

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

**YOUTH COMMITTEE MINUTES**

**Date:** Thursday, November 19, 2015  
**Time:** 3:30 p.m.  
**Location:** Department of Social Services, 3433 South Higuera Street, 1st Floor, Room 101

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**Present:** Karen O'Brien, Scott Black, Danielle Christensen, Christina Chow, A'Jah Love, Martin L. Meltz, Sandra Rademacher  
**Excused:** Jeyde Cardenas, Kevin Kuhn  
**Guests:** Dawn Hinchman, Marie Hughes  
**Staff:** Dawn Boulanger, Marisol Garcia, Michael Coughlin, Tammy Aguilera

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**1. Call to Order:**

**Chair Karen O'Brien:** called the meeting to order at 3:30 P.M. **Quorum**

**2. Public Comment:**

**Chair O'Brien:** opened the floor to public comment.

Dawn Boulanger introduced Tammy Aguilera, the new Director of San Luis Obispo County Workforce Development, to the Youth Committee.

**3. Presentations:**

**3.1 San Luis Obispo Workforce Development Structure and WIOA Youth Program**

Dawn Boulanger (Staff) presented an overview of the Workforce Innovation and Opportunity Act (WIOA); the role of the Workforce Development Board (WDB); the role of the Youth Committee (YC) as a subcommittee of the WDB; and the local Youth Workforce Development Programs. The presentation and handout are available as addendums to the agenda.

**Chair O'Brien:** opened the floor to public comment without response.

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

**4.1 Receive Notification of Youth Committee Membership**

Chair O'Brien announced that the YC membership applications for Danielle Christensen, A'Jah Love, Martin Metz, and Sandra Rademacher were approved by the WDB at the November 5, 2015 meeting. Additionally, WDB Chairperson Carl Dudley appointed WDB Members Scott Black and Kevin Kuhn to the YC.

**Chair O'Brien:** opened the floor to public comment without response.

**4.2 Review Draft Youth Committee Operations Charter and Committee Chair Job Descriptions**

Chair O'Brien presented an initial draft of the YC Operations Charter and Chairperson Job Description, which is available as part of the agenda.

Dr. Martin Meltz (Member) submitted a revised draft of the YC operations charter to the Committee, which is available as an addendum to the agenda.

Chair O'Brien requested that the Committee Members review the documents, note any recommended changes and be prepared to discuss, develop and approve a finalized version of the YC Operations Charter at the December 17, 2015 meeting.

**Chair O'Brien:** opened the floor to public comment.

**Dawn Hinchman:** Speaks

#### **4.3 Discuss Possible Venues for Future Youth Committee Meetings**

The Committee recommended that future meetings be held on a rotating schedule at various locations throughout San Luis Obispo County. Possible venues discussed included the Oceano Community Center, Exploration Station in Grover Beach, and the GreenSmart Youth Centers (Arroyo Grande, Paso Robles, and San Luis Obispo).

**Chair O'Brien:** opened the floor to public comment without response.

#### **5. Next Meeting:**

January 21, 2016 at 3:30 p.m.  
Location: TBD

#### **6. Adjournment:**

**Chair O'Brien:** adjourned the meeting at 4:55 P.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 Friday, November 19, 2015 by the Youth Committee of the Workforce Development Board of San Luis Obispo County.

Michael J. Coughlin, Workforce Development Administrative Support

Dated: December 8, 2015