

WORKFORCE INVESTMENT BOARD  
Of San Luis Obispo County

**Meeting Minutes**

**Date:** Thursday, November 1, 2012  
**Time:** 8:00 AM  
**Location:** Business and Career Center, 880 Industrial Way, SLO

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**Present:** Carl Dudley, Louise Matheny, Claire Clark, John Collins, Lee Collins, Kirk Coviello, Dr. Julian Crocker, Aline Graham, Charles Headington, Michael Manchak, Bill Peterson, Grace Schoch-Manzano, Scott Smith, Biz Steinberg, Stacey White

**Excused:** Scott Black, Thea Chase, Kevin Kuhn, Patrick McGuire, Bruce Ray, Gil Stork, Grace Vanderheyden, Julianna Winninghoff

**Staff:** Susan Hoffman (County Council), Tracy Schiro (DSS), Reva Bear (DSS), Sandra Hernandez (DSS),

**Guest:** Kathy Marcove (Shoreline), Jenn Kirn (Cuesta), Bill Barker (Shoreline), Christine Rogers (EVC), Chris Cronin (EDD), Mark Haas (DSS)

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**Call to Order**

Chair Carl Dudley called the meeting to order at 8:05 AM. Introductions were done around the room.

**Public Comments**

Correction to the agenda to show that the Youth Provider Update Report will be given by John Collins.

**Presentations**

- 3.1** PY 13-14 Local Plan & WIB Recertification Overview presented by Reva Bear – Handouts were given to board members providing information on the 2012-2017 Strategic Workforce Development Plan and the CWIB Standards and Certification Criterion, to be implemented on July 1, 2013. Assessment standards are based on Federal WIA requirements + a significant number of new California legislative and administrative requirements. 20 Criteria: 5 categories with 4 criteria in each are: Strategic planning and implementation; Business services/partnerships/sector strategies; Investment in training/skills development/career pathways; Youth strategies and Managing the work of the WIB. Scoring: “full” certification or “high performance” certification or “conditional” certification. What is needed from the WIB: Outreach to & Referrals for Business Sector members (8) and Labor Representatives (4), Participation on resulting committees, Develop Work Plan, Revise WIB Bylaws to add Business council as standing subcommittee, Convene Staff/WIB Work Group, Move forward with Integration, Move forward with WCCC Regional Work.
- 3.2** One-Stop Integrated Service Delivery presented by Kathy Marcove, Grace Schoch-Manzano and Mark Haas. A handout of the presentation was give to board members and guests. The presentation summarized what the ISD is and the goals of the program, which are to Improve customer outcomes both for the employer and job seeker, creating a skilled workforce in San Luis Obispo.

**Consent Items**

- 4.1 Motion to Approve the August 2, 2012 WIB Meeting minutes.

**Motion:** John Collins  
**Second:** Kirk Coviello  
**Abstained:** Claire Clark  
**Motion passed unanimously**

- 4.2 Approval of Intensive Services and Eligibility for Training Services

- 4.2a Intensive Services – This policy provides guidance regarding transitioning a participant from Universal or Core services to Intensive services under the Workforce Investment Act (WIA) program  
 4.2b Eligibility for Training Services – This policy provides guidance eligibility for training services under the Workforce Investment Act (WIA) programs.

**Motion:** Claire Clark  
**Second:** Mike Manchak  
**Motion passed unanimously**

- 4.3 Appointment of Chris Cronan (EDD) to the Youth Council as a board member. This applicant meets the WIA Youth Council criteria for membership.

**Motion:** Biz Steinberg  
**Second:** Louise Matheny  
**Motion passed unanimously**

**Action/Discussion/Information**

5. No Items

**6. Reports:****6.1 Chairman Reports –**

6.1a Carl Dudley informed the board that membership is low and asked board members to look for persons (primarily for business and labor seats) who would be interested in serving on the WIB. The request was to look for better representation from the north and south counties.

6.1b Kirk Coviello gave the board an explanation of the impact on the workforce of the county if Cuesta College moves forward with the elimination of specific classes. The closing of the CNET Program is of great concern. Kirk has hired several students from this program for his business. Stacey White also shared her concerns of elimination of classes specific to her business. Currently 29 programs are being looked at to close, with 45% of these programs being vocational training programs. This is a resource directly used by the One-Stop. John Collins as a One-Stop Operator will write a letter to the Cuesta College Board regarding support of the programs. The WIB Board formed an ad hoc committee (Mike Manchak, Chuck Headington, Kirk Coviello, Kathy Marcove, Reva Bear) to review the pros/cons of the programs to be closed, with the intent to inform the public, through the Telegram Tribune, of the importance of these programs, as well as sending support letters to the Cuesta College Board listing the benefits to the One-Stop and the WIB.

## 6.2 Committee Reports

**Executive** - None at this time

**One-Stop Leadership** – Grace Schoch-Manzano gave a handout to the board members outlining the duties and responsibilities of the One-Stop Leadership Committee. Louise Matheny has been appointed to the OSL Committee as a member. Grace will be submitting names of non WIB Board Members for approval to the OSL Committee to the WIB Board.

**Youth Council** – None at this time

**Ad Hoc Task Force with (iii) Design** – Tracy Schiro informed the board that the task force had met October 10, 2012. They will be working on the following items: Developing a common language, building templates for messaging, working through recommendation on what we need/don't need, templates for the website, addition of the nationwide logo-will it be mandated or not and strategic marketing.

## 6.3 Vendor Reports

6.3a **One-Stop Operator Update Reports** – John Collins presented the board with a performance report through September 30, 2012. The report highlighted a success story, as well as major projects which included the Job Seekers Academy held on September 6<sup>th</sup> and October 25<sup>th</sup>. The academies both had 41 and 40 job seekers respectively and were deemed very successful by both job seekers and employers. The event was covered by KCOY Television. The Paso Robles Job Fair was held on September 19<sup>th</sup> and was a great success. The One-Stop Operator is also in a 3 county collaborative focusing on Veterans. The program is meeting all outcomes at this time. The finance report was included in the handout and showed that the 2012-2013 WIA One-Stop Operator Budget as of September 30, 2012 has invoiced \$377,462.59. Cuesta College's invoices through the end of September total \$158,339.69 and are included in the One-Stop Operator totals. Cuesta College is a program subcontractor with One-Stop.

6.3b **EVC Update** – Michael Manchak and Christine Rogers provided the update. Mike would like to come back to the board with a more extensive presentation. Handouts were provided to the board members for both Economic Strategy updates and Business Outreach Updates.

**Economic Strategy** – The County BOS has approved the commitment of funds for a pilot program for Economic Benefit Analysis which will end June 30, 2013. The EVC will continue to work closely with the County to identify appropriate projects for evaluation to ensure meaningful outcomes. EVC also thanked the WIB for the funding of the EMSI software.

**Business Outreach Report** - The performance outcomes to be reached by December 2013 are as follows: Establish an inventory of business services, compile appropriate literature for outreach, develop a database structure, reporting format and schedule, establish business services webpage, develop assessment and customer satisfaction surveys and develop an outreach plan.

6.3c **Youth Provider Update Report** – Jenn Kirn informed the board that they currently have 70 youth enrolled into comprehensive/intensive services. 45 of these youth are out of school, 25 youth are in school and 35 youth are carry over. The year started with a small summer program, partnering with CAPSLO, CHC, CalPaso Electric, Mastertech Automotive and the South County Regional Library. The partnership with CAPSLO has been very successful in helping youth learn

the skills for clerical work and childcare. The goal is to continue these partnerships into next year. The youth had a successful showing of their movie, SYUXTON, at the Palm Theatre. The movie was written and produced by the youth from the One-Stop. In October the Five Cities Youth One-Stop partnered with the John Muir Charter School. The school is located within the One-Stop building and is currently serving 20 youth who were previous dropouts. The goal of the school is to help youth obtain their GED and learn life skills and self sufficiency.

#### 6.4 **Administrative Entity Update**

- 6.4a Budget Update and Review – Lee Collins updated the board on the Administrative Entity Budget. Handouts were provided to the board members. The budget is currently on track at 17.5% (426,977.00) thru September 30, 2012.
- 6.4b WIA Services Manager Update – Tracy Schiro informed the board that the candidate hired for the position of WIA Services Manager has declined prior to starting the job. Tracy will continue to work in the capacity of WIA Services Manager until the position is filled.
- 6.4c CWA Youth Conference (January 15-17) – A handout was given to board members on the upcoming CWA Youth Conference. Members are asked to contact Sandra Hernandez for further information and registration for the conference.
- 6.4d Workforce Collaborative of California's Central Coast (W4C) MOU Update – A handout was provided to the board members. Focus will be on youth involvement, at risk youth and working in collaboration with gang task forces in the communities.

#### **Future Discussion Items:**

Community Capacity & asset Mapping Project Presentation, Public Consulting Group (PCG)

#### **Next Meeting:**

February 7, 2013  
 8:00-11:00 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 10:11 AM