

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

**WORKFORCE DEVELOPMENT BOARD MEETING MINUTES**

**Date:** Thursday, February 7, 2019  
**Time:** 8:00 a.m.  
**Location:** 3433 S. Higuera Street, San Luis Obispo, Room 101

**Present:** Carl Dudley, James Brescia, Loreli Cappel, Isiah Gomer, Tony Hoffman, Suzanne Hosn, Louise Matheny, Mary Navarro-Aldana, ~~William Ray~~, Mark Simonin, Jill Stearns, Verena Latona-Tahlman  
**Absent:** Josh Cross, William Hills, Patrick McGuire, William Ray, Jennifer Stubs, Courtney Taylor  
**Guests:** Jonathon Zeigler, Suzanne Foran, Eileen Rohlfing, Jennifer Huss, Kirk Coviello, Scott Black  
**Staff:** Dawn Boulanger, Sarah Hayter, Michael Coughlin, Diana Marin, Ben Dore (County Counsel), Jenna Morton (County Counsel)

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

**Chairperson Carl Dudley** called the meeting to order at 8:01 a.m. **Quorum reached at 8:05am.**

Chairperson Carl Dudley announced that Kirk Coviello retired from the Workforce Development Board (WDB) in August and Scott Black retired from the WDB in January. Chair Dudley thanked them for their service to the community, presenting them each with a card and award in appreciation.

**2. Public Comment:**

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

**3. Consent Items:**

- 3.1** Approve the November 1, 2018 Minutes
- 3.2** Approve Workforce Development Board (WDB) member appointments for submittal to the San Luis Obispo County Board of Supervisors
- 3.3** Approve Workforce Development Board (WDB) Meeting Schedule for 2019

The Board approves consent items 3.1, 3.2 and 3.3.

Motion: Isiah Gomer

Second: Suzanne Hosn

Abstentions: None

**Motion Passed Unanimously**

**4. Information/Discussion Items:**

- 4.1 Receive and discuss Eckerd WIOA AJCC Services contract second quarter performance report**

Sarah Hayter (Staff) presented the report to the Board which are available as part of the agenda.

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

- 4.2 Receive and discuss Eckerd WIOA Youth Services contract second quarter performance report**

Sarah Hayter (Staff) presented the report to the Board which are available as part of the agenda.

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

**4.3 Receive update and presentation on Eckerd AJCC contract corrective action and provide recommendation to the WDB Executive Committee regarding determination of AJCC contract renewal for 2019-2020 program year.**

Dawn Boulanger (Staff) presented the Corrective Action Plan to the Board which are available as part of the agenda. Additionally, Jonathon Zeigler (Eckerd Connects) and Suzanne Foran (Eckerd Connects) conducted a PowerPoint Presentation outlining the changes, goals, and timelines associated to the Corrective Action Plan. The PowerPoint Presentation is available as an addendum to the agenda in the file entitled "Full Meeting Slides".

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

**5. Reports:**

**5.1 a) Executive Committee (EC) Report:** Chairperson Dudley stated that the EC met on January 9, 2019. The EC approved the Request for Proposal Selection Committee's Recommendation of Eckerd Youth Alternatives, Inc. as the WIOA Youth Services Provider for program year 2019-2020 and authorized the Administrative Entity to commence contract negotiations; received an update on the local and regional plans; and discussed the AJCC contract performance.

**b) Business Council (BC):** EC Chairperson Isiah Gomer stated that the BC discussed the BW Report; discussed development of an action plan for industry cluster engagement and discussed gathering labor market information on Transportation Occupations.

**c) Services & Strategies Committee (SSC):** Michael Coughlin (Staff) noted that the SSC met on January 8, 2019. The SSC approve Services & Strategies Committee meeting schedule for 2019; received an overview of the 211 database and discussed providing assistance to update and maintain information on the 211 database related to Jobseeker Services, in leu of developing a new, separate Job Seeker Resource Guide, and developed Workforce Staff & Participant Surveys.

**c) Staff Report:** Dawn Boulanger (Staff) mentioned that staff is currently working on updating the local and regional strategic plans.

**5.2 Receive and Review Fiscal Agent's Budget Update**

Dawn Boulanger (Staff) outlined the budget which is available as part of the agenda.

**6. Board Member Updates:**

**Chair Dudley:** opened the floor to updates from the Board membership.

**James Brescia, Loreli Cappel, Tony Hoffman, Suzanne Hosn, Louise Matheny, Mary Navarro-Aldana, Mark Simonin, Jill Stearns, Verena Latona-Tahlman:** speak.

**7. Next Meeting:**

May 2, 2019

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 9:39 A.M.

I, Michael J. Coughlin, Clerk 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 Thursday, February 7, 2019 by the Workforce Development Board of San Luis Obispo County.

Michael J. Coughlin, WDB Program Specialist

Dated: February 20, 2019