

**WORKFORCE INVESTMENT BOARD
Of San Luis Obispo County**

Youth Council Minutes

Date: Wednesday, February 19th, 2014
Time: 4:00 PM
Location: DSS, 3433 S. Higuera Street, San Luis Obispo, CA 3rd Floor, Room 358

Present: Patrick McGuire (Chair), Sandra Bourbon, John Collins, Matthew Green, Sara Kennedy, Karen O'Brien, Jessica Thomas, Charles Headington, Celena Malarkey, Chris Cronan, Tracy Schiro

Excused: Chris Cronan, Kevin Kuhn, Melissa Roberts, Jim Salio, Emma Tabbara, Nikita

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

Guests: Jenn Kirn (Cuesta), David Ryal and Charlotte Johnson (Henkels & McCoy)

Call to Order and Introductions

Chair Patrick McGuire called the meeting to order at 4:10 PM. **Quorum.**

Public Comment

No Public Comment.

Consent Items

3.1 Approval of the October 09, 2013 Minutes:

Motion to Approve: Sandra Bourbon

Seconded: Tracy Schiro

Abstentions: John Collins, Jessica Thomas

Motion Passes Unanimously

3.2 Approval of the December 11, 2013 Minutes.

Motion to Approve: John Collins

Seconded: Karen O'Brien

Abstentions: Tracy Schiro, Charles Headington, Celena Malarkey

Motion Passes Unanimously

Information/Discussion/Action Items:

4.1 Review WIB/Youth Council Roles and Responsibilities

Tracy Schiro presented on behalf of Lee Collins the Roles and Responsibilities handout for the Local Workforce Investment Act that was originally presented at the Workforce Investment Board meeting in February of this year. The handout and presentation included descriptions of the organizational chart of the WIB and allowed members to review the handout's contents. Chair McGuire discussed the role of the Youth Council. John Collins commented that the Youth Council serves as an advisory body to the full WIB and the Board of Supervisors. This means assisting the staff of the WIB with compliance issues such as requirements for contractors and scope of work and being a sounding board for identifying community needs and providing quality service options.

4.2 Review Henkels & McCoy, Inc. Youth Services Contract

Reva Bear discussed the scope of work within the Henkels & McCoy contract including leverage and performance objectives. Ms. Bear also informed the Youth Council that the State has renegotiated performance rates and in turn, raised our performance rates. Charlotte Johnson and David Ryal of Henkels & McCoy shared progress made since the program's initiation. They discussed referral process and web presence for the GreenSmart Training program. Chair McGuire requested samples of the intake forms from the Henkels & McCoy representatives. At the end of the meeting a review of the budget was briefly discussed and Ms. Johnson shared that they hired locals who know the area and have experience in the field.

4.3 Review of Youth Service Award Proposal

Chair McGuire reviewed the handout describing how the award is to honor and recognize those in our community who have assisted youth with successful entrance into the workforce through providing opportunities to work and learn. The handout also gave a brief description of award nomination eligibility/criteria, nomination procedure and some ideas for what the award would consist of. The award is being created also in hopes of generating more interest from private employers. Ms. Bear raised the questions of how many awards would be issued each year and what the eligibility criteria for awards would entail given the high volume of employers that Cuesta College works with. The idea of employer appreciation through public recognition was presented as a potential award as well as giving out plaques or creating an article for public viewing. Member Collins gave examples of what an award event would entail based on similar experiences he had in another county. The downside to having recognition event was that the volume of staff time needed to coordinate and execute the event. Matthew Green commented that he liked the idea of doing a full page recognition advertisement in the local newspaper but thought that it was also important to separately recognize the businesses that go above and beyond in how they mentor and provide opportunities for youth. Jenn Kirn supported the idea of structuring the award

criteria to ensure contributions by smaller businesses are not overlooked. Member Collins proposed the forming of a workgroup to go over structure of the award criteria and implementation. Volunteers interested in the committee were Charles Headington, Ms. Johnson, Ms. Kirn, Chair McGuire and Karen O'Brien. Susan Hoffman advised that the chairman could create an ad hoc committee for the purposes of developing criteria for the Youth Council Service Award comprised of volunteers from the Youth Council the ad hoc committee would be in existence for the next two council meetings. Chair McGuire would like to see a report from the group by June 2014.

4.4 Receive Youth Services Provider Performance Report

Member Collins and Ms. Kirn gave a performance report on the Youth Services Providers included in the agenda packet. Member Collins reported on the date and times of Program Monitoring of the Youth Subcontractor. An invite was extended to members of the Youth Council who wished to observe the program monitoring. Ms. Kirn reported the report included in the agenda only reflected information up to December 30, 2013. Ms. Kirn reported that employers were eager to host work experience. The Youth Job and Resource Fair has been scheduled for May 7, 2014 from 5:00 p.m.-7:00 p.m. It was also reported that the Youth One-Stop in Grover Beach was featured in a segment by KSBY News.

Future Discussion Items/New Business

Brown Act Presentation

E.V.C. Presentation

Review Membership Roster and New Membership

Next Meeting:

4:00 PM

Wednesday, April 9, 2014

DSS, 3433 South Higuera Street, SLO, 3rd Floor, Room 358

Adjournment: Meeting adjourned at 5:17 PM.