

WORKFORCE INVESTMENT BOARD  
Of San Luis Obispo County

**Meeting Minutes**

**Date:** Thursday, May 7, 2012  
**Time:** 8:00 AM  
**Location:** Business and Career Center, 880 Industrial Way, SLO

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**Present:** Carl Dudley, Grace Vanderheyden, Claire Clark, Kirk Coviello, Patrick McGuire, Louise Matheny, Christine Rogers (Mick Manchak), Kevin Kuhn, Stacey White, Scott Black, Carol Hatley, Julian Crocker, Aline Graham, Grace Schoch-Manzano, Tracy Schiro (Lee Collins)

**Excused:**  
**Staff:** Nick Schultz (WIB Director), Susan Hoffman (County Council), Reva Bear (DSS), Sandra Hernandez (DSS), Maggie Balint (DSS)

**Guest:** Kathy Marcove (Shoreline), Matthew Green (Cuesta), Jenn Kirn (Cuesta), Jeremy Kushlak (Shoreline), Chris Berthiaume (Shoreline), Bill Barker (Shoreline), Adriana Kuhnle (EDD)

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**Call to Order**

Chair Carl Dudley called the meeting to order at 8:10 AM. Introductions were done around the room.

**Public Comments**

**One-Stop Operator Update** - Kathy Marcove reported on the Shoreline/Goodwill quarterly report. A handout was distributed to the board members and guests (see attached). Emphasis was on the Integrated Delivery Services System and the development of a steering committee. Federal Extensions are set to run out as well as several local companies having layoffs. This will directly impact the One-Stop locations as well as EDD and DSS.

**Youth Provider Update Report** - Matthew Green reported through the end of March 2012.

- Cuesta served eighteen (18) in-school youth and enrolled thirty-eight (38) new in-school youth. Cuesta has served eleven (11) out-of-school youth and enrolled forty-six (46) new out-of-school youth.
- Summer Youth Employment Program: Job Developers have enrolled forty-six (46) out-of-school youth and thirty-eight (38) in-school youth. A Pre-Apprenticeship Program began this month with eleven (11) youth being placed in worksites that directly aligned with their career interests. Ten (10) new work sites were established.
- Registering new youth in the VOS system continues to be a challenge as many of the youth people do not know their social security number nor are they aware of whether they have a physical card. Many of these youth are not in contact with their parents or guardians.
- A secondary challenge is the need in assisting the youth that have dropped out of high school in obtaining their GED. Summer prep classes for the GED have been cut to only be available in SLO. The only testing site for GED is currently at SLO Coastal (Adult School). Bus service from the North and South County is currently limited or not available at the necessary times needed for youth to test.

**EVC** – Christine Rogers from EVC updated the board on the California Economic Summit. EVC and WIB both participated in the California Economic Summit with representation from Nick Schultz and Claire Clark. EVC will be making a full presentation at the next Executive Meeting.

## Consent Items

Motion to Approve the February 2, 2012 WIB Meeting minutes. Minutes amended to show that the motion to approve the November 3, 2011 minutes was made by Bruce Ray

**Motion:** Louise Matheny

**Second:** Tracy Schiro

**Motion passed unanimously**

## Action/Discussion/Information

### **4.1 Request to Amend WIB By-Laws to Merge the Finance and Operations Review Committee (FORC) with the Executive.**

Nick Schultz informed the board that merging the FORC and the Executive Committee would eliminate duplicative responsibilities in the proper movement of contracts and financial agreements within the WIB. The Executive Committee will assume all duties previously given to the FORC and the by-laws will be amended to reflect the actions of the board. This change will reflect the board's efforts for more transparency with the public and partners.

**Motion:** Louise Matheny

**Second:** Patrick McGuire

**Motion passed unanimously**

### **4.2 Request to Amend WIB By-Laws to include Brown Act requirements for Teleconferencing**

Reva Bear presented to the board the request to amend the WIB By-Laws to reflect Brown Act Requirements with respect to board members teleconferencing to meetings. Amendments to the by-laws were reviewed by county counsel and distributed to board members prior to this meeting as outlined in the WIB By-Laws dated 05/10.

**Motion:** Patrick McGuire

**Second:** Kevin Kuhn

**Motion passed unanimously**

### **4.3 PY 12/13 Local Workforce Investment Area (LWIA) Budget**

Reva Bear reported to the board the WIA formula allocations for Adult, Dislocated Worker and Youth funding. The county will receive \$2,175,113 for the PY 12/13 (an increase of \$169,575 from PY 11/12) and includes the following:

- \$643,849 in Adult funds (a \$74,632 increase)
- \$873,452 in Youth funds (a \$79,672 increase)
- \$657,812 in Dislocated Worker funds (a \$15,271 increase)

Rapid Response funds have yet to be allocated and therefore are not included in the outline above. The local area anticipates receiving an estimated \$125,000 in Rapid Response funds which are included in the proposed budget (see attachments). Per the proposed plan, funds will be directed towards the following uses:

- \$1,580,109 in Adult, Dislocated Worker and Youth funds for direct services to job seekers, employers and youth via a contract with Goodwill Industries (includes a subcontract with Cuesta College for youth services)
- \$474,815 for WIB, Administrative Entity and Fiscal Agent staff costs
- \$66,400 for operating and programmatic cost
- \$177,090 in WIB Set-Aside budget including \$28,480 in WIB Director and WIB member travel and conferences, \$67,790 Business Outreach and Rapid Response RFP funds and another \$65,000 in WIB strategic initiatives.

Requests from board members that the extra money in the set-aside budget be used for under budgeted programs that would be brought to the board during PY 12/13. Discussion continued regarding the administrative costs but information provided shows that they are within the guidelines set by WIA.

**Motion:** Kirk Coviello  
**Second:** Louise Matheny  
**Motion passed unanimously**

**4.4 PY 12/13 One-Stop Operator Contract with Goodwill Industries in the amount of \$1,580,109 for WIA Adult, Dislocated Worker and Youth Services.**

Goodwill Industries will provide Adult and Dislocated Worker services through the comprehensive One-Stop Center in San Luis Obispo and a satellite center in the Five Cities area as well as a mix of remote services in Paso Robles and Atascadero for PY 12/13. Goodwill's scope of work and budget reflects the impact of the implementation of SB-734 (effective July 1) which mandates that 25% of the local area's total WIA allocation be dedicated to training (or 15% to training and 10% through leverage training from non-WIA resources), a move toward service integration in the One-Stop Centers and its subcontract with Cuesta College for WIA Youth Services. Cuesta's contract with Goodwill Industries is comprised entirely of WIA Youth funds in the amount of \$652,449.

**Motion:** Carol Hatley  
**Second:** Louise Matheny  
**Abstained:** Stacey White  
**Motion passed**

**4.5 PY 12/13 Sub Grant Agreement with State of California for receipt of WIA Funds in the amount of \$873,452.**

WIA Youth funds are intended to support employment, training and education services for WIA eligible youth. This agreement is the foundation document for receipt of all WIA formula funds. The state releases the other formula WIA allocations to the County via unilateral modifications to this agreement. A modification to this agreement incorporating WIA Adult, Dislocated Worker and Rapid Response funds for PY 12/13 is expected sometime after July 1, 2012 upon approval of the State's budget.

Execution of the Sub Grant Agreement with the State will allow the County to receive WIA Youth funds from the State in the amount of \$873,452 and enables receipt of the total WIA formula allocation of \$2,175,113 for PY 12/13.

**Motion:** Patrick McGuire  
**Second:** Claire Clark  
**Motion passed unanimously**

**4.6 Vendor Agreement with (iii) Design for message & content services in the amount of \$24,999**

An RFQ was sent out on March 22, 2012 with no response. (iii) Design was the sole respondent to the second RFQ send out on April 16, 2012. Their work plan will consist of the following three phases:

- Phase 1 – Discover, Develop, Define & Recommend
- Phase 2 – Planning, Strategy & Creative
- Phase 3 – Design & Production

Services to include, revamping of the website and creation of collateral materials which will help with better representation to partners and the community.  
The Administrative Entity is proposing to fund these services up to \$23,450 in PY 11/12 and PY 12/13 with Adult and Dislocated Worker funds. All services will be completed by November 30, 2012.

**Motion:** Dr. Julian Crocker  
**Second:** Patrick McGuire  
**Motion passed unanimously**

**WIB meeting was temporarily adjourned at 9:03 AM and the WIB Executive Committee meeting was called in session. The WIB Executive Committee was adjourned at 9:04 AM and the WIB meeting was called back to order.**

**4.7 Request for authorization to sponsor the Action for Healthy Communities Report in the amount of \$1,000**

The \$1,000 commitment will come from the *Regional Initiatives* line item of the WIB Set-Aside budget which includes funding in support of research and survey projects that provide useful data for the WIB. The *Regional Initiatives* line item has an unspent balance of \$27,408.

**Motion:** Kevin Kuhn  
**Second:** Carol Hatley  
**Motion passed unanimously**

**Board Business: Special Election of Officers due to Mid-Term Resignation of Chairperson**

Carl Dudley (Vice Chair) informed the board members that due to the early resignation of Betty Baker (WIB Chair) he is asking the board to appoint him as chair for the remainder of the term and to nominate Louise Matheny as the Vice Chair for the remainder of that term. Terms for both positions will expire in June of 2013. The Vote is amended to include nomination of both board positions.

**Motion:** Carol Hatley  
**Second:** Patrick McGuire  
**Abstained:** Carl Dudley, Louise Matheny  
**Motion passed unanimously**

**5. Committee Reports:**

**Employment Demand Services/Outreach & Branding**– Committee held one meeting to discuss the RFP Business Calling Program

**FORC** – The board has agreed to merge with the Executive Committee to expedite the proper movement of contract and financial agreements without duplication. Concerns discussed at the recent FORC meeting regarding Administrative cost, were shown to be well within budget.

**One-Stop Leadership** – No report at this time. April 9, 2012 meeting was cancelled.

**Policy and Program** - Louise Matheny reported that the South County Regional Job Fair held on April 19<sup>th</sup>, was a great success with 37 employers and 282 applicants. The demographics for the South County Job Fair were different from the Paso Robles Job Fair in that the applicants represented an older population.

**Youth Council** – Patrick McGuire shared that the South County Youth One-Stop Grand Opening on March 28<sup>th</sup> was a great success, with over 50 people in attendance and media coverage from KCOY and articles written in both the Tribune and Coast News. The job fair on April 25, 2012 drew 167 youth in Paso Robles and 76 youth in Grover Beach. The Paso Robles Job Fair is scheduled for September 19<sup>th</sup>, 2012.

**Executive** – None at this time.

**Future Discussion Items:**

**Next Meeting:** August 2, 2012 at 8:00-10:00 AM, Business & Career One-Stop, 880 Industrial Way, 3<sup>rd</sup> Floor, San Luis Obispo, CA

**Adjournment:** Carl Dudley thanked the board members for attending.

Meeting was adjourned at 9:40 AM