

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

**WORKFORCE DEVELOPMENT BOARD MEETING MINUTES**

**Date:** Thursday, February 4, 2016  
**Time:** 8:00 a.m.  
**Location:** Department of Social Services, 3433 S. Higuera Street, San Luis Obispo, Room 101

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**Present:** Kirk Coviello, Pam Avila, James Brescia, Tony Hoffman, Phillip Koziel, Louise Matheny, Michael Manchak, Grace Schoch-Manzano, Roy Monsibais, Karen O'Brien, Mark Simonin, Gil Stork, Verena Latona-Tahlman, Courtney Taylor, Thomas Wood  
**Absent:** Carl Dudley, Scott Black, Kristin Flynn, Kevin Kuhn, Patrick McGuire  
**Guests:** Allison Schiavo, Danielle Christensen, Stacy Church, Tracy Schiro, Melissa James  
**Staff:** Leslie Kraut (County Counsel), Tammy Aguilera, Dawn Boulanger, Sarah Hayter, Marisol Garcia, Michael Coughlin

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**1. Call to Order and Introductions:**

**Vice Chair Kirk Coviello:** called the meeting to order at 8:10 a.m. **Quorum.**

Vice Chair Coviello and Tracy Schiro (Department of Social Services) introduced and welcomed Tammy Aguilera to the Workforce Development Board (WDB). Additionally Vice Chair Coviello announced the retirement of Phillip Koziel from the WDB, thanked him for his service to the community and presented him with a card and award in appreciation. Phillip Koziel provided a letter to the WDB, which is available as an addendum to the agenda.

**2. Public Comment:**

**Vice Chair Coviello:** opened the floor to public comment.

**Michael Coughlin:** speaks

**3. Presentations:**

**3.1 Labor Market Data – Regional Health Services and Local Partnerships**

Sarah Hayter (Staff) presented an overview of the Health Services industries and clusters within the four regions of San Luis Obispo County. The presentation is available as an addendum to the agenda.

**Vice Chair Coviello:** opened the floor to public comment

**Stacy Church and Tracy Schiro:** speak

**4. Consent Items:**

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

**4.2** Approve Appointment of Michael Specchierla to the Business Council

The Board approves consent items 4.1 and 4.2.

Motion: Gil Stork

Second: James Brescia

Abstentions: None

**Motion Passed**

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

**5.1 Review and Approve Youth Committee Operations Charter**

Marisol Garcia (Staff) presented the action item, which is available as part of the agenda.

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

The Board approves the WIOA Youth Committee Operations Charter.

Motion: Karen O'Brien

Second: Gil Stork

Abstentions: None

**Motion Passed**

## 5.2 Review and Approve Business Council Operations Charter

Sarah Hayter (Staff) presented the action item, which is available as part of the agenda.

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

The Board approves the WIOA Business Council Operations Charter.

Motion: Gil Stork

Second: James Brescia

Abstentions: None

**Motion Passed**

## 5.3 Receive GreenSmart Youth Job Fair Planning Update

Danielle Christensen (Henkels & McCoy GreenSmart) presented the update, which is available as an addendum to the agenda, noting that GreenSmart Training Services is currently recruiting employers for two upcoming JobSmart Career Fairs.

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

## 6. Reports:

**Business Council (BC):** BC Chair Pam Avila noted that the BC met at a special meeting on January 26, 2016. Items discussed included Rapid Response Services, upcoming job fairs, BC Membership, and the revised BC Operations Charter. Additionally, the BC decided to change the meeting schedule. The BC will now meet at 9:00 am on the third Thursday of even months.

**Youth Committee (YC):** YC Chair Karen O'Brien noted that the YC met on November 19, 2015 and January 21, 2016. Items discussed included the Youth Committee Operations Charter, Committee Chair Job Descriptions, youth Job fairs and possible YC meeting locations.

**Central Coast Planning Region (CCPR):** Tammy Aguilera (Staff) noted that the CCPR is currently working on regional objectives to guide the development of a regional plan.

## 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 AJCC Operator Report

b) Receive Henkels & McCoy GreenSmart Youth Services Report

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

## 7. Next Meeting:

May 5, 2016

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:

**Vice Chair Coviello:** adjourned the meeting at 9:39 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 foregoing is a fair statement of the proceedings of the meeting held Thursday, February 4, 2016 by the Workforce Development Board of San Luis Obispo County.

Michael J. Coughlin, WDB Administrative Support

Dated: February 29, 2016