

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

**Date:** Wednesday, June 8, 2016  
**Time:** 8:00 AM – 10:00 AM  
**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, Patrick McGuire, Grace Schoch-Manzano,  
**Excused:** Karen O'Brien,  
**Staff:** Tammy Aguilera, Sarah Hayter, Marisol Garcia, Michael Coughlin,  
**Guest:** Danielle Christensen, Charlotte Johnson, Allison Schiavo

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**1. Call to Order:**

**Chair Carl Dudley:** called the meeting to order at 8:00 A.M. **Quorum.**

**2. Public Comment:**

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

**3. Consent Items:**

- 3.1 Approve the Appointment of Suzanne Parker to the Workforce Development Board
- 3.2 Approve the April 19, 2015 Minutes

The Committee approves consent items 3.1 and 3.2.

**Motion:** Patrick McGuire

**Second:** Louise Matheny

**Abstentions:** None

**Result:** Motion Passed Unanimously

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

**4.1 Review and Approve Draft PY 16-17 WIOA Youth Services Contract Scope of Work and Budget**

Tammy Aguilera (staff) presented the item, which is available as part of the agenda. Ms. Aguilera noted that, upon approval by the Executive Committee, the Program Year (PY) 16-17 Workforce Innovation and Opportunity Act (WIOA) Youth Services Contract will be presented to the Board of Supervisors for final approval and award of the contract.

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

The Committee approves PY 16-17 WIOA Youth Services Contract Scope of Work and Budget.

**Motion:** Louise Matheny

**Second:** Pam Avila

**Abstentions:** None

**Result:** Motion Passed

**4.2 Review and Approve Draft PY 16-17 WIOA America's Job Center of California (AJCC) Operator Contract Scope of Work and Budget**

Tammy Aguilera (staff) presented the item, which is available as part of the agenda. Ms. Aguilera noted that, upon approval by the Executive Committee, the PY 16-17 WIOA AJCC Operator Contract will be presented to the Board of Supervisors for final approval and award of the contract.

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

The Committee approves the PY 16-17 WIOA AJCC Operator Contract Scope of Work and Budget.

Motion: Louise Matheny

Second: Pam Avila

Abstentions: None

Result: Motion Passed Unanimously

#### **4.3 Review and Approve WIOA One-Stop System Partner Memorandum of Understanding (MOU)**

Tammy Aguilera (staff) presented the item, which is available as part of the agenda. Ms. Aguilera thanked all the parties involved in drafting the MOU and noted that, upon approval by the Executive Committee, the WIOA One-Stop System Partner MOU will be submitted to the Board of Supervisors for approval and execution.

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

The Committee approves the WIOA One-Stop System Partner MOU.

**Motion:** Louise Matheny

**Second:** Grace Schoch-Manzano

**Abstentions:** None

**Result:** Motion Passed Unanimously

#### **4.4 Review and Approve PY 16-17 Local Area Budget for Workforce Services in the amount of \$2,009,475**

Tammy Aguilera (staff) presented the item, which is available as part of the agenda, noting that it is a projected budget. A corrected version of Item 4.4 Attachment A (page 79) is available as an addendum to the agenda.

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

The Committee approves PY 16-17 Local Area Budget for Workforce Services in the amount of \$2,009,475.

**Motion:** Patrick McGuire

**Second:** Louise Matheny

**Abstentions:** None

**Result:** Motion Passed Unanimously

### **5. Reports:**

**Chairman's Report:** Chair Dudley expressed his appreciation to the staff for their professionalism and dedication during the current Program Year.

**Business Council (BC) Report:** BC Chair Pam Avila noted that the April 21, 2016 BC meeting was cancelled. The next BC meeting is scheduled for June 16, 2016. BC Chair Avila also noted that the BC is currently seeking new members from the private sector.

**Youth Committee (YC) Report:** Tammy Aguilera (staff) announced that Pam Avila has resigned as YC Chair, noting that there will be a need to discuss the options regarding the future of the YC.

**WIOA Ad Hoc Committee Report:** Tammy Aguilera (staff) deferred to Item 4.3.

**Staff Report:** Tammy Aguilera (staff) noted that the staff is currently working on the Sling Shot initiative. Ms. Aguilera also noted that the staff participated in this year's EXPO at the Expo event held by the San Luis Obispo Chamber of Commerce.

**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:**

July 13, 2016 - 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 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, June 8, 2016 by the Executive Committee of the Workforce Development Board of San Luis Obispo County.

Michael J. Coughlin, Workforce Development Administrative Support

Dated: June 30, 2016