

**WORKFORCE DEVELOPMENT BOARD  
of San Luis Obispo County  
BUSINESS COUNCIL SPECIAL MEETING MINUTES**

*Please Note: Official Notice of the Special Meeting of the Workforce Development Board Business Council was originally posted by the County Clerk Records Office on February 25, 2016, in accordance with the Brown Act.*

**Date:** Thursday, February 25, 2016  
**Time:** 8:30 a.m.  
**Location:** 3433 S. Higuera Street, San Luis Obispo, 93401 - Conference Room 101

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**Present:** Pam Avila, John Cascamo, Dawn Hinchman, Chuck Jehle, Allison Schiavo, Michael Specchierla, Verena Latona-Tahlman, Thomas Wood  
**Absent:** Phillip Koziel, Kevin Kuhn  
**Guests:** Gayla Jurevich  
**Staff:** Tammy Aguilera, Sarah Hayter, Michael Coughlin

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**1. Call to Order:**

**Chair Pam Avila:** called the meeting to order at 9:07 A.M. **Quorum.**

**2. Public Comment:**

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

**3. Presentations:**

**3.1 America's Job Center of California Business Services**

Allison Schiavo (AJCC) presented an overview of employer services provided by America's Job Center of California (AJCC). Additionally, Ms. Schiavo provided a handout describing the goals and outcomes of the AJCC's Business Services in Program Year (PY) 2015-2016, which is available as an addendum to the agenda.

**Chair Avila:** opened the floor to public comment.

**Gayla Jurevich:** speaks.

**3.2 Human Centered Design Process and Regional Employer Engagement**

Tammy Aguilera (Staff) and Sarah Hayter (Staff) conducted a presentation describing the benefits of the Human Centered Design Process and how it can be adapted to employer engagement. A link to a video explaining the Human Centered Design Process is 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 January 26, 2016 Minutes  
Motion: Dawn Hinchman  
Second: John Cascamo  
Abstentions: None  
**Motion Passed Unanimously**

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

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

Sarah Hayter (Staff) presented the discussion item, providing a handout to assist the Business Council with identifying and evaluating skills gaps in San Luis Obispo County, which is available as an addendum to the agenda.

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

The Council recommended the formation of an Ad Hoc Committee to develop strategies for determining the needs of employers.

**Chair Avila:** appointed Sarah Hayter, Michael Specchielera, John Cascamo to an Ad Hoc Committee of the Business Council tasked with designing a strategy to engage employers to voice their needs in order to deploy appropriate resources and follow up.

**6. Next Meeting:**

Thursday, April 21, 2016  
3563 Empleo Street - Conference Room 1  
San Luis Obispo, CA

**7. Adjournment:**

**Chair Avila:** adjourned the meeting at 10:43 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, February 25, 2016 by the Business Council of the Workforce Development Board of San Luis Obispo County.

Michael J. Coughlin, Workforce Development Administrative Support

Dated: March 22, 2016