

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

EXECUTIVE COMMITTEE MINUTES

Date: Wednesday, March 11, 2015
Time: 8:30 AM
Location: America's Job Center of California, 880 Industrial Way, San Luis Obispo

Present: Carl Dudley, Kirk Coviello, Louise Matheny, Patrick McGuire, Grace Schoch-Manzano
Excused: None
Staff: Reva Bear, Dawn Boulanger, Marisol Garcia, Sarah Hayter, Leslie Kraut, Michael Coughlin
Guest: Lee Collins (DSS), Allison Schiavo (Goodwill), David Ryal (Henkels and McCoy)

1. Call to Order:

Chair Carl Dudley: called the meeting to order at 8:30 A.M. **Quorum.**

2. Public Comment:

Chair Dudley: opened the floor to public comment without response.

3. Presentation:

3.1 Business Services Labor Market Report Presentation

Sarah Hayter (Staff) made the presentation, which was based on a report compiled for the San Luis Obispo Chamber of Commerce, entitled Industries and Occupations of San Luis Obispo City, San Luis Obispo County and California. Both the presentation and the report are available as an addendums to the agenda.

Chair Dudley: opened the floor to public comment without response.

The committee recommended the following revisions to the report: 1) More prominently display the Workforce Investment Board (WIB) logo and include a list of WIB Members. 2) Include footnotes with descriptions of the Industry Classifications within the report. 3) Create two versions of the report; a version including and a version excluding the data for Government Industry Classifications.

4. Consent Items:

- 4.1** Approval of the December 10, 2014 Minutes
- 4.2** Review and Approve WIB Gift, Recognition and Gratuity Guidelines Policy

The Committee approves consent items 4.1 and 4.2.

Motion: Louise Matheny

Second: Patrick McGuire

Abstentions: None

Result: Motion Passed Unanimously

5. Information/Discussion/Action Items:

5.1 Approve Transfer of \$39,957 in Round One and \$241,767 in Round Two PY 14-15 Funds from Dislocated Worker to Adult Fund Stream

Reva Bear (Staff) presented the action item which is available as part of the agenda, describing the reasons for and the benefits of the request.

Chair Dudley: opened the floor to public comment.

Allison Schiavo (Goodwill) - speaks

The Committee approves the transfer of \$39,957 in round one and \$241,767 in round 2 from PY 2014-15 from the dislocated worker to the adult fund stream.

Motion: Kirk Coviello

Second: Grace Schoch-Manzano

Abstentions: None

Result: Motion Passed Unanimously

5.2 Approve Application for Initial Local Area Designation

Ms. Bear presented the action item, which is available as part of the agenda, stating that this is the first step in a three-step process that culminates with a vote by the Board of Supervisors.

Chair Dudley: opened the floor to public comment without response.

The Committee approves the application for local area designation for San Luis Obispo County under the Workforce Innovation and Opportunity Act (WIOA).

Motion: Louise Matheny

Second: Kirk Coviello

Abstentions: None

Result: Motion Passed Unanimously

5.3 Receive WDB Membership and Bylaws Ad-hoc Committee Report

Ms. Bear presented the informational item, which is available as an addendum to the agenda, stating that the Ad-hoc Committee met for the first time on February 27, 2015 and reviewed membership requirements, the composition of the WIB, and the county's priority clusters. Additionally, Ms. Bear described the Ad-hoc Committee's initial recommendations which include a reduction in the size on the Board and an increase in the frequency of meetings. The Ad-hoc Committee will meet again on Tuesday, April 7, 2015.

5.4 Receive WIOA Implementation Ad-hoc Committee Report

Dawn Boulanger (Staff) presented the informational item, stating that the Ad-hoc Committee has met for the second time on March 9, 2015. Ms. Boulanger noted that the Ad-hoc Committee is currently focusing on the makeup of the Workforce Development Board (WDB) committees and opportunities for future collaboration. The Ad-hoc Committee will meet again on Monday, April 13, 2015. *Please Note: There were no handouts provided for item 5.4.*

6. Reports:

Chairman's Report: Chair Dudley announced that the full Workforce Investment Board met on February 5, 2015 and discussed the impacts, functions, duties and structure of the WDB; formed two ad-hoc committees; approved revisions to the scope of work for youth services and disbanded the One-Stop System Leadership Committee.

Committee Reports:

Youth Council (YC): Patrick McGuire (Member) stated that the YC is still working on the Youth Services RFP and that the YC meeting scheduled for February 11, 2015 was rescheduled and will be held on Wednesday, March 11, 2015 at 4:00 p.m.

Business Council (BC): Kirk Coviello (Member) noted that the BC met on February 17, 2015 and discussed the Impacts of WIOA on Business Services and the possibility of ceasing the BC and rolling the BC's duties into the WDB. This topic will be discussed further at the next meeting which will be held on Tuesday, April 21, 2015.

Administrative Entity Updates:

6.1 Receive and Review Fiscal Agent's Budget Update

Lee Collins (Staff) presented the Budget Update, which is available as part of the agenda, noting that the WIB is doing well and that there no items of concern.

7. Next Executive Meeting:

Please Note: The Committee agreed to change the start time of the Executive Committee Meetings from 8:30 a.m. to 8:00 a.m.

April 8, 2015

8:00 a.m.

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

8. Meeting adjourned at 9:57 a.m.

I, Michael J. Coughlin, Administrative Support Clerk of the Workforce Investment Board of San Luis Obispo, and its committees, do hereby certify that the forgoing is a fair statement of the proceedings of the meeting held Wednesday, March 11, 2015 by the Executive Committee of the Workforce Investment Board of San Luis Obispo County.

Michael J. Coughlin, WIB Administrative Support

Dated: March 18, 2015