

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

Youth Council Minutes (Draft - FINAL)

PLEASE NOTE: The following minutes were not approved by the Youth Council due to the inability to reach quorum at the final meeting.

Date: Wednesday, December 10, 2014
Time: 4:00 PM
Location: DSS, 3433 S. Higuera Street, San Luis Obispo, CA - 1st Floor, Room 101

Present: Patrick McGuire (Chair), Sandra Bourbon, John Collins, Matthew Green, Jessica Thomas, Charles Headington, Dawn Hinchman, Chris Cronan, Celena Malarkey, Karen O'Brien, Danielle Christensen, Kristin Lima

Excused: Kevin Kuhn, Melissa Roberts, Tracy Schiro, Nikita, Jim Salio, Emma Tabbara,

Staff: Dawn Boulanger, Michael Coughlin

Guests: D.J. Pittenger, Charlotte Johnson, Jennifer Kirn (Cuesta College)

1. Call to Order and Introductions

Chair Patrick McGuire: called the meeting to order at 4:05 PM. **Quorum.**

2. Public Comment

Dawn Boulanger (Staff): distributed a revised "Parameters for EMSI Regional Age Range Populations Data" hand out, which is available as an addendum to the agenda; emphasizing that the incorrect data from the previous version was not utilized in any report, incorporated into any Request for Proposal (RFP) or used for any contract negotiations.

Chair Patrick McGuire: requested for feedback regarding an informational email sent out to the Youth Council. Interested parties can request to be added to the mailing list by contacting WIB Administrative Support at: wibadmin@co.slo.ca.us

3. Consent Items

3.1 Approval of the October 8, 2014 Minutes

Motion to Approve: Dawn Hinchman

Seconded: Charles Headington

Abstentions: None

Result: Motion Passes Unanimously

4. Information/Discussion/Action Items:

4.1 **Request member participation in a Youth Council Ad-Hoc Committee to review Workforce Investment and Opportunity Act (WIOA) PY 15-16 Youth Services Provider proposed services**

Chair McGuire referred the item to Ms. Boulanger who presented the item, explaining the reasons for formation of a Youth Ad-Hoc Committee. Ms. Boulanger explained that the Ad-Hoc Committee would look at an early draft of the scope of services and budget. The scope and budget would then go to the Youth Council for a vote. Chair McGuire then poled members for interest.

Member Dawn Hinchman, Member Charles Headington, Member Karen O'Brien, Member Kristin Lima and Chair Patrick McGuire: agreed to serve on the Ad-Hoc Committee.

4.2 Accept Administrative Entity's Recommendation to:
1) accept WIOA PY 15-16 Youth Services Provider proposal and
2) forward recommendation to the WIB Executive Committee to direct the Administrative Entity to commence contract negotiations

Ms. Boulanger presented the action item, which is available as an addendum to the agenda, briefly explaining the reasons for and purpose of the Administrative Entity's Recommendations. Ms. Boulanger then referred to a flowchart explaining the RFP response process, which is available as an addendum to the agenda.

Chair Patrick McGuire, Member Sandra Bourbon and Member Dawn Hinchman - speak

The Council accepts the Administrative Entity's RFP vendor recommendation and directs staff to forward the recommendation of Youth Services RFP vendor to the WIB Executive Committee.

Motion: Chris Cronan

Second: John Collins

Abstentions: Celena Malarkey, Matthew Green

Result: Motion Passes

Member John Collins: *requested Chair McGuire to grant a five minute recess to confer with County Staff (Dawn Boulanger). Chair McGuire agreed, five minute recess granted.*

Recess: **Chair Patrick McGuire:** *granted recess at 4:35pm*

During the break, Chair McGuire announced that this will be the last meeting attended by Jen Kirn (Cuesta College). Chair McGuire presented Ms. Kirn with a certificate, plaque and card on behalf of the Youth Council Members.

Resumption: **Chair Patrick McGuire:** *called the meeting back to order at 4:41pm.*

4.3 Discuss plan for use of PY 13-14 Youth Carryover funds

Ms. Boulanger presented the action item, which is available as an addendum to the agenda, describing the item and its purpose. Ms. Boulanger explained that Cuesta College, a subcontractor of Goodwill Industries, has requested \$96,700 in Youth Carryover Funds. This would leave approximately \$40,000 remaining in Youth Carryover Funds.

Member John Collins: notified the Council that the subcontractor, Cuesta College, no longer wishes to request the \$96,700 in Youth Carryover Funds. Because of this, Goodwill Industries has withdrawn the request for the funds.

Member Matthew Green: stated that Cuesta College's current budget is under spent to the point that it is unrealistic that they would be able to utilize the additional Youth Carryover Funds; noting that the budget overage was primarily due to a reduction in staffing.

Ms. Dawn Boulanger (Staff): stated that these funds were designated for youth services, not staffing costs and inquired as to the determination that these services are no longer necessary.

Member Matthew Green: indicated that Cuesta College's budget overage would be utilized for the additional services.

Ms. Dawn Boulanger (Staff): Requested confirmation that Cuesta College's budget overage would be redirected to fund the additional Youth Services. Member Matthew Green and Ms. Jennifer Kirn (Cuesta College) agreed. Additionally, Ms. Boulanger requested that Goodwill Industries modify its subcontract with Cuesta College to reflect this. Member John Collins agreed.

Chair Patrick McGuire: shelved the Cuesta College/Goodwill Industries funds request.

Member Dawn Hinchman: inquired if another contractor, Henkels & McCoy/Green Smart, could be contacted regarding the Youth Carryover Funds.

Ms. Dawn Boulanger (Staff): requested the Council to direct the Administrative Entity and make a recommendation to the Executive Committee on how to utilize the Youth Carryover Funds.

Chair Patrick McGuire: requested comment from the Council regarding usage of a portion of the funds for a Youth Forum. Ms. Boulanger described the reasons behind, purpose and possible benefits of a Youth Forum.

Member John Collins: proposed a motion: Direct staff to work with Henkels & McCoy/Green Smart to utilize \$96,700 in Youth Carryover Funds and that the recommendation be brought to the Executive Committee and to incorporate the recommendation for the remaining \$40,000 as described in Item 4.3 to the agenda.

Chair Patrick McGuire, Member Sandra Bourbon, Member John Collins, Member Kristen Lima, Member Charles Headington, Member Dawn Hinchman, Member Celena Malakey, Ms. Jennifer Kirn (Cuesta College), Ms. Dawn Boulanger (Staff) - speak

Direct staff to work with Henkels & McCoy/Green Smart to utilize \$96,700 in Youth Carryover Funds and that the recommendation be brought to the Executive Committee and to incorporate the recommendation for the remaining \$40,000 as described in Item 4.3 to the agenda.

Motion: John Collins

Second: Charles Headington

Abstentions: Sandra Bourbon, Matthew Green, Chris Cronan

Result: Motion Passes

5. Quarterly Contractor Committee Reports

5.1 Receive PY 2014-15 Quarter 1 Goodwill/Cuesta WIA Youth Services provider performance report

Chair McGuire presented the report to the Council, which is included in the agenda. Due to time constraints, there was no discussion.

5.2 Receive PY 2014-15 Quarter 1 Henkels & McCoy GreenSmart WIA Youth Services provider performance report

Chair McGuire presented the report to the Council, which is included in the agenda. Due to time constraints, there was no discussion.

6. Next Meeting: February 11, 2015
4:00 PM
DSS, 3433 South Higuera Street, SLO
1st Floor, Room 101

7. Adjournment: The meeting was adjourned at 5:17 PM

I, Michael J. Coughlin, Administrative Support Clerk of the Workforce Investment Board of San Luis Obispo, and its committees, do hereby certify that the forgoing is a fair statement of the proceedings of the meeting held Wednesday, December 10, 2014 by the Youth Council of the Workforce Investment Board of San Luis Obispo County.

Michael J. Coughlin, WIB Administrative Support

Dated: January 20, 2015