

**WORKFORCE DEVELOPMENT BOARD**  
**of San Luis Obispo County**  
(Formerly Known as the Workforce Investment Board)

**EXECUTIVE COMMITTEE SPECIAL MEETING MINUTES**

*Please Note: Official Notice of the Special Meeting of the Workforce Development Board Executive Committee was originally posted by the County Clerk Recorders Office on October 14, 2015, in accordance with the Brown Act.*

**Date:** Monday, October 19, 2015  
**Time:** 4:00 PM  
**Location:** America's Job Center of California, 880 Industrial Way, San Luis Obispo

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**Present:** Carl Dudley, Kirk Coviello, Pam Avila, Louise Matheny, Karen O'Brien, Grace Schoch-Manzano  
**Excused:** Patrick McGuire  
**Staff:** Dawn Boulanger, Sarah Hayter, Marisol Garcia, Leslie Kraut, Michael Coughlin,  
**Guest:** James J. Brescia, Danielle Christensen, Dawn Hinchman, Allison Schiavo, Michael Specchierla

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**1. Call to Order:**

**Chair Carl Dudley:** called the meeting to order at 4:03 P.M. **Quorum.**

**2. Public Comment:**

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

**Allison Schiavo:** Commented about the America's Job Center of California (AJCC) Rapid Response to the upcoming closures of the Haggen locations, noting that the AJCC will be operating two Career Fairs in November.

**3. Consent Items:**

- 3.1** Approve the July 8, 2015 Minutes
- 3.2** Approve the October 14, 2015 Minutes
- 3.3** Approve Appointments of James Brescia, Tony Hoffman, and Roy Monsibais to the Workforce Development Board

The Committee Approves Consent Items 3.1, 3.2, and 3.3.

**Motion:** Louise Matheny

**Second:** Grace Schoch-Manzano

**Abstentions:** Karen O'Brien

**Result:** Motion Passed

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

**4.1 Review and Approve Adjustments to PY 15-16 WIOA Local Area Budget**

Dawn Boulanger (Staff) presented the action item, which is available as part of the agenda, describing the reasons for and results of the proposed adjustments to the Program Year (PY) 15-16 Workforce Innovation and Opportunity Act (WIOA) Local Area Budget approved at the June 17, 2015 Executive Committee meeting.

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

The Committee approves the adjustments to the Program Year (PY) 15-16 WIOA Formula Funds Local Area Budget.

**Motion:** Louise Matheny

**Second:** Pam Avila

**Abstentions:** Karen O'Brien

**Result:** Motion Passed

#### 4.2 Review and Approve Distribution of PY 14-15 WIA Carryover Funds

Ms. Boulanger presented the action item, which is available as part of the agenda, noting that the plan identifies and addresses the \$473,184 in unspent funds. Additionally, Ms. Boulanger stated that, upon approval, staff will complete the necessary change orders to existing contracts and purchase orders with the service providers.

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

**James J. Brescia, Danielle Christensen, Michael Specchierla:** speak

The Committee approves the distribution of Program Year (PY) 14-15 WIA Carryover Funds.

**Motion:** Kirk Coviello

**Second:** Louise Matheny

**Abstentions:** Karen O'Brien

**Result:** Motion Passed

#### 4.3 Receive Appointment Notice of Karen O'Brien to Youth Committee Chairperson

Chair Dudley notified the Committee that he has appointed Karen O'Brien as Chairperson of the ~~Business Council~~ Youth Committee, adding that Karen O'Brien will also serve as a member of the Executive Committee.

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

#### 4.4 Receive Bridges Out of Poverty for Youth Conference

Marisol Garcia (Staff) presented the item, thanking everyone who supported and attended the event. Ms. Garcia stated that the Youth Conference was well received by the 149 attendees.

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

### 5. Reports:

**Chairman's Report:** Chair Dudley updated the Committee on the hiring process for the new Workforce Development Board Director, noting that the position should be filled by mid November.

**Business Council (BC) Report:** In BC Chair Pam Avila's absence, Sarah Hayter (Staff) noted that the BC will meet on Tuesday, October 20, 2015.

**WIOA Ad Hoc Committee Report:** Ms. Boulanger stated that the committee has decided to continue to meet as an Ad Hoc Committee until the end of the program year. The next meeting will be held on Monday, October 26, 2015

### **Administrative Entity Updates:**

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

Ms. Boulanger presented the update to the Committee.

### 6. Next Meeting:

December 9, 2015 - 8:00 A.M.

America's Job Center of California

880 Industrial Way, 3<sup>rd</sup> Floor Conference Room, San Luis Obispo, CA

### 7. Adjournment:

**Chair Dudley:** adjourned the meeting at 5:28 P.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 Special Meeting held Monday, October 19, 2015 by the Executive Committee of the Workforce Development Board of San Luis Obispo County.

Michael J. Coughlin, Workforce Development Administrative Support

Dated: November 2, 2015