



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

Workforce Development Board
EXECUTIVE COMMITTEE MEETING AGENDA

Date: Wednesday, October 12, 2016
Time: 8:00 AM – 10:00 AM
Location: America’s Job Center of California, 880 Industrial Way, San Luis Obispo, CA

MEMBERS:

Carl Dudley
Chairperson
Pacific Western Bank

Kirk Coviello,
Vice Chairperson
SunRun, Inc.

Pam Avila
Sierra Summit Group

Louise Matheny,
Morris & Garritano

Patrick McGuire
Mid-State Precision,
Inc.

Grace Hellsund
EDD-Workforce
Services

- 1. Call to Order and Introductions
2. Public Comment
3. Presentation:
3.1 Program Year (PY) 2015-2016 Performance Results
-Tammy Aguilera
4. Consent Items:
4.1 Approve the June 8, 2016 Minutes
5. Action/Information/Discussion:
5.1 Approve Selection Committee’s Recommendation for Vendor Selection and
direct the Administrative Entity to commence contract negotiations and contract
development for PY 16-17 Rapid Response Services Provider
-Action Item
6. Reports:
Chairperson’s Report
Business Council Report
Staff Report
Administrative Entity Updates:
6.1 Receive and Review Fiscal Agent’s Budget Update
7. Board Member Updates
8. Next Meeting:
December 14, 2016 at 8:00 a.m.
America’s Job Center of California, 880 Industrial Way, San Luis Obispo
9. 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 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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**WORKFORCE DEVELOPMENT BOARD
of San Luis Obispo County
EXECUTIVE COMMITTEE MEETING MINUTES (Draft)**

Date: Wednesday, June 8, 2016
Time: 8:00 AM – 10:00 AM
Location: America's Job Center of California, 880 Industrial Way, San Luis Obispo

Present: Carl Dudley, Kirk Coviello, Pam Avila, Louise Matheny, Patrick McGuire, Grace Schoch-Manzano,
Excused: Karen O'Brien,
Staff: Tammy Aguilera, Sarah Hayter, Marisol Garcia, Michael Coughlin,
Guest: Danielle Christensen, Charlotte Johnson, Allison Schiavo

1. Call to Order:

Chair Carl Dudley: called the meeting to order at 8:00 A.M. **Quorum.**

2. Public Comment:

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

3. Consent Items:

- 3.1 Approve the Appointment of Suzanne Parker to the Workforce Development Board
- 3.2 Approve the April 19, 2015 Minutes

The Committee approves consent items 3.1 and 3.2.

Motion: Patrick McGuire

Second: Louise Matheny

Abstentions: None

Result: Motion Passed Unanimously

4. Information/Discussion/Action Items:

4.1 Review and Approve Draft PY 16-17 WIOA Youth Services Contract Scope of Work and Budget

Tammy Aguilera (staff) presented the item, which is available as part of the agenda. Ms. Aguilera noted that, upon approval by the Executive Committee, the Program Year (PY) 16-17 Workforce Innovation and Opportunity Act (WIOA) Youth Services Contract will be presented to the Board of Supervisors for final approval and award of the contract.

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

The Committee approves PY 16-17 WIOA Youth Services Contract Scope of Work and Budget.

Motion: Louise Matheny

Second: Pam Avila

Abstentions: None

Result: Motion Passed

4.2 Review and Approve Draft PY 16-17 WIOA America's Job Center of California (AJCC) Operator Contract Scope of Work and Budget

Tammy Aguilera (staff) presented the item, which is available as part of the agenda. Ms. Aguilera noted that, upon approval by the Executive Committee, the PY 16-17 WIOA AJCC Operator Contract will be presented to the Board of Supervisors for final approval and award of the contract.

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

The Committee approves the PY 16-17 WIOA AJCC Operator Contract Scope of Work and Budget.

Motion: Louise Matheny

Second: Pam Avila

Abstentions: None

Result: Motion Passed Unanimously

4.3 Review and Approve WIOA One-Stop System Partner Memorandum of Understanding (MOU)

Tammy Aguilera (staff) presented the item, which is available as part of the agenda. Ms. Aguilera thanked all the parties involved in drafting the MOU and noted that, upon approval by the Executive Committee, the WIOA One-Stop System Partner MOU will be submitted to the Board of Supervisors for approval and execution.

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

The Committee approves the WIOA One-Stop System Partner MOU.

Motion: Louise Matheny

Second: Grace Schoch-Manzano

Abstentions: None

Result: Motion Passed Unanimously

4.4 Review and Approve PY 16-17 Local Area Budget for Workforce Services in the amount of \$2,009,475

Tammy Aguilera (staff) presented the item, which is available as part of the agenda, noting that it is a projected budget. A corrected version of Item 4.4 Attachment A (page 79) is available as an addendum to the agenda.

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

The Committee approves PY 16-17 Local Area Budget for Workforce Services in the amount of \$2,009,475.

Motion: Patrick McGuire

Second: Louise Matheny

Abstentions: None

Result: Motion Passed Unanimously

5. Reports:

Chairman's Report: Chair Dudley expressed his appreciation to the staff for their professionalism and dedication during the current Program Year.

Business Council (BC) Report: BC Chair Pam Avila noted that the April 21, 2016 BC meeting was cancelled. The next BC meeting is scheduled for June 16, 2016. BC Chair Avila also noted that the BC is currently seeking new members from the private sector.

Youth Committee (YC) Report: Tammy Aguilera (staff) announced that Pam Avila has resigned as YC Chair, noting that there will be a need to discuss the options regarding the future of the YC.

WIOA Ad Hoc Committee Report: Tammy Aguilera (staff) deferred to Item 4.3.

Staff Report: Tammy Aguilera (staff) noted that the staff is currently working on the Sling Shot initiative. Ms. Aguilera also noted that the staff participated in this year's EXPO at the Expo event held by the San Luis Obispo Chamber of Commerce.

Administrative Entity Updates:

5.1 Receive and Review Fiscal Agent's Budget Update

Tammy Aguilera (staff) presented the update to the Committee, which is available as part of the agenda.

6. Next Meeting:

July 13, 2016 - 8:00 A.M.
America's Job Center of California
880 Industrial Way, 3rd Floor Conference Room, San Luis Obispo, CA

7. Adjournment:

Chair Dudley: adjourned the meeting at 9:21 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 Wednesday, June 8, 2016 by the Executive Committee of the Workforce Development Board of San Luis Obispo County.

Michael J. Coughlin, Workforce Development Administrative Support

Dated: June 30, 2016

**WDB Executive Committee
ACTION ITEM
October 12, 2016**

AGENDA ITEM NUMBER: 5.1

ITEM: Approve Selection Committee's Recommendation for Vendor Selection and direct the Administrative Entity to commence contract negotiations and contract development for PY 16-17 Rapid Response Provider

ACTIONS REQUIRED:

1. Approve the Selection Committee's recommendation for vendor selection; and
2. Authorize and direct the Administrative Entity to commence contract negotiations and contract development with successful proposer for WIOA Rapid Response services.

SUMMARY NARRATIVE:

WIOA requires states and local areas to provide Rapid Response services, which encompass the strategies and activities necessary to plan for and respond as quickly as possible following an announcement of a closure, layoff, natural or other disaster which results in mass job loss. The purpose of Rapid Response is to promote economic recovery and vitality by developing an ongoing, comprehensive approach to identifying, planning for and responding to layoffs and dislocations, and preventing or minimizing their impacts on workers, businesses, and communities. Rapid Response also includes layoff aversion as an integral component of a comprehensive approach to delivery of services.

WIOA Rapid Response services are comprised of both *proactive* services provided to businesses for the purposes of averting layoffs and *reactive* services delivered to businesses and employees (dislocated workers) of companies that are experiencing downsizing through layoffs or plant closures and may have also been impacted by a Worker Adjustment & Retraining Notification (WARN) issued by the State of California.

The San Luis Obispo County Department of Social Services is the designated Administrative Entity and Fiscal Agent for the Workforce Development Board (WDB) and will administer the WIOA Rapid Response funds through contractual agreement with the selected proposer. On September 15, 2016 the County issued a Request for Proposals (RFP) seeking a provider to deliver comprehensive Rapid Response services to enable dislocated workers to transition to new employment as quickly as possible and conduct business outreach to provide layoff aversion services that reduce the rate of business failure. Rapid Response services funded through this RFP shall be provided in close coordination with the AJCC as service integration among partners in the AJCC system is a priority for the local area.

Roles and responsibilities of the Rapid Response Contractor will include:

- The provision of Rapid Response services
- Respond immediately to WARN and other layoff notices;
- Schedule a Rapid Response orientation with each employer to help affected workers with their layoff transition and coordinate with partners to provide information relating to unemployment insurance and AJCC services at the Rapid Response orientation;

- Assess if there are opportunities to avert layoffs or immediately re-employ the affected workers elsewhere;
- Collect documentation regarding the Rapid Response services as required and report data to County; and
- Provide emergency assistance as necessary relating to layoffs (in the case of a natural or other disaster);
- Documentation of Rapid Response and business engagement activities in the CalJOBS data collection system; and
- Management of fiscal responsibilities associated with payment of the Contract.

RECOMMENDATIONS

Staff recommends that the WDB Executive Committee authorize the Administrative Entity to commence contract negotiations and contract development for WIOA Rapid Response services for PY 16-17.

AGENDA ITEM NUMBER: 6.1**San Luis Obispo County – Workforce Innovation and Opportunity Act (WIOA)
Budget Narrative for Fiscal Year 2016-2017 through August, 2016****1. DSS Administrative and Fiscal cost**

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

DSS Employees use a time study report to code their work time to the WIOA program. The salary and benefit costs for the month of July are \$33,657 and costs for the month of August are \$38,343.

2. DSS Operating Expenses

Operating expenses including travel, registration, memberships, legal notices, auditing and office supplies. Also included are monthly expenses are for services and systems expenses that would require Purchase Order. This includes online subscriptions to Labor Market information, CWA trainings, economic analysis support, youth forum presenter and food purchases, etc.

3. Contracted Expenses

These monthly expenditures are for WIOA contracts approved and executed by the Board of Supervisors. Monthly payments are made in accordance with the contract specifications for Goodwill Central Coast and Eckerd.

- Goodwill paid through July
- Eckerd paid through July

4. WIB Set-Aside Expenses

These expenses are costs associated directly with the WIB. This includes WIB initiative costs, job fairs, conference registration and travel expenses, membership renewals, and recognition costs.

WIOA FY16/17 Budget & Expenditures

Fiscal Year 2016-2017

YTD Expense thru 08/31/16

Item 6.1

2 months elapsed

See TABs for details

		Budget*	YTD Actuals	Percent Expended
DSS Salary & Benefits	<i>DSS staff costs for WIB Support, Program Monitoring & Data management, Financial and Expenditure Budgeting/Reporting</i>	\$ 568,297	\$ 72,001	12.67%
DSS Operating	<i>Services and Systems Purchase Orders, travel expenses, Audits, CWA Registration (AE), office supplies & equipment, legal notices, other program costs</i>	\$ 207,400	\$ 17,593	8.48%
Goodwill Industries	<i>WIOA America's Job Center of California (AJCC) One-stop system operator (Adult, Dislocated Worker)</i>	\$ 350,000	\$ 70,455	20.13%
Eckerd	<i>WIOA Youth Employment and Training Services. In-School youth and transitional planning projects.</i>	\$ 600,000	\$ 47,030	7.84%
WIB Set-Aside	<i>Expenses for WIB Initiatives, Program Expansion, Conference, Travel and Memberships</i>	\$ 8,100	\$ -	0.00%
TOTAL:		\$ 1,733,797	\$ 207,078	11.94%
		<i>Target thru</i>	<i>08/31/16</i>	<i>16.67%</i>

Eckerd - Youth Services

Fiscal Year 2016-2017

Expenditures

			MONTHLY EXPENDITURES											
IN SCHOOL	Budget	YTD Actuals	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Salaries & Benefits	\$ 17,325	\$ 369	368.80											
Operations	\$ 699	\$ 9	9.15											
Participant Costs	\$ 25,422	\$ -	0.00											
Admin	\$ 3,554	\$ 33	33.49											
Total:	\$ 47,000	\$ 411	\$ 411	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*ISY Work Experience (included in total) **

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OUT OF SCHOOL	Budget	YTD Actuals	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Salaries & Benefits	\$ 276,155	\$ 22,042	22,042.27											
Operations	\$ 81,297	\$ 8,546	8,546.26											
Participant Costs	\$ 153,729	\$ 12,485	12,484.89											
Admin	\$ 41,819	\$ 3,545	3,544.94											
Total:	\$ 553,000	\$ 46,618	\$ 46,618	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*OSY Work Experience (included in total) **

12,485 12,485

TOTAL ISY & OSY	Budget	YTD Actuals	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
ISY	47,000	411	411	-	-	-	-	-	-	-	-	-	-	-
OSY	553,000	46,618	46,618	-	-	-	-	-	-	-	-	-	-	-
Total:	\$ 600,000	\$ 47,030	47,030	-	-	-	-	-	-	-	-	-	-	-

*TOTAL Work Experience (included in total) **

12,485 12,485

<i>Percent OSY to total:</i>	<i>99%</i>
<i>Percent WEX to total:</i>	<i>29%</i>

WIOA - Workforce Investment Board (WIB) Set-Aside Budget

Fiscal Year 2016-2017

	Budget	YTD Actuals	MONTHLY EXPENDITURES												
			July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Job/employer Fairs Youth <i>Program Expansion</i>	\$ 1,000	0													
Job/employer Fairs (Vets, South) <i>Program Expansion</i>	\$ 2,000	0													
CWA (Youth/Spring/Fall) Conf (1 WIB m Conference/Travel/Memb)	\$ 2,500	0													
Membership Renewals <i>Conference/Travel/Memb</i>	\$ 2,000	0													
Recognition & other <i>Conference/Travel/Memb</i>	\$ 600	0													
Total:	\$ 8,100	\$ -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00