

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

**EXECUTIVE COMMITTEE MINUTES**

**Date:** Wednesday, January 14, 2015  
**Time:** 8:30 AM  
**Location:** America's Job Center of California, 880 Industrial Way, San Luis Obispo

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**Present:** Carl Dudley, Louise Matheny, Kirk Coviello, Patrick McGuire  
**Excused:** Grace Schoch-Manzano  
**Staff:** Sarah Hayter, Dawn Boulanger, Reva Bear, Michael Coughlin, Leslie Kraut  
**Guest:** John Collins (Goodwill), Lee Collins (DSS) Danielle Christensen (Henkels & McCoy), Allison Schiavo (Goodwill), Dr. Martin Meltz

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**1. Call to Order:**

Chair Carl Dudley called the meeting to order at 8:29 A.M. **Quorum.**

**2. Public Comment:**

**Dr. Martin Meltz:** commented on the planned closure of the Five Cities America's Job Center of California (AJCC) and urged the Committee to open a new AJCC in the area.

**3. Consent Items:**

**3.1** Approval of the December 10, 2014 Minutes

**Motion:** Patrick McGuire  
**Second:** Louise Matheny  
**Abstentions:** None  
**Result:** Motion Passed Unanimously

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

**4.1 Approve Administrative Entity's Recommendation for Vendor Selection for PY 15-16 Youth Services and Commence Contract Negotiations**

Dawn Boulanger (Staff) presented the action item which is available as part of the agenda, describing the vendor's proposal as well as the Request for Proposal (RFP) process.

**Chair Carl Dudley, Member Louise Matheny, Member Patrick McGuire, Ms. Reva Bear (Staff) and Dr. Martin Meltz - speak**

The Committee approves the recommendation for vendor selection for PY 15-16 Youth Services Provider and directs the Administrative Entity to commence contract negotiations.

**Motion:** Louise Matheny  
**Second:** Kirk Coviello  
**Abstentions:** None  
**Result:** Motion Passed Unanimously

**4.2 Approve Administrative Entity's Recommendation for Vendor Selection for PY 15-16 AJCC Operator and Commence Contract Negotiations**

Ms. Boulanger presented the action item which is available as part of the agenda, describing the vendor's proposal as well as the RFP process. Additionally, Ms. Boulanger described changes to

AJCC services that are reflected in the proposal as part of the Workforce Innovation and Opportunity Act (WIOA) implementation.

**Chair Carl Dudley, Member Patrick McGuire, Ms. Reva Bear (Staff), John Collins (Goodwill) and Dr. Martin Meltz - speak**

The Committee approves the recommendation for vendor selection for PY 15-16 AJCC Operator and directs the Administrative Entity to commence contract negotiations.

**Motion:** Patrick McGuire

**Second:** Louise Matheny

**Abstentions:** None

**Result:** Motion Passed Unanimously

#### **4.3 Review and Approve Youth Council's Recommendation for Use of PY 13-14 WIA Carryover Funds**

Ms. Boulanger explained the situation leading to the current proposal and presented the action item which is available as part of the agenda. Ms. Boulanger stated that Henkels & McCoy (H&M) Greensmart's proposal is twofold, Intensive Work Readiness training for In-School Youth and assisting with the expansion of H&M services beyond Paso Robles in PY 15-16.

**Chair Carl Dudley, Member Patrick McGuire, Ms. Reva Bear (Staff), Lee Collins (DSS) and Dr. Martin Meltz - speak**

**Chair Carl Dudley** - requested it be noted that the previous vendor, Cuesta College, refused usage of the PY 13-14 Carryover Funds.

The Committee approves the Youth Council's recommendation for use of PY 13-14 Carryover Funds.

**Motion:** Louise Matheny

**Second:** Patrick McGuire

**Abstentions:** None

**Result:** Motion Passed Unanimously

### **5. Reports:**

**Chairman's Report:** Chair Dudley announced that this will be the last meeting attended by John Collins, due to his retirement. Chair Dudley thanked John Collins for his service and dedication, presenting him with a card and award in appreciation.

#### **Committee Reports:**

**One-Stop Leadership (OSSL):** In OSSL Chair Grace Schoch-Manzano's absence, Ms. Boulanger noted the OSSL Committee had not met since the last Executive Committee Meeting, citing the proposal to cease the OSSL Committee and create a WIOA Implementation Ad-Hoc Committee which will be voted on by the full WIB on February 5, 2015.

**Youth Council (YC):** Member McGuire stated that the YC met on December 10, 2014 and will meet again on February 11, 2015 at 4:00pm. He also announced the possibility of an additional YC meeting in March facilitate the allocation of PY 13-14 Youth Carryover Funds. Additionally, Member McGuire expressed a desire to extend the YC meetings to an hour and a half.

**Business Council (BC):** Kirk Coviello (Member) noted that the BC met on December 16, 2014 and received an excerpt of a report from the Paso Robles Chamber of Commerce regarding the business climate in Paso Robles, citing the lack of customer service skills and essential employability skills in the entry level workforce. The BC also discussed an overview of Strategic Initiatives for PY 14-15 and reviewed a Labor Market Report for Business Services presented by

Sarah Hayter (Staff). Member Coviello indicated that the next BC meeting will be held on February 17, 2015.

**Administrative Entity Updates:**

**5.1 Receive and Review Fiscal Agent's Budget Update**

Lee Collins (Staff) presented the Budget Update, which is available as part of the agenda, stating that the budget is currently on track. Lee Collins also noted a remarkable increase in the number of participants served by the WIB's programs in recent years.

**6. Next Executive Meeting:**

March 11, 2015  
8:30 a.m.  
America's Job Center of California  
880 Industrial Way, 3<sup>rd</sup> Floor Conference Room  
San Luis Obispo, CA

**7. Meeting adjourned at 9:54 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 Wednesday, January 14, 2015 by the Executive Committee of the Workforce Investment Board of San Luis Obispo County.

Michael J. Coughlin, WIB Administrative Support

Dated: January 20, 2015