal for the additional carryover funds, requesting \$142,000 of the available \$174,000 for use to increase hourly participant wages, educational service items, and to hire a summer program coordinator.

Matthew Green stated it was his understanding that the finalization of the content of the RFP (Request for Proposal) would be discussed at the October 9, 2013 Youth Council meeting.

Susan Hoffman was asked for clarification on the RFP process and stated that where carryover funds are concerned, the primary controlling document is the contract signed by the County Board of Supervisors (BOS) and Goodwill Industries. The BOS expressly grants to the director of Social Services authority to amend a contract, approve additional compensation, and corresponding expansion in the scope of services should additional funding become available or increased through additional allocations and/or carryover funds. The director is given discretion to award additional funds provided funds are used in accordance with WIA statutes and regulations.

Ms. Hoffman explained that if funds remain after that determination by the Director to amend the contract, those funds are subject to the procurement policies. It is therefore not a decision of *whether or not* to issue an RFP, but that at a certain amount of funding, an RFP has to be issued. The contract also requires that the contractor submit a written request for all changes.

Lee Collins explained that there are three items to consider: 1.) Services focused on specific unmet community needs and serving out-of-school youth; 2.) The contractor has not requested carryover funds in writing; and 3.) The funds at hand and the fact that there have been unspent funds every year. As such, Mr. Collins has concluded that an RFP is the best way to proceed. Mr. Collins stated that in a case where there is a demonstrated unmet need yet funds are being sent back year after year, it is in the best interest to issue an RFP that enables anyone, including the current contractor, to submit a request to meet those needs. Mr. Collins emphasized that the partnership between DSS and Cuesta is very strong and historical.

John Collins added that Cuesta is not responsible for the needs that went unmet, but rather the contractor, Goodwill. Goodwill is ultimately responsible for the numbers and it needs to be acknowledged that numbers need to be shored up.

Mr. Green affirmed Lee Collins' comments regarding Cuesta's good working relationship with DSS and its intention to continue to work collaboratively with DSS. Chair Dudley noted that sometimes Cuesta is put in pretty big vices due to many constraints beyond its control.

It was also noted that input and expertise from the Youth Council is needed to develop the scope of services being sought.

Reports

Chairman Reports

None

Committee Reports

One Stop Leadership (OSL) – Kathy Marcove stated that the OSL did not meet during this period due to no quorum in September and to a conflict of schedules. The OSL is scheduled to meet January 2014 and staff continues to work on performance reporting and establishing a timeline for the re-branding project.

Youth Council – Patrick McGuire reported that work is ongoing on a draft for the youth service award. This is will be discussed at the Youth Council meeting this afternoon.

Business Council – Kirk Coviello reported that the meeting was productive and thanked the WIB for Dawn Hinchman's appointment to the council. The release of labor market reports was also discussed. A Glossary of Terms has been developed

and will be a helpful tool. Ms. Bear noted that the Council agreed to the release an RFQ for consultant services. Outreach works continues to recruit new members in specific clusters.

Vendor Reports

Operator's Financial Summary – Bill Barker stated through August 2013, \$232,000 has been spent of a budget of \$1.4 million, which is 16% of the budget consumed. Spending is on target and invoices continue to be processed in a timely manner.

John Collins explained that in light of the government shutdown, they have continued to keep both One-Stop locations open. They continue to provide all services and will pay for those who are current in plan, but are not enrolling anyone else. Intensive services have also stopped. He warned that SB734 (mandates minimum training expenditures of 25 -30% of total adult and dislocated worker formula allocations) may be a problem in the future.

Integration Report – Kathy Marcove stated that a USC Master's candidate has been working on the One-Stop Standard Operating Procedures. Training continues with assessments scheduled for the following week. Participation in the Paso Robles Job Fair was mentioned and collaboration continues on Jail to Jobs. An announcement regarding grants (basic computer literacy and financial literacy) will be made soon. The PG&E Hiring Fair went very well, with approximately 700 present at the October 4, 2013, event. Ms. Marcove and her staff were commended for their professional demeanor and help. Ms. Marcove attended a Business Services training hosted by the Santa Barbara County WIB on October 8, 2013, and reports it was very informative. She intends to meet with Ms. Bear to discuss items presented at that meeting.

Administrative Entity Updates

Lee Collins stated implementation of Affordable Care Act is going okay after some initial computer glitches. Mr. Collins expressed appreciation that Shoreline continues to serve the community at a time of great uncertainty due to the government shutdown.

Future Agenda Items/New Business

Next Executive Meeting: December 11, 2013
8:00 – 10:00 a.m.
Business and Career Center One-Stop
880 Industrial Way, 2nd floor
San Luis Obispo, CA

Meeting adjourned at 9:18 a.m.