

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

EXECUTIVE COMMITTEE MEETING MINUTES

Date: Wednesday, July 8, 2020

Time: 8:00 AM – 10:00 AM

Location: Virtual Meeting via Zoom:

<https://slohealth.zoom.us/j/98620866990?pwd=U1hFai9HUXVhN1UwRGZYSEMzNXdRZz09>

Present: Carl Dudley, Patrick McGuire, Justin McIntire, Isiah Gomer, Loreli Cappel

Absent: Louise Matheny, William Hills

Staff: Dawn Boulanger, Sarah Hayter, Leann Ross, Diana Marin

Guest: None

1. Call to Order:

Chair Carl Dudley: called the meeting to order at 8:03 A.M. **Quorum.**

2. Public Comment:

Chair Dudley: requested playback of public comment from open comment period without response.

3. Consent Items:

3.1 Approve the May 7, 2020 Minutes

Motion: Isiah Gomer

Second: Justin McIntire

Abstentions: None

Motion Passed Unanimously

4. Action Items:

4.1 Review and Approve Draft Scope of Work and Budget for National Dislocated Worker Grant with Eckerd

Dawn Boulanger (staff) presented item which is part of the agenda. The Committee approved the Draft Scope of Work and Budget for National Dislocated Worker Grant with Eckerd.

Motion: Isiah Gomer

Second: Patrick McGuire

Abstentions: None

Motion Passed Unanimously

5. Discussion Items:

5.1 Receive Update on Prison to Employment Grant Services

Dawn Boulanger (staff) presented the item which is part of the agenda.

5.2 Receive Update on AJCC and WIOA Youth Facility Relocations

Dawn Boulanger (staff) reported that this week the AJCC will be moving to the new facility located at 3450 Broad Street Suite #103, San Luis Obispo and will be completely moved out of the Goodwill building by July 15. The AJCC will continue to be co-located with DSS staff

(CalWORKS), Eckerd Youth program staff, and CalWORKS ESE staff. Dawn shared the 5-year lease will be held by the County. This is a smaller facility however, there are additional workstations for a total of 18 computer workstations which is helpful with social distancing measures. There will be four Youth staff cubicles, reception area and four separate office spaces.

The Youth program will continue to hold the Youth facility leases. Youth program will be moving from current office held in Paso Robles to the County Office of Education facility on Morro Road in Atascadero. This facility is 900 sq. ft, with a classroom workspace, staff offices and hopefully CalWORKS ESE located there as well. This a professional setting in a more accessible location to North County and coastal areas. This space will also provide cost saving on utilities and lease amounts.

Dawn shared that the South County location is also looking for a new facility, as current space may not be viable with changes in social distancing and classroom sizes. Dawn requests if anyone has ideas on facility options in South County, around 900 sq. ft. with a small classroom area and a 1-2 staff offices for the Youth program and CalWORKS ESE staff.

Patrick McGuire- Committee Member: Speaks.

5.3 Discuss Implementation of Small Business Layoff Aversion Grant Fund

Dawn Boulanger (staff) presented the item which part of the agenda.

Patrick McGuire – Committee Member: Speaks.

Loreli Cappel – Committee Member: Speaks.

Isiah Gomer – Committee Member: Speaks.

Diana Marin – WDB Staff: Speaks.

Justin McIntire – Committee

Chairperson Dudley: Speaks.

6. Reports:

6.1 Chairman’s Report: Carl Dudley (Chair) reported that are vacancies on the Workforce Development Board.

6.2 Staff Report: Dawn Boulanger (Staff) reported there are currently a total of 2 Workforce/Labor Union seats, 1 Local Education & Training seat and 2 Business seats open on the Workforce Development Board. Dawn shared process of recruiting new Workforce Development Board members.

6.3 Rapid Response Report: Diana Marin (Staff) reported on Program Year (PY) 2019-20 Rapid Responses. Diana noted cities most impacted were San Luis Obispo, Paso Robles and Pismo Beach for a total of 241 Rapid Responses conducted in PY 2019-20. Among the largest affected businesses were Cal Poly Corporation, Custom House Restaurant Group/Compass Health and Mindbody. Diana shared she will have a more detailed report at next months Workforce Development Board Meeting. Diana asked members to please contact her if they hear of any business closures or layoffs.

7. Administrative Entity Updates:

7.1 Receive and Review Fiscal Budget Update: Dawn Boulanger (Staff) reported on the Fiscal Budget which is included in agenda.

8. Board Member Workforce Development Updates:

None

9. Next Meeting:

September 9, 2020 at 8:00 a.m.

To be determined.

9. Adjournment:

Chair Dudley: adjourned the meeting at 9:07 A.M.

I, Leann Ross, Clerk of the Executive Committee of the Workforce Development Board of San Luis Obispo, do hereby certify that the forgoing is a fair statement of the proceedings of the meeting held Wednesday July 8, 2020 by the Executive Committee of the Workforce Development Board of San Luis Obispo County.

Leann Ross, Executive Committee Clerk

Dated: July 8, 2020