

WORKFORCE INVESTMENT BOARD
Of San Luis Obispo County

Meeting Minutes

Date: Thursday, August 4, 2011
Time: 8:00 AM
Location: Business and Career Center, 880 Industrial Way, SLO

Present: Betty Baker, Adriana Barbara, Claire Clark, John Collins, Lee Collins, Kirk Coviello, Julian Crocker, Carl Dudley, Kathy Eppright, Aline Graham, Louise Matheny, Karen Woodling, Biz Steinberg, Stacey White, Michael Manchak, Patrick McGuire, Carol Hatley, Grace Vanderheyden, Bruce Ray, and Julianna Winninghoff

Excused: Scott Black and Charles Headington

Staff: Nick Schultz (WIB Director), Susan Hoffman (County Council), Julie Stevens (DSS-Recorder) and Rochelle Miller (DSS)

Guest: Kathy Marcove (Shoreline), Bill Barker (Shoreline), Laura Segura (Shoreline), Gabrielle Garcia (EDD), Stacy Daniel, Toni Sommer (Cuesta), Jenn Kirn (Cuesta), Matthew Green (Cuesta) and Kevin Kuhn

Call to Order

Chair Betty Baker called the meeting to order at 8:04 AM.

Public Comments

None

Consent Items

- I. Motion to Approve the May 5, 2011 WIB meeting minutes
- II. 2011/2012 WIA Formula Fund Budget Including PY 2010/2011 Carryover Funds
- III. Draft Scope of Work for Cuesta 11/12 Year Services
 - “Draft” Scope of Work for Goodwill 11/12 Year Services - **Pulled**
- IV. Proposed Youth Council’s Questionnaire Exit Survey
- V. W4C MOU
 - OJT Policy - **Pulled**

Motion: Mike Manchak made motion to approve consent items

Second: Louise Matheny

Abstain: Stacey White

Motion passed unanimously

Presentations:

- WIB Website Enhancements – Ed Clerkin went over updated features to the Website.
 - ◆ Login will not be required any longer unless needed;
 - ◆ Current Event Calendar is now managed by Google calendar; it is not blackberry compatible;
 - ◆ Downloadable files for upcoming meeting will look different; Meetings Tab; Meeting Agenda and Minutes tab; Agenda and/or Minutes are posted on their event date. Archive tab is anything that is 2 years or older.
- Stakeholder Interview “Final” Report Results - Stacy Daniels presented her final Stakeholder Results report in which she went over the six (6) clusters and their findings. The Thematic Matrix was color coded in Primary, Secondary and Tertiary Messages;

- ◆ The five (5) companies surveyed in **Specialized Manufacturing** were: AeroMech, Zurn Wilkins, Trust Automation, Ground Control and Spice Hunter. The companies advertised open positions on Monster.com, SLO Jobs and the Tribune.
- ◆ The four (4) hospitals surveyed for **Health Services** were: Twin Cities Community Hospital, French Hospital, Arroyo Grande Community and Sierra Vista Regional Medical Center. The hospitals advertised open positions on their website as well as Monster.com, yahoo.com and job boards.
- ◆ Overwhelmingly, **Job Seekers** reportedly found the workshop and computer classes at the One Stops most helpful but the encouragement the staff gave unemployed job seekers were the reason 13% of those surveyed continued to come back. **Local Elected Officials** suggested the Farmers Market as a way to get the word out to the public; the **Media** suggestion was to have some communication with them by continually calling or email them with updates of services so when the time comes for a story to be done on the economy or unemployment, the stations will think of the One-Stop as a resource.

Action/Discussion/Information

1. **Budget Update and Review** – Lee Collins reported the budget through end of Fiscal Year 2010/2011, June 30, 2011. The Workforce Investment Act Budget finished at 89% expended; total expended amount for line item WIB Set-Aside is under spent due to ARRA money being used instead; there were no questions.
2. **One-Stop Operator Update Report** – John Collins reported the end of Fiscal Year 2010/2011, June 30, 2011. Total customers visiting each center were **54,859**; total numbers of new customers were **6,117**; total number of UI/SDI Services visits were **9,744**; total number of Welfare-to-Work customers visiting were **10,083**; total number of youth visiting each site **809**; total number of workshops provided **674**; there were **703** job seekers that were interviewed; **Participant Satisfaction Survey**, 100% of 255 surveyed, reported they would “recommend the services to others.”
 - a. Paso Robles’ pilot program, Employer Visit, will now be implemented in the Grover Beach and San Luis Obispo locations;
 - b. Monitoring Reports has been submitted and accepted with the County Auditor’s Office. Email letter was sent to Lee Collins; hard copy will be sent to John Collins;
 - c. Actively exploring the H-1B Technical Skills Training Grants program in a six (6) county collaborate in the Fall for health care; will work with hospice to fill physician & nurse positions with American workers in which foreign trained workers are being hired to fill positions of need in hospitals;
 - d. Recipient of a \$465,000 Veterans’ Employment-Related Assistant Program (VEAP) – Santa Cruz, Monterey and San Luis Obispo County collaborative; area of focus will be on Health Professions; assist recently separated veterans residing in the three-counties region with reintegration into the labor force by providing job training and preparation, case management and referrals as needed. Project will serve 102 veterans, 50 short term skills training with certificate and 52 OJT opportunities;
 - e. Continuing with the Goodwill International Collaborative for the Good Prospect Grant, virtual career center worldwide for Health workers;
 - f. Follow SLO One-Stop on Facebook and Twitter.
3. **Youth Provider Update Report** – Matthew Green reported the end of Fiscal Year 2010/2011, June 30, 2011. Cuesta served 66 in-school youth and 27 out-of-school youth for a total of 93 youth served; contracted for 75. **Work Experience**: 60 youth placed in both paid and unpaid; 46 were in-school and 14 out-of-school; **In-School Youth**: 50 youth exited the program with 45 attaining a HS diploma or GED. Highlights: 2nd Annual Youth Job Fair held in April/May, 260 total youth attended and a total of 50 workshops held through the year. Jenn Kirn spoke of a challenge as well as an opportunity to serve a 60

(out-of-school)/40 (in-school) split rather than the 70 (in-school)/30 (out-of-school); contracted to have 15 youth to work this year and without the ARRA funding, have put 19 youth to work of which 8 were new, 12 were out-of-school and 7 were in-school.

4. **Committee Reports:**

Employment Demand Services – Claire Clark reported this committee had met recently to discuss the WIB future direction; reading over the gap analysis report. Anyone who would be interested in joining this three (3) person committee, please contact Claire; she will be happy to let you know next meeting date will be so you could sit in and determine if it is for you.

FORC – Carl Dudley reported at their last meeting the FORC reviewed the finances from last year and the budget for the upcoming year; discussed the Admin Entity line item costs and the upcoming cut in funds; discussed upcoming grant funds which would bring in new funds without increasing Admin Entity line item.

One Stop Leadership – Karen Woodling reported the One Stop Leadership is focusing on addressing the survey feedback and strengthening the collaboration of the partners.

Outreach – Kirk Coviello reported larger employers in SLO County tend to have their own staffing and resources to hire; the challenge is to get the message out and undo the perception that the One-Stop Centers only have the unemployable; currently discussing a survey for potential employers which shows the types of services the centers offer, help entice them. According to Nick, may need to another look the “SLO Workforce” tag line since it has been brought up.

Policy and Program – Louise Matheny reported the committee has met twice and are working with their resources; Louise came back from observing the One-Stops in San Diego and advises the WIB to collaborate more with Cal Poly as San Diego One-Stops collaborates with the University of San Diego; their Youth program is very impressive and the collaboration among the Partners is seen as seamless, cohesive and very well run. The upcoming Paso Robles job fair at the Paso Robles Inn Ballroom; as an employer, if you are interest please let her know.

Youth Council – Patrick McGuire reported the new facility in South County is now open; Open house date to be determined; addressing the Youth Roster to bring in new members; would like to obtain more employers on the board.

EVC Update – Mike Manchak reported the project is moving along nicely with the 6 clusters; 11 of the 32 board members are co-chairs and are achieving early objectives.

Health Services – Infogard, a local company, was contracted by the Federal gov to test the security of the Health Information Exchange (HIE) having medical records going online; Cuesta/Cal Poly Internship program to find interns for local business and set up job fairs just for local companies.

Building, Design & Construction – survey to gather data and needs for Workforce housing. The WIB can reach out to over 3000 by using the EVC’s monthly newsletter.

Future Discussion Items:

(Lee Collins) **Justice Realignment Program:** Release of low level offenders from state prisons; a host of services including mental health and employment assistance and job preparation.

Next Meeting: November 3, 2011, at 8:00-10:00 AM, Business & Career One-Stop, 880 Industrial Way, 3rd Floor, San Luis Obispo, CA

Adjournment

Meeting was adjourned at 9:59 AM