

WORKFORCE DEVELOPMENT

San Luis Obispo County

NOTICE OF SPECIAL MEETING OF THE WORKFORCE DEVELOPMENT BOARD BUSINESS COUNCIL

NOTICE IS HEREBY GIVEN that the Business Council of the Workforce Development Board will hold a Special Meeting on Thursday, February 25, 2016 at 9:00 am at 3433 South Higuera Street, San Luis Obispo, CA. The purpose of the meeting is to consider the special meeting agenda which is listed below.

This Notice is given by order of Pam Avila, Chairperson of the Business Council of the Workforce Development Board.

Dated: February 19, 2016

Workforce Development Board BUSINESS COUNCIL SPECIAL MEETING AGENDA

MEMBERS:

Pam Avila, Chair
County Office of
Education

Dawn Hinchman
Vice Chair
Central Coast STEM
Collaborative

John Cascamo
Cuesta College

Chuck Jehle
Mission Community
Services Corp.

Phillip Koziel
California Dept. of
State Hospitals

Kevin Kuhn
Westport
International

Allison Schiavo
Goodwill Central
Coast / AJCC

Michael Specchierla
County Office of
Education

**Verena Latona-
Talhman**
Cannon Corporation

Thomas Wood
Martin Resorts, Inc

Date: February 25, 2016

Time: 9:00 AM – 10:30 AM

Location: Department of Social Services, 3433 S. Higuera Street, San Luis Obispo, Room 101

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1. **Call to Order and Introduction** *Avila*
 2. **Public Comment**
 3. **Presentations:**
 - 3.1 America's Job Center of California Business Services
- Allison Schiavo
 - 3.2 Human Centered Design Process and Regional Employer Engagement
- Tammy Aguilera / Sarah Hayter
 4. **Consent Items:** *Avila*
 - 4.1 Approve the January 26, 2016 Minutes
 5. **Action/Information/Discussion:**
 - 5.1 Discuss Implementation of PY 15-16 Strategies for Goal B: Determine Employer Needs & Address Skills Gaps
- *Information/Discussion Item* *Avila & Hayter*
 6. **Next Meeting:**

Thursday, April 21, 2016
Location To Be Determined
 7. **Adjournment**

Public Comment: Members of the public may address the committee on items appearing on the agenda. The public may also address items of interest to the committee which are within the jurisdiction of the WDB. However, in compliance with Government Code section 64954.3(a), the committee shall take no action on any item not appearing on the agenda. Speakers are asked to limit their remarks to a maximum of three minutes.

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WORKFORCE DEVELOPMENT BOARD
of San Luis Obispo County
 (Formerly Known as the Workforce Investment Board)
BUSINESS COUNCIL SPECIAL MEETING MINUTES (Draft)

Please Note: Official Notice of the Special Meeting of the Workforce Development Board Business Council was originally posted by the County Clerk Recorders Office on January 22, 2016, in accordance with the Brown Act.

Date: Tuesday, January 26, 2016
Time: 8:30 a.m.
Location: 3563 Empleo Street, San Luis Obispo, 93401 - Conference Room 1

Present: Pam Avila, John Cascamo, Dawn Hinchman, Chuck Jehle, Allison Schiavo, Thomas Wood
Excused: Phillip Koziel, Kevin Kuhn, Verena Latona-Tahlman
Guests: Danielle Christensen (Henkels & McCoy GreenSmart)
Staff: Tammy Aguilera, Sarah Hayter, Michael Coughlin

1. Call to Order:

Chair Pam Avila: called the meeting to order at 8:40 A.M. **Quorum.**

2. Public Comment:

Chair Avila: opened the floor to public comment without response.

3. Presentations:

3.1 Business Council Member Orientation

Sarah Hayter (Staff) conducted the Business Council Member Orientation which is available as an addendum to the agenda.

Chair Avila: opened the floor to public comment without response.

3.1 Brown Act Overview

Michael Coughlin (Staff) presented an overview of the Brown Act and how it pertains to the Business Council which available as an addendum to the agenda.

Chair Avila: opened the floor to public comment without response.

4. Consent Items:

- 4.1** Approval of the October 20, 2015 Minutes
 Motion: Dawn Hinchman
 Second: Chuck Jehle
 Abstentions: None
Motion Passed Unanimously

5. Information/Discussion/Action Items:

5.1 Receive Update on Rapid Response Services

Sarah Hayter (Staff) noted that, to date, there have been thirteen Responses in Program Year (PY) 2015-2016, which is a marked increase over PY 2014-2015.

Chair Avila: opened the floor to public comment without response.

5.2 Receive Update on Job Fairs

Sarah Hayter (Staff) stated that America's Job Center of California has conducted a total of three Job Fairs in PY 2015-2016 (two Job Fairs in response to the Haggan closure and a recruitment event in January). Additionally Ms. Hayter noted that the Workforce Development Board will be assisting the Employment Development Department (EDD) in their upcoming Honor A Hero – Hire A Vet event

scheduled for May 18, 2016. Danielle Christensen (Henkels & McCoy GreenSmart) announced that they are currently recruiting employers for two upcoming JobSmart Job Fairs. A handout and an employer application for the JobSmart Job Fair are available as addendums to the agenda.

Chair Avila: opened the floor to public comment without response.

5.3 Discuss Membership and Business Council Operations Charter

Sarah Hayter (Staff) and Chairperson Pam Avila presented revised versions of the Operations Charter and Member Application, which are available as part of the agenda.

Chair Avila: opened the floor to public comment without response.

5.4 Discuss Implementation of PY 15-16 Strategies for Goal A: Increase Business Member Engagement and & Goal B: Determine Employer Needs & Address Skills Gaps

Due to time constraints, this item was held over for a discussion at the next meeting.

5.5 Discussion of Changes to the Business Council Meeting Schedule

Chairperson Pam Avila announced that, due to scheduling conflicts, it has become necessary to change the Business Council's meeting schedule. A handout of proposed meeting schedules is available as an addendum to the agenda.

Chair Avila: opened the floor to public comment without response.

The Council recommended that, starting April, 21 2016, the Business Council should meet on the third Thursday of even months.

6. Next Meeting:

Thursday, February 25, 2016
3563 Empleo Street - Conference Room 1
San Luis Obispo, CA

7. Adjournment:

Chair Avila: adjourned the meeting at 10:21 A.M.

I, Michael J. Coughlin, Administrative Support Clerk of the Workforce Development 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, January 26, 2016 by the Business Council of the Workforce Development Board of San Luis Obispo County.

Michael J. Coughlin, Workforce Development Administrative Support

Dated: February 10, 2016

HANDOUTS DISTRIBUTED AT THE MEETING

Discuss Implementation of PY 15-16 Strategies for Goal B: Determine Employer Needs & Address Skills Gaps