



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, January 11, 2017
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.
- Scott Black**
Department of Rehabilitation

1. **Call to Order and Introductions** *Dudley*
2. **Public Comment**
3. **Introduction of the New Department of Social Services Director, Devin Drake** *Dudley*
4. **Consent Items:** *Dudley*
 - 4.1 Approve Workforce Development Board (WDB) member appointment for submittal to the San Luis Obispo County Board of Supervisors
 - 4.2 Approve appointment of Maria-Flores-Jimenez to the Services and Strategies Committee
 - 4.3 Approve the October 12, 2016 Minutes
5. **Action/Information/Discussion:**
 - 5.1 Approve budget adjustment recommendation to add \$60,000.00 to WIOA Adult Funds to AJCC contract *Boulanger*
-Action Item
6. **Reports:**
 - Chairperson’s Report *Dudley*
 - Business Council Report *Avila*
 - Services and Strategies Committee Report *Black*
 - Staff Report *Aguilera*
7. **Administrative Entity Updates:**
 - 7.1 Receive and Review Fiscal Agent’s Budget Update *Aguilera*
8. **Board Member Updates**
9. **Next Meeting:**
March 8, 2017 at 8:00 a.m.
America’s Job Center of California, 880 Industrial Way, San Luis Obispo
10. **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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California Relay Service 888-877-5379.

**WDB Executive Committee
CONSENT ITEM
January 11, 2017**

AGENDA ITEM NUMBER: 4.1**ITEM: Approve Workforce Development Board (WDB) member appointments for submittal to the San Luis Obispo County Board of Supervisors**

ACTION REQUIRED: It is requested that the Workforce Development Board approve and authorize staff to submit WDB member appointments (William Ray and William Hills) to the San Luis Obispo County Board Supervisors for appointment to the WDB.

SUMMARY NARRATIVE:

The composition of the WDB is dictated by section 107 of the Workforce Innovation and Opportunity Act (WIOA) (2014) which specifies business (must comprise the majority of members), local education, local labor, economic development, and other mandated partner membership categories. The WDB currently has 4 vacancies which are detailed below:

WDB Member Seat Representation	Current #'s	Required #'s	Vacancies
Business Members <i>(minimum 51% majority)</i>	8	11	3*
Local Educational & Training Entities	2	2	0
Labor/Workforce Representatives <i>(minimum 15% Labor & 20% Combined)</i>	2-Labor 2-W.R.	3-Labor 2-W.R.	1-Labor* 0-W.R.
DOR Mandated Partner - Vocational Rehabilitation	1	1	0
EDD Mandated Partner	1	1	0
Economic Development	1	1	0
Total # of WDB Seats <i>(2 Members Hold 2 Seats Each)</i>	17	21	4
Total # of WDB Members <i>(19 Minimum Requirement)</i>	15	19	4

*Vacancies addressed via action today.

Efforts to achieve full membership for the WDB are ongoing and this item recommends one applicant for appointment to fill the vacant Labor Seat and one applicant for appointment to fill a vacant Business Seat.

The WIOA requires that organized labor represent 20% of the local WDB membership. William Ray is the Apprenticeship Coordinator for the Operating Engineers Training Trust (OETT) and was nominated by the International Brotherhood of Electrical Workers, IBEW Local 639. Mr. Ray has extensive knowledge of the Building Design &

Construction industry cluster. Mr. Ray's experience as an Instructor and Apprenticeship Coordinator for the OETT may inform the WDB's approach to developing training and focus on improving the soft skills of job seekers. Building, Design, and Construction is an identified priority cluster for the county. Therefore, Mr. Ray is recommended for appointment to fill a labor seat on the WDB.

The WIOA requires that business must represent 51% of the local WDB membership. William D. Hills is Vice President and General Counsel for United Staffing Associates, LLC with vast legal experience in contracts, commercial leasing, as well as employment and labor law. Additionally, Mr. Hills has a deep understanding of the Knowledge & Innovation Industry Cluster, therefore, Mr. Hills is recommended for appointment to fill a business seat on the WDB.

BUDGET/FINANCIAL IMPACT:

No current fiscal impact

STAFF COMMENTS:

Tammy Aguilera, Director of San Luis Obispo County Workforce Development, recommends the approval of the appointments of William Ray and William Hills to the Workforce Development Board. Upon approval, staff will submit a recommendation for appointment by the Board of Supervisors at an upcoming meeting.

**WDB Executive Committee
CONSENT ITEM
January 11, 2017**

AGENDA ITEM NUMBER: 4.2

ITEM: Approve the Appointment of Maria Flores-Jimenez to the Services and Strategies Committee

ACTION REQUIRED:

It is requested that the Workforce Development Board approve the appointment of Maria Flores-Jimenez to the Services and Strategies Committee.

SUMMARY NARRATIVE:

On October 18, 2016 the San Luis Obispo County Board of Supervisors passed a resolution formally approving the revised Bylaws of the Workforce Development Board of San Luis Obispo County (WDB). The WDB Bylaws require the formation of a Services and Strategies Committee with the expressed purpose of providing information and assisting with the planning, operational, and other issues relating to the provision of services to individuals with barriers to employment.

Membership of the Services and Strategies Committee shall include individuals from the Board of Directors and non-WDB representatives with a demonstrated record of success in serving individuals with barriers to employment, including but not limited to: veterans, individuals with disabilities (including issues relating to compliance with WIOA sec. 188 if applicable, and applicable provisions of the American with Disabilities Act of 1990 regarding access to WIOA services, programs and activities), and employment, training or education needs of WIOA eligible youth.

Maria Flores-Jimenez is the Senior Vocational Rehabilitation Counselor for the Department of Rehabilitation. Maria has extensive case management and training experience serving a diverse group of people including homeless individuals, youth, and the Latino community.

BUDGET/FINANCIAL IMPACT:

No current fiscal impact

STAFF COMMENTS:

Tammy Aguilera, Director of San Luis Obispo County Workforce Development, recommends the appointment of Maria Flores-Jimenez to the Services and Strategies Committee.

**WORKFORCE DEVELOPMENT BOARD
of San Luis Obispo County
EXECUTIVE COMMITTEE MEETING MINUTES (Draft)**

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

Present: Carl Dudley, Kirk Coviello, Louise Matheny
Excused: Pam Avila, Patrick McGuire
Staff: Tammy Aguilera, Dawn Boulanger, Timothy Siler, Michael Coughlin
Guest: Danielle Stock

1. Call to Order:

Chair Carl Dudley: called the meeting to order at 8:04 A.M. **Quorum.**

2. Public Comment:

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

3. Presentations:

3.1 Program Year (PY) 2015-2016 Performance Results

Tammy Aguilera (staff) presented the item, which is available as part of the agenda. Ms. Aguilera noted that, upon approval by the Executive Committee

4. Consent Items:

4.1 Approve the June 8, 2016 Minutes

The Committee approves consent item 3.1.

Motion: Louise Matheny

Second: Kirk Coviello

Abstentions: None

Result: Motion Passed Unanimously

5. Information/Discussion/Action Items:

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

Dawn Boulanger (staff) presented the item, which is available as part of the agenda, and a handout, which is available as an addendum to the agenda. Ms. Boulanger noted that Administrative Entity will present for approval a draft Scope of Work and projected budget to the Workforce Development Board at the November 03, 2016 meeting prior to submission to the Board of Supervisors.

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

The Committee approves the Selection Committee's Recommendation for Vendor Selection and directs the Administrative Entity to commence contract negotiations and contract development for PY 16-17 Rapid Response Services Provider.

Motion: Louise Matheny

Second: Kirk Coviello

Abstentions: None

Result: Motion Passed Unanimously

6. Reports:

Chairman's Report: Chair Dudley noted that Lee Ferrero, who was a previous director of the Private Industry Council, has been placed in the Manse on Marsh, assisted living home.

Business Council (BC): In BC Chair Pam Avila's absence, Tammy Aguilera (staff) stated that the BC received and reviewed the responses to the Business Engagement Questionnaire. Additionally, Ms. Aguilera noted that the questionnaire received over one hundred responses, making it one of the most successful questionnaires produced by the WDB.

Staff Report: Tammy Aguilera (staff) noted that the staff is currently working on the Healthcare Sling Shot Convening, which will be held on October 21, 2016 at the Family Care Network facility. Ms. Aguilera also

Administrative Entity Updates:

6.1 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.

7. Board Member Updates:

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

Carl Dudley and Louise Matheny: speak

8. Next Meeting:

December 14, 2016 - 8:00 A.M.
America's Job Center of California
880 Industrial Way, 3rd Floor Conference Room, San Luis Obispo, CA

9. Adjournment:

Chair Dudley: adjourned the meeting at 9:08 A.M.

I, Michael J. Coughlin, 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, October 12, 2016 by the Executive Committee of the Workforce Development Board of San Luis Obispo County.

Michael J. Coughlin, Workforce Development Administrative Support

Dated: November 1, 2016

**WDB Executive Committee
ACTION ITEM
January 11, 2017**

AGENDA ITEM NUMBER: 5.1

ITEM: Approve budget adjustment recommendation to add \$60,000.00 to WIOA Adult Funds to AJCC contract

ACTION REQUIRED: It is requested that the Workforce Development Board Executive Committee approve a budget adjustment to the Program Year (PY) 16-17 America's Job Center of California (AJCC) Contract with Goodwill Central Coast to add \$60,000 in WIOA Adult funds.

SUMMARY NARRATIVE: California Senate Bill (SB) 734 requires that local workforce development areas meet a minimum WIOA participant training expenditure of 25% of local area Adult and Dislocated Worker funds for PY 15-16 and increases to 30% of the local area's Adult and Dislocated Worker allocations for PY 16-17. This expenditure requirement can be met by utilizing up to 10% of leveraged resources from other allowable funding streams. Goodwill is not on track to meet the anticipated leveraged resources amount due to the majority of enrolled participants not receiving additional funds that are permitted to count towards SB-734 allowable leverage. Therefore, additional WIOA funds must be allocated to the participant training line item of the AJCC contract budget to support Goodwill in meeting State expenditure requirements. Goodwill has identified \$22,000 in their current contract budget to reallocate among line items to increase the participant training funds. The Administrative Entity has identified an additional \$60,000 in WIOA Adult funds that can be re-allocated from the Administrative Entity budget to the AJCC contract budget for participant training.

BUDGET/FINANCIAL IMPACT:

The addition of \$60,000 in WIOA Adult funds will increase the PY 16-17 AJCC Contract total to \$810,000.

STAFF COMMENTS:

The Administrative Entity for the WDB recommends this budget adjustment to support the contractor in meeting the State mandate for WIOA participant training expenditure requirements.

WIOA FY16/17 Budget & Expenditures

Fiscal Year 2016-2017

YTD Expense thru 11/30/16

Item 7.1

5 months elapsed

		See TABs for details		
	Budget Narrative	Budget*	YTD Actuals	Percent Expended
DSS Salary & Benefits	<p style="text-align: center;">DSS Administrative and Fiscal cost</p> <p>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 November are \$38,316.</p>	\$ 568,297	\$ 196,076	34.50%
DSS Operating	<p style="text-align: center;">DSS Operating Expenses</p> <p>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.</p>	\$ 207,400	\$ 12,459	6.01%
Goodwill Industries	<p style="text-align: center;">Contracted Expenses</p> <p>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.</p> <ul style="list-style-type: none"> • Goodwill paid through October • Eckerd paid through October 	\$ 750,000	\$ 254,836	33.98%
Eckerd		\$ 600,000	\$ 167,160	27.86%
WIB Set-Aside	<p style="text-align: center;">WIB Set-Aside Expenses</p> <p>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.</p>	\$ 8,100	\$ -	0.00%
TOTAL:		\$ 2,133,797	\$ 630,531	29.55%
		<i>Target thru</i>	<i>11/30/16</i>	<i>41.67%</i>

Operating Expenditure Budget

Fiscal Year 2016-2017

	MONTHLY EXPENDITURES													
	Budget	YTD Actuals	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Travel - AE	\$ 24,000	\$ 5,608	62.47	1,334.55	1,100.66	1,040.55	2,069.46							
Auditing (County Auditor)	\$ 10,000	\$ -												
CWA Registration (AE)	\$ 8,000	\$ 1,596	932.00			199.00	465.00							
Office Supplies	\$ 4,500	\$ 554	300.51	43.20			210.70							
Other Program (legal notices, memberships, etc)	\$ 4,000	\$ 396		352.00		44.08								
Total:	\$ 50,500	\$ 8,154	\$ 1,295	\$ 1,730	\$ 1,101	\$ 1,284	\$ 2,745	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Services & Systems Purchase Orders	Budget	YTD Actuals	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
EMSI (<i>Labor Market Subscription</i>)	\$ 10,900	\$ -												
TBD (<i>Updated Economic Analysis</i>)	\$ 10,000	\$ -												
The Urban Explorer (<i>EconoVue-Online based Labor Market (LMI) Data</i>)	\$ 11,000	\$ 4,305	14,568.00			-10,263.00								
TBD (<i>RFP RR</i>)	\$ 100,000	\$ -												
TBD (<i>RFP RR/LA</i>)	\$ 25,000	\$ -												
Total:	\$ 156,900	\$ 4,305	\$ 14,568	\$ -	\$ -	\$ (10,263)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

DSS Operating Expense Grand Total	\$ 207,400	\$ 12,459	\$ 15,863	\$ 1,730	\$ 1,101	\$ (8,979)	\$ 2,745	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Goodwill Industries - AJCC One Stop system Operator

Fiscal Year 2016-2017

	Budget	YTD Actuals	MONTHLY EXPENDITURES											
			<i>Pd in Aug</i>	<i>Pd in Sep</i>	<i>Pd in Oct</i>	<i>Pd in Nov</i>								
			July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Salaries & Benefits	\$ 452,249	\$ 129,632	30,674.22	33,756.26	35,192.35	30,009.38								
Operations	\$ 91,751	\$ 44,699	18,320.96	8,806.12	8,877.46	8,694.36								
Participant Training	\$ 191,000	\$ 75,110	21,362.54	8,164.50	32,016.51	13,566.21								
Participant Supportive Services	\$ 15,000	\$ 5,395	96.85	2,013.01	1,569.94	1,715.32								
		\$ -												
Total:	\$ 750,000	\$ 254,836	\$ 70,455	\$ 52,740	\$ 77,656	\$ 53,985	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Eckerd - Youth Services

Fiscal Year 2016-2017

Expenditures

			MONTHLY EXPENDITURES											
			<i>Pd in Aug</i>	<i>Pd in Sep</i>	<i>Pd in Oct</i>	<i>Pd in Nov</i>								
IN SCHOOL	Budget	YTD Actuals	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Salaries & Benefits	\$ 17,325	\$ 2,938	368.80	258.08	271.37	2,039.83								
Operations	\$ 699	\$ 53	9.15	17.64	8.82	16.94								
Participant Costs	\$ 25,422	\$ 239	0.00	0.00	0.00	239.15								
Admin	\$ 3,554	\$ 286	33.49	24.43	24.83	203.42								
Total:	\$ 47,000	\$ 3,516	\$ 411	\$ 300	\$ 305	\$ 2,499	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*ISY Work Experience (included in total) ** **239** - - - **239**

OUT OF SCHOOL	Budget	YTD Actuals	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Salaries & Benefits	\$ 276,155	\$ 88,099	22,042.27	23,065.37	24,056.50	18,935.21								
Operations	\$ 81,297	\$ 28,082	8,546.26	4,786.80	6,239.46	8,509.88								
Participant Costs	\$ 153,729	\$ 34,393	12,484.89	5,562.76	3,306.90	13,038.24								
Admin	\$ 41,819	\$ 13,070	3,544.94	2,960.56	2,977.21	3,586.82								
Total:	\$ 553,000	\$ 163,644	\$ 46,618	\$ 36,375	\$ 36,580	\$ 44,070	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*OSY Work Experience (included in total) ** **59,925** **12,485** **12,752** **13,463** **21,225**

TOTAL ISY & OSY	Budget	YTD Actuals												
ISY	47,000	3,516	411	300	305	2,499	-	-	-	-	-	-	-	-
OSY	553,000	163,644	46,618	36,375	36,580	44,070	-	-	-	-	-	-	-	-
Total:	\$ 600,000	\$ 167,160	47,030	36,676	36,885	46,569	-	-	-	-	-	-	-	-

*TOTAL Work Experience (included in total) ** **60,164** **12,485** **12,752** **13,463** **21,464** - - - - - - -

<i>Percent OSY to total:</i>	98%
<i>Percent WEX to total:</i>	39%

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 <i>Conference/Travel/Memb</i>	\$ 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