



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

EXECUTIVE COMMITTEE MEETING AGENDA

Date: Wednesday, July 8, 2015
Time: 8:00 AM – 10:00 AM
Location: America’s Job Center of California, 880 Industrial Way, San Luis Obispo, CA

MEMBERS:

Carl Dudley, Chair
Pacific Western Bank

Kirk Coviello
Vice Chair
SunRun, Inc.

Pam Avila
Paso Robles Chamber of
Commerce

Scott Black
Department of
Rehabilitation

Lee Collins
Department of Social
Services

Kristin Flynn
Sierra Vista Regional
Medical Center

Aline Graham
PathPoint

Phillip Koziel
CoastHills Credit Union

Kevin Kuhn
Westport International

Verena Latona-Tahlman
Cannon Corporation

Michael Manchak
Economic Vitality
Corporation

Louise Matheny,
Morris & Garritano

Patrick McGuire
Mid-State Precision, Inc.

Karen O'Brien
SLO Sports Therapy

Grace Schoch-Manzano
EDD-Workforce Services

Mark Simonin
Local IBEW 639

Scott Smith
Housing Authority SLO

Elizabeth "Biz" Steinberg
CAPSLO

Dr. Gilbert Stork
Cuesta College

Courtney Taylor
Kirk & Simas

Thomas Wood
Martin Resorts, Inc.

-
- 1. Call to Order and Introductions** *Dudley*

 - 2. Public Comment**

 - 3. Presentations:** *Dudley*
 - 3.1 Countywide Employer and Job Seeker Services for PY15-16
- Dawn Boulanger / Allison Schiavo

 - 3.2 Workforce Development Board Ad-Hoc Committee Recommendations
- Reva Bear

 - 4. Consent Items:** *Dudley*
 - 4.1 Approve the June 17, 2015 Minutes

 - 5. Action/Information/Discussion:**
 - 5.1 Review and Approve PY15-16 Subgrant Agreement with the State of California for Receipt of WIOA Youth funds in the amount of \$721,509
- Action Item *Boulanger*

 - 5.2 Receive Appointment Notice of Pam Avila to Business Council Chairperson
- Information Item *Dudley*

 - 6. Reports:** *Dudley*
 - Chairperson’s Report

Administrative Entity Updates:

 - 6.1 Receive and Review Fiscal Agent’s Budget Update *Collins*

 - 7. Next Meeting:**

September 9, 2015 at 8:00 a.m.
America’s Job Center of California, 880 Industrial Way, San Luis Obispo

 - 8. Adjournment**

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 WIB. 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.

Equal Opportunity Employer/Program/Service. Auxiliary aids and services available upon request to individuals with disabilities.
California Relay Service 888-877-5379.

HANDOUTS DISTRIBUTED AT THE MEETING

Countywide Employer and Job Seeker Services for PY15-16

HANDOUTS DISTRIBUTED AT THE MEETING

Workforce Development Board Ad-Hoc Committee Recommendations

**WORKFORCE INVESTMENT BOARD
Of San Luis Obispo County**

EXECUTIVE COMMITTEE MINUTES (Draft)

Date: Wednesday, June 17, 2015
Time: 8:00 AM
Location: America's Job Center of California, 880 Industrial Way, San Luis Obispo

Present: Kirk Coviello, Louise Matheny, Patrick McGuire
Excused: Carl Dudley, Grace Schoch-Manzano
Staff: Reva Bear, Dawn Boulanger, Sarah Hayter, Marisol Garcia, Leslie Kraut, Michael Coughlin
Guest: David Ryal, Kathy Marcove, Danielle Christensen

1. Call to Order:

In Chair Carl Dudley's absence Vice-Chair Louise Matheny assumed the position of Chairperson Pro Tem.

Vice-Chair Louise Matheny: called the meeting to order at 8:05 A.M. **Quorum.**

2. Public Comment:

Vice-Chair Matheny: opened the floor to public comment without response.

3. Consent Items:

3.1 Approve the April 8, 2015 Minutes

Motion: Patrick McGuire
Second: Kirk Coviello
Abstentions: None
Result: Motion Passed Unanimously

4. Information/Discussion/Action Items:

4.1 **Receive Amended Henkels & McCoy PY 14-15 Youth Contract Scope of Services and Budget**

Dawn Boulanger (Staff) presented the informational item, which is available as part of the agenda, noting that this update represents a finalized version of the budget which was approved by the Executive Committee on January 14, 2015.

Vice-Chair Matheny: opened the floor to public comment without response.

4.2 **Review and Approve PY 15-16 America's Job Center of CA (AJCC) Operator Contract in the amount of \$776,638 for Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Rapid Response Services**

Ms. Boulanger presented the action item, which is available as part of the agenda, highlighting the changes to the funding, staffing and service delivery model of the AJCC for PY 15-16. Additionally Ms. Boulanger noted that, upon approval, the PY 15-16 AJCC Operator Contract will be presented to the County Board of Supervisors on July 7, 2015 for final approval and award of the contract.

Vice-Chair Matheny: opened the floor to public comment without response.

The Committee recommends that staff compile geographical data on AJCC customers to ensure that the services are provided and the local needs are being met county-wide.

The Committee approves the PY 15-16 AJCC Operator Contract Scope of Work and Budget.

Motion: Kirk Coviello
Second: Patrick McGuire
Abstentions: None
Result: Motion Passed Unanimously

4.3 Review and Approve PY 15-16 Local Area Budget for Workforce Services in the amount of \$1,962,872

Reva Bear (Staff) presented the action item, which is available as part of the agenda, providing an overview of the proposed budget as well as explaining the changes to the budget for PY 15-16. Additionally, Ms. Bear noted that, upon approval, the funds will be added to the County's budget as part of the WIOA PY 15-16 subgrant approval process set for the Executive Committee's approval at a future meeting.

Vice-Chair Matheny: opened the floor to public comment without response.

The Committee approves the proposed PY 15-16 WIOA Formula funds local area budget.

Motion: Patrick McGuire
Second: Kirk Coviello
Abstentions: None
Result: Motion Passed Unanimously

5. Reports:

Chairman's Report: Due to Chair Dudley's absence this item was set aside.

Committee Reports:

Youth Council (YC): Patrick McGuire (Member) stated that the YC met on June 10, 2015 but did not reach quorum. Items discussed included the upcoming WIOA "Bridges Out Of Poverty for Youth" Conference. Member McGuire noted that the YC has been dissolved and will be replaced by the WIOA Youth Committee. The first meeting date for the WIOA Youth Committee is still to be determined.

Business Council (BC): Kirk Coviello (Member) noted that the BC met on Tuesday, June 16, 2015 and focused on examining Labor Market Information (LMI) Data to select an industry of focus for the BC. Ms. Bear noted that the BC nominated a new Vice-Chair but was unable to nominate a new Chairperson. Member Coviello stated that the next meeting is scheduled for Tuesday, August 18, 2015 at 9:00 am.

Administrative Entity Updates:

5.1 Receive and Review Fiscal Agent's Budget Update

In Lee Collin's absence, Ms. Bear presented the update to the Committee.

6. Next Meeting:

July 8, 2015
 8:00 a.m.
 America's Job Center of California
 880 Industrial Way, 3rd Floor Conference Room
 San Luis Obispo, CA

7. Adjournment:

Vice-Chair Matheny: adjourned the meeting at 9:28 A.M.

I, Michael J. Coughlin, Administrative Support Clerk of the Workforce Investment 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 Wednesday, June 17, 2015 by the Executive Committee of the Workforce Investment Board of San Luis Obispo County.

Michael J. Coughlin, WIB Administrative Support

Dated: June 24, 2015

**WIB Executive Committee
ACTION ITEM
July 08, 2015**

AGENDA ITEM NO: 5.1

SUBJECT: REVIEW AND APPROVE PROGRAM YEAR 2015-16 SUBGRANT AGREEMENT WITH THE STATE OF CALIFORNIA FOR RECEIPT OF WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) YOUTH FUNDS

ACTION REQUIRED

Review and approval of a Subgrant Agreement with the State of California for the receipt of \$721,509 in WIOA Youth funds for the 2015-16 program year.

SUMMARY NARRATIVE

WIOA Youth funds are intended to support employment, training, and education services for WIOA eligible youth. This agreement is the foundation document for receipt of all WIOA formula funds. The State releases the other formula WIOA allocations to the County via unilateral modifications to this agreement. A modification to this agreement incorporating WIOA Adult, Dislocated Worker, and Rapid Response funds for Program Year (PY) 2015-16 is expected sometime after July 1, 2015 upon approval of the State's budget.

As part of the Subgrant Agreement package, the State requires that the Local Area provide a Resolution delegating signatory authority to the head of the Department of Social Services on behalf of the local workforce investment area for all WIOA administrative documents so that no further action by the Board of Supervisors will be necessary to receive the PY 2015-16 Adult, Dislocated Worker, and Rapid Response WIOA formula funds. Updates to banking information, staff contacts, and AJCC information are required as well.

The WIOA funds are 100% federally funded and distributed to the states for allocation to counties via subgrant agreements. The total funding allocated for the PY 2015-16 is \$1,976,558 which is \$42,329 less than the PY 2014-15 total. The PY 2015-16 allocation was impacted by a reduction of approximately 3% in Adult and Dislocated Worker funding, and approximately 4.5% in Youth funding. The PY 2015-16 Rapid Response allocation is \$11,448 more than PY 2014-15. These funds will be used to support WIOA direct service programs and administrative and fiscal costs.

BUDGET/FINANCIAL IMPACT

Execution of the Subgrant Agreement with the State will allow the County to receive WIOA Youth funds from the State in the amount of \$721,509 and enables receipt of the total WIOA formula allocation of \$1,976,558 for PY 2015-16.

STAFF COMMENTS

This item is scheduled for consideration and execution by the San Luis Obispo County Board of Supervisors at its July 21, 2015 meeting.

**San Luis Obispo County – Workforce Investment Act
Budget Narrative
For Fiscal Year 2014-2015 through May, 2015**

1. DSS Administrative and Fiscal cost

These expenses are for DSS salaries and actual time spent on the WIA Program. This includes WIB support, administrative support, program monitoring, data management, fiscal management and support, and auditing costs. The staff includes the WIA administrative services manager, program manager, program support staff, DSS fiscal manager, fiscal support staff and County auditing staff.

DSS Employees use a time study report to code their work time to the WIA. The salary costs for the month are \$35,275.

2. Operating Expenses

These monthly expenses are detailed on the WIA Budget Excel document. When looking at the Excel worksheet click on the “Monthly Expenditures” tab at the bottom of the screen, move the cursor on each monthly figure and a comment box will pop up identifying each operating expense. Operating expenses for this time period include the following:

- Travel Expenses – WIA Youth Training (D. Boulanger)
- Registration Expenses – Meeting of the Minds (R. Bear), Business U Boot camp (R. Bear, S. Hayter)
- County Auditor Expense

3. Service & System Purchase Orders

These monthly expenses are detailed on the WIA Budget Excel Document. There are no expenses for this time period.

4. WIB Set-Aside Expenses

Expenses are detailed on the Excel WIA Monthly Expenditure and WIB Set-Aside monthly budget reports. When looking at the Excel spreadsheet, move the cursor on each monthly figure, a comment box will pop up identifying each Set-Aside expense.

- Registration Expenses – Business U Boot Camp (L. Santini, F. Campo)
- Travel Expenses – CWA 2015 Conference (L. Santini), CWA Boot Camp (Goodwill)
- Recognition Award (C. Headington)
- Supplies (Cal JOBS Training)

5. Contracted Expenses

All other expenditures are for WIA contracts approved and executed by the Board of Supervisors. Monthly payments are made in accordance with the contract specifications, such as payments for Goodwill WIA One Stop (\$104,177).

WIA FY14/15 Budget & Expenditures-through
Fiscal Year 2014-2015

May, 2015

		<i>See TABs for details</i>		
		Budget	Actuals-YTD	Percent Expended
WIB & AE Salary & Benefits	<i>DSS staff costs for WIB Support, Program Monitoring & Data management, Financial and Expenditure Budgeting/Reporting</i>	\$ 592,126	\$ 441,626	74.58%
DSS Operating	<i>Expenses for travel, Audits, CWA Registration (AE), office supplies & equipment, legal notices, other program costs</i>	\$ 19,700	\$ 39,924	202.66%
Goodwill Industries	<i>WIA America's Job Center of California (AJCC) One-stop system operator (Adult, Dislocated Worker, Youth)</i>	\$ 1,672,955	\$ 1,118,868	66.88%
Service & System Purchase Orders		\$ 33,420	\$ 33,353	99.80%
WIB Set-Aside	<i>Expenses for WIB Initiatives, Program Expansion, Conference, Travel and Memberships</i>	\$ 40,750	\$ 17,548	43.06%
TOTAL:		\$ 2,358,951	\$ 1,651,320	70.00%
			<i>Target thru May:</i>	<i>91.67%</i>

WIA WIB & Admin Entity - DSS Salaries & Benefits
 Fiscal Year 2014-2015

DSS Staff	Annual Salary	Annual Benefits	Total Annual S&B	WIA % of time	Budget	Actuals-YTD	MONTHLY EXPENDITURES											
							July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Reva Bear <i>WIA Services Manager</i>	90,186	54,178	144,364	100%	\$ 144,364	\$ 134,144	12,589.16	11,494.46	12,043.02	12,589.20	11,738.65	13,213.27	12,141.61	11,052.24	12,850.82	12,853.38	11,578.04	
Dawn Boulanger <i>WIA Program Manager</i>	64,852	42,436	107,288	100%	\$ 107,288	\$ 93,592	8,760.21	8,217.31	7,229.43	8,931.81	8,556.90	9,449.39	8,996.72	7,894.00	8,879.80	8,970.75	7,705.96	
Felipe Gonzalez <i>WIA Administrative Assist. (prorated)</i>	8,344	5,664	14,008	100%	\$ 14,008	\$ 14,008	5,535.78	5,108.76	3,363.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Mike Coughlin <i>WIA Administrative Assist. (prorated)</i>	29,647	20,125	49,772	100%	\$ 49,772	\$ 33,893	0.00	0.00	0.00	0.00	4,904.83	5,592.29	4,789.01	4,456.80	4,877.22	5,012.09	4,260.33	
Dustin Ensign <i>WIA Program Review Specialist</i>	55,036	32,767	87,803	100%	\$ 87,803	\$ 47,639	7,575.83	6,971.41	7,308.61	7,640.82	7,132.46	7,724.28	3,285.23	0.00	0.00	0.00	0.00	
Marisol Garcia <i>WIA Program Review Specialist</i>	55,036	32,767	87,803	100%	\$ 87,803	\$ 35,536	0.00	0.00	0.00	0.00	0.00	0.00	7,155.31	6,851.55	7,455.94	7,475.32	6,597.79	
Sarah Hayter <i>WIA Program Review Specialist</i>	55,036	32,767	87,803	100%	\$ 87,803	\$ 71,147	7,644.03	7,033.68	7,373.11	7,709.03	7,191.73	7,774.09	7,306.29	5,211.89	7,468.16	1,653.92	4,780.91	
Gladys Kintz <i>DSS Fiscal Manager (7% FTE)</i>	108,555	62,691	171,246	7%	\$ 11,987	\$ 10,949	1,163.41	1,494.95	1,703.60	665.02	176.78	78.78	593.56	932.77	1,610.66	2,287.73	241.52	
Gail Ybarra <i>DSS Fiscal (1% FTE)</i>	68,682	44,211	112,893	1%	\$ 1,298	\$ 609	108.44	108.09	108.48	108.44	117.28	58.14	0.00	0.00	0.00	0.00	0.00	
Michelle Infantino <i>DSS Fiscal (1% FTE)</i>			-	1%	\$ -	\$ 111	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.83	
TOTAL:					\$ 592,126	\$ 441,626	\$ 43,377	\$ 40,429	\$ 39,130	\$ 37,644	\$ 39,819	\$ 43,890	\$ 44,268	\$ 36,399	\$ 43,143	\$ 38,253	\$ 35,275	\$ -

DSS Operating Expenditure Budget

Fiscal Year 2014/2015

	Budget	Actuals- YTD	MONTHLY EXPENDITURES											
			July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Travel - AE	\$ 10,000	\$ 22,004	362.42	4,084.24	110.00	1,522.44	684.14	812.64	1,879.71	3,302.76	2,664.00	6,418.46	163.54	
Auditing (County Auditor)	\$ 5,000	\$ 8,550								2,308.50	1,040.25		5,201.25	
CWA Registration (AE)	\$ 2,500	\$ 8,649				1,445.45	450.00	1,260.00	525.00	1,000.00	2,096.00	650.00	1,223.00	
Office Supplies	\$ 2,000	\$ 610			260.78	40.00	20.00		73.43		215.34			
Other Program (legal notices, etc)	\$ 200	\$ 111							111.00					
Total:	\$ 19,700	\$ 39,924	\$ 362	\$ 4,084	\$ 371	\$ 3,008	\$ 1,154	\$ 2,073	\$ 2,589	\$ 6,611	\$ 6,016	\$ 7,068	\$ 6,588	\$ -

Goodwill Industries-AJCC One Stop system Operator

Fiscal Year 2014/2015

	Budget	Actuals-YTD	MONTHLY EXPENDITURES											
			July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Salaries & Benefits	\$ 586,193	\$ 432,954	45,154.70	39,691.09	42,502.89	46,502.49	49,545.45	45,055.52	44,709.53	39,848.18	41,086.13	38,858.49		
Operations	\$ 195,259	\$ 119,415	9,226.64	7,123.93	5,839.01	5,033.08	4,863.32	7,725.95	7,680.09	48,116.78	15,230.52	8,575.90		
Participant Training	\$ 276,978	\$ 118,909	3,824.78	7,638.60	13,129.26	20,651.43	7,598.84	19,585.03	20,983.85	6,302.82	3,638.00	15,556.77		
Participant Supportive Services	\$ 19,500	\$ 11,545	205.49	306.50	270.00	1,012.73	3,647.18	719.04	953.31	470.00	921.10	3,039.91		
Cuesta Youth Program Subcontract	\$ 595,025	\$ 436,044	46,414.65	46,702.58	40,282.70	42,397.16	40,729.01	42,900.35	46,739.64	48,264.44	43,467.01	38,146.14		
Total:	\$ 1,672,955	\$ 1,118,868	\$ 104,826	\$ 101,463	\$ 102,024	\$ 115,597	\$ 106,384	\$ 115,986	\$ 121,066	\$ 143,002	\$ 104,343	\$ 104,177	\$ -	\$ -

WIA Services & Systems Purchase Orders

Fiscal Year 2014/2015

	Budget	Actuals- YTD	MONTHLY EXPENDITURES												
			July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
		\$ -													
EMSI <i>Labor Mkt Subscript</i>	\$ 10,800	\$ 10,733					0.00	10,500.00					233.00		
The Urban Explorer <i>EconoVue-Online based Labor Market (LMI) Data</i>	\$ 4,620	\$ 4,620					4,620.00								
New York Wired for Education <i>FY14/15 Certiport Certification Exams</i>	\$ 18,000	\$ 18,000								18,000.00					
		\$ -													
Total:	\$ 33,420	\$ 33,353	\$ -	\$ -	\$ -	\$ -	\$ 4,620	\$ 10,500	\$ 18,000	\$ -	\$ -	\$ 233	\$ -	\$ -	

WIA - Workforce Investment Board (WIB) Set-Aside Budget
 Fiscal Year 2014/2015

	Budget	Actuals- YTD	MONTHLY EXPENDITURES											
			July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Strategic Initiatives <i>WIB Initiatives</i>	\$ 25,000	109	108.82											
Job/employer Fairs Youth <i>Program Expansion</i>	\$ 1,000	0												
Job/employer Fairs (Vets, St <i>Program Expansion</i>	\$ 4,000	63											63.09	
NAWB / NWA Conferences <i>Conference/Travel/Memb</i>	\$ 3,000	3,131									1615.79		1515.4	
CWA (Youth/Spring/Fall) Conf (1 <i>Conference/Travel/Memb</i>	\$ 3,000	9,555		575	449.34		801.97	3,959	460.26		2777.59		531.35	
Membership Renewals <i>Conference/Travel/Memb</i>	\$ 4,500	4,530	4,250.00	280										
Recognition <i>Conference/Travel/Memb</i>	\$ 250	160							106.92				53.46	
Total:	\$ 40,750	\$ 17,548	\$ 4,359	\$ 855	\$ 449	\$ -	\$ 802	\$ 3,959	\$ 567	\$ -	\$ 4,393	\$ -	\$ 2,163	\$ -