

**WORKFORCE DEVELOPMENT BOARD
of San Luis Obispo County**

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 Records Office on April 15, 2016, in accordance with the Brown Act.

Date: Tuesday, April 19, 2016
Time: 8:00 AM – 10:00 AM
Location: Empleo Street (Corner of Empleo & Granada), SLO, Conference Room 1

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

1. Call to Order:

Chair Carl Dudley: called the meeting to order at 8:03 A.M. **Quorum.**

2. Public Comment:

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

3. Consent Items:

3.1 Approve the March 9, 2016 Minutes

The Committee advised staff to make the following correction to the March 9, 2016 Minutes:

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.*

The Committee approves consent item 3.1.

Motion: Kirk Coviello
Second: Grace Schoch-Manzano
Abstentions: None
Result: Motion Passed Unanimously

4. Information/Discussion/Action Items:

4.1 Authorize and direct the Administrative Entity to commence contract negotiations and contract development for PY 16-17 Youth Service Provider

Tammy Aguilera (staff) presented the action item, which is available as part of the agenda. Additionally, Ms. Aguilera provided a handout describing San Luis Obispo County's policies and procedures governing the Request for Proposal (RFP) process, which is available as an addendum to the agenda.

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

The Committee authorizes and directs the Administrative Entity to commence contract negotiations and development for the program year 2016-2016 Youth Service Provider.

Motion: Kirk Coviello
Second: Pam Avila
Abstentions: None

Result: Motion Passed Unanimously

4.2 Receive Update on Paris Precision Closure Response

Sarah Hayter (staff) presented the update, noting that the Rapid Response Team has conducted multiple informational orientation sessions for the affected employees. Additionally, the Rapid Response Team will conduct a hiring event for the Paris Precision Employees to be held at the Paso Robles City Hall on May 2, 2016.

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

5. Reports:

Chairman's Report: Chair Dudley thanked the Committee Members for completing their Form 700 filings in a timely manner.

WIOA Ad Hoc Committee Report: Tammy Aguilera (staff) stated that the ad hoc committee has been making progress with the development of the new Memorandum of Understanding (MOU) for the partner agencies.

Administrative Entity Updates:

5.1 Receive and Review Fiscal Agent's Budget Update

Tammy Aguilera (staff) presented the update to the Committee, which is available as part of the agenda.

6. Next Meeting:

June 8, 2016 - 8:00 A.M.
Eckerd Workforce Development
South Halcyon Ave, Suite G, Arroyo Grande, CA

7. Adjournment:

Chair Dudley: adjourned the meeting at 8:36 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 Special Meeting held Tuesday, April 19, 2016 by the Executive Committee of the Workforce Development Board of San Luis Obispo County.

Michael J. Coughlin, Workforce Development Administrative Support

Dated: May 9, 2016