

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

EXECUTIVE COMMITTEE MEETING MINUTES

Date: Wednesday, December 9, 2015
Time: 8:00 AM – 10:00 AM
Location: America's Job Center of California, 880 Industrial Way, San Luis Obispo

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

1. Call to Order:

Chair Carl Dudley: called the meeting to order at 8:01 A.M. **Quorum.**

2. Public Comment:

Chair Dudley: opened the floor to public comment.

Dawn Boulanger (Staff): announced that the new Workforce Development Board (WDB) Director, Tammy Aguilera, has started with the County.

3. Consent Items:

- 3.1 Approve the October 19, 2015 Minutes
- 3.2 Approve Appointments of Jeyde Cardenas, Christina Chow, Dawn Hinchman and Robert Reyes to the Youth Committee

The Committee advised staff to make the following correction to the October 19, 2015 Minutes:

Item 4.3 - Receive AJCC Job Fair Update

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.

The Committee Approves Consent Items 3.1 and 3.2.

Motion: Louise Matheny

Second: Kirk Coviello

Abstentions: None

Result: Motion Passed

4. Information/Discussion/Action Items:

- 4.1 **Approve recommendation for use of the remaining PY 14-15 WIA Adult Carryover funds in the amount of \$76,007**

Dawn Boulanger (Staff) presented the action item, which is available as part of the agenda, noting that the carryover funds will be used to maintain funding levels for Rapid Response after the State de-obligated \$62,451 in funds.

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

The Committee approves the recommendation for use of the remaining PY 14-15 WIA Adult Carryover funds in the amount of \$76,007.

Motion: Patrick McGuire

Second: Louise Matheny

Abstentions: None

Result: Motion Passed

4.2 Discuss Workforce Development Board Membership

Chair Dudley presented the discussion item, noting that the Workforce Development Board (WDB) currently has five vacant seats. Chair Dudley requested that the members of the Executive Committee assist with identifying and recruiting potential candidates for the vacancies.

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

4.3 Receive AJCC Job Fair Update

Allison Schiavo (AJCC) presented the item, noting that America's Job Center of California (AJCC) conducted two Job Fairs in response to the Haggen closures. Ms. Schiavo stated that the North County Job Fair had 22 employers represented and 85 persons in attendance and the South County Job Fair had 24 employers represented and 105 persons in attendance.

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

4.4 Receive County-wide LMI Report

Sarah Hayter (Staff) presented a Labor Market Information (LMI) report, entitled "Industry and Occupations of the San Luis Obispo County Sub-Regions, San Luis Obispo County and California" which is available as an addendum to the agenda.

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

5. Reports:

Chairman's Report: Chair Dudley noted that he has met with the new Workforce Development Board (WDB) Director, Tammy Aguilera, and he believes that she will be a welcome addition to the WDB.

Business Council (BC) Report: BC Chair Pam Avila noted that the BC met on October 20, 2015 and discussed the Program Year (PY) 15/16 goals and potential new members for the BC. The next BC meeting is scheduled for December 15, 2015.

Youth Committee (YC) Report: YC Chair Karen O'Brien noted that the YC met on November 19, 2015 and discussed the Draft Youth Committee Charter and possible venues for YC Meetings. The YC currently has 10 members and will meet again on December 17, 2015.

WIOA Ad Hoc Committee Report: Ms. Boulanger stated that the committee will meet again on December 21, 2015 and will continue to operate as an ad hoc committee through the remainder of the PY.

Administrative Entity Updates:

5.1 Receive and Review Fiscal Agent's Budget Update

Ms. Boulanger presented the update to the Committee, which is available as part of the agenda.

6. Next Meeting:

March 9, 2016 - 8:00 A.M.
America's Job Center of California
880 Industrial Way, 3rd Floor Conference Room, San Luis Obispo, CA

7. Adjournment:

Chair Dudley: adjourned the meeting at 9:15 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 foregoing is a fair statement of the proceedings of the meeting held Wednesday, December 9, 2015 by the Executive Committee of the Workforce Development Board of San Luis Obispo County.

Michael J. Coughlin, Workforce Development Administrative Support

Dated: December 18, 2015