

# WORKFORCE DEVELOPMENT

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## San Luis Obispo County

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

### WORKFORCE DEVELOPMENT BOARD MEETING AGENDA

**Date:** Thursday, February 4, 2016  
**Time:** 8:00 AM – 10:00 AM  
**Location:** Department of Social Services, 3433 S. Higuera Street, San Luis Obispo, Room 101

**MEMBERS:**

**Carl Dudley, Chair**  
Pacific Western Bank

**Kirk Coviello, Vice Chair**  
SunRun, Inc.

**Pam Avila**  
SLO County Office of Education

**Scott Black**  
Department of Rehabilitation

**Dr. James J. Brescia**  
SLO County Office of Education

**Kristin Flynn**  
Sierra Vista Regional Medical Center

**Tony Ray Hoffman**  
Tri-Counties Central Labor Council

**Phillip Koziel**  
California Dept. of State Hospitals - Atascadero

**Kevin Kuhn**  
Westport International

**Verena Latona-Tahlman**  
Cannon Corporation

**Michael Manchak**  
Economic Vitality Corporation

**Louise Matheny,**  
Morris & Garritano

**Patrick McGuire**  
Mid-State Precision, Inc.

**Roy Monsibais**  
Local 220 - Nipomo

**Karen O'Brien**  
Pearce Services

**Grace Schoch-Manzano**  
EDD-Workforce Services

**Mark Simonin**  
Local IBEW 639

**Dr. Gilbert Stork**  
Cuesta College

**Courtney Taylor**  
Kirk & Simas

**Thomas Wood**  
Martin Resorts. Inc.

- 1. Call to Order and Introductions** *Coviello*
- 2. Public Comment**
- 3. Presentations:** *Coviello*
  - 3.1 Labor Market Data – Regional Health Services and Local Partnerships  
– *Sarah Hayter*
- 4. Consent Items:** *Coviello*
  - 4.1 Approve the November 5, 2015 Minutes
  - 4.2 Approve Appointment of Michael Specchierla to the Business Council
- 5. Action/Information/Discussion:**
  - 5.1 Review and Approve Youth Committee Operations Charter *Garcia*  
– *Action Item*
  - 5.2 Review and Approve Business Council Operations Charter *Hayter*  
– *Action Item*
  - 5.3 Receive GreenSmart Youth Job Fair Planning Update *Christensen*  
– *Information/Discussion Item*
- 6. Reports:**
  - Business Council Report *Avila*
  - Youth Committee Report *O'Brien*
  - Central Coast Planning Region *Aguilera*

**Administrative Entity Updates:**

  - 6.1 Receive and Review Fiscal Agent's Budget Update *Boulanger*

**Provider Performance Reports:**

  - 6.2 a) Receive AJCC Operator Report *Boulanger*
  - b) Receive Henkels & McCoy GreenSmart Youth Services Report
- 7. Next Meeting:**  
May 5, 2016 at 8:00 a.m.  
Department of Social Services, 3433 S. Higuera Street, SLO, Room 101
- 8. Adjournment**

**The Workforce Development Board was formally known as the Workforce Investment Board.**

**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**  
(Formerly Known as the Workforce Investment Board)

**WORKFORCE DEVELOPMENT BOARD MEETING MINUTES (Draft)**

**Date:** Thursday, November 5, 2015  
**Time:** 8:00 a.m.  
**Location:** America's Job Center of California, 880 Industrial Way, San Luis Obispo, CA

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**Present:** Carl Dudley, Kirk Coviello, Pam Avila, Scott Black, James Brescia, Tony Hoffman, Phillip Koziel, Louise Matheny, Grace Schoch-Manzano, Patrick McGuire, Roy Monsibais, Karen O'Brien, Mark Simonin, Gil Stork, Thomas Wood  
**Absent:** Kristin Flynn, Kevin Kuhn, Michael Manchak, Verena Latona-Tahlman, Courtney Taylor  
**Guests:** Allison Schiavo, Eileen Rohlfing, Danielle Christensen, Lee Collins, Tracy Schiro, Biz Steinberg, Aline Graham, Ericka Saenz, Emerson Figueroa, Melissa James  
**Staff:** Leslie Kraut (County Counsel), Dawn Boulanger, Sarah Hayter, Marisol Garcia, Michael Coughlin

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**1. Call to Order:**

**Chair Carl Dudley:** called the meeting to order at 8:04 a.m. **Quorum.**

**2. Acknowledgment and Recognition of Retiring Board Members:**

Chair Carl Dudley announced retirement of Lee Collins, Aline Graham, Scott Smith, and Biz Steinberg and thanked the retiring members for their service and dedication, presenting each with a card and award in appreciation.

**3. Public Comment:**

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

**Dr. James Brescia and Gil Stork:** presented the 2015 San Luis Obispo County Schools Annual Education Report which is available as an addendum to the agenda.

**4. Presentations:**

**4.1 The New Economy**

Ericka Saenz (EDD) and Emerson Figueroa (EDD) presented an overview of the structural changes that have occurred within United States industries as well as current global and demographic trends. Additionally, Mr. Figueroa briefly discussed the Labor Market and the Labor Market Information Division of the Economic Development Department (EDD). The presentation is available as an addendum to the agenda.

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

**Lee Collins:** speaks

**4.2 EVC & WDB Collaboration on Industry Clusters of Opportunity**

In Michael Manchak's absence Melissa James (EVC) provided an update regarding the collaboration between the Economic Vitality Corporation (EVC) and the Workforce Development Board (WDB) on Industry Clusters of Opportunity.

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

**4.3 Workforce Development Acronyms & Terminology**

Michael Coughlin (Staff) made the presentation which is available as an addendum to the agenda, and provided a list of workforce acronyms which is also available as an addendum to the agenda.

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

**5. Consent Items:**

- 5.1 Approval of the August 6, 2015 Minutes  
 5.2 Approve Appointments of Danielle Christensen, A'Jah Love, Dr. Martin Meltz, and Sandra Rademacher to the Youth Committee

The Board approves consent items 5.1 and 5.2.

Motion: Patrick McGuire

Second: Kirk Coviello

Abstentions: James Brescia, Tony Hoffman, Roy Monsibais

**Motion Passed**

**6. Action/Information/Discussion:****6.1 Receive America's Job Center of California Outreach Materials**

Allison Schiavo (Goodwill Central Coast) presented the item and provided three handouts and a brochure, which are utilized by the America's Job Center of California (AJCC) for outreach and are available as part of the agenda.

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

**6.2 Receive Henkels & McCoy GreenSmart Outreach Materials**

Danielle Christensen (Henkels & McCoy) presented the item and provided a handout and brochure, which are utilized by the America's Job Center of California (AJCC) for outreach and are available as part of the agenda.

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

**6.3 Receive Appointment Notice of Scott Black and Kevin Kuhn to the Youth Committee**

Chair Dudley notified the Board that he has appointed Members Scott Black and Kevin Kuhn to the newly formed Youth Committee.

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

**6.1 Receive Notice of Venue Change for Workforce Development Board Meetings**

Chair Dudley advised the Board that beginning on February 4, 2016, the Workforce Development Board will meet room 101 at the Department of Social Services, 3433 South Higuera Street in San Luis Obispo.

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

**6. Reports:**

**Chairman/Executive:** Chair Dudley noted that the Executive Committee (EC) met on September 9, 2015 and October 14, 2015. Additionally, the EC met for a special meeting on October 19, 2015 due to the fact that quorum was not reached at the October 14, 2015 meeting. The EC approved the appointments of three new members to the WDB; approved adjustments to the Program Year (PY) 15-16 Workforce Innovation and Opportunity Act (WIOA) Local Area Budget; approved distribution of PY 14-15 Workforce Investment Act (WIA) carryover funds; and Karen O'Brien (Member) was appointed as Chairperson to the newly formed Youth Committee. Finally, Chair Dudley introduced Tracy Schiro who gave an update on the hiring process for the new WDB Director.

**Business Council (BC):** BC Chair Pam Avila noted that the BC met on August 18, 2015 and October 20, 2015. The BC selected Health Services, Specialized Manufacturing, and Building Design & Construction as the industry sectors of focus for PY 15-16 BC activities and discussed the possible next steps.

**Youth Committee (YC):** YC Chair Karen O'Brien noted that the first YC meeting was held on October 16, 2015 with 21 persons in attendance and that a total of 15 people have expressed interest in joining the YC.

**Central Coast Planning Region (CCPR):** Ms. Boulanger noted that the CCPR is investigating how the local areas can collaborate regionally.

**6.1 Administrative Entity Update**

Dawn Boulanger (Staff) presented the report to the Board, which is available as part of the agenda.

**6.2 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

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

**7. Next Meeting:**

February 4, 2015  
8:00 – 10:00 AM  
Department of Social Services  
3433 South Higuera, Room 101, 1<sup>st</sup> Floor  
San Luis Obispo, CA

**8. Adjournment:**

**Chair Dudley:** adjourned the meeting at 9:47 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 Thursday, November 5, by the Workforce Development Board of San Luis Obispo County.

Michael J. Coughlin, WDB Administrative Support

Dated: November 18, 2015

**WORKFORCE DEVELOPMENT BOARD  
CONSENT ITEM  
February 4, 2016**

**AGENDA ITEM NUMBER: 4.2**

**ITEM: Approve the Appointment of Michael Specchierla to the Business Council**

**ACTION REQUIRED:**

It is recommended that the Workforce Development Board approve the appointment of Michael Specchierla to the Business Council.

**SUMMARY NARRATIVE:**

On September 22, 2015 the San Luis Obispo County Board of Supervisors passed a resolution formally designating the Workforce Investment Board as the Workforce Development Board (WDB) and approving the Bylaws of the Workforce Development Board. The WDB Bylaws require the operation of a Business Council with the expressed purpose of 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. Business Council membership shall include business representatives of 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.

**Michael Specchierla** is the Director of Career Technical Education at the San Luis Obispo County Office of Education (SLOCOE). Mr. Specchierla has over twenty years of experience as both an educator and entrepreneur. Additionally, Mr. Specchierla currently serves as Executive Director of the San Luis Obispo Partners in Education which is a consortium created to implement the goals of the California Career Pathways Trust Grant.

**BUDGET/FINANCIAL IMPACT:**

No current fiscal impact

**STAFF COMMENTS:**

Pam Avila, Chairperson of the Business Council, recommends appointment of Michael Specchierla to the Business Council.

**WORKFORCE DEVELOPMENT BOARD  
ACTION ITEM  
February 4, 2016**

**AGENDA ITEM NUMBER: 5.1**

**ITEM: Review and Approve Youth Committee Operations Charter**

**ACTION REQUIRED:**

It is recommended that the Workforce Development Board review and approve the WIOA Youth Committee Operations Charter

**SUMMARY NARRATIVE:**

On September 22, 2015 the San Luis Obispo County Board of Supervisors passed a resolution formally designating the Workforce Investment Board as the Workforce Development Board (WDB) and approving the Bylaws of the Workforce Development Board. The WDB Bylaws require the formation of a Youth Committee with the expressed purpose of providing information and assisting with planning, operation, and other issues related to the provision of services to youth. Youth Committee membership shall include community based organizations with a demonstrated record of success in serving eligible youth.

The review of The Youth Committee Operations Charter was an agenda item discussed at the November 19, 2015 meeting where members reviewed the mission statement and the list of duties. Member feedback was provided and revisions were made resulting in the final version of the WIOA Youth Committee Operations Charter approved at the January 21, 2016 meeting.

**BUDGET/FINANCIAL IMPACT:**

No current fiscal impact

**STAFF COMMENTS:**

Karen O'Brien, Chairperson of the Youth Committee, recommends the approval of The Proposed WIOA Youth Committee Operations Charter

**WIOA YOUTH COMMITTEE OPERATIONS CHARTER**

The Youth Committee of the San Luis Obispo County Workforce Development Board (WDB) is an advisory committee to the WDB.

The primary responsibility of the Youth Committee is to provide information and assist with planning, operational, and other issues related to the provision of workforce development services to youth (ages 16-24) under the Workforce Innovation and Opportunity Act (WIOA). Through the work of the Youth Committee the WDB provides strategic direction and coordination with other programs and initiatives in the communities served, to make the best use of limited resources.

In addition, the Youth Committee will identify and actively engage individuals, organizations, and programs across San Luis Obispo County that are active in youth workforce development, and assist the WDB in developing and recommending policies displaying positive and successful efforts by these partners in order to broaden youth employment and training. In order to accomplish these efforts, the Youth Committee will establish partnerships with a range of organizations supporting the youth; identify and evaluate concerns and issues that are known to impact the success of youth entering and continuing in the labor market; and recommend options and solutions to minimize barriers to youth employment.

**DUTIES:**

1. Convene as a clearinghouse for youth-related workforce issues.
2. Seek and collect stakeholder input to identify workforce needs in the community and the local youth services system.
3. Develop and maintain a working agenda (updated annually) of identified needs to guide the scope and focus of the Youth Committee.
4. Develop relationships with education, training providers, labor, other youth service providers and the business sector to encourage communication and joint problem-solving to best prepare youth for the local workforce.
5. Assist in the identification of new resources and access of funding opportunities to spearhead stakeholder collaboration and response to identified needs.
6. Serve as the primary liaison and advisory body to the WDB for youth advocacy and establishing youth funding priorities for WIOA funds, including reviewing effectiveness of current contractors and recommending new contractors, as appropriate.
7. Represent the WDB/Youth Committee by communicating youth workforce issues, activities, and needs through outreach and communication within the community.

**REPORTING:**

1. Annual review and update of local area youth needs and recommendations

**WORKFORCE DEVELOPMENT BOARD  
ACTION ITEM  
February 4, 2016**

**AGENDA ITEM NUMBER: 5.2**

**ITEM: Review and Approve Business Council Operations Charter**

**ACTION REQUIRED:**

It is recommended that the Workforce Development Board review and approve the Business Council Operations Charter

**SUMMARY NARRATIVE:**

On September 22, 2015 the San Luis Obispo County Board of Supervisors passed a resolution formally designating the Workforce Investment Board as the Workforce Development Board (WDB) and approving the Bylaws of the Workforce Development Board.

The WDB Bylaws require the formation of a Business Council with the expressed purpose of making recommendations for the Business Service Plan 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 focuses on services to and for employers, including training of incumbent workers, new hires, and potential hires that meet the workforce needs of high demand sectors by preparing skilled workers for employment in competitive and emergent industry sectors. The Business Council ensures that recommendations and decisions on business services are data-driven and informed by local labor market intelligence.

Business Council membership shall include business community decision makers 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 area.

Please refer to item 5.2a for the proposed Business Council Operations Charter

**BUDGET/FINANCIAL IMPACT:**

No current fiscal impact

**STAFF COMMENTS:**

The review of the Business Council operations charter was an agenda discussion item at the January 26, 2016 special meeting. Members of the committee reviewed the charter as satisfactory while pending additional State guidance on new business service strategy.



## **BUSINESS COUNCIL OPERATIONS CHARTER**

The Business Council focuses on services to and for employers, including training of incumbent workers, new hires, and potential hires that meet the workforce needs of high demand sectors by preparing skilled workers for employment in competitive and emergent industry sectors.

The Business Council also assists the Workforce Development Board (WDB) to develop and recommend business services policy; broaden employment and training policy to incorporate the needs of employers, and establishes linkages with other organizations serving businesses.

### **DUTIES:**

1. Develop and make recommendations for regional and local Business Service strategy to the WDB in an effort to increase employer involvement in the activities of our local board;
2. Recommend Business Services strategy along with the local Strategic Plan to the State of California Workforce Development Board (CWDB);
3. Conduct Labor Market Intelligence (LMI) Analysis;
4. Provide oversight of Rapid Response Program services including Business Outreach Services;
5. Central Coast Regional Planning Unit Slingshot Project - National Career Readiness Certificate (WorkKeys) – encourage local business awareness of credentials and benefit of their business to increase local industry recognition
6. Report back to the full WDB on issues as directed by the full WDB.
7. Ensure the Business Services Plan integrates local business involvement with workforce initiatives;
8. Partner effectively with businesses to identify and resolve skill gaps in priority industry sectors;
9. Conduct presentations to employers – design an effective outreach strategy and consistent messaging to effectively communicate what the WDB can do to help business.

10. Regional Collaboration

### **MEMBERSHIP:**

Membership on the Business Council shall include business community decision makers 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 strategy to the WDB in an effort to increase employer involvement and integrate local business involvement with workforce initiatives.

REPORTING:

1. Annual review and update of Business Services Plan.

**BUSINESS SERVICES strategy:**

The Business Services strategy shall include the following:

- The types of services the WDB offers to businesses, includes
  - Determine the employer needs in the local or regional area;
  - Integrate business services, including Wagner-Peyser Act services, to employers through the AJCC one-stop delivery system; and
  - Leverage and braid other resources through education, economic development and industry associations to support On-the-Job Training and other customized training ventures.
- Industry led training:
  - Partner with priority-sector employers to develop potential On-the-Job Training and other customized training strategies; Identify priority sectors that would likely contribute to job growth in the local area or regional economy if investments were made for training and educational programs.
  - Encourage business partners to help drive the demand-driven strategy through joint planning, competency and curriculum development; and determining appropriate lengths of training;
  - Work collaboratively with business and industry, economic development, and the education community to develop strategies to overcome barriers to skill achievement and employment experienced by the populations in high-growth, high-demand industries and to ensure they are being identified as a critical pipeline of workers; Identify training and educational barriers that hinder job creation in the regional economy;
  - Foster collaboration between community colleges and Department of Industrial Relations-Division of Apprenticeship Standards (DIR-DAS) approved/Registered apprenticeship programs. Explain how services funded by WIOA and directed to apprenticeable occupations, including pre-apprenticeship training, are conducted

- in coordination with one or more apprenticeship programs approved by the DIR-DAS for the occupation and geographic area (UI Code Section 14230(3));
- Use innovative training strategies to fill skills gaps [include the Local Board's efforts to leverage additional resources to maximize the use of Individual Training Accounts through partnerships with business, education (in particular, community and technical colleges), economic development agencies, and industry associations, and how business and industry involvement is used to drive this strategy]; Identify skill gaps in the available labor force that contribute to the lack of local business competitiveness; and
  - Rapid Response
    - Promote Rapid Response as a proactive intermediary for priority industry sectors with layoff aversion strategies (rather than as a reactive service only for layoff response); and
    - Identify how Rapid Response will develop effective early layoff warning systems and layoff aversion strategies;
    - Identify how Rapid Response assistance and appropriate core and intensive services are made available to those covered by the TAA program.

## **HANDOUTS DISTRIBUTED AT THE MEETING**

**Receive GreenSmart Youth Job Fair Planning Update**

**AGENDA ITEM NUMBER: 6.1****San Luis Obispo County – Workforce Innovation and Opportunity Act (WIOA)  
Budget Narrative for Fiscal Year 2015-2016 through December, 2015****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 are \$44,604. *(Note that the July salaries for A/DLW/Y are not included in these expenditures since they will be funded with carry-overfunds from the prior fiscal year rather than current year funds).*

**2. DSS Operating Expenses**

These monthly expenses are detailed in the DSS Operating tab of the monthly budget reports. When looking at the Excel worksheet click on the “DSS Operating” tab at the bottom of the screen, move the cursor over 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 (meals, mileage, lodging) – (T. Aguilera, M. Garcia, S. Hayter, D. Boulanger)
- Registration Fee (Central Coast Economic Forecast)

**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 Henkels & McCoy.

- Goodwill November invoice was paid in December
- Henkels & McCoy November invoice was paid in December

**4. Service & System Purchase Orders**

These monthly expenses are detailed in the Services and Systems Pos tab of the monthly budget reports.

- No Expenses for December

**5. WIB Set-Aside Expenses**

These monthly expenses are detailed in the WIB Set-Aside tab of the monthly budget reports. When looking at the Excel worksheet click on the “WIB Set-Aside” tab at the bottom of the screen, move the cursor over each monthly figure and a comment box will pop up identifying each Set-Aside expense. Operating expenses for this time period include the following:

- Employer Advisory Council (Outreach & Supplies)
- Job Fair Space Costs paid to Goodwill Central Coast
- Job Fair signage materials

**WIOA FY15/16 Budget & Expenditures**

**YTD Expense thru 12/31/15**

Fiscal Year 2015-2016

		See TABs for details		
		Budget	Actuals-YTD	Percent Expended
<b>DSS Salary &amp; Benefits</b>	<i>DSS staff costs for WIB Support, Program Monitoring &amp; Data management, Financial and Expenditure Budgeting/Reporting</i>	\$ 607,861	\$ 202,126	33.25%
<b>DSS Operating</b>	<i>Expenses for travel, Audits, CWA Registration (AE), office supplies &amp; equipment, legal notices, other program costs</i>	\$ 46,827	\$ 8,579	18.32%
<b>Goodwill Industries</b>	<i>WIOA America's Job Center of California (AJCC) One-stop system operator (Adult, Dislocated Worker, Youth)</i>	\$ 776,638	\$ 317,528	40.88%
<b>Henkels &amp; McCoy</b>	<i>WIOA Youth Employment and Training Services. In-School youth and transitional planning projects.</i>	\$ 594,694	\$ 194,060	32.63%
<b>Service &amp; System Purchase Orders</b>	<i>Various</i>	\$ 26,662	\$ 10,900	40.88%
<b>WIB Set-Aside</b>	<i>Expenses for WIB Initiatives, Program Expansion, Conference, Travel and Memberships</i>	\$ 27,400	\$ 4,991	18.22%
<b>TOTAL:</b>		<b>\$ 2,080,082</b>	<b>\$ 738,184</b>	<b>35.49%</b>
		<i>Target thru</i>	<i>12/31/15</i>	<i>50.00%</i>

**DSS Salaries & Benefits - WIOA WIB & Admin Entity**

Fiscal Year 2015-2016

DSS Staff	Annual Costs	Less July (A/DW/Y) (Carry-over)	Budget FY15/16	Actuals-YTD	MONTHLY EXPENDITURES											
					July (RR & RRLA only)	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>Reva Bear</b> <i>WIOA Services Manager</i>	\$ 155,343	\$ 13,741	\$ 141,602	\$ 18,668	522.22	12,547.52	5,597.97	0.00	0.00	0.00						
<b>Tammy Aguilera</b> <i>WIOA Services Manager</i>			\$ 122,934	\$ 17,988					5,658.60	12,329.27						
<b>Dawn Boulanger</b> <i>WIOA Program Manager</i>	\$ 117,062	\$ 10,581	\$ 106,481	\$ 49,243	0.00	9,766.22	10,230.26	9,492.77	9,607.76	10,145.94						
<b>Michael Coughlin</b> <i>WIOA Administrative Assistant</i>	\$ 64,229	\$ 5,409	\$ 58,820	\$ 24,811	88.17	4,943.43	4,804.29	4,589.94	4,973.43	5,411.80						
<b>Marisol Garcia</b> <i>WIOA Program Review Specialist</i>	\$ 89,449	\$ 8,043	\$ 81,406	\$ 37,603	0.00	7,306.41	7,981.87	7,035.35	7,307.08	7,971.99						
<b>Sarah Hayter</b> <i>WIOA Program Review Specialist</i>	\$ 92,780	\$ 8,311	\$ 84,469	\$ 46,241	7,484.03	7,615.69	7,851.73	7,361.06	7,617.52	8,310.98						
<b>Gladys Kintz</b> <i>DSS Fiscal Manager (7% FTE)</i>	\$ 10,752	\$ 1,128	\$ 9,624	\$ 7,573	0.00	1,732.51	2,165.81	2,720.44	519.75	434.05						
<b>Michelle Infantino</b> <i>DSS Fiscal Accountant (1% FTE)</i>	\$ 2,526	\$ -	\$ 2,526	\$ -	0.00	0.00	0.00	0.00	0.00	0.00						
<b>TOTAL:</b>	<b>\$ 532,140</b>	<b>\$ 47,213</b>	<b>\$ 607,861</b>	<b>\$ 202,126</b>	<b>\$ 8,094</b>	<b>\$ 43,912</b>	<b>\$ 38,632</b>	<b>\$ 31,200</b>	<b>\$ 35,684</b>	<b>\$ 44,604</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**DSS Operating Expenditure Budget**

Fiscal Year 2015-2016

	MONTHLY EXPENDITURES													
	Budget	Actuals-YTD	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Travel - AE	\$ 26,127	\$ 4,337	183.35	167.68	1,063.81	956.63	1,001.60	964.22						
Auditing (County Auditor)	\$ 10,000	\$ -												
CWA Registration (AE)	\$ 10,000	\$ 3,870	3,300.00				450.00	120.00						
Office Supplies	\$ 500	\$ 203		88.36	17.79	97.00								
Other Program (legal notices, etc)	\$ 200	\$ 168		116.50		51.74								
<b>Total:</b>	<b>\$ 46,827</b>	<b>\$ 8,579</b>	<b>\$ 3,483</b>	<b>\$ 373</b>	<b>\$ 1,082</b>	<b>\$ 1,105</b>	<b>\$ 1,452</b>	<b>\$ 1,084</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



**Goodwill Industries - AJCC One Stop system Operator**  
 Fiscal Year 2015-2016

	MONTHLY EXPENDITURES													
	Budget	Actuals-YTD	<i>Pd Sept</i>	<i>Pd Sept</i>	<i>Pd Oct</i>	<i>Pd Nov</i>	<i>Pd Dec</i>							
			July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Salaries & Benefits	\$ 503,729	\$ 162,172	32,290.97	29,154.80	33,252.28	33,715.00	33,759.35							
Operations	\$ 69,804	\$ 35,461	5,618.87	8,585.34	7,007.02	9,183.05	5,066.76							
Participant Training	\$ 177,155	\$ 111,824	13,975.33	11,343.19	48,972.70	29,925.00	7,607.31							
Participant Supportive Services	\$ 25,950	\$ 8,071	1,198.44	1,253.50	9,869.07	-5,510.28	1,259.80							
		\$ -												
<b>Total:</b>	<b>\$ 776,638</b>	<b>\$ 317,528</b>	<b>\$ 53,084</b>	<b>\$ 50,337</b>	<b>\$ 99,101</b>	<b>\$ 67,313</b>	<b>\$ 47,693</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Henkels & McCoy - Youth Services**

Fiscal Year 2015-2016

		MONTHLY EXPENDITURES												
		<i>Pd Sept &amp; Oct</i>	<i>Pd Nov</i>	<i>Pd Nov</i>	<i>Pd Nov</i>	<i>Pd Dec</i>								
	<b>Budget</b>	<b>Actuals-YTD</b>	<b>July</b>	<b>August</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>
Salaries & Benefits	\$ 257,846	\$ 114,704	15,949.73	20,738.70	32,750.80	22,340.01	22,925.14							
Operations	\$ 167,387	\$ 71,829	13,205.31	10,856.42	11,594.32	24,255.59	11,917.10							
Participant Costs	\$ 146,387	\$ 7,381	450.00		4,845.82	1,036.03	1,048.94							
Admin	\$ 23,074	\$ 146				95.87	50.53							
<b>Total:</b>	<b>\$ 594,694</b>	<b>\$ 194,060</b>	<b>\$ 29,605</b>	<b>\$ 31,595</b>	<b>\$ 49,191</b>	<b>\$ 47,728</b>	<b>\$ 35,942</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>OSY</b>	153,359	25,838	24,423	37,451	38,043	27,604							
	<b>ISY</b>	40,701	3,767	7,172	11,740	9,685	8,338							
		<b>194,060</b>	<b>29,605</b>	<b>31,595</b>	<b>49,191</b>	<b>47,728</b>	<b>35,942</b>							

*work experience\**

**WIOA Services & Systems Purchase Orders**

Fiscal Year 2015-2016

			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	\$ 10,900					10,900.00							
The Urban Explorer <i>EconoVue-Online based Labor Market (LMI) Data</i>	\$ 15,862	\$ -												
<b>Total:</b>	<b>\$ 26,662</b>	<b>\$ 10,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

Fiscal Year 2015-2016

		Budget	Actuals-YTD	MONTHLY EXPENDITURES											
				July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Strategic Initiatives	<i>WIB Initiatives</i>	\$ 15,000	1,551						1550.56						
Job/employer Fairs Youth	<i>Program Expansion</i>	\$ 1,000	0												
Job/employer Fairs (Vets, South	<i>Program Expansion</i>	\$ 4,000	568						567.56						
NAWB / NWA Conferences	<i>Conference/Travel/Memb</i>	\$ -	0												
CWA (Youth/Spring/Fall) Conf (1 WIB m	<i>Conference/Travel/Memb</i>	\$ 2,500	1,235		580	654.81									
Membership Renewals	<i>Conference/Travel/Memb</i>	\$ 4,500	1,285	1,000.00	285										
Recognition & other	<i>Conference/Travel/Memb</i>	\$ 400	353	111.24	28.18		213.84								
<b>Total:</b>		<b>\$ 27,400</b>	<b>\$ 4,991</b>	<b>\$ 1,111</b>	<b>\$ 893</b>	<b>\$ 655</b>	<b>\$ 214</b>	<b>\$ -</b>	<b>\$ 2,118</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**WDB PROVIDER PERFORMANCE REPORT**  
**Quarter 2 (Oct-Dec) – Program Year 15-16**



**Success Stories**

Ben: Ben entered an OJT in July 2015. He had previous jobs as pizza cook, then as a janitor. He was selected for the position because he liked doing things with his hands and had a “can do” attitude. These two things set him apart from others who were interviewed. He was hired with zero experience. Ben was on a steep learning curve. He successfully completed his OJT in October of this year. He has accomplished so much since the onset of his job as a dental technician. His quiet, shy, independent nature, helped him focus and develop in a field that has a career path, as he gets better so will his pay.

Ben states that he likes what he is doing he has learned a lot, he feels accomplished, and he likes the money. It has opened his mind to achieving other goals in life. He wants to complete his GED and then is thinking of film school to fulfill his dream. This job gave him the confidence he needed to think about other life goals, he is grateful for the opportunity.

Chris: Chris is a single father with full custody of a 4 year-old daughter. He started accessing AJCC services as an Extended Subsidized Employment participant in August 2015. Parenting alone has presented many challenges for him. It was difficult for him to balance employment and being a full-time father. He was hesitant to access services but was excited to know there was subsidized employment through Goodwill. He started working as a material handler and gained confidence and motivation. Chris became a full time employee of Goodwill and has done an excellent job. He hopes to learn everything he can from his current position and grow with the company.

**Major Projects**

**Hiring Events**

Atascadero event at Atascadero Lake Pavilion on 11/12/15 had 22 employers and 85 attendees; Grover Beach event at Ramona Garden Park on 11/17/15 had 24 employers and 105 attendees. 26 people reported entered employment data as a direct result of these events.

**Apprenticeship Training – SLO Sheriff’s Office and Local 403**

Two female inmates began the Accelerated Welding training program through the Plumbers & Steamfitters Local 403 in November. This is the second cohort funded through WIOA in partnership with the Union, providing in-demand skills training and the Sheriff’s Office, offering transportation and day release for Honor Farm inmates.

**Entrepreneurial Training Cohort**

AJCC hosted an entrepreneurial training facilitated by Mission Community Service Corporation. 13 WIOA-enrolled job seekers completed a 36-hour training on starting and running a business from Mission Community Services Corporation. WIOA funds were used to provide supportive services including business planning tools and business consulting/mentorship to attendees.

**WDB PERFORMANCE REPORT**  
Quarter 2 (Oct-Dec) – Program Year 15-16



Donate Stuff. Create Jobs.

AJCC CUSTOMER DATA PY 15-16								
REPORT PERIOD: Quarter 2 (December 31, 2015)								
CENTER SERVICES		Q1	Q2	Q3	Q4	YTD Total		
New AJCC Registrants		145	213			358		
Total Visits to AJCC		2141	3245			5386		
Workshops Offered		78	65			143		
Workshop Attendees		804	981			1785		
PROGRAM OUTCOMES		Contract Goal PY 15-16	Q1	Q2	Q3	Q4	YTD Total	Progress Toward Goal
<b>WIOA Enrollments</b>								14%
Adult - Career Individual	*	15	13				28	N/A
Adult - Training Services	25	11	5				16	64%
New OJT Placements	15	7	1				8	53%
New Individual Training Accounts	7	4	4				8	114%
Dislocated Worker - Career Individual	*	11	10				21	N/A
Dislocated Worker - Training Services	25	5	3				8	32%
New OJT Placements	15	0	0				0	0%
New Individual Training Accounts	7	5	3				8	114%
* Contract Goal is 10% of total number of new visitors to be enrolled into WIOA services								
Performance Measures		Contract Goal PY 15-16	Q1	Q2	Q3	Q4	Status	
<b>Adults</b>								
Employed Exits	50.40%	65%	65%					
90-Day Retention	60%	72%	79%					
Average Earnings	\$12,750	\$13,331	\$12,844					
<b>Dislocated Workers</b>								
Employed Exits	52%	63%	80%					
90-Day Retention	62%	70%	80%					
Average Earnings	\$14,250	\$11,283	\$17,163					



### GreenSmart WIOA In-School Youth Performance

Reporting period ending December 31, 2015

Target Measures <u>In School Youth</u>	YTD Performance <b>December 31</b>
1. A minimum of 38 WIOA eligible In School youth will be served by June 30, 2016	<ul style="list-style-type: none"> <li>• 2 Youth Enrolled</li> <li>• 27 Total Served (6 Carry-Over)</li> </ul>
2. Occupational Skills Training (Industry Recognized Credentials) will be provided to WIOA enrolled youth.	<ul style="list-style-type: none"> <li>• # of credentials = 24</li> <li>• 11 High School Diplomas</li> <li>• 13 Customer Service (NRF)</li> </ul>
3. 52% of exited youth are place in employment or education in first quarter after exit quarter.	<ul style="list-style-type: none"> <li>• <b>Cumulative 4 quarters:</b> 75.34% of exited youth are employed or enrolled in post-secondary education</li> </ul>
4. 51% of exited youth attain a diploma, GED, or certificate by end of the third quarter after exit.	<ul style="list-style-type: none"> <li>• <b>Cumulative 4 quarters:</b> 86.11% of exited youth have attained a diploma, GED or certificate</li> </ul>
5. 44% of enrolled youth increase in one or more educational functioning levels.	<ul style="list-style-type: none"> <li>• <b>Current quarter:</b> 0% of enrolled youth have attained an increase in educational functioning levels.</li> <li>• <b>Have not TABE tested youth this quarter.</b></li> </ul>

*(Program aligns with school calendar; recruitment began last week in August)*

1. YTD Supportive Services Provided (number and type):

- a. Transportation       1       Drivers Training
- b. Clothing             34      23 Interview Outfits, 11 Shoes
- c. Childcare            0      \_\_\_\_\_
- d. Other                  0      \_\_\_\_\_

YTD Number of youth provided Work Experience (both paid and unpaid): = 9

Paid: 4; Grid Alternatives (3), West Coast Automotive (1)

Unpaid: 5; Atascadero Fire Department (1), Wedding Volunteers (4)



## GreenSmart WIOA Out-of-School Youth Performance

Reporting period ending December 31, 2015

Target Measures <u>Out-of-School Youth</u>	YTD Performance December 31
1. A minimum of 100 WIOA eligible Out-of-School youth will be served by June 30, 2016	<ul style="list-style-type: none"> <li>• 34 Youth Enrolled</li> <li>• 47 Total Served (4 Carry-Over)</li> </ul>
2. Occupational Skills Training (Industry Recognized Credentials) will be provided to WIOA enrolled youth.	Industry Recognized Credential: 19 <ul style="list-style-type: none"> <li>• 18 NRF – Customer Service</li> <li>• 1 BSIS – Security Guard</li> </ul>
3. 52% of exited youth are placed in employment or education in first quarter after exit quarter.	<ul style="list-style-type: none"> <li>• <b>Cumulative 4 quarters:</b> 75.34% of exited youth are employed or enrolled in post-secondary education.</li> </ul>
4. 51% of exited youth attain a diploma, GED, or certificate by end of the third quarter after exit.	<ul style="list-style-type: none"> <li>• <b>Cumulative 4 quarters:</b> 86.11% of exited youth have earned a certificate</li> </ul>
5. 44% of enrolled youth increase in one or more educational functioning levels.	<ul style="list-style-type: none"> <li>• <b>Current quarter:</b> 0% of enrolled youth have attained an increase in educational functioning levels.</li> <li>• <b>Have not TABE tested youth this quarter.</b></li> </ul>

1. YTD Supportive Services Provided (number and type):

- |                   |           |   |
|-------------------|-----------|---|
| a. Transportation | <u>20</u> | <u>17 bus passes, 2 gas cards, 1 bicycle air pump</u>         |
| b. Clothing       | <u>16</u> | <u>10 Interview Outfits, 5 work shoes, 1 work clothes</u>     |
| c. Childcare      | <u>—</u>  | <u>—</u>  |
| d. Other          | <u>5</u>  | <u>2 Haircut, 1 hygiene kit, 1 beard trim, 1 Nursing Exam</u> |

2. YTD Number of youth provided Work Experience (both paid and unpaid): = 13

Paid: 8; Gatherings Thrift, Paso Cares Warming Shelter, Food Bank of SLO, Law Office of Therese Harris, Oceano Boys & Girls Club, Pismo Coast RV, The Oaks Hotel  
 Unpaid: 5; WAHR Wolf Rescue, Painting Beautification Project