

**WORKFORCE DEVELOPMENT BOARD
of San Luis Obispo County
EXECUTIVE COMMITTEE MEETING MINUTES**

Date: Wednesday, March 9, 2016
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,
Excused: Grace Schoch-Manzano, Patrick McGuire
Staff: Tammy Aguilera, Dawn Boulanger, Sarah Hayter, Marisol Garcia, Michael Coughlin,
Guest: Danielle Christensen, Charlotte Johnson, Allison Schiavo

1. Call to Order:

Chair Carl Dudley: called the meeting to order at 8:11 A.M. **Quorum.**

2. Public Comment:

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

3. Consent Items:

- 3.1 Approve the Appointments of Members Pam Avila, Scott Black, and James Brescia to Additional Workforce Development Board Seats
- 3.2 Approve the December 9, 2015 Minutes

The Committee approves consent items 3.1 and 3.2.

Motion: Louise Matheny

Second: Kirk Coviello

Abstentions: Pam Avila

Result: Motion Passed

4. Information/Discussion/Action Items:

4.1 Approve the Local Workforce Development Board Recertification Request

~~Dawn Boulanger~~ **Tammy Aguilera** (staff) presented the item, which is available as part of the agenda. Additionally, Ms. ~~Boulanger~~ **Aguilera** presented a handout explaining the reasons for and requirements of recertification process, which is available as an addendum to the agenda.

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

The Committee approves the application for Local Workforce Development (Local Board) recertification for Program Years 2016 – 2018 under the Workforce Innovation and Opportunity Act (WIOA).

Motion: Louise Matheny

Second: Pam Avila

Abstentions: None

Result: Motion Passed

4.2 Receive Update on the Henkel's & McCoy GreenSmart PY 15-16 WIOA Youth Services Contract Transition

Dawn Boulanger (staff) presented the update, which is available as part of the agenda, noting that San Luis Obispo County has accepted the termination of the H&M WIOA Youth services contract, effective March 31, 2016.

Chair Dudley: opened the floor to public comment.

Danielle Christensen and Charlotte Johnson: speak.

4.3 Review and Approve the PY 15-16 WIOA Youth Services Contract Scope of Work and Budget with Eckerd Youth Alternatives, Inc.

Dawn Boulanger (staff) presented the item, which is available as part of the agenda, including a budget, which is available as an addendum to the agenda. Ms. Boulanger noted that approval of this contract will ensure that WIOA Youth services will continue to be available throughout the 2015-16 program year ending June 30, 2016. Additionally, Ms. Boulanger explained that, upon approval by the Executive Committee, the Eckerd WIOA Youth contract will go before the Board of Supervisors for approval.

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

The Committee approves the scope of work and budget for the three month contract with Eckerd Youth Alternatives, Inc. for WIOA Youth services from April 01, 2016 through June 30, 2016.

Motion: Pam Avila

Second: Louise Matheny

Abstentions: None

Result: Motion Passed

4.4 Receive America's Job Center of California Report on Implementation of Community Based Services

Allison Schiavo (America's Job Center of California) presented the item, noting the current status of as well as the next steps of the Community Based Service Delivery implementation plan. *Please Note: Due to a clerical error, the handout for this item was not available at the meeting. The handout is now available as an addendum to the agenda at www.SLOworkforce.com.*

Chair Dudley: opened the floor to public comment.

Charlotte Johnson: speaks.

4.5 Receive GreenSmart Youth Job Fair Update

Danielle Christensen (Henkels & McCoy GreenSmart) presented the update, which is available as an addendum to the agenda, noting that GreenSmart Training Services will be conducting two JobSmart Job Fairs which will be open to the public.

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

5. Reports:

Chairman's Report: Chair Dudley announced that Dawn Boulanger will be leaving for maternity leave and presented her with a card, signed by the Executive Committee. Additionally Chair Dudley noted that he will be once again serving on the Goodwill Audit Committee.

Business Council (BC) Report: BC Chair Pam Avila noted that the BC met on February 25, 2016. Items discussed included the human centered design process and business services at the America's Job Center of California (AJCC). Additionally BC Chair Avila announced that BC has formed an ad hoc committee to Design a strategy (action plan) to engage employers to voice their needs in order to deploy appropriate resources and follow up. The "action plan" will then be brought to the BC for approval at their next meeting.

WIOA Ad Hoc Committee Report: Tammy Aguilera (staff) stated that the committee is currently focused on developing the new Memorandums of Understanding (MOU) for the partner agencies.

Administrative Entity Updates:

5.1 Receive and Review Fiscal Agent's Budget Update

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

6. Next Meeting:

April 13, 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 9:21 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 Wednesday, March 9, 2016 by the Executive Committee of the Workforce Development Board of San Luis Obispo County.

Michael J. Coughlin, Workforce Development Administrative Support

Dated: March 18, 2016