

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

**WIB MEETING MINUTES**

**Date:** Thursday, May 7, 2015  
**Time:** 8:00 a.m.  
**Location:** America's Job Center of California, 880 Industrial Way, San Luis Obispo, CA

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**Present:** Carl Dudley, Louise Matheny, Pam Avila, Scott Black, Kirk Coviello, Aline Graham, Charles Headington, Karen O'Brien, Grace Schoch-Manzano, Mark Simonin, Biz Steinberg, Gil Stork, Courtney Taylor, Thomas Wood  
**Excused:** Lee Collins, Kristin Flynn, Phillip Koziel, Kevin Kuhn, Verena Latona-Tahlman, Michael Manchak, Patrick McGuire, Scott Smith  
**Guests:** Allison Schiavo (Goodwill), Tracy Schiro (DSS), David Ryal (Henkels & McCoy), Kathy Eppright, Bryan Mathews (LECET)  
**Staff:** Leslie Kraut (County Counsel), Reva Bear, Sarah Hayter, Marisol Garcia, Michael Coughlin

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**1. Call to Order:**

**Chair Carl Dudley:** called the meeting to order at 8:02 a.m. **Quorum.**

**2. Public Comment:**

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

**Chair Dudley:** announced that this will be the last meeting attended by Charles Headington (Member), due to his retirement from the WIB. Chair Dudley thanked Member Headington for his service and dedication, presenting him with a card and award in appreciation.

**Dr. Martin Meltz:** commented on the planned closure of the Five Cities America's Job Center of California (AJCC) and urged the Committee to open a new AJCC in the area.

**3. Presentations:**

**3.1 Business Services Labor Market Report**

Sarah Hayter (Staff) provided the presentation, which is available as an addendum to the agenda, based upon Labor Market Reports and Industry Cluster Snapshots that the WIB provides to the local chambers of commerce.

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

**4. Consent Items:**

**4.1 Approval of the February 5, 2015 Minutes**

The Board approves consent item 4.1.

Motion: Biz Steinberg

Second: Gil Stork

Abstentions: None

**Motion Passed Unanimously**

**5. Action/Information/Discussion:**

**5.1 Receive WIOA Regional Planning Area**

Reva Bear (Staff) presented the discussion item, which is available as part of the agenda. Ms. Bear described the makeup of the proposed Coastal Regional Planning Area, explaining that regional planning is a requirement under the Workforce Innovation and Opportunity Act (WIOA). Additionally, Ms. Bear

presented a slide which is available as an addendum to the agenda, outlining the common clusters of opportunity within the proposed Coastal Regional Planning Area.

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

**Dr. Martin Meltz, Kathy Eppright** – speak

## **5.2 Receive WDB Membership and Bylaws Ad-hoc Committee Update**

Ms. Bear presented the discussion item, which is available as part of the agenda, stating that the Ad-hoc Committee has been tasked with proposing Workforce Development Board (WDB) membership composition, standing committees and the scope/schedule of meetings as well as identifying/proposing changes to the bylaws. Ms. Bear noted that the Ad-hoc Committee will meet again before proposing the changes to the Executive Committee at its June or July meeting and the full WIB at the August 6, 2015 meeting.

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

## **5.3 Receive Local Training Options Report**

Ms. Bear presented the discussion item, which is available as part of the agenda, describing the effects that WIOA will have on training.

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

## **5.4 Approve Sunsetting of the WIB Youth Council**

Ms. Bear presented the action item, which is available as part of the agenda, describing that the reasons for the request that include meeting the membership, roles and responsibilities outlined in WIOA.

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

The Committee approves the sunsetting of the Youth Council and directs staff to initiate a WDB Youth Committee in Program Year (PY) 2015-16.

**Motion:** Gil Stork

**Second:** Biz Steinberg

**Abstentions:** None

**Result:** Motion Passed Unanimously

## **5.5 Receive Update on PY 15/16 AJCC Service Design**

Ms. Bear presented the discussion item, which is available as part of the agenda, describing the changes to the AJCC service delivery model in PY 15-16 including Job Center, Community Based and Virtual services.

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

## **5.6 Nomination and election of Officers**

Chair Dudley announced that Vice Chair Louise Matheny has chosen not to seek another term. Due to the fact that he was eligible for re-election, Chair Dudley recused himself from the nomination process.

Chairperson:

**Vice Chair Matheny:** opened nominations.

**Kirk Coviello (Member):** nominated Carl Dudley for Chairperson.

**Gil Stork (Member):** moved to close nominations.

**Result:** The Committee elected Carl Dudley as Chairperson.

Vice Chairperson:

**Vice Chair Matheny:** opened nominations and nominated Kirk Coviello as Vice Chairperson.

**Gil Stork (Member):** moved to close nominations.

**Result:** The Committee elected Kirk Coviello as Vice Chairperson.

## **6. Reports:**

### **6.1 Reports:**

**Chairman/Executive:** Chair Dudley noted that the Executive Committee (EC) met on March 11, 2015 and April 8, 2015. The EC received reports from the WIOA and WDB Ad-hoc Committees; approved a gift, recognition and gratuity policy; approved the transfer of funds from the dislocated worker to the adult fund stream; approved the application for local area designation; received an update on AJCC Service Design; appointed two members to the Youth Council and approved the draft PY 15-16 WIOA Youth Services Contract Scope of Work and Budget. The June EC meeting has been rescheduled to Wednesday, June 17, 2015.

**Business Council (BC):** In BC Chair Kirk Coviello's absence, Pam Avila (Member) noted that the BC met on April 21 and discussed the possible sunsetting the BC, ultimately deciding not to disband due to the value of the BC. The next meeting will be held on Tuesday, June 16, 2015

**Youth Council (YC):** In YC Chair Patrick McGuire's absence, Ms. Bear noted that the YC met on April 8, 2015 and primarily discussed the possibility of sunsetting the YC. The next meeting will be held on Wednesday, June 10, 2015.

**Workforce Collaborative of California's Central Coast (WCCCC):** Ms. Bear noted that the WCCCC will focus on regional planning.

### **6.2 Administrative Entity Update**

In Lee Collins' (Member) absence, Ms. Bear presented the report, which is available as an addendum to the agenda, explaining that the budget is currently on track although there are overages that are due to additional training related to WIOA implementation.

**Chair Dudley:** noted that he and Vice Chair Matheny were aware and approved of the additional training expenditures.

### **6.3 WIB/EXEC Provider Performance Reports**

- a) Receive One-Stop Operator Report
- b) Receive Youth Services / Cuesta Report
- c) Receive Review Green Smart Youth Services Report

Marisol Garcia (Staff) presented the reports to the Board which are available as part of the agenda.

## **7. Next Meeting:**

August 6, 2015  
8:00 – 10:00 AM  
America's Job Center of California  
880 Industrial Way, 3<sup>rd</sup> Floor  
San Luis Obispo, CA

## **8. Adjournment:**

**Chair Dudley:** adjourned the meeting at 9:33 A.M.

I, Michael J. Coughlin, Administrative Support Clerk of the Workforce Investment 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 Thursday, May 7, 2015 by the Workforce Investment Board of San Luis Obispo County.

Michael J. Coughlin, WIB Administrative Support

Dated: May 15, 2015