

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

EXECUTIVE COMMITTEE MINUTES

Date: Wednesday, December 10, 2014
Time: 8:30 AM
Location: America's Job Center of California, 880 Industrial Way, 3rd Floor Conf. Room
San Luis Obispo, CA

Present: Carl Dudley, Patrick McGuire, Grace Schoch-Manzano
Excused: Kirk Coviello, Louise Matheny,
Staff: Sarah Hayter, Dawn Boulanger, Reva Bear, Michael Coughlin, Leslie Kraut
Guest: John Collins (Goodwill), Charlotte Johnson (Henkels & McCoy), Danielle Christensen (Henkels & McCoy), Jennifer Kirn (Cuesta), Dr. Martin Meltz, Paul Pappasergi (Henkels & McCoy)

1. Call to Order:

Chair Carl Dudley called the meeting to order at 8:29 AM - **Quorum.**

2. Public Comment:

Jennifer Kirn announced that she will be leaving her position with Cuesta College and starting a new position with the John Muir Charter School. Chair Carl Dudley thanked Ms. Kirn for her service, stating that she has been a great asset to the community.

Dr. Martin Meltz expressed concern regarding the September 10, 2014 Executive Committee Minutes. Dr. Meltz's primary concern was that the Workforce Investment Board (WIB) had chosen not to collaborate with local homeless service providers. Chair Dudley stated that he believes that the WIB does in fact coordinate with local homeless service providers. Reva Bear (Staff) stated that the portion of the minutes that Dr. Meltz is referring to was an excerpt of a report that was being presented to the Executive Committee, not a discussion or a vote of the Committee itself.

3. Consent Items:

3.1 Approval of the October 8, 2014 Minutes

Motion: Grace Schoch-Manzano
Second: Patrick McGuire
Abstentions: None
Result: Motion Passed Unanimously

3.2 Appoint Kristin Lima and Danielle Christensen to the Youth Council

Motion: Grace Schoch-Manzano
Second: Patrick McGuire
Abstentions: None
Result: Motion Passed Unanimously

4. Information/Discussion/Action Items:

4.1 Accept recommendation for proposed use of remaining Adult/Dislocated Worker PY 13-14 carryover funds

Dawn Boulanger (Staff) presented the action item which is available as an addendum to the agenda. The Adult/Dislocated Worker PY 13-14 carryover funds would primarily be used for improving the information technology (IT) infrastructure. The improvements (internet televisions, portable printers and scanners) would allow America's Job Centers of California (AJCC) to better provide remote service delivery. The internet televisions would be used in situations such as at the county jail to provide training information to inmates. Additionally the funds would be used to improve marketing materials as well as add a temporary position to the AJCC. Chair Dudley stated that he believes that it is a great idea but expressed concern over the costs. Patrick McGuire (Member) expressed displeasure with the items from this agenda not being made available earlier and his hope that this does not become a regular occurrence. Ms. Bear explained that this was only due to a personal emergency during the preparation period for this meeting and this will not become the norm. Ms. Boulanger stated that this proposal is needed to improve service delivery and staff development. Chair Dudley expressed support for the approval with the understanding that there will be a focus on limiting the costs.

Motion: Grace Schoch-Manzano

Second: Patrick McGuire

Abstentions: None

Result: Motion Passed Unanimously

4.2 Receive PY 13-14 Performance Review report

Ms. Bear presented the informational report, showing the history of the local performance, which is available as an addendum to the agenda, stating that the local WIB is currently meeting its performance mark exactly. However there is a slight chance that the WIB will not meet the mark by the end of the year. Member McGuire inquired about the reporting of "0.0" for Literacy & Numeracy Gains for PY 07-08, PY 08-09, PY 09-10. Ms. Bear indicated that the data was not input in to the system, so it was considered a fail. Ms. Bear then explained the scoring process of the Performance Review. Member McGuire inquired if the AJCC is making the best use of "low hanging fruit". Ms. Bear stated she believes that the clientele should reflect the overall community; the AJCC should not only focus its efforts on the most difficult and/or least difficult cases. Chair Dudley inquired as to the local WIB's risk with the State. Ms. Bear stated that there really is not a risk unless the WIB fails at the same performance measure three years in a row. Mr. Collins noted that the AJCC is now focused with On the Job Training (OJT) which is a guaranteed placement; this puts the local WIB in a much better light with regards to the performance outcomes. Chair Dudley inquired as to where the Executive Committee should put its focus, as a board. Ms. Bear stated that she believes it should be with better understanding the labor market and being willing to invest in certain interventions as well as a more thoughtful approach to training.

4.3 Receive Update on Workforce Innovation and Opportunity Act (WIOA) Implementation, Ceasing the One Stop Leadership Committee and Implementing a WIOA Ad-hoc Committee

Ms. Bear introduced and explained the action item, which is available as an addendum to the agenda, expressing the need for a WIOA Ad-hoc Committee, citing the efficiencies it would allow with regards to meetings. Chair Dudley agreed, expressing support but stated that since this item includes dismantling a committee, he would prefer that this item be held over for a vote by the full WIB. Member Schoch-Manzano expressed support for an immediate vote. Member McGuire expressed agreement with Chair Dudley, stating that the Executive Committee should not set the precedent of having a small number of members changing the structure of the WIB. Chair Dudley

inquired if the WIOA Ad-Hoc Committee could be formed before ceasing the committee. Ms. Bear indicated that the creation of the WIOA Ad-Hoc committee could wait until after the February WIB Meeting.

Motion: Held over for a vote at the February 5, 2015 WIB Meeting.

4.4 Receive Overview of Strategic Initiatives PY 14-15

Ms. Bear introduced and explained the informational item, which is available as an addendum to the agenda, noting the changes, opportunities and challenges that are ahead for the local WIB in PY 14-15 as well as during WIOA implementation. An ongoing challenge is that the WIB struggles with engaging local businesses. Ms. Bear is looking to secure professional consultant services to address several areas of opportunity to further business services and engagement as well as sector strategies. Chair Dudley inquired whether this is similar to what other WIB's are planning or implementing and if so, are there any ways to piggyback with their efforts. Ms. Bear stated that there are other WIB's that do need to hire consulting services and that there are opportunities to coordinate with other regions, such as northern Santa Barbara County. Chair Dudley then inquired if it would be permitted for the local WIB to offer preferential treatment to local consulting firms. Ms. Bear declared that WIA prohibits anything that arbitrarily precludes an entity from responding to a competitive solicitation and location is such a practice. Member McGuire inquired as to the cost of this. Ms. Bear stated that there currently is no dollar value assigned to these initiatives as carry over funds and current funding are anticipated for this purpose. Ms. Bear noted that any resulting contracts or purchase orders will be brought to the Executive Committee for review/approval.

5. Reports:

Chairman's Report: No report given in the interest of time constraints.

Committee Reports:

One-Stop System Leadership (OSSL): Member Schoch-Manzano noted that the OSSL Committee met on November 24, 2014 and referred to agenda item 4.3 for this meeting. Chair Dudley inquired if the Board of Supervisors needs to be involved in the dissolution of the committee. Ms. Bear indicated that there would need to be a change to the WIB bylaws. This will be done concurrently with the changes to the WIB bylaws resulting from WIOA implementation.

Youth Council (YC): Member McGuire noted that the YC will meet on December 10, 2014 at 4:00pm and gave details about the agenda. Member McGuire also announced that the YC is planning to implement an Ad-Hoc Committee to address the future focus for the YC.

Business Council (BC): In BC Chair Kirk Coviello's absence, Ms. Bear noted that the BC will meet on December 16th at 9:00am and gave details on the agenda.

Administrative Entity Updates

5.1 Receive and Review Fiscal Agent's Budget Update

In Lee Collins' absence, Ms. Bear presented the Budget Update, which is available as an addendum to the agenda. Member McGuire expressed a desire to have a comparison of the local WIB's administrative costs compared to the other WIB's nationally.

6. Next Executive Meeting: January 14, 2015
8:30 a.m.

America's Job Center of California
880 Industrial Way, 3rd Floor Conference Room
San Luis Obispo, CA

7. Adjournment:

The meeting was adjourned at 9:35 AM