

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

**BUSINESS COUNCIL MINUTES**

**Date:** Tuesday, June 16, 2015  
**Time:** 9:00 a.m.  
**Location:** Department of Social Services, 3433 South Higuera Street, 1st Floor, Room 101

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**Present:** Kirk Coviello, Dawn Hinchman, Chuck Jehle, Phillip Koziel, Verena Latona-Tahlman, Allison Schiavo, Thomas Wood  
**Excused:** Pam Avila, John Cascamo, Kevin Kuhn  
**Guests:** None  
**Staff:** Reva Bear, Sarah Hayter, Michael Coughlin

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**1. Call to Order:**

**Chair Kirk Coviello:** called the meeting to order at 9:02 A.M. **Quorum.**

**2. Public Comment:**

**Chair Coviello:** opened the floor to public comment without response.

**3. Consent Items:**

- 3.1** Approval of April 21, 2015 Minutes  
Motion: Dawn Hinchman  
Second: Thomas Wood  
Abstentions: None  
**Motion Passed Unanimously**

**4. Information/Discussion/Action Items:**

**4.1 Discussion of Officer's Responsibilities and Interest**

Reva Bear (Staff) presented the discussion item, which is available as part of the agenda, noting that Business Council (BC) Chair Kirk Coviello has accepted the appointment of Vice-Chair to the Workforce Investment Board (WIB), effective July 1, 2015. Consequently the WIB now seeks a successor Chair for the BC. Additionally it has been deemed prudent to create a Vice-Chair position for the BC. Ms. Bear then explained the roles and responsibilities of the positions as well as the appointment process.

**Chair Coviello:** opened the floor to public comment without response.

Chairperson:

**Chair Coviello:** opened the nominations for Chairperson.

**Chair Coviello:** closed nominations.

**Result:** No Member accepted the nomination as Chairperson.

Vice-Chairperson:

**Chair Coviello:** opened the nominations and nominated Dawn Hinchman as Vice-Chairperson.

**Chair Coviello:** closed nominations.

**Result:** The Council nominates Dawn Hinchman as Vice-Chair.

**4.2 Discussion and Data Review to Identify and Select Industry Sector for PY 15-16 Activities**

Sarah Hayter (Staff) presented the item which is available as part of the agenda as well as a Industry Sector Report which is available as an addendum to the agenda. Ms. Hayter noted that the report

focused on three sectors: manufacturing, health services and information and communication technologies (ICT).

**Chair Coviello:** opened the floor to public comment without response.

The Council decided that further research and discussion is required before selecting an Industry Sector for PY 15-16 activities.

The Council made the following recommendations:

- Include Industry Sector Data from Northern Santa Barbara County in the report
- Explore the possibility of including Industry Sector Data from self employed positions
- Expand the report to include the Building Design and Construction Industry Sector
- Invite representatives from the Manufacturing Sector to attend future meetings

**5. Next Meeting:**

August 18, 2015 at 9:00 AM  
Department of Social Services  
3433 S. Higuera Street, First Floor, Room 101  
San Luis Obispo, CA

**6. Adjournment:**

**Chair Coviello:** adjourned the meeting at 10:42 A.M.

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 Tuesday, Tuesday, June 16, 2015 by the Business Council of the Workforce Investment Board of San Luis Obispo County.

Michael J. Coughlin, WIB Administrative Support

Dated: June 23, 2015