

WORKFORCE INVESTMENT BOARD  
of San Luis Obispo County

**Meeting Minutes**

**Date:** Thursday, February 6<sup>th</sup> 2014  
**Time:** 8:00 a.m.  
**Location:** Business and Career Center, 880 Industrial Way, SLO

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**Present:** Carl Dudley, Angelo Arevalos, John Collins, Lee Collins, Dr. Julian Crocker, Kirk Coviello, Kimm Daniels, Charles Headington, Phillip Koziel, Kevin Kuhn, Verena Latona-Tahlman, Michael Manchak, Grace Schoch-Manzano, Elizabeth Steinberg, Gil Stork, Thomas Wood

**Excused:** Louise Matheny, Scott Black, Kristin Flynn, Aline Graham, Sara Kennedy, Patrick McGuire, Karen O'Brien, Bruce Ray, Scott Smith, Deborah Wharton

**Staff:** Susan Hoffman (County Counsel), Tracy Schiro (DSS), Reva Bear (DSS), Sarah Hayter (DSS), Chenoa Wilkerson (DSS), Felipe Gonzalez (DSS)

**Guests:** Sandra Bourbon (HASLO), Bill Barker (Goodwill), Matthew Green (Cuesta), Jennifer Kirn (Cuesta), Andrew Moreno (EVC), Kathy Marcove (Goodwill), David Ryal (Henkels) Jon Rubin (Henkels), Christine Rogers, Lisa Woodrow (Cuesta) Chris Cronan (EDD), John Cordova (College of the Canyons), Israel Dominguez (Cuesta), Paula Hodge (College of the Canyons)

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**Call to Order and Introductions**

Chair Carl Dudley called the meeting to order at 8:05 a.m. **No Quorum at this time. Quorum was reached at 8:08 a.m.** Chairman Dudley introduced and welcomed Angelo Arevalos to the Workforce Investment Board and Mr. Arevalos gave a brief description of his history with the Labor union and his hopes/goals for being part of the WIB.

**Public Comment**

No public comment was voiced.

**Presentations**

**3.1** Israel Dominguez and John Cordova, Deputy Sector Navigators for the South Central Coast Region of the California Community College Chancellor's Office or (CCCCO) presented a PowerPoint presentation called Doing What Matters for Jobs and the Economy, a new initiative from the CCCCCO, a four-pronged framework to respond to the call of our nation, state, and regions to close the skills gap. The four prongs include:

- 1.) Giving priority for jobs and the economy
- 2.) Making room for jobs and the economy
- 3.) Promoting Student Success
- 4.) Innovating for jobs and the economy

Mr. Dominguez described in further detail how the initiative was to be carried out fiscally and strategically and Mr. Cordova gave examples of how the initiative is implemented by giving examples of how he interacts with certain nursing programs within the area. Questions ranging from survey practices to accountability measures were voiced and addressed by board members and presenters.

**3.2** Susan Hoffman presented an overview of The Brown Act/ Sunshine Laws and the importance it plays within the course of the WIB meetings. Handouts were available for all in attendance. Ms.

Hoffman explained why Workforce Investment Board meetings are open to the public and the guidelines and decorum members of each board must follow to ensure there is no violation of The Brown Act.

- 3.3 Lee Collins presented on the San Luis Obispo Local Workforce Investment Area Roles and Responsibilities. A handout was prepared which included Section 117: Functions of Local Board, WIB Bylaws, the 2008 Board of Supervisors Action Designating Department of Social Services as the Administrative Entity for the WIB, the One-Stop Operator contract between the County and Goodwill: Exhibit B-Compensation and Billing, the WIA Services Manager Job Description, and excerpts from the WIB Member Handbook. Also included in the presentation was an organizational chart that gave a visual description of the hierarchy of the agencies involved in the local Workforce Investment Area.

### **Consent Items**

Motion to approve items on the Consent Agenda:

- 4.1 Approval of the November 7, 2013, WIB meeting minutes.

**Motion: Lee Collins**  
**Second: Elizabeth Steinberg**  
**Motion passed unanimously**

### **Action/Information/Discussion**

- 5.1 **Introduction of New Members** –Angelo Arevalos Jr, President/Business Agent for the Laborers Union Local 220 was introduced and welcomed to the WIB during the call to order.

### **Reports**

#### **6.1 Committee Reports**

**Executive Committee** - Chairman Dudley reported the committee meets on months that do not have a full WIB meeting and expressed a desire to have more board members on the Executive Committee. Chairman Dudley then reported on a discussion of carryover funds and the proposal that was ultimately taken to the Board of Supervisors. Gill Stork thanked the Executive Committee and Administrative Entity for their efforts in reassuring no negative funding action would result from the committee's decision to accept the RFP from Henkels & McCoy.

**Business Council** – Kirk Coviello reported that the business council has not had an opportunity to meet due to scheduling conflicts. The scheduled meeting that was to take place on February 18, 2014 was also rescheduled. Reva Bear mentioned that the Council has reviewed Work Keys and labor market data.

**One-Stop Leadership** - Grace Schoch-Manzano informed the Board that a meeting was held on January 13, 2014 and discussed their mission in relation to the One-Stop communities. They also received and reviewed the One-Stop Performance Report and had discussions on Workforce Community Resource Update.

**Youth Council** –Chairman Dudley received an emailed report from Youth Council Chair Patrick McGuire who was unable to attend the WIB meeting. The report stated that the meeting that was held on December 11, 2014 did not reach quorum. The issue of carryover funds and RFPs were discussed at length and the Youth Council expressed its concerns regarding the potential negative impact that could result from the Executive Committee's decision to approve the selection of

Henkels & McCoy. The Executive Committee held a vote and approved the RFP with assurances that the concerns brought to light by the Youth Council would be addressed. The next meeting was to be held on February 19, 2014.

**Central Coast Collaborative** – Ms. Bear reported that work is being done in developing staff through labor market trainings and other collaborative measures to ensure that with the WIB, being in a state of growth, has its key staff positions adequately trained due to the high rates of turnover. The Collaborative also met with the Deputy Sector Navigators and in those meetings much of the subject matter revolved around collaboration and finding ways to close the skills gap.

## **6.2 Administrative Entity Update**

- Lee Collins gave an update that the new contract for out of school youth (OSY) was presented to the Board of Supervisors and was passed unanimously. Mr. Collins then allowed Jon Rubin from Henkels & McCoy to share an update on progress and expectations to start working with youth in the North County.
- Lee Collins also touched on the Fiscal Agent's mid-year budget update.

## **6.3 Provider Reports**

- John Collins briefly discussed the One-Stop Performance Report that was included in the meeting's agenda, the One-Stop Operator Report, and the Youth Services Report.
- Andrew Moreno from the Economic Vitality Corp. Briefly discussed the progress being made by the EVC and reviewed the Business Outreach Services Provider Report.

### **Next Meeting Date:**

May 1, 2014  
8:00 a.m. to 10:00 a.m.  
Business and Career One-Stop  
880 Industrial Way, 3<sup>rd</sup> Floor Conference Room, San Luis Obispo

**Adjournment:** Meeting adjourned at 9:58 a.m.