

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

Youth Council Minutes

Date: Wednesday, October 08, 2014
Time: 4:00 PM
Location: DSS, 3433 S. Higuera Street, San Luis Obispo, CA 1st Floor, Room 1041

Present: Patrick McGuire (Chair), Sandra Bourbon, John Collins, Matthew Green, Jessica Thomas, Charles Headington, Dawn Hinchman, Chris Cronan, Celena Malarkey, Emma Tabbara

Excused: Kevin Kuhn, Melissa Roberts, Tracy Schiro, Nikita, Karen O'Brien, Jim Salio

Staff: Dustin Ensign, Dawn Boulanger, Reva Bear

Guests: Charlotte Johnson, Jennifer Kirn

Call to Order and Introductions

Chair Patrick McGuire called the meeting to order at 4:07 PM. **Quorum.**

Public Comment

No public comment.

Consent Items

3.1 – 3.3 Approval of June 11, 2014
Motion to Approve: John Collins
Seconded: Matthew Green
Motion Passes Unanimously

Public Comment

Public comment reopened at 4:14 PM. Jessica Thomas had questions regarding the data presented as part of the Youth RFP presentation given at the last YC meeting. She expressed concern about the integrity of the population data provided in the supplement/attachment uploaded to the WIB website along with the PowerPoint presentation. Dawn Boulanger explained that the population data was from EMSI, a reputable comprehensive labor market analysis tool which our local area subscribes to. Ms. Boulanger reiterated that the data presented in the RFP presentation was limited in that it was derived from DSS databases, therefore it did not account for the portion of the population that is not engaged with DSS services. The population data provided as an attachment uploaded on the WIB website was from EMSI databases which derive data from over 90 sources. The data included in the presentation was only intended to demonstrate a county-wide need and not be a full scope indication of the amount of actual youth in need throughout the county. Ms. Thomas noted the population data must be inaccurate as the number of youth enrolled, per school district records, is higher than that stated on the population data supplement from last meeting.

Public comment closed at 4:22 PM.

Information/Discussion/Action Items:

4.1 Review proposed schedule of additional/extended Youth Council meetings February through March 2014

Patrick McGuire proposed an extended 2-3 hour meeting in February or the development of an Ad-Hoc committee to engage YC members in providing feedback regarding the scope of services to be provided under the PY 2015-16 contract that will result from the upcoming RFP.

Question was raised about the Youth Council (YC) and its influence on the scope of work within a contract developed from proposals submitted in response to the RFP. John Collins expressed concern regarding the input of YC members influencing service provision changes outside of what may be proposed by potential vendors in their responses to the RFP. Concern was discussed regarding how involving YC members in the procurement process may violate procurement and/or confidentiality rules set by the County and/or WIOA. WIA Admin. Entity Staff, Dawn Boulanger, would need to set clear parameters and guidance during these proposed discussions/involvement of YC members in what would be considered the contract negotiation portion of the procurement process. The Youth Council discussed concerns about the lack of impact/involvement it has on guidance and oversight on the RFP process and expressed an interest in having greater input. Dawn Boulanger will review with County Purchasing and County Counsel the proposed involvement of YC members in providing input to a scope of services prior to successful proposals of the RFP being publically announced. Ms. Boulanger will follow-up with Mr. McGuire regarding the outcome of these assessments to determine if the proposed involvement is allowable under County and/or WIA procurement processes.

Dawn Hinchman inquired about awarding 100% of the contract to 1 applicant vs multiple applicants. She also had questions about the procurement process. Dawn Boulanger explained the process which follows an established County procedure including a confidential Selection Committee reviewing and voting on successful proposal(s) to recommend to the YC. The YC will review the recommendations of the Selection Committee and the YC recommendation will be brought to the WIB Executive Committee (EC) for a vote. The proposal(s) approved by the EC will be brought to the County Board of Supervisors for vote and to formally award the contract(s) to the successful proposer(s). The YC would be involved in reviewing the proposed budget and scope of work within the contract(s) and be provided quarterly updates regarding contract performance throughout the year.

Patrick McGuire would like to send a survey to the Youth Council to determine potential times for proposed extended meetings in February.

2:00 – 5:00

3:30 – 5:30

4:00 – 6:00

4.2 Inform members of new monthly email updates

Youth Council was informed that there will be a monthly email sent out to YC members regarding Youth workforce and training resources and information.

4.3 Receive update regarding CWA Meeting of the Minds Conference

Dawn Hinchman reported about the CWA Meeting of the Minds Conference she attended. She shared information received about the upcoming implementation of WIOA, the emphasis on creating partnerships and collaborations within the community, and the emphasis of occupational skills development programs.

Dawn Hinchman stated that she would like to see a PG&E employee on the Youth Council.

4.4 Inform members of CWA Youth Conference in January

Dawn Boulanger informed the Youth Council about the upcoming CWA Youth Conference in January and that the WIB had funds available to pay for the attendance of interested Youth Council members. There was no interest expressed at this time from council members. Dawn Boulanger requested notification by November if any Youth Council members would like to attend.

5. Quarterly Contractor Committee Reports

PY 14-15 Quarter 1 contractor performance reports will be provided at 12/10/14 meeting.

Future Discussion Items/New Business

Next Meeting: 4:00 PM
Wednesday, December 10, 2014
DSS, 3433 South Higuera Street, SLO, 3rd Floor, Room 358

Meeting Adjourned at 5:08 PM.