

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

**WORKFORCE DEVELOPMENT BOARD MEETING MINUTES**

**Date:** Thursday, November 5, 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, Kirk Coviello, Pam Avila, Scott Black, James Brescia, Tony Hoffman, Phillip Koziel, Louise Matheny, Grace Schoch-Manzano, Patrick McGuire, Roy Monsibais, Karen O'Brien, Mark Simonin, Gil Stork, Thomas Wood  
**Absent:** Kristin Flynn, Kevin Kuhn, Michael Manchak, Verena Latona-Tahlman, Courtney Taylor  
**Guests:** Allison Schiavo, Eileen Rohlfing, Danielle Christensen, Lee Collins, Tracy Schiro, Biz Steinberg, Aline Graham, Ericka Saenz, Emerson Figueroa, Melissa James  
**Staff:** Leslie Kraut (County Counsel), Dawn Boulanger, Sarah Hayter, Marisol Garcia, Michael Coughlin

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**1. Call to Order:**

**Chair Carl Dudley:** called the meeting to order at 8:04 a.m. **Quorum.**

**2. Acknowledgment and Recognition of Retiring Board Members:**

Chair Carl Dudley announced retirement of Lee Collins, Aline Graham, Scott Smith, and Biz Steinberg and thanked the retiring members for their service and dedication, presenting each with a card and award in appreciation.

**3. Public Comment:**

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

**Dr. James Brescia and Gil Stork:** presented the 2015 San Luis Obispo County Schools Annual Education Report which is available as an addendum to the agenda.

**4. Presentations:**

**4.1 The New Economy**

Ericka Saenz (EDD) and Emerson Figueroa (EDD) presented an overview of the structural changes that have occurred within United States industries as well as current global and demographic trends. Additionally, Mr. Figueroa briefly discussed the Labor Market and the Labor Market Information Division of the Economic Development Department (EDD). The presentation is available as an addendum to the agenda.

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

**Lee Collins:** speaks

**4.2 EVC & WDB Collaboration on Industry Clusters of Opportunity**

In Michael Manchak's absence Melissa James (EVC) provided an update regarding the collaboration between the Economic Vitality Corporation (EVC) and the Workforce Development Board (WDB) on Industry Clusters of Opportunity.

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

**4.3 Workforce Development Acronyms & Terminology**

Michael Coughlin (Staff) made the presentation which is available as an addendum to the agenda, and provided a list of workforce acronyms which is also available as an addendum to the agenda.

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

## **5. Consent Items:**

- 5.1 Approval of the August 6, 2015 Minutes
- 5.2 Approve Appointments of Danielle Christensen, A'Jah Love, Dr. Martin Meltz, and Sandra Rademacher to the Youth Committee

The Board approves consent items 5.1 and 5.2.

Motion: Patrick McGuire

Second: Kirk Coviello

Abstentions: James Brescia, Tony Hoffman, Roy Monsibais

**Motion Passed**

## **6. Action/Information/Discussion:**

### **6.1 Receive America's Job Center of California Outreach Materials**

Allison Schiavo (Goodwill Central Coast) presented the item and provided three handouts and a brochure, which are utilized by the America's Job Center of California (AJCC) for outreach and are available as part of the agenda.

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

### **6.2 Receive Henkels & McCoy GreenSmart Outreach Materials**

Danielle Christensen (Henkels & McCoy) presented the item and provided a handout and brochure, which are utilized by the America's Job Center of California (AJCC) for outreach and are available as part of the agenda.

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

### **6.3 Receive Appointment Notice of Scott Black and Kevin Kuhn to the Youth Committee**

Chair Dudley notified the Board that he has appointed Members Scott Black and Kevin Kuhn to the newly formed Youth Committee.

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

### **6.1 Receive Notice of Venue Change for Workforce Development Board Meetings**

Chair Dudley advised the Board that beginning on February 4, 2016, the Workforce Development Board will meet room 101 at the Department of Social Services, 3433 South Higuera Street in San Luis Obispo.

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

## **6. Reports:**

**Chairman/Executive:** Chair Dudley noted that the Executive Committee (EC) met on September 9, 2015 and October 14, 2015. Additionally, the EC met for a special meeting on October 19, 2015 due to the fact that quorum was not reached at the October 14, 2015 meeting. The EC approved the appointments of three new members to the WDB; approved adjustments to the Program Year (PY) 15-16 Workforce Innovation and Opportunity Act (WIOA) Local Area Budget; approved distribution of PY 14-15 Workforce Investment Act (WIA) carryover funds; and Karen O'Brien (Member) was appointed as Chairperson to the newly formed Youth Committee. Finally, Chair Dudley introduced Tracy Schiro who gave an update on the hiring process for the new WDB Director.

**Business Council (BC):** BC Chair Pam Avila noted that the BC met on August 18, 2015 and October 20, 2015. The BC selected Health Services, Specialized Manufacturing, and Building Design & Construction as the industry sectors of focus for PY 15-16 BC activities and discussed the possible next steps.

**Youth Committee (YC):** YC Chair Karen O'Brien noted that the first YC meeting was held on October 16, 2015 with 21 persons in attendance and that a total of 15 people have expressed interest in joining the YC.

**Central Coast Planning Region (CCPR):** Ms. Boulanger noted that the CCPR is investigating how the local areas can collaborate regionally.

## **6.1 Administrative Entity Update**

Dawn Boulanger (Staff) presented the report to the Board, which is available as part of the agenda.

## **6.2 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

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

## **7. Next Meeting:**

February 4, 2015  
8:00 – 10:00 AM  
Department of Social Services  
3433 South Higuera, Room 101, 1<sup>st</sup> Floor  
San Luis Obispo, CA

## **8. Adjournment:**

**Chair Dudley:** adjourned the meeting at 9:47 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 Thursday, November 5, by the Workforce Development Board of San Luis Obispo County.

Michael J. Coughlin, WDB Administrative Support

Dated: November 18, 2015