

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

Youth Council Minutes

Date: Wednesday, August 13, 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, Karen O'Brien, Jessica Thomas, Charles Headington, Jim Salio, Dawn Hinchman

Excused: Kevin Kuhn, Melissa Roberts Tracy Schiro, Emma Tabbara, Nikita, Chris Cronan, Celena Malarkey

Staff: Sarah Hayter, Dawn Boulanger, Reva Bear, Felipe Gonzalez

Guests: Danielle Christensen, Charlotte Johnson, Jon Rubin (Henkels & McCoy), David Ryal

Call to Order and Introductions

Chair Patrick McGuire called the meeting to order at 4:02 PM. **Quorum.**

Public Comment

Matthew Green informed the council that Cuesta College is pursuing a bond measure that will go before the Board of Trustees in November and would gladly share more information regarding the bond if anyone wished to inquire. Dawn Hinchman shared that she had attended the Workforce and Literacy Initiative Conference that was held in Solvang on August 6, 2014, and that the focus of the conference was to promote higher levels of literacy and education in an effort to create a better quality workforce. Sandra Bourbon announced to the council that the Section 8 Housing Interest List was going to remain open until August 21, 2014.

Consent Items

- 3.1 Approval of June 11, 2014
Motion to Approve: John Collins
Seconded: Charles Headington
Motion Passes Unanimously

Information/Discussion/Action Items:

4.1 Discussion of PY 15-16 Youth Services RFP

Dawn Boulanger began the discussion by addressing the fact that the current WIA Youth Services contract expires in June 2015. According to WIA and county regulations, a competitive procurement process must be engaged and a Request for Proposal (RFP) must be put out. Ms. Boulanger went on to share that this discussion was meant to be informational and would illustrate some of the youth demographics and youth needs that are in the county as well as show what services have been provided. It would also be an opportunity for the Youth Council to voice what services needed to be emphasized as part of the RFP. After the successful proposals are selected, the council will be asked to provide input and insight into programming and service delivery in regards to drafting the scope of services for the WIA Youth contract. Questions were asked by the council if this discussion would potentially violate the Brown Act with regards to

having potential proposers present during the discussion but Ms. Boulanger assured the council that the discussion was strictly informational regarding the procurement processes and the anticipated timeline in which they will occur. The discussion is designed to provide information regarding the RFP process as there are some council members who are involved in this for the first time. The RFP is a lengthy document that contains an outline of all the services that are needed and contains the program budget which will assist the proposers in designing their programs. The scope of services breaks down the program and goes into greater detail regarding the implementation of the program, identifying areas such as how many youth in a particular area will be served or how they will be served. The contract process is such that, it is awarded for one year with the option to renew for a second and third consecutive year, if successful. There was some contention within the youth council that occurred during the last RFP that was released for PY 12-13 carryover funds. Concern was expressed at that time that the Youth Council was not adequately and/or clearly informed of the process and its resulting implications. The goal of the Administrative Entity is to provide transparency in these processes and thus the presentation to the Youth Council today regarding the RFP serves to keep the council informed and clearly aware of the onset of the youth services procurement processes. Ms. Boulanger asked that the Youth Council trust that the WIA staff are informed of, and following all necessary guidelines regarding the procurement/RFP process and will be sure to seek input and guidance from the council in areas that allow for such.

Ms. Boulanger prepared a PowerPoint presentation that described the RFP process. The presentation included details on the procurement process, selection committee, RFP timeline, youth demographics, identified youth needs and barriers, and RFP priorities. The Workforce Innovation and Opportunity Act (WIOA) will have a significant impact on youth services, as there will be a larger focus on serving out-of-school youth and high-school drop outs with regards to obtaining not only high school diplomas and/or post-secondary education but creating career pathways in industries where research shows there are opportunities within the county. WIOA also emphasizes working with youth with disabilities in assisting them in transition from education to employment. The most notable change that WIOA will have on youth services is that this law mandates that seventy-five percent of youth funding must be used to serve out-of-school youth.

Local youth demographic data was shared with the council. Some questions were raised regarding the number of youth in Probation seeming low and question regarding how homeless youth were defined/categorized as such. Ms. Boulanger emphasized that the data was derived from DSS databases, meaning these would only be individuals who were engaged, in some aspect, with the DSS system and had a barrier that may qualify them for WIA services. Thus, probation youth numbers would represent only those youth who were also involved with DSS. Homeless youth were categorized as such through self identification – meaning this is what the youth and/or family indicated on documentation regarding DSS services. It was stated this obviously represents only a portion of the population as there are many youth who would be eligible, for WIA services that may not currently be engaged with DSS. The goal of the demographics provided was to demonstrate that there is a county-wide need for WIA youth services. Ms. Boulanger informed the council that the demographic information and the PowerPoint presentation would be uploaded to the WIB website following the meeting. Once the presentation had concluded, Ms. Boulanger asked the council for their input to determine what services aside from those mentioned in the presentation, they would like to see emphasized in the RFP. Member Hinchman stated that literacy and work ethic were two areas of concern with employers. Member Green shared that work ethic is usually addressed within work experience. Chair McGuire expressed an interest to emphasize services in South County as there is a definite need that was not necessarily represented within the demographic data. Jim Salio shared that an area of focus within out-of-school youth should be the transitional youth population (ages 20-24) as they are often underserved and more difficult to work with. John Collins expressed the need for co-enrollment for older youth into the WIA Adult program as a way of smooth transition from youth to adult services because youth generally require more training. The discussion concluded with Chair McGuire stating that there will need to be a good deal of collaboration when working with youth and transitioning services to meet the new law requirements.

Quarterly Contractor Committee Reports

5.1 Receive PY 2013-14 Quarter 4 performance report of Cuesta Youth Program

John Collins shared that all goals were met or exceeded for both in-school and out-of-school youth. Matthew Green also shared that all enrollment goals were met. Chair McGuire raised the question of transportation costs for the program. The council requested to see the transportation costs for the program at some point in the future.

5.2 Receive PY 2013-14 Quarter 4 performance report of Henkels and McCoy GreenSmart Youth Program

Charlotte Johnson shared that enrollment goals were met and reported out on the different supportive services that were being provided ranging from clothing and haircuts for interviews to cell phones and transportation. Ms. Johnson also offered to present additional demographic information to the council if it was desired. Chair McGuire thanked the GreenSmart training staff and asked both providers how they handle participants with substance abuse problems and both contractors answered that they try to connect the youth with supportive services such as San Luis Obispo County Drug and Alcohol Services.

5.3 Review PY 14-15 Contractor Committee Report Schedule

Ms. Boulanger included a reporting schedule and explanation on how reporting is done to the Youth Council in the agenda packet. Ms. Boulanger shared that due to the oversight process needed by the Youth Council, the reporting at the Youth Council meetings is much more in-depth than the snapshot that is shared at the Full WIB and Executive Committee meetings and therefore is done on a quarterly basis.

Future Discussion Items/New Business

- Review contractor transportation costs for the youth programs.

Next Meeting: 4:00 PM
Wednesday, October 8, 2014
DSS, 3433 South Higuera Street, SLO, 3rd Floor, Room 358

Meeting Adjourned at 5:09 PM.