



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

## WORKFORCE INVESTMENT BOARD MEETING AGENDA

**Date:** Thursday, August 6, 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:**
  - 3.1 *County Office of Education Career Pathways Grant*  
*-Dr. Brescia*
  - 3.2 *Countywide Employer and Job Seeker Services for PY15-16*  
*- Marisol Garcia / Allison Schiavo*
- 4. Consent Items:** *Dudley*
  - 4.1 Approve the May 7, 2015 Minutes
- 5. Action/Information/Discussion:** *Bear*
  - 5.1 Receive and Approve Recommendations for Workforce Development Board Membership, Structure and Bylaws Consistent with the Workforce Innovation and Opportunity Act (WIOA)
- 6. Reports:** *Dudley*
  - Chairperson's Report
  - Committee Reports:**
    - Business Council *Avila*
    - WIOA Implementation Ad-Hoc Committee *Garcia*
    - Central Coast Planning Region *Bear*
  - Administrative Entity Updates:**
    - 6.1 Receive and Review Fiscal Agent's Budget Update *Collins*
  - Provider Performance Reports:** *Garcia*
    - 6.2 a) Receive AJCC Operator Report
    - b) Receive Youth Services / Cuesta Report
    - c) Receive Henkels & McCoy Green Smart Youth Services Report
- 7. Next Meeting:**
  - November 5, 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.

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 California Relay Service 888-877-5379.

## **HANDOUTS DISTRIBUTED AT THE MEETING**

**County Office of Education Career Pathways Grant**

*-Dr. Brescia*

## **HANDOUTS DISTRIBUTED AT THE MEETING**

**Countywide Employer and Job Seeker Services for PY15-16**

*- Marisol Garcia / Allison Schiavo*

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

**WIB MEETING MINUTES (Draft)**

**Date:** Thursday, May 7, 2015  
**Time:** 8:00 a.m.  
**Location:** America’s Job Center of California, 880 Industrial Way, San Luis Obispo, CA

**Present:** Carl Dudley, Louise Matheny, Pam Avila, Scott Black, Kirk Coviello, Aline Graham, Charles Headington, Karen O’Brien, Grace Schoch-Manzano, Mark Simonin, Biz Steinberg, Gil Stork, Courtney Taylor, Thomas Wood  
**Excused:** Lee Collins, Kristin Flynn, Phillip Koziel, Kevin Kuhn, Verena Latona-Tahlman, Michael Manchak, Patrick McGuire, Scott Smith  
**Guests:** Allison Schiavo (Goodwill), Tracy Schiro (DSS), David Ryal (Henkels & McCoy), Kathy Eppright, Bryan Mathews (LECET)  
**Staff:** Leslie Kraut (County Counsel), Reva Bear, Sarah Hayter, Marisol Garcia, Michael Coughlin

**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.

**Chair Dudley:** announced that this will be the last meeting attended by Charles Headington (Member), due to his retirement from the WIB. Chair Dudley thanked Member Headington for his service and dedication, presenting him with a card and award in appreciation.

**Dr. Martin Meltz:** commented on the planned closure of the Five Cities America’s Job Center of California (AJCC) and urged the Committee to open a new AJCC in the area.

**3. Presentations:**

**3.1 Business Services Labor Market Report**

Sarah Hayter (Staff) provided the presentation, which is available as an addendum to the agenda, based upon Labor Market Reports and Industry Cluster Snapshots that the WIB provides to the local chambers of commerce.

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

**4. Consent Items:**

**4.1 Approval of the February 5, 2015 Minutes**

The Board approves consent item 4.1.

Motion: Biz Steinberg

Second: Gil Stork

Abstentions: None

**Motion Passed Unanimously**

**5. Action/Information/Discussion:**

**5.1 Receive WIOA Regional Planning Area**

Reva Bear (Staff) presented the discussion item, which is available as part of the agenda. Ms. Bear described the makeup of the proposed Coastal Regional Planning Area, explaining that regional planning is a requirement under the Workforce Innovation and Opportunity Act (WIOA). Additionally, Ms. Bear

presented a slide which is available as an addendum to the agenda, outlining the common clusters of opportunity within the proposed Coastal Regional Planning Area.

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

**Dr. Martin Meltz, Kathy Eppright** – speak

## 5.2 Receive WDB Membership and Bylaws Ad-hoc Committee Update

Ms. Bear presented the discussion item, which is available as part of the agenda, stating that the Ad-hoc Committee has been tasked with proposing Workforce Development Board (WDB) membership composition, standing committees and the scope/schedule of meetings as well as identifying/proposing changes to the bylaws. Ms. Bear noted that the Ad-hoc Committee will meet again before proposing the changes to the Executive Committee at its June or July meeting and the full WIB at the August 6, 2015 meeting.

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

## 5.3 Receive Local Training Options Report

Ms. Bear presented the discussion item, which is available as part of the agenda, describing the effects that WIOA will have on training.

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

## 5.4 Approve Sunsetting of the WIB Youth Council

Ms. Bear presented the action item, which is available as part of the agenda, describing that the reasons for the request that include meeting the membership, roles and responsibilities outlined in WIOA.

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

The Committee approves the sunsetting of the Youth Council and directs staff to initiate a WDB Youth Committee in Program Year (PY) 2015-16.

**Motion:** Gil Stork

**Second:** Biz Steinberg

**Abstentions:** None

**Result:** Motion Passed Unanimously

## 5.5 Receive Update on PY 15/16 AJCC Service Design

Ms. Bear presented the discussion item, which is available as part of the agenda, describing the changes to the AJCC service delivery model in PY 15-16 including Job Center, Community Based and Virtual services.

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

## 5.6 Nomination and election of Officers

Chair Dudley announced that Vice Chair Louise Matheny has chosen not to seek another term. Due to the fact that he was eligible for re-election, Chair Dudley recused himself from the nomination process.

Chairperson:

**Vice Chair Matheny:** opened nominations.

**Kirk Coviello (Member):** nominated Carl Dudley for Chairperson.

**Gil Stork (Member):** moved to close nominations.

**Result:** The Committee elected Carl Dudley as Chairperson.

Vice Chairperson:

**Vice Chair Matheny:** opened nominations and nominated Kirk Coviello as Vice Chairperson.

**Gil Stork (Member):** moved to close nominations.

**Result:** The Committee elected Kirk Coviello as Vice Chairperson.

**6. Reports:****6.1 Reports:**

**Chairman/Executive:** Chair Dudley noted that the Executive Committee (EC) met on March 11, 2015 and April 8, 2015. The EC received reports from the WIOA and WDB Ad-hoc Committees; approved a gift, recognition and gratuity policy; approved the transfer of funds from the dislocated worker to the adult fund stream; approved the application for local area designation; received an update on AJCC Service Design; appointed two members to the Youth Council and approved the draft PY 15-16 WIOA Youth Services Contract Scope of Work and Budget. The June EC meeting has been rescheduled to Wednesday, June 17, 2015.

**Business Council (BC):** In BC Chair Kirk Coviello's absence, Pam Avila (Member) noted that the BC met on April 21 and discussed the possible sunsetting the BC, ultimately deciding not to disband due to the value of the BC. The next meeting will be held on Tuesday, June 16, 2015

**Youth Council (YC):** In YC Chair Patrick McGuire's absence, Ms. Bear noted that the YC met on April 8, 2015 and primarily discussed the possibility of sunsetting the YC. The next meeting will be held on Wednesday, June 10, 2015.

**Workforce Collaborative of California's Central Coast (WCCCC):** Ms. Bear noted that the WCCCC will focus on regional planning.

**6.2 Administrative Entity Update**

In Lee Collins' (Member) absence, Ms. Bear presented the report, which is available as an addendum to the agenda, explaining that the budget is currently on track although there are overages that are due to additional training related to WIOA implementation.

**Chair Dudley:** noted that he and Vice Chair Matheny were aware and approved of the additional training expenditures.

**6.3 WIB/EXEC Provider Performance Reports**

- a) Receive One-Stop Operator Report
- b) Receive Youth Services / Cuesta Report
- c) Receive Review Green Smart Youth Services Report

Marisol Garcia (Staff) presented the reports to the Board which are available as part of the agenda.

**7. Next Meeting:**

August 6, 2015  
8:00 – 10:00 AM  
America's Job Center of California  
880 Industrial Way, 3<sup>rd</sup> Floor  
San Luis Obispo, CA

**8. Adjournment:**

**Chair Dudley:** adjourned the meeting at 9:33 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 Thursday, May 7, 2015 by the Workforce Investment Board of San Luis Obispo County.

Michael J. Coughlin, WIB Administrative Support

Dated: May 15, 2015

**Workforce Investment Board  
ACTION ITEM  
August 6, 2015**

**AGENDA ITEM NO: 5.1**

**SUBJECT: Receive and Approve Recommendations for Workforce Development Board Membership, Structure and Bylaws Consistent with the Workforce Innovation and Opportunity Act (WIOA)**

**ACTION REQUIRED:** It is requested that the Workforce Investment Board (WIB) review and approve recommendations for changes to the composition, structure, and bylaws of the WIB to fully align with the WIOA

**BACKGROUND**

In preparation for the transition from WIA to WIOA, the Workforce Development Board Membership and Bylaws Ad Hoc committee, appointed in February 2015, met three times to review requirements of the Workforce Innovation and Opportunity Act (WIOA) and to develop recommendations related to the board's composition, committee structure, and bylaws for the WIB to review and endorse for consideration and approval by the County Board of Supervisors.

**SUMMARY NARRATIVE****Membership**

The Ad Hoc committee proposes to reduce the size of the board from 35 members to 25 (13 private sector and 12 public sector):

- 13 representatives of business in the local area who:
  - Are owners of businesses, chief executives or operating officers or employers with optimum policy making or hiring authority;
  - Represent businesses, including small businesses, or organizations representing businesses that provide employment opportunities in in-demand industry sectors or occupations in the local area.
- 2 economic development (a minimum of 1 required)
- 2 education (a minimum of 1 required)
  - 1 - (Adult Education/Literacy and Post Secondary Ed
  - 1 – K-12
- 2 WIOA mandated:
  - 1 - Wagner-Peyser Act (CA Employment Development Department)
  - 1- Rehabilitation Act (CA Department of Rehabilitation)
- 1 State mandated Small Business Development Center
- 5 organized labor representatives

Although WIOA allows for as few seats as 19, the Ad Hoc recommends a broader representation to include additional representatives from K-12 and economic development. The committee recommends against term limits.

**Workforce Investment Board**  
**ACTION ITEM**  
**August 6, 2015**

**Committees**

Committees are not mandated under WIOA; however, committees dedicated to youth, one-stop system operations, and services to persons with disabilities are recommended. The Ad Hoc committee proposes the following standing committees:

- Youth
- Business Council
- Executive

An Operations Committee focused on the one-stop system is proposed as an ad hoc for PY15-16 and it is further suggested that this committee also address services to persons with disabilities as part of its scope until a final committee structure and scope is agreed upon by those participating.

**Bylaws**

Bylaws were reviewed and revised to reflect the following (See Attachment 5.1a):

- New Workforce Development Board (WDB) name
- Expanded role of the WDB
- New membership categories
- Standing committees

In accordance with existing Bylaws, a draft with revisions was provided to the membership for review five business days in advance of the WIB meeting. County Counsel reviewed and approved all changes.

**BUDGET/FINANCIAL IMPACT**

No current fiscal impact.

**STAFF RECOMMENDATIONS**

WIB staff recommends approval of the recommendations. Upon approval, the new bylaws will be submitted for BOS approval in September and recruitment of new/additional board members will commence.



**WORKFORCE DEVELOPMENT BOARD  
OF SAN LUIS OBISPO COUNTY**

**BYLAWS**

These Bylaws are hereby created by the Workforce Development Board of San Luis Obispo County.

**ARTICLE I**

**Background, Name and Definitions**

- 1.1 **Statutory Authority.** The State of California, pursuant to the Workforce Innovation and Opportunity Act of 2014 ("the Act") has designated the county of San Luis Obispo and the cities within the county of San Luis Obispo as a Development local area ("LWIA" for the system building and delivery of workforce development programs at the local level, and provides funding thereto. Federal and state rules and regulations, promulgated pursuant to the Act, provide for program activities and require that Chairperson of the San Luis Obispo County Board of Supervisors, as Chief Local Elected Official ("CLEO") for the WIOA, to appoint a local Workforce Development Board ("WDB").
- 1.2 **Name.** The name of the local workforce development board WDB created by the San Luis Obispo County Board of Supervisors is the Workforce Development Board of San Luis Obispo County ("WDB").
- 1.3 **Board.** The term "Board" or "Board of Directors," as used herein, refers to the local Workforce Development Board of San Luis Obispo County.
- 1.4 **Member.** The term "Member," as used herein, refers to voting members of the Board, duly appointed by the County of San Luis Obispo Board of Supervisors.

**ARTICLE II**

**Purpose and Function**

- 2.1 **Status.** The WDB is an unincorporated association created pursuant to the Act to act as an advisory body to the chief elected official of the Local Area.
- 2.2 **Mission.** The WDB is a demand driven organization appointed by the County Board of Supervisors to create and maintain an attractive workforce system with a growing employment market and an appropriately skilled workforce that results in healthy and prosperous economic development for our community.
- 2.3 **Purpose.** The WDB is and shall exercise the powers and responsibilities of the LWDB as defined by the Act.

- a. **Local Plan:** local board, in partnership with the chief local elected official (County Board of Supervisors) shall develop and submit a local plan to the Governor that meets the requirements outlined in Section 108.
- b. **Negotiation of Local Performance Accountability:** local board, the chief elected official, and the Governor shall negotiate and reach agreement on local performance accountability measures.
- c. **Budget and Administration:**
  - Develop a budget for the activities of the local board
  - Serve as local grant recipient
  - Assist in administration of grant funds
  - Disburse grant fund for workforce investment activities
- d. **Workforce Research and Regional Labor Market Analysis:** In order to assist in the development and implementation of the local plan, the local board shall:
  - Carry out analyses of the economic conditions in the region
  - Assist governor with developing statewide LMI system specifically in the collection, analysis and utilization of workforce and labor market information for the region
  - Conduct such other research data collection, and analysis related to the workforce needs of the regional economy that the board deems necessary.
- e. **Convening, Brokering, And Leveraging:** local board shall convene local workforce development system stakeholders to assist in the development of the local plan and in carrying out its other functions.
- f. **Employer Engagement:** local board shall lead efforts to engage with a diverse range of employers and with entities in the region:
  - Promote business representation on the board
  - Develop linkages with employers
  - Ensure activities meet needs of employers
  - Develop and implement proven and promising strategies to meet employment and skill needs.
- g. **Program Oversight:**
  - Conduct oversight of local youth, employment and training and adult workforce investment activities
  - Ensure appropriate use and management of funds.
- h. **Selection of Operators and Providers:**
  - Selection of One-Stop Operators
  - Selection of Youth Providers
  - Identification of eligible providers of training services
  - Identification of eligible providers of career services

- i. **Career Pathways Development:** local board, with representatives of secondary and post secondary education programs, shall lead efforts in the local area to develop and implement career pathways.
- j. **Proven and Promising Practices:**
  - Identify and promote proven and promising strategies for meeting needs of employers and job seekers.
  - Identify and disseminate information on proven and promising practices.
- k. **Technology:** Enhance accessibility and effectiveness of services by:
  - Facilitating connections among the intake and case management information systems.
  - Facilitating access to services including in remote areas.
  - Identifying strategies for better meeting needs of persons with barriers to employment.
  - Leveraging resources for services for individuals with barriers to employment.
- l. **Coordination with education providers:**
  - Coordinate activities with education and training providers.
  - Review the applications to provide adult educational and literacy activities for consistency with local plans.
  - Replicate cooperative agreements to enhance provision of services to individuals with disabilities and others.
- m. **Accessibility for individuals with Disabilities:** The local board shall annually assess the physical and programmatic accessibility in accordance with the provision of the American with Disabilities Act of 1990 of all one-stop centers in the local area.
- n. To perform other duties as assigned by the Workforce Development Act, successor legislation or amendments thereto, by the Federal Congress, State of California or the Board of Supervisors.

### ARTICLE III Board of Directors

- 3.1 **Qualifications.** Each Member of WDB shall be a natural person of majority age and resident of or have his or her place of employment or business in San Luis Obispo County. Selection of Board Members shall be in accordance with the following criteria, subject to any revisions or amendments of the Act and applicable state law establishing the requirements for Board composition:
- **Representatives of Business:** The majority of the membership of the Board of Directors must be representatives from the private business community, reflect local employment opportunities and growth, and represent a mix of small

employers (fewer than 50 employees) and large employers (50+). The business representatives shall include owners, chief executives or operating officers and others with optimum policymaking and hiring authority. Thirteen (13) seats shall be designated for representatives of business.

- Representatives of Entities Administering Education and Training: A representative of eligible providers administering adult education and literacy activities and a representative of institutions of higher education including community colleges. Whenever possible, one representative should be selected from the publicly funded higher education system and one representative of the K-12 public education system. A single individual may represent multiple entities.
- Representatives of Labor Organizations: Representatives of labor organizations to be nominated by local labor councils, including a representative from an apprenticeship program, ~~a representative that is a member of a labor organization, or a training director from a joint labor-management apprenticeship program.~~ Not less than twenty percent (20%) of the Board shall be representatives of labor organizations.
- Representatives of Economic Development Organizations: Two representatives of economic development agencies, including private and/or public entities. Consideration should be given to geographically diverse representation.
- Others as determined by the Chief Local Elected Official (Board of Supervisors): to ensure ethnic, gender and geographical representation.
- A Representative of the Employment Service EDD/Wagner-Peyser Programs
- A Representatives of the Department of Rehabilitation (State of CA)
- A Representative of the Small Business Development Center (SBDC)

**Comment [A1]:** Final Correction.

**Deleted:** At least fifteen

**Deleted:** 15

**Deleted:** unless the local labor federation fails to nominate enough members. If this occurs, then at least ten percent (10%) of the Board shall be representatives of labor organizations.

Members who represent organizations, agencies or other entities must be individuals with optimum policy making authority within the entities they represent. Changes to the initial structure shall maintain business representation at no less than 51% of the total Board membership. Addition or replacement of members shall be accomplished in the same manner as the original appointment.

- 3.2 **Number and Term of Office.** The Board of Directors shall consist of at least 51% of representatives of the private business sector. WDB members shall serve for fixed and staggered terms. Half of the WDB members' terms shall begin upon appointment of a given year. The second half of the WDB members shall have terms beginning in the year following the appointment of the first half of the members. All appointments and reappointments to the WDB shall be effective from the July 1<sup>st</sup> immediately preceding the appointment date and shall expire on the June 30<sup>th</sup> four years later.
- 3.3 **Resignations.** Any WDB member may resign by submitting written notice to the WDB Chairperson or Secretary. Such resignation shall take effect on the date of receipt of such notice or any later time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Any Member shall be deemed to have offered his or her resignation if: (1) the organization he or she represents no longer represents one of the groups specified in Section 2.1; (2) He or she ceases to represent the group for whom that Member was elected as a representative; (3)

there is a change of the employment or status of a Member that substantially alters the Member's qualifications considered in making their initial appointment; or (4) the Member is absent from a significant number of meetings of the Board of Directors.

- 3.4 **Appointments.** All Members are appointed by the County Board of Supervisors, upon the recommendation of the WDB, arrived at in compliance with the Act and any other rules and regulations promulgated there under. Members appointed to fill a vacancy shall serve the remaining unexpired term of the Member whose position was vacated and shall thereafter be eligible to serve an additional term upon re-appointment.
- 3.5 **Removal.** Any Member may be removed by the majority of Members then in office with or without cause. A Member who is so removed shall not be granted any rights to a hearing or the right to appeal the removal.
- 3.6 **Officers.** The presiding officers of the WDB shall be called Chairperson and Vice Chairperson and shall have two year terms of office beginning July 1<sup>st</sup> and ending on June 30<sup>th</sup>, two years later.
- 3.7 **Place of Meeting.** Meetings of the Board of Directors may be held at such place within the County of San Luis Obispo as the Board of Directors may from time to time appoint, or as may be designated in the notice of the meeting.
- 3.8 **Conduct of Meeting.** The Chairperson shall preside over all WDB Board of Member meetings. In the absence of the Chairperson, the elected Vice Chairperson shall serve as the presiding officer. In the absence of both the Chairperson and Vice Chairperson, the WDB shall, at the beginning of its meeting, designate by majority vote, a Chairperson Pro-Tem to serve as presiding officer of that meeting. A staff person, if any or other designee of the WDB shall serve as Secretary of the WDB and shall be an ex-officio non-voting party to all meetings of the WDB. The Chairperson and the WDB designee shall have the responsibility of preparing the agenda for WDB meetings and the management or business of the WDB. All meetings of the WDB shall be called and conducted in conformity with provisions of the Ralph M. Brown Act of the State of California (the "Brown Act") (CA Government Code §54950, *et seq.*), as amended. Any conflict between these Bylaws and the Brown Act shall be resolved in favor of the latter.
- 3.9 **Annual Meeting; Election of Officers.** The WDB shall elect, by a majority vote from its membership, its Chairperson and Vice Chairperson. Election shall occur prior to June 30<sup>th</sup> of each two-year office. The WDB Chairperson and Vice Chairperson shall be from its business sector representatives, and they may succeed themselves if so re-elected.
- 3.10 **Regular Meetings.** The WDB shall meet four (4) times annually on a calendar basis, unless a majority of the Board of Directors decides to meet at a greater or lesser frequency due to other demands during the calendar year. Regular meetings of the Board of Directors shall be held at such time and place as shall be designated from time to time by resolution of the Board of Directors. At such meetings, the Members shall transact such business as may properly be brought before the meeting. An agenda for a regular

meeting must be posted 72 hours in advance in a location freely accessible to members of the public, and shall state the meeting time and place and contain a brief description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.

- 3.11 **Special Meetings.** Special meetings of the WDB may be called by the WDB Chairperson or by five or more WDB Members. Written notice of each such meeting shall be sent to, and received by, each Member at least twenty-four (24) hours before the time at which the meeting is to be held. Every such notice shall state the time and place of the meeting and all business to be transacted or discussed at such meeting. If any media have requested notice, written notice must be delivered by personal delivery or other means to ensure receipt at least 24 hours before the time of the meeting. Written notice must also be posted at least 24 hours prior to the special meeting in a location freely accessible to the public.
- 3.12 **Quorum and Manner of Acting.** A quorum to conduct business of the regular WDB shall be a simple majority of the WDB membership. Once a quorum is established, it sustains through the remainder of the meeting. A quorum may be established by the attendance of a majority of the WDB membership either in person or by teleconference. If teleconferencing, there is a requirement that a majority of WDB members be in the jurisdiction of the agency.  
Each Member of the WDB shall have one (1) vote. Action may be taken by a simple majority of those present and voting, providing that a quorum was initially established. The WDB in all its actions and meetings shall be governed by Roberts Rules of Order, Newly Revised, in all cases to which they are applicable and to the extent in which they are not inconsistent with, or in conflict, these Bylaws.
- 3.13 **Compensation.** The Board of Directors shall not be compensated for their services as such. Refreshments, meals and reimbursement for travel expenses shall not constitute compensation.
- 3.14 **Attendance.** Unless otherwise excused, all Members shall be required to attend a minimum of three quarters (75%) of all Board of Directors meetings and a minimum of three quarters (75%) of all committee meetings to which the Member is assigned during the course of a full fiscal year to maintain Membership in good standing. Failure to comply with this attendance provision can result in removal from the Board of Directors.
- 3.15 **Powers; Liability Insurance.** The Board of Directors shall have full power to establish and direct the policies governing the business and affairs of the WDB; and all powers of the WDB, except those specifically reserved or granted by statute or by these by-laws or other governing documents, are hereby granted to and vested in the Board of Directors. The County of San Luis Obispo provides general liability coverage for the WDB and its members for acts and/or omissions arising out of membership on the WDB.

#### ARTICLE IV

### **Committees**

- 4.1 **Committee Formation.** The WDB Chairperson, with the approval of the WDB, shall create committees of the WDB. The WDB Chairperson shall appoint committee chairpersons from the WDB membership.
- 4.2 **Committee Membership.** Executive Committee members, shall be appointed by the WDB Chairperson and include WDB members exclusively. All other committees may be supplemented by non-WDB members deemed appropriate by the WDB Chairperson with the approval of the WDB.
- 4.3 **Committee Meetings.** Notice and conduct of meetings of all WDB Committees are subject to the Brown Act, with the exception of any advisory committee, task force, or ad hoc committee created under subsection 4.9 hereto which has neither a continuing subject matter jurisdiction nor a fixed meeting schedule.
- 4.4 **Committee Action.** Action may be taken by a WDB committee by a simple majority of those present and voting. All actions of a WDB committee shall be advisory to the full WDB; however, the WDB may empower a committee to take action on behalf of the WDB for a specific purpose or purposes if at least a two thirds (2/3) majority of a quorum of the WDB vote to approve the empowering of a committee to take such action. Members who are not on such a committee may attend and vote on any delegated action item. WDB committees empowered to take action on behalf of the WDB shall have a quorum requirement of fifty percent (50%), plus one (1), of the authorized Committee members.
- 4.5 **Standing Committees.** The WDB shall have three (3) standing committees: the Executive Committee, the Youth Committee, and the Business Council.
- 4.6 **Executive Committee.** The Executive Committee shall have and may exercise all of the powers and responsibilities of the full WDB when the WDB is not in session, and shall meet at such time as the Chairperson shall prescribe. The Executive Committee shall review funding, budgets and service outcomes, and recommend actions for the accountability of the WDB expenditures of funds for the Local Workforce Development Activities in San Luis Obispo county. All actions of the Executive Committee shall be reported at the next regularly scheduled meeting of the WDB. The Executive Committee shall consist of the WDB Chairperson, Vice Chairperson, and five (5) additional WDB Members, at least three (3) of which must be from the business sector representatives. The term of membership on the Executive Committee shall be the same as the chairmanship of the appointing Chairperson.
- 4.7 **Youth Committee.** Membership on the Youth Committee shall include community based organizations with a demonstrated record of success in serving eligible youth. ; . The Youth Committee shall be chaired by a member of the WDB. The Youth Committee shall provide information and assist with planning, operational, and other issues relating to the provision of services to youth. .

- 4.8 **Business Council.** Membership on the Business Council shall include business representatives from the Board of Directors who represent both the leading industries and employers in the regional economy and emerging sectors that have significant potential to contribute to job growth in the local area. The Business Council shall make recommendations for the Business Service Plan to the Board of Directors in an effort to increase employer and industry involvement in the activities of the WDB and integrate local business involvement with workforce initiatives and industry sector strategies. The Business Council shall ensure that recommendations and decisions on business services are data-driven and informed by local labor market intelligence.
- 4.9 **Task Forces and Ad Hoc Committees.** The WDB Chairperson, with the consent of the WDB, shall also be able to create and appoint task forces or ad hoc committees, which shall serve on a short term basis, as needed, to further the attainment of the organization's mission.

#### **ARTICLE V Staffing and Support**

- 5.1 **Offices.** The WDB and Administrative Entity share material support necessary for both to properly discharge their responsibilities under the Workforce Development Act and other relevant federal and state legislation.
- 5.2 **Support Staff.** Administrative Entity shall provide support staff to the WDB to assist the WDB in discharging its obligations under the law. Support staff may include, as necessary, clerical, administrative, and legal staff. Administrative Entity will consult and cooperate with the WDB in determining the type and number of staff necessary to support the WDB.
- 5.3 **Program Administration.** The WDB shall not operate any programs itself.

#### **ARTICLE VI Conflict of Interest**

- 6.1 **Voting Restriction.** No member of the WDB shall cast a vote or participate in the discussion of any matter which has a direct bearing on services to be provided by that member or his/her immediate family or his/her agent, or any organization which such member directly represents, or on any matter which would financially benefit such member or his/her immediate family member or any organization such member represents. Members must declare their conflicts for the official record. However, members of the WDB may vote on the Local Strategic Plan.



- 6.2 **Actual or Perceived Conflict.** WDB members shall avoid organizational conflict of interest, and they and their personnel, employees, or agents shall avoid personal conflict of interest or appearance of conflict of interest in awarding financial assistance, and in the conduct of procurement activities involving funds under the Act.
- 6.3 **Disclosure Obligation.** Members of the WDB shall comply with the intent of the California Political Reform Act of 1979 (commencing with Section 87300 of Chapter 7, Title IX, of the California Government Code) and any other conflicts of interest or financial disclosure requirements the state may require.

## **ARTICLE VII**

### **Miscellaneous**

- 7.1 **Effective Date.** These Bylaws shall become effective upon approval by the Board of Supervisors of the County of San Luis Obispo following adoption by a majority vote of the WDB membership and shall remain in effect, as amended, until dissolution of the WDB.
- 7.2 **Amendments.** Amendments to these Bylaws may be approved by a two-thirds (2/3) affirmative vote of the WDB members present at any regular meeting of the WDB. Amendments proposed to these Bylaws must be received by the WDB membership no less than five (5) working days prior to their consideration by the WDB. The WDB may make amendments to these Bylaws without approval by the Board of Supervisors as necessary to conform to current laws, regulations, state mandates, and customary regional practices.
- 7.3 **Construction.** In the event any conflict arises between these Bylaws and the provision of the Act, applicable State law, and or other implementing regulations, the legal provisions of law and regulations shall prevail, except as the Bylaws represent allowable discretion by the Board of Supervisors of the County of San Luis Obispo and WDB in interpretation and implementation of law and regulation.

Adopted by the Workforce Development Board of San Luis Obispo County on \_May 16\_\_\_\_\_, 2013.

WORKFORCE DEVELOPMENT BOARD OF SAN LUIS OBISPO COUNTY

By \_\_\_\_\_

Name: \_\_\_\_\_

Title: Chairperson

Approved by the County Board of Supervisors on \_\_\_\_\_, 2013.

COUNTY OF SAN LUIS OBISPO  
A public entity in the State of California

By: \_\_\_\_\_  
Chair, Board of Supervisors

Dated: \_\_\_\_\_

ATTEST

By: \_\_\_\_\_  
County Clerk and Ex-Officio Clerk  
of the Board of Supervisors

Dated: \_\_\_\_\_

APPROVED AS TO FORM AND LEGAL EFFECT:

COUNTY COUNSEL  
Rita Neal

By: \_\_\_\_\_  
Deputy County Counsel

Dated: \_\_\_\_\_

**San Luis Obispo County – Workforce Investment Act  
Budget Narrative  
For Fiscal Year 2014-2015 through June, 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 \$19,375.

**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 – CWA Spring Conference and In-County mileage (R. Bear, D. Boulanger, M. Coughlin, S. Hayter)
- Registration Expenses – Geographical Solutions (M. Garcia), SLO Chamber (R. Bear)
- County Auditor Expense
- Other Program – Youth event rental, beverage station and lunch cooler bags

**3. Service & System Purchase Orders**

These monthly expenses are detailed on the WIA Budget Excel Document.

- BW Research – Economic and Workforce Analysis FY 2014-15

**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.

- Travel Expenses – CWA Spring Conference (Goodwill, A. Schiavo, T. Wood, G. Schoch)
- Recognition Award (P. McGuire)

**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 (\$295,966) and Henkels & McCoy (\$93,777). (Goodwill will provide a 13<sup>th</sup> invoice for FY 14/15 that will be paid and reported in FY 15/16.)

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

June, 2015

		<i>See TABs for details</i>		
		<b>Budget</b>	<b>Actuals-YTD</b>	<b>Percent Expended</b>
<b>WIB &amp; AE Salary &amp; Benefits</b>	<i>DSS staff costs for WIB Support, Program Monitoring &amp; Data management, Financial and Expenditure Budgeting/Reporting</i>	\$ 592,126	\$ 461,001	77.86%
<b>DSS Operating</b>	<i>Expenses for travel, Audits, CWA Registration (AE), office supplies &amp; equipment, legal notices, other program costs</i>	\$ 19,700	\$ 47,562	241.43%
<b>Goodwill Industries</b>	<i>WIA America's Job Center of California (AJCC) One-stop system operator (Adult, Dislocated Worker, Youth)</i>	\$ 1,672,955	\$ 1,414,834	84.57%
<b>Henkels &amp; McCoy</b>	<i>WIA Youth Employment and Training Services. In-School youth and transitional planning projects.</i>	\$ 93,777	\$ 93,777	100.00%
<b>Service &amp; System Purchase Orders</b>	<i>Various</i>	\$ 33,420	\$ 53,328	159.57%
<b>WIB Set-Aside</b>	<i>Expenses for WIB Initiatives, Program Expansion, Conference, Travel and Memberships</i>	\$ 40,750	\$ 21,061	51.68%
<b>TOTAL:</b>		<b>\$ 2,452,728</b>	<b>\$ 2,091,563</b>	<b>85.27%</b>
			<i>Target thru June:</i>	<i>100.00%</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
<b>Reva Bear</b> <i>WIA Services Manager</i>	90,186	54,178	144,364	100%	\$ 144,364	\$ 139,902	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	5,757.95
<b>Dawn Boulanger</b> <i>WIA Program Manager</i>	64,852	42,436	107,288	100%	\$ 107,288	\$ 97,712	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	4,119.61
<b>Felipe Gonzalez</b> <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	0.00
<b>Mike Coughlin</b> <i>WIA Administrative Assist. (prorated)</i>	29,647	20,125	49,772	100%	\$ 49,772	\$ 36,168	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	2,275.27
<b>Dustin Ensign</b> <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	0.00
<b>Marisol Garcia</b> <i>WIA Program Review Specialist</i>	55,036	32,767	87,803	100%	\$ 87,803	\$ 38,902	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	3,366.02
<b>Sarah Hayter</b> <i>WIA Program Review Specialist</i>	55,036	32,767	87,803	100%	\$ 87,803	\$ 74,494	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	3,347.38
<b>Gladys Kintz</b> <i>DSS Fiscal Manager (7% FTE)</i>	108,555	62,691	171,246	7%	\$ 11,987	\$ 11,405	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	455.72
<b>Gail Ybarra</b> <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	0.00
<b>Michelle Enfantino</b> <i>DSS Fiscal (1% FTE)</i>			-	1%	\$ -	\$ 164	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.83	53.11
<b>TOTAL:</b>					<b>\$ 592,126</b>	<b>\$ 461,001</b>	<b>\$ 43,377</b>	<b>\$ 40,429</b>	<b>\$ 39,130</b>	<b>\$ 37,644</b>	<b>\$ 39,819</b>	<b>\$ 43,890</b>	<b>\$ 44,268</b>	<b>\$ 36,399</b>	<b>\$ 43,143</b>	<b>\$ 38,253</b>	<b>\$ 35,275</b>	<b>\$ 19,375</b>

**DSS Operating Expenditure Budget**

Fiscal Year 2014/2015

	MONTHLY EXPENDITURES													
	Budget	Actuals-YTD	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Travel - AE	\$ 10,000	\$ 25,722	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	3,717.98
Auditing (County Auditor)	\$ 5,000	\$ 9,571								2,308.50	1,040.25		5,201.25	1,021.00
CWA Registration (AE)	\$ 2,500	\$ 9,379				1,445.45	450.00	1,260.00	525.00	1,000.00	2,096.00	650.00	1,223.00	730.00
Office Supplies	\$ 2,000	\$ 610			260.78	40.00	20.00		73.43		215.34			
Other Program (legal notices, etc)	\$ 200	\$ 2,280							111.00					2,168.60
<b>Total:</b>	<b>\$ 19,700</b>	<b>\$ 47,562</b>	<b>\$ 362</b>	<b>\$ 4,084</b>	<b>\$ 371</b>	<b>\$ 3,008</b>	<b>\$ 1,154</b>	<b>\$ 2,073</b>	<b>\$ 2,589</b>	<b>\$ 6,611</b>	<b>\$ 6,016</b>	<b>\$ 7,068</b>	<b>\$ 6,588</b>	<b>\$ 7,638</b>

**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	\$ 519,468	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	36,727.34	49,786.53
Operations	\$ 195,259	\$ 164,166	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	8,048.58	36,702.40
Participant Training	\$ 276,978	\$ 210,706	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	24,717.13	67,079.98
Participant Supportive Services	\$ 19,500	\$ 16,004	205.49	306.50	270.00	1,012.73	3,647.18	719.04	953.31	470.00	921.10	3,039.91	1,114.62	3,344.06
Cuesta Youth Program Subcontract	\$ 595,025	\$ 504,489	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	35,734.30	32,711.21
<b>Total:</b>	<b>\$ 1,672,955</b>	<b>\$ 1,414,834</b>	<b>\$ 104,826</b>	<b>\$ 101,463</b>	<b>\$ 102,024</b>	<b>\$ 115,597</b>	<b>\$ 106,384</b>	<b>\$ 115,986</b>	<b>\$ 121,066</b>	<b>\$ 143,002</b>	<b>\$ 104,343</b>	<b>\$ 104,177</b>	<b>\$ 106,342</b>	<b>\$ 189,624</b>

**Henkels & McCoy - Youth Services**

Fiscal Year 2014/2015

	Budget	Actuals-YTD	MONTHLY EXPENDITURES												
			July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Salaries & Benefits	\$ 56,671	\$ 56,671													56,671.26
Operations	\$ 26,134	\$ 26,134													26,133.85
Participant Costs	\$ 10,157	\$ 10,157													10,156.79
Other	\$ 815	\$ 815													815.00
<b>Total:</b>	<b>\$ 93,777</b>	<b>\$ 93,777</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 93,777</b>



**WIA Services & Systems Purchase Orders**

Fiscal Year 2014/2015

			MONTHLY EXPENDITURES											
	Budget	Actuals-YTD	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					
BW Research Partnership <i>Economic &amp; Workforce Analysis FY 2014/15</i>		\$ 19,975												19,975.00
<b>Total:</b>	<b>\$ 33,420</b>	<b>\$ 53,328</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,620</b>	<b>\$ 10,500</b>	<b>\$ 18,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 233</b>	<b>\$ -</b>	<b>\$ 19,975</b>

**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	12,956		575	449.34		801.97	3,959	460.26			2777.59		531.35	3401.54
Membership Renewals <i>Conference/Travel/Memb</i>	\$ 4,500	4,530	4,250.00	280											
Recognition <i>Conference/Travel/Memb</i>	\$ 250	272							106.92					53.46	111.24
<b>Total:</b>	<b>\$ 40,750</b>	<b>\$ 21,061</b>	<b>\$ 4,359</b>	<b>\$ 855</b>	<b>\$ 449</b>	<b>\$ -</b>	<b>\$ 802</b>	<b>\$ 3,959</b>	<b>\$ 567</b>	<b>\$ -</b>	<b>\$ 4,393</b>	<b>\$ -</b>	<b>\$ 2,163</b>	<b>\$ 3,513</b>	

**WIB PERFORMANCE REPORT  
Q4 - Program Year 14/15**



**Major Projects**

AJCC staff conducted 4 pre-hiring fair workshops in anticipation of the Outage Hiring Event at PG&E's Energy Education Center on June 12<sup>th</sup>. 204 people attended AJCC onsite workshops. 146 people who participated at AJCC obtained early entrance to the Outage Hiring Event. 484 people total attended the PG&E Outage Hiring Event. 7 AJCC staff provided resume review assistance to attendees.

<b>AJCC REPORT CARD PROGRAM YEAR 2014/15</b>													
<b>REPORT PERIOD: Quarter 4 (June 30, 2015)</b>													
<b>TRAINING EXPENDITURES</b>	PY 2013/14 Carryover	PY 2014/15 Budget	Total Goal	Q1 Actual	Q1 Obligated	Q2 Actual	Q2 Obligated	Q3 Actual	Q3 Obligated	Q4 Actual	Q4 Obligated	YTD Total	YTD % of Goal
SB-734 Training Requirement	\$ 94,659	\$ 172,319	\$ 266,978	\$ 24,593		\$ 47,835		\$ 30,925		\$ 109,158		\$ 103,353	39%
Adult	\$ 44,489	\$ 82,713	\$ 127,202	\$ 15,872	\$ 26,621	\$ 36,278	\$ 43,201	\$ 23,058	\$ 19,623	\$ 46,897	\$ 22,080	\$ 122,106	96%
Dislocated Worker	\$ 50,170	\$ 89,606	\$ 139,776	\$ 8,720	\$ 10,924	\$ 11,557	\$ 11,635	\$ 7,867	\$ 12,520	\$ 62,261	\$ 36,203	\$ 90,405	65%
Allow able Leverage	\$ 6,678	\$ 114,879	\$ 121,557	\$ 21,088		\$ 31,374		\$ 16,690		\$ 35,841		\$ 104,993	86%
<b>FISCAL OUTCOMES</b>	Budgeted	Q1	Q2	Q3	Q4	YTD Invoiced					Remaining Budget		
Personnel	\$ 586,193	\$ 127,349	\$ 141,103	\$ 125,644	\$ 127,803	\$ 521,899					\$ 64,294		
Operations	\$ 195,259	\$ 22,190	\$ 17,622	\$ 71,027	\$ 84,356	\$ 195,196					\$ 63		
Participant Costs	\$ 296,478	\$ 25,375	\$ 53,214	\$ 33,269	\$ 124,153	\$ 236,011					\$ 60,467		
Youth Contract	\$ 595,025	\$ 133,400	\$ 126,027	\$ 138,471	\$ 106,592	\$ 504,489					\$ 90,536		
<b>TOTALS</b>	\$ 1,672,955	\$ 308,313	\$ 337,966	\$ 368,411	\$ 442,905	\$ 1,457,595					\$ 215,360		

**AJCC REPORT CARD PROGRAM YEAR 2014/15**  
**REPORT PERIOD: Quarter 4th (June 30, 2015)**

PROGRAM OUTCOMES	PY 2013/14 Actual	Contract Goal PY 2014/15	Q1	Q2	Q3	Q4	2014/15 YTD Total	Progress Toward Goal
<b>Universal Access</b>								
New AJCC Visitors	1999	2500	363	355	280	226	1224	49%
Total Visits to AJCC	23851	42000	5180	4368	5029	4746	19323	46%
<b>WIA Core Registrations *</b>								22%
Adults	504		117	39	21	26	203	
Dislocated Workers	141		12	19	15	20	66	
* Contracted Goal is 10% of total number of new visitors to be registered into WIA Core Services								
<b>WIA Intensive/Training Enrollments</b>								
Adults	65	75	17	28	21	22	88	117%
New OJT Placements	10	12	8	5	5	7	25	208%
New Training Enrollments	19	12	0	4	4	10	18	150%
Dislocated Workers	34	75	5	4	18	14	41	54%
New OJT Placements	3	12	1	1	5	2	9	75%
New Training Enrollments	14	12	2	2	6	6	16	133%
Metrix Licenses Issued	59	243	21	14	16	14	65	27%
<b>Performance Measures</b>								
Adults								
Employed Exits			26	20	10	10	66	33%
90-Day Retention							0	
Average Earnings							0	
Dislocated Workers								
Employed Exits				9	11	3	23	56%
90-Day Retention							0	
Average Earnings							0	

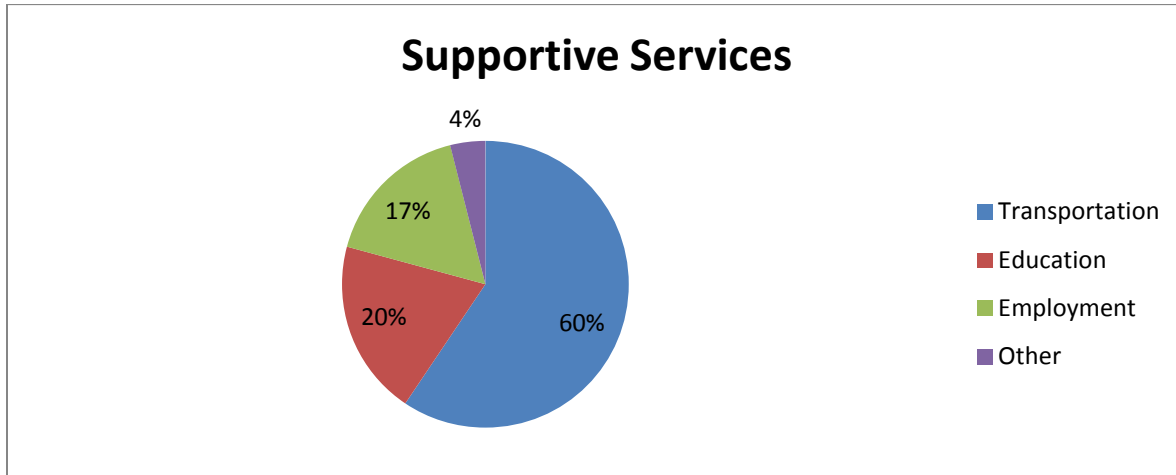
The information obtained in this report originates from Cuesta College’s internal data report. CalJOBS data also includes an additional 8 youth that exited the WIA program in 2014/2015 Program Year. Cuesta has reported that the 8 youth were exited in the prior Program Year 2013/2014 and it is believed that this discrepancy occurred during the VOS to CalJOBS conversion.

<p><b>Target Measures</b> <u>In-School Youth</u></p>	<p><b>YTD Cuesta Performance Data</b></p>	<p><b>YTD CalJOB Performance Data</b></p>
<p>1. A minimum of 51 WIA eligible In-School youth will be served in PY 14-15.  (an estimate of 12 carry-in) with a minimum of thirty-nine (39) being new youth.</p>	<ul style="list-style-type: none"> <li>• Total # of youth served <u>40</u></li> <li>• # of carry-in <u>12</u></li> <li>• # of new youth <u>28</u></li> <li>• # of youth cases closed this quarter pending soft exit <u>18</u></li> <li>• YTD Total # of youth closed and/or exited <u>33</u></li> </ul>	<ul style="list-style-type: none"> <li>• Total # of youth served <u>47</u></li> <li>• # of carry-in <u>17</u></li> <li>• # of new youth <u>30</u></li> <li>• # of youth cases closed this quarter pending soft exit <u>20</u></li> <li>• YTD Total # of youth closed and/or exited <u>40</u></li> <li>• # of youth cases carrying into PY 2015/16 <u>7</u></li> </ul>
<p>2. 67.1% of total youth served in PY 14-15 are placed in employment or education in the first quarter after exit quarter.</p>	<p><u>61%</u> (20/33) of <b>closed and/or exited</b> youth were employed or enrolled in an education program.</p>	
<p>3. 68.7% of youth served in PY 14-15 attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter.</p>	<p><u>91%</u> (30/33) of <b>closed and/or exited</b> youth attained a diploma, GED, or certificate.</p>	
<p>4. 78.7% of youth 14-15 increase in one or more educational functioning levels.  <b>It is important to note that not all youth are basic skills deficient when enrolled in the program.</b></p>	<p>45% (15/33) of <b>closed and/or exited</b> youth increased in one or more educational functioning levels.</p>	
<p><b>Target Measures</b> <u>Out-of-School Youth</u></p>	<p><b>YTD Cuesta Performance</b></p>	<p><b>YTD CalJOB Performance</b></p>
<p>5. A minimum of 30 WIA eligible Out-of-School youth will be served in PY</p>	<ul style="list-style-type: none"> <li>• Total # of youth</li> </ul>	<ul style="list-style-type: none"> <li>• Total # of youth served</li> </ul>

<p>14-15. It was estimated that subcontractor would carry-in 5, however 1 exited in June. Cuesta only carried-in 4 OSY.</p> <p>(an estimate of 5 carry-in) with a minimum of twenty-six (26) being new youth.</p>	<p>served <u>22</u></p> <ul style="list-style-type: none"> <li>• # of carry-in <u>4</u></li> <li>• # of new youth <u>18</u></li> <li>• # of youth cases closed this quarter pending soft exit <u>7</u></li> <li>• YTD Total # of youth closed and/or exited <u>23</u></li> </ul>	<p><u>24</u> *</p> <ul style="list-style-type: none"> <li>• # of carry-in <u>7</u></li> <li>• # of new youth <u>17</u></li> <li>• # of youth cases closed this quarter pending soft exit <u>6</u></li> <li>• YTD Total # of youth closed and/or exited <u>23</u></li> <li>• # of youth cases carrying into PY 2015/16 <u>1</u></li> </ul>
<p>6. 67.1% of total youth served in PY 14-15 are placed in employment or education in the first quarter after exit quarter.</p>	<p>57% (13/23) of <b>closed and/or exited</b> youth were employed or enrolled in an education program.</p>	
<p>7. 68.7% of youth served in PY 14-15 attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter.</p> <p><b>It is important to note that not all out-of-school youth enter the program without a diploma, GED, or certificate.</b></p>	<p>57% (13/23) of <b>closed and/or exited</b> youth attained a diploma, GED, or certificate.</p>	
<p>8. 78.7% of youth 14-15 increase in one or more educational functioning levels.</p> <p><b>It is important to note that not all youth are basic skills deficient when enrolled in the program.</b></p>	<p>70% (16/23) of <b>closed and/or exited</b> youth increased in one or more educational functioning levels.</p>	

\* CalJOBS Detailed Reports, Case Management Reports, Active Cases Report

1. Number of WIA Youth attending the John Muir Charter School: Seven (7) enrolled in the 4<sup>th</sup> Quarter  
Data Source- Cuesta College
2. Supportive Services Provided: One hundred sixty-three (163) YTD  
Data Source- Cuesta College



### 3. Summer Youth Employment Opportunities

(\*Annual update as applicable during time of summer program implementation)

#### **Target:**

A minimum of ten (10) WIA-enrolled In-School and Out-of-School youth will participate in during the summer period (July-August).

#### **PY 14-15 Summer Youth Performance:**

No Enrollments. Cuesta's contract ended June 30<sup>th</sup>, 2015 and historically they provide summer employment opportunities in June, July, and August. Cuesta will be referring participants to the new provider for occupational training and/or structured job shadowing placements in occupational positions.

#### **ANCEDOTAL STORY-Cuesta College**

Cuesta College opened a chapter of the John Muir Charter School in October of 2012. Since that time they have had thirty-three (33) students obtain their high school diploma. By leveraging the resources of both the WIA program and the John Muir Charter School, many young people not only received their diploma, but received additional supportive services such as behind the wheel driving instruction which afforded driver's licenses, food handler cards and nationally recognized certificates. Basically, an overall commitment and contribution to San Luis Obispo County was made possible.



GreenSmart WIA Youth Performance  
(Program initiated in February 2015)

Reporting period ending June 30, 2015  
For July 30, 2015

Target Measures <u>In School Youth</u>	YTD Performance March 31st
1. A minimum of 24 WIA eligible In School youth will be served by June 30, 2015	<ul style="list-style-type: none"> <li>• 17 youth served</li> </ul>
2. Occupational Skills Training (Industry Recognized Credentials) will be initiated for 18 youth by June 30 <sup>th</sup> , 2015	<ul style="list-style-type: none"> <li>• # of trainings = 14 of 16 passed</li> <li>• 9 of 10 youth have received at least 1 credential</li> </ul>
3. 17 Youth will obtain unsubsidized employment by June 30 <sup>th</sup> , 2015	<ul style="list-style-type: none"> <li>• # of youth placed = 2</li> </ul>
4. 67.1% of youth serviced in PY 14-15 are place in employment or education in first quarter after exit quarter.	<ul style="list-style-type: none"> <li>• 12% - 2 of 17 youth have been placed</li> <li>• 8 youth are in process of enrolling higher education for fall semester</li> <li>• 1 youth is enlisting in the Navy</li> <li>• These anticipated outcomes will achieve a 65% placement rate at the end of first quarter after exit.</li> </ul>
5. 68.7% of youth served in PY 14-15 attain a diploma, GED, or certificate by end of the third quarter after exit.	<ul style="list-style-type: none"> <li>• 94% - 16 of 17 students have earned at least 1 credential</li> <li>• 15 have earned HS Diploma/Certificate of Completion</li> <li>• 3 have earned NRF –Customer Service</li> <li>• 13 have earned ServSafe</li> </ul>
6. 78.7% of youth served in PY 14-15 increase in one or more educational functioning levels.	<ul style="list-style-type: none"> <li>• 20% - 3 of 15 youth increase their score prior to exit date</li> <li>• Of the remaining 12: 1 post-tested after exit and did improve their score; 5 youth who post-tested did not improve their score; 6 additional youth were unreachable for re-test.</li> </ul>







GreenSmart WIA Youth Performance  
(Program initiated in February 2014)

Reporting period ending June 30, 2015  
For July 30, 2015

Target Measures <u>Out-of-School Youth</u>	YTD Performance March 31st
1. A minimum of 33 WIA eligible Out-of-School youth will be served by June 30, 2014	<ul style="list-style-type: none"> <li>• 34 youth served</li> </ul>
2. Occupational Skills Training (Industry Recognized Credentials) will be initiated for 16 youth by June 30 <sup>th</sup> , 2014	<ul style="list-style-type: none"> <li>• # of trainings = 42 of 45 passed</li> <li>• 26 youth have earned at least 1 credential</li> </ul>
3. 10 Youth will obtain unsubsidized employment by June 30 <sup>th</sup> , 2014	<ul style="list-style-type: none"> <li>• # of youth placed = 16</li> <li>• (3 higher Ed. Placements)</li> <li>• (4 Vocational Training Placements)</li> </ul>
4. 67.1% of youth serviced in PY 13-14 are place in employment or education in first quarter after exit quarter.	<ul style="list-style-type: none"> <li>• 59% of youth are employed or enrolled in post-secdonary education. →Of the 34 exited youth: 18 have verified employment, 1 is pending employment verification; 2 have verified enrollment in higher education, 3 have enrolled in occupational skills training programs; and 9 have unknown employment status after being inactive in the program for a few months.</li> </ul>
5. 68.7% of youth served in PY 13-14 attain a diploma, GED, or certificate by end of the third quarter after exit.	<ul style="list-style-type: none"> <li>• 76.5% – 26 of 34 youth have earned a certificate</li> </ul>
6. 78.7% of youth served in PY 13-14 increase in one or more educational functioning levels.	<ul style="list-style-type: none"> <li>• 68% 17 of 25 youth increased their TABE post-test scores.</li> <li>• Of the remaining 8: 4 youth who were post-tested did not increase their score; 4 additional youth were out of contact and did not take the post-test.</li> <li>• Note: Not all students are BSD. In the</li> </ul>

	GreenSmart program 25 of 34 enrolled are BSD.
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1. YTD Supportive Services Provided (number and type):
  - a. Transportation     61     33 bus passes, 17 gas cards, 6 drivers training, 5 Drivers Permits
  - b. Clothing            10     8 Interview Clothes; 2 work uniforms/shoes
  - c. Childcare            0     \_\_\_\_\_
  - d. Other                 23     5 – TRAC phones; 7 – Phone minute cards; 1 – Live Scan;  
2 – Haircut; 1 – textbook for community college course; 1-birth certificate; 1-California ID; 5 hygiene packages
  
2. YTD Number of youth provided Work Experience (both paid and unpaid): = 11