

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

EXECUTIVE COMMITTEE MEETING MINUTES

Date: Wednesday, October 9, 2019
Time: 8:00 AM – 10:00 AM
Location: 3433 South Higuera Room 356, San Luis Obispo, CA

Present: Carl Dudley, Isiah Gomer, Loreli Cappel, Louise Matheny, William Hills, Justin McIntire

Absent: Patrick McGuire

Staff: Sarah Hayter, Diana Marin Leann Ross

Guest: Jenny Huss, Allison Schiavo

1. Call to Order:

Chair Carl Dudley: called the meeting to order at 8:02 A.M. **Quorum.**

2. Public Comment:

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

3. Consent Items:

3.1 Approve the September 11, 2019 Minutes

Motion: Isiah Gomer

Second: Loreli Cappel

Abstentions: None

Motion Passed Unanimously

4. Action Items:

4.1 Review and Approve Local Area Policies

Sarah Hayter (Staff) presented the item which is part of the agenda. The Committee approved the suggested updates to the local area policies. Committee asked that Policy be taken to full Workforce Development Board for further discussion and to promote implantation of policy.

Motion: William Hills

Second: Loreli Cappel

Abstentions: None

Motion Passed Unanimously

4.2 Review and Approve Proposed Executive Committee Meeting Schedule Change

Sarah Hayter (Staff) presented the item which is part of the agenda. The Committee decided to not act on this item at this time. Meeting schedule to remain unchanged.

Motion: None

Second: None

Abstentions: None

No action taken

5. Reports:

5.1 Chairman's Report: Carl Dudley (Chair) reported that on 9/11/19 Executive Committee met and reviewed and approved the Incumbent Worker Training Policy. They also received notification regarding the procurement of the WIOA AJCC services provider for program year 2020-2021. The procurement for a new service provider is expected to go out Fall of 2019. The potential bidders to present to this committee with an invitation to all Workforce Development Board members. The selected service provider will start July 1, 2020.

5.2 Staff Report: Sarah Hayter (Staff) reported that there will be a Diablo Economic Development Workshop being held at the Downtown Government Center on October 17th. She also stated that she will take the financial data to the Workforce Development Board meetings and continue to report out data to the Executive Committee.

5.3 Rapid Response Report: Diana Marin (Staff) reported on the Rapid Responses conducted in the first Quarter of Program Year 2019-2020. Diana noted that there have been a total of 16 responses, most of which were closures with the exception of two. She also stated that 37% of them were in the Retail Industry.

6. Administrative Entity Updates:

6.1 Receive and Review Fiscal Budget Update: Sarah Hayter (Staff) reported on the Fiscal Budget which is part of the agenda.

7. Board Member Workforce Development Updates:

Chair Dudley: opened the floor to updates from the Executive Committee membership.

Loreli Cappel, Justin McIntire, William Hills, Carl Dudley: speak.

8. Next Meeting:

December 11, 2019 at 8:00 a.m.
Department of Social Services
3433 South Higuera Street, Room 101, San Luis Obispo

9. Adjournment:

Chair Dudley: adjourned the meeting at 8:50 A.M.

I, Diana Marin, 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, October 9, 2019 by the Executive Committee of the Workforce Development Board of San Luis Obispo County.

Diana Marin, Executive Committee Clerk

Dated: October 11, 2019