

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

EXECUTIVE COMMITTEE MINUTES

Date: Wednesday, December 11, 2013
Time: 8:00 a.m.
Location: Business and Career One-Stop, 880 Industrial Way, 3rd Floor Conf. Room, SLO

Present: Carl Dudley, Louise Matheny, Kirk Coviello, Patrick McGuire, Grace Schoch-Manzano

Staff: Lee Collins, Sarah Hayter, Susan Hoffman, Chenoa Wilkerson

Guest: John Collins (Goodwill), Kathy Marcove (Goodwill), Matthew Green (Cuesta), Jenn Kirn (Cuesta), John Rubin (Henkels & McCoy)

Call to Order

Chair Carl Dudley called the meeting to order at 8 a.m. **Quorum.**

No Public Comment

Action/Information/Discussion

3.1 Approval of the October 9, 2013 Minutes

Motion: Louise Matheny
Second: Patrick McGuire
Abstentions: Grace Schoch-Manzano

3.2 **Receive Update on PY 12-13 WIA Youth Carryover Funds**

Clarification was given to address issues that had come up at the August 1st WIB meeting and the October 9th Executive Committee meeting. Lee Collins reported that a meeting, requested by WIB Member, Dr. Gil Stork, had taken place between the current WIA Youth Services subcontractor and the WIB Administrative Entity to discuss communication issues and the relationship with the WIB Administrative Entity. John Collins shared his concern that the contractor was not present at this meeting. Lee Collins and Chair Carl Dudley addressed that any future meetings held to address concerns about the current WIA Youth contract or communication issues would include the contractor. County Counsel Susan Hoffman warned that including WIB Members who are not contracted providers would warrant the creation of a committee that would be subject to the Brown Act. It was clarified by Chair Dudley that communication concerns would be addressed at future WIB or Executive Committee meetings if conversations were not effective over the next few months.

Patrick McGuire expressed concern that the agenda packet for the Youth Council meeting, scheduled for that afternoon, included information about implications to the contract allocation for the current WIA Youth Services provider. Mr. McGuire expressed concern that the scope of the Request for Proposal (RFP) had changed since the first conversations and sought clarification regarding the availability of carryover funds and the allocation for the contract for 2014/2015 program year for the current provider of youth services. Lee Collins addressed that it had been asked if whether or not the RFP could be halted or rescinded and that it had been confirmed that this could not happen

without a compelling legal or financial reason. Mr. Collins reviewed the timeline for the RFP processes and explained that a selection committee had unanimously decided to recommend a provider and that the Youth Council would review the recommendation at the meeting scheduled for that afternoon at 4 p.m.

Matthew Green shared that the Cuesta WIA Youth program is meeting or exceeding their performance outcomes for this year for both in and out-of-school youths. Mr. Green stated that Cuesta has spent their full annual allocation of WIA funds and a large portion of carryover funds. He stated that Cuesta will be impacted by the decision to proceed with the RFP and that Cuesta will have to make reductions in staffing and services.

3.3 **Review Proposed Changes to the Eligible Training Provider List (ETPL)**

Chenoa Wilkerson reported that there are upcoming changes in the ETPL policy. The Employment Development Department (EDD) and the California Workforce Investment Board (CWIB) have proposed changes to the eligibility requirement for providers on the list and due to the impending implementation of CalJOBS in February 2014, we are taking the opportunity to “clean up” the ETPL and ensure compliance. A letter was sent to EDD from the workforce investment boards Local Workforce Investment Boards (LWIAs) of the Workforce Collaborative of California’s Central Coast (WCCCC) to clarify the changes and request that they address several issues before instituting the new policy. Until the concerns are addressed and a plan is in place, we will not add any new ETPL providers to the list but will be working with the current providers to move over the programs that are relevant and providing employer-recognized certificates or degrees. Matthew Green requested that we follow up with Cuesta and that he be included in the training.

3.4 **Consider Change in Executive Committee Meeting Location**

Chenoa Wilkerson reported that due to the turn-out to these meetings, the room was no longer large enough. Ms. Wilkerson had researched availability of rooms at the Department of Social Services and discussed ongoing availability of space at the One-Stop with staff. Carl Dudley requested that WIB staff send out a survey to verify availability of the WIB Board and Executive Committee members on different dates or times. It was requested that staff consider that, currently, the Youth Council meets in the afternoon on the same day as the Executive Committee. John Collins suggested that the WIB members consider moving the meeting start time to 8:30 a.m. from 8:00 a.m. to allow those with young children to attend meetings after dropping off children at school or childcare.

Action Item: WIB staff to send out survey to request a better time or location for the Executive Committee meeting.

Reports

Chairman Report – Chair Dudley reported that Heritage Oaks Bank has bought out Mission Community Bank and February 28, 2014 will be his last day. There is uncertainty as to his employment after that time and his ability to continue as WIB Chairman.

Committee Reports

One Stop Leadership (OSL) – Grace Schoch-Manzano stated that the OSL Committee did not meet during this period due to a conflict of schedules. The OSL is scheduled to meet January

13, 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 and announced the retirement of Domenic Santangelo.

Business Council – Kirk Coviello reported that the council reviewed the unemployment rates and EDD press release. The October report shows a gain of 2,400 jobs in that month. WIB staff presented information on WorkKeys and issued login information to all council members who will take the WorkKeys tests and review results at the next meeting. The Economic Vitality Corporation (EVC) submitted a preliminary scope of work for the creation of an online database of companies in San Luis Obispo County that would be available to individuals looking to relocate to the Central Coast.

One-Stop Operator Reports

Financial Summary – Bill Barker stated that through October 2013, \$436,000 has been spent of a budget of \$1.4 million, which is 33% of the budget consumed.

Performance Report – Kathy Marcove stated that the report format is being updated to present information in the most relevant and clear manner and that it is a work in progress. Ms. Marcove shared that Goodwill received a \$10,000 grant from PG&E to work with KCBX to provide basic computer classes to job-seekers in an effort to prepare them for further education or training opportunities. There are 7 individuals who have completed the classes and are moving on to more advance training. Ms. Marcove stated that One-Stop membership has declined due to the decline in the unemployment rate, sequester, and Federal shut-down as it was perceived by job-seekers that the One-Stop had no funding available during this time. Outreach efforts are being initiated to training providers to increase enrollment. Training and integration efforts have continued at the One-Stop and additional training in WIA regulation and eligibility will be delivered. In the coming months, there will be an emphasis on talent-marketing.

Youth Report – Jenn Kirn reported that the 1st Quarter Summary can be found in the packet and includes data through the end of September 2013. As of today, Cuesta is on track, if not exceeding, enrollment and performance and all youth who are exiting are obtaining a GED or high school diploma and increasing literacy and numeracy skills. Ms. Kirn reported that the Youth One-Stop is now a testing site for the National Retail Federation Foundation Certificate which provides a certificate in customer service good for three years. Youth attend a month of workshops prior to testing. The first test was issued on November 1st, 13 youth took the test and 10 passed. TJ MAXX, Ross, Marshalls, and Kohl's recognize the certificate and have hired all of the youth. The next test is scheduled for January 17th and is full. 18 youth were enrolled in the John Muir Charter School, 3 have graduated, 2 more are enrolling and the waiting list has been exhausted.

Administrative Entity Updates

Lee Collins reported that at 33.3% of the program year, 18.5% has been expended and that spending is on track, even though some information is understated due to the sequester.

Next Executive Meeting: January 8, 2014
8:00 a.m.
Business and Career Center One-Stop
880 Industrial Way, 3rd floor
San Luis Obispo, CA

Meeting adjourned at 9:03 a.m.