

WORKFORCE INVESTMENT BOARD
Of San Luis Obispo County

Meeting Minutes

Date: Thursday, May 16, 2013
Time: 8:00 AM
Location: Business and Career Center, 880 Industrial Way, SLO

Present: Carl Dudley, Louise Matheny, Scott Black, Thea Chase, Lee Collins, Kirk Coviello, Dr. Julian Crocker, Kimm Daniels, Sara Kennedy, Phillip Koziel, Kevin Kuhn, Verena Latona-Tahlman, Michael Manchak, Patrick McGuire, Grace Schoch-Manzano, Elizabeth Steinberg, Gil Stork, Scott Smith

Excused: Claire Clark, John Collins, Aline Graham, Charles Headington, Bruce Ray, Grace Vanderheyden, Stacey White, Thomas Wood, Julianna Winninghoff

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

Guest: Jenn Kirn (Cuesta), Matthew Green (Cuesta), Bill Barker (Shoreline), Christine Rogers (EVC), Andrew Moreno (EVC), Sara Jamison (Goodwill), Chris Cronan (EDD), Eileen Rohlfing (EDD),

Call to Order and Introductions

Chair Carl Dudley called the meeting to order at 8:04 AM. Introductions were made around the room. No Quorum at this time.

5. Reports

5.1 Committee Reports - Chairman Dudley announced that Executive Committee meets every month.

One Stop Leadership - Grace Schoch-Manzano indicated that the One Stop Leadership met on May 13, 2013, and discussed the Draft One Stop Partner MOU; there were updates on the Integrated Service Delivery, Strategic Plan, and review of One Stop measures.

Youth Council – Patrick McGuire informed the Committee of the addition of new members including several youth and a parent, there were two job fairs (north and south counties), 90 youth attended from south county and 70+ from north county, a high number of employers attended the fairs. The majority youth attending the job fairs ranged from 16 to 18 years old. Some inquiries were made by employers in regards to a north county youth center. John Muir Charter School Graduation will be on June 28, 2013, email will be sent to all WIB members. Youth Council meetings will change to every other month, next meeting will be held on June 10, 2013. Ms. Bear indicated that in June's meeting will be reviewing recommendations for the use of carry over funds..

Business Council – Kirk Coviello pointed out the continued effort to request membership for the Council which meets every other month. A description of the committee and its responsibilities for developing a Business Services plan was shared.

Ad Hoc – Tracy Schiro indicated that iii Design and the work group are waiting for the State to finalize the new branding for One-Stops. Ms. Schiro will provide update as information becomes available.

Quorum at this time. Call Meeting to Order 8:11 AM

Public Comments

Matthew Green specified that there will be minor language changes in the contract with Shoreline in the area of youth services.

Vice-Chair Louise Matheny shared with the Board that the south county job fair had a good response from employers, more employers attended this time in comparison to past years job seekers 47 employers, 291 job seekers. The Paso Robles Job Fair Committee will be meeting in June 2013.

Matthew Green would like to commend efforts made by the team to ensure that job fairs are throughout the county.

Action/Information/Discussion

4.1 Motion to Approve February 7, 2013 WIB Meeting minutes.

Motion: Lee Collins
Second: Louise Matheny
Abstained: None
Motion Passed Unanimously

4.2 Approval of Youth Board Members Appointments- Patrick McGuire pointed out the requirements that mandate to appoint council members is very broad, the requirement is that the Council be headed by a WIB member. The goal is to have broad representation and to bring as many voices to the Council as possible. Jenn Kirn commented that after speaking with youth being appointed, they expressed appreciation to have great opportunity to serve and develop leadership skills; as well as opportunity to flourish and grow. Appointees are: Melissa Roberts, Emma Tabbara, Isabella Gonzalez, Merary Salgado, Yesenia Sarabia, and Sara Kennedy.

Motion: Lee Collins
Second: Biz Steinberg
Motion Passed Unanimously

4.3 Approval of WIB Board Member Appointments – Member applications from Karen O'Brien, HR Director from SLO Sports Therapy, and Deborah Wharton, HR Director from F. McLintocks, were considered. Ms. Bear informed the Board that there will be some additional WIB vacancies in the new year due to vacant Labor seats and members who will not renew their terms at the end of June. Recruitment is ongoing to fill those vacancies. Vice Chair Louise Matheny announced that if members know of anyone interested on becoming a WIB member to advise the Executive Committee.

Motion: Gil Stork
Second: Louise Matheny
Motion Passed Unanimously

4.4 Approve Chairs formation of the Business Council - Ms. Bear reviewed changes to the bylaws to create a Business Council, responsible for developing a Business Services plan for the local area, as a standing committee of the WIB. Patrick McGuire inquired if membership recruitment was open to anyone, Ms. Bear indicated primarily business sector, but the Council will include economic development, and local education members or representatives as well as providers of business and employer services.

Motion: Kirk Coviello
Second: Lee Collins
Motion Passed Unanimously

4.5 Request review and approval to amend WIB By-Laws to clarify Brown Act requirements for committees of the WIB. - County Counsel reviewed the Brown Act requirements and advises the revision to the following subsections of the WIB's Bylaws:

- (4.3) Language revised to state that the Notice and conduct of meetings of all WIB Committees are subject to the Brown Act, with the exception of any advisory committee, task force, or ad hoc committee created under subsection 4.9 hereto which has neither a continuing subject matter jurisdiction nor a fixed meeting schedule.
- (4.9) Language regarding committee formation added to compliment (4.1).

Motion: Thea Chase
Second: Michael Manchak
Motion Passed Unanimously

4.6 Review and Approve PY 13-14 One-Stop Operator contract with Goodwill Industries for \$1,440,045 for WIA Adult, Dislocated Worker and Youth Services - Goodwill Industries will provide Adult and Dislocated Worker services through the One-Stop system for program year (PY) 13-14. The scope of work and budget reflect the SB-734 mandate that 25% of the local area's total WIA allocation be dedicated to training (or 15% to training and 10% through leveraged training from non-WIA resources), the transition into integrated service delivery in the One-Stop centers, and its subcontract with Cuesta College for WIA Youth services. The contract budget is comprised of the following funds:

- WIA Adult: \$385,065
- WIA Dislocated Worker: \$420,379
- WIA Youth: \$634,601

Of available funding, \$181,112 will be designated for participant training, including On the Job Training (OJT). WIA Youth funds are subcontracted to Cuesta College in the amount of \$618,827. Goodwill retained approximately \$20,000 in WIA Youth funds to support its oversight, fiscal, and program reporting responsibilities for WIA Youth services. The budget is based on PY13-14 WIA allocations. The Adult and Dislocated Worker portion of the contract is approximately \$102,216* less than Goodwill's PY12-13 base contract, which is attributable to the reduction in funding due to the sequester. The Board of Supervisors will consider the contract on June 18, 2013.

Motion: Gil Stork
Second: Michael Manchak
Motion Passed Unanimously

4.7 Request Workforce Investment Board (WIB) Approval of Agreement and MOU between San Luis Obispo County and the South Bay Workforce Investment Board to participate in a 25% WIA Dislocated Worker Additional Assistance Grant. Request Approval of Contract with Goodwill Industries of Monterey, Santa Cruz and San Luis Obispo Counties for \$178,567 - The County on behalf of the SLOWIB will enter into an agreement as subcontractor to the SBWIB and will receive a prorated share of approved funding. The Agreement with the South Bay Workforce Investment Board is in the amount of \$197,311.83 and is retroactive to serve participants from September 1, 2012. This retroactive date is due to funds being awarded based on the original application date. The contract with Goodwill is in the amount of \$178,567, with \$69,059 designated for training. The grant project expires March 1, 2014 and is anticipated to serve approximately 50 participants. Enrollments of the participants to be served are required to take place by December 31, 2013.

Motion: Patrick McGuire
Second: Louise Matheny
Motion Passed Unanimously

5. Reports

5.2 Administrative Entity Update

5.2a Impact of the Sequestration - Lee Collins provided an explanation of the sequestration, indicating that the Adult and Dislocated Worker programs were heavily affected because the entire reduction in funding due to the sequester was applied to first round funding awarded in July for services through September 2012. Youth Programs were not as affected since these funds come to the County in one allocation. To mitigate the impact, the following measures are being taken during the first quarter of the new program year: the Administrative Entity staffing will be funded by other County program funds, One-Stop Operator contract is reduced for the first quarter, there will be no Rapid Response funded purchase orders, and no funding for travel for WIB members. The priority of service policy will be implemented.

5.2b PY 13-14 Local Plan Update - Ms. Bear announced that a draft of this plan will be shared with WIB committees (Youth Council, One Stop Leadership, Business Council, and Executive Committee) in June prior to submitting a draft to the State in early July. Formal approval of the WIB and Board of Supervisors is set for August.

Chairman Dudley announced that he sits on Goodwill's outside audit committee and that there were no major findings in their last audit.

There will be a presentation from First Solar and review of the Local Strategic Workforce Development Plan at the next meeting.

Future Discussion Items:

Next Meeting: August 1, 2013
8:00-11:00 AM
Business & Career One-Stop
880 Industrial Way, 3rd Floor, San Luis Obispo, CA

Adjournment: Meeting adjourned at 9:06 AM