

# WORKFORCE DEVELOPMENT

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## San Luis Obispo County

*VISION: The Workforce needs of employers and job seekers in San Luis Obispo County are met.*

### Workforce Development Board YOUTH COMMITTEE MEETING AGENDA

**Date:** Thursday, January 21, 2016

**Time:** 3:30 PM – 5:00 PM

**Location:** Department of Social Services, 3433 S. Higuera Street, San Luis Obispo, Room 101

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#### MEMBERS:

**Karen O'Brien, Chair**  
Pearce Services

**Scott Black,**  
Department of  
Rehabilitation

**Jeyde Cardenas,**  
EDD Workforce  
Services

**Danielle Christensen,**  
Henkels & McCoy

**Christina Chow,**  
Department of Social  
Services

**Dawn Hinchman,**  
Central Coast STEM  
Collaborative

**Kevin Kuhn,**  
Westport International

**Dr. Martin L. Meltz,**  
NewUSA Issues  
Forum

**Sandra Rademacher,**  
CASA

**Robert Reyes,**  
SLO County Probation  
Department

**A'Jah Love,**  
EDD Workforce  
Services

- 1. Call to Order and Introductions** *O'Brien*
- 2. Public Comment**
- 3. Presentation:**
  - 3.1 Brown Act Overview  
- Michael Coughlin
- 4. Consent Items:** *O'Brien*
  - 4.1 Approve the October 16, 2015 Minutes
  - 4.2 Approve the November 19, 2015 Minutes
- 5. Action/Information/Discussion:**
  - 5.1 Review and Approve Youth Committee Operations Charter and Committee Chair  
Job Description – *Action Item* *O'Brien*
  - 5.2 Receive Report on Potential Youth Committee Meeting Locations  
- *Information/Discussion Item* *Garcia*
  - 5.3 Discuss Youth Job Fair Planning  
- *Information/Discussion Item* *Christensen*
  - 5.4 Discuss Possible Unmet Needs for Local Youth  
- *Information/Discussion Item* *O'Brien*
- 6. Next Meeting:**

March 17, 2016 at 3:30 p.m.  
To Be Determined
- 7. Adjournment**

**The Workforce Development Board was formally known as the Workforce Investment Board.**

**Public Comment:** Members of the public may address the committee on items appearing on the agenda. The public may also address items of interest to the committee which are within the jurisdiction of the WDB. However, in compliance with Government Code section 64954.3(a), the committee shall take no action on any item not appearing on the agenda. Speakers are asked to limit their remarks to a maximum of three minutes.

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## **HANDOUTS DISTRIBUTED AT THE MEETING**

**Brown Act Overview**

**- *Michael Coughlin***

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

**YOUTH COMMITTEE MINUTES**

**Date:** Friday, October 16, 2015  
**Time:** 9:00 a.m.  
**Location:** Department of Social Services, 3433 South Higuera Street, 1st Floor, Room 101

**Present:** Karen O'Brien  
**Excused:** None  
**Guests:** Shelly Belemonte, Scott Black, Jeyde Cardenas, Danielle Christensen, Natalie Dorris, Jennifer Hart, Dawn Hinchman, Marie Hughes, Kevin Kuhn, A'Jah Love, Patrick McGuire, Norma Flores Perez, D.J. Pittenger, Marci Powers, Sandra Rademacher, M.F. Specchierla  
**Staff:** Dawn Boulanger, Marisol Garcia, Michael Coughlin

**1. Call to Order:**

**Chair Karen O'Brien:** called the meeting to order at 9:11 A.M.

**Quorum Not Reached**

**Committee Membership Not Established as of 10/16/15; Informational Meeting Only.**

**2. Public Comment:**

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

Patrick McGuire and Marisol Garcia spoke about the 2015 Workforce Development Board Youth Conference, entitled "Bridges Out of Poverty for Youth" held on August 17, 2015, thanking everyone for attending. For more information about the conference, please go to: [www.SLOWorkforce.com](http://www.SLOWorkforce.com)

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

**3.1 Discussion of Youth Committee Roles, Responsibilities and Membership**

Dawn Boulanger (Staff) presented an overview and brief history of the Workforce Development Board (WDB) and its Youth Committee (YC); describing the vision, purpose, and membership requirements of the YC.

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

**Dawn Hinchman, Patrick McGuire and D.J. Pittenger:** speak

**3.2 Discussion of Youth Workforce Services Currently in Place**

Danielle Christensen (Henkels & McCoy) presented an overview of the Workforce Innovation and Opportunity Act (WIOA) Youth Program and its services including a brochure, which is available as an addendum to the agenda.

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

**3.3 Discussion of Youth Committee Meeting Schedule**

Chair O'Brien requested feedback from the guests regarding the schedule for future meetings. The attendees recommended meeting monthly over the next four months before reverting to the previously established schedule of bimonthly meetings on even months. Additionally, the attendees recommended that the meetings be held late in the afternoons. It was also recommended that Youth Committee Meetings be held on a rotating schedule at various locations throughout San Luis Obispo County. Chair O'Brien directed staff to conduct an online poll of the attendees to decide the best meeting dates and times for the Youth Committee.

*Please Note: Upon completion of the polling, it was determined that the Youth Committee will meet from 3:30 p.m. to 5:00 p.m. on the 3<sup>rd</sup> Thursday of meeting months.*

**4. Next Meeting:**

November 19, 2015 at 3:30 p.m.  
Department of Social Services  
3433 South Higuera Street, Third Floor, Room 358  
San Luis Obispo, CA

**5. Adjournment:**

**Chair O'Brien:** adjourned the meeting at 10:09 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 Friday, October 16, 2015 by the Youth Committee of the Workforce Development Board of San Luis Obispo County.

Michael J. Coughlin, Workforce Development Administrative Support

Dated: October 28, 2015

**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

**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

**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

## **HANDOUTS DISTRIBUTED AT THE MEETING**

**Review and Approve Youth Committee Operations Charter and  
Committee Chair Job Description**

## **HANDOUTS DISTRIBUTED AT THE MEETING**

**Receive Report on Potential Youth Committee Locations**