



MEMBERS:

Carl Dudley, Chair
Pacific Western Bank

Kirk Coviello, Vice Chair
SunRun, Inc.

Pam Avila
Sierra Summit Group

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

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

Suzanne Parker
Pacific Gas & Electric Co.

Grace Schoch-Manzano
EDD-Workforce Services

Mark Simonin
Local IBEW 639

Dr. Gilbert Stork
Cuesta College

Courtney Taylor
Simas/Taylor

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

WORKFORCE DEVELOPMENT BOARD MEETING AGENDA

Date: Thursday, August 4, 2016

Time: 8:00 AM – 10:00 AM

Location: Department of Social Services, 3433 S. Higuera Street, San Luis Obispo, Room 101

- 1. Call to Order and Introductions** *Dudley*
- 2. Public Comment**
- 3. Presentations:** *Dudley*
 - 3.1 Apprenticeship 101
- *Corinna Pereira*
 - 3.2 The Do's and Don'ts of Hiring an Individual with a Disability
- *Scott Black*
- 4. Consent Items:** *Dudley*
 - 4.1 Approve the May 5, 2016 Minutes
- 5. Action/Information/Discussion:**
 - 5.1 Receive and Approve Updates and Technical Corrections to the Workforce Development Board Bylaws Consistent with the Workforce Innovation and Opportunity Act (WIOA) – *Action Item*
- 6. Reports:**
 - 6.1
 - a) Executive Committee Report *Dudley*
 - b) Business Council Report *Avila*
 - c) Central Coast Planning Region *Aguilera*
 - d) Staff Report *Aguilera*
 - Administrative Entity Updates:**
 - 6.2 Receive and Review Fiscal Agent's Budget Update *Aguilera*
 - Provider Performance Reports:**
 - 6.3
 - a) Receive America's Job Center of California Operator Report *Aguilera*
 - b) Receive Eckerd Workforce Development Report
- 7. Board Member Updates**
- 8. Next Meeting:**

November 3, 2016 at 8:00 a.m.
Department of Social Services, 3433 S. Higuera Street, SLO, Room 101
- 9. Adjournment**

Public Comment: Members of the public may address the committee on items appearing on the agenda. The public may also address items of interest to the committee which are within the jurisdiction of the WDB. However, in compliance with Government Code section 64954.3(a), the committee shall take no action on any item not appearing on the agenda. Speakers are asked to limit their remarks to a maximum of three minutes.

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

HANDOUTS DISTRIBUTED AT THE MEETING

Apprenticeship 101 Presentation

- Corinna Pereira

HANDOUTS DISTRIBUTED AT THE MEETING

The Do's and Don'ts of Hiring an Individual with a Disability

- Scott Black

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

WORKFORCE DEVELOPMENT BOARD MEETING MINUTES (Draft)

Date: Thursday, May 5, 2016
Time: 8:00 a.m.
Location: Department of Social Services, 3433 S. Higuera Street, San Luis Obispo, Room 101

Present: Carl Dudley, Kirk Coviello, Pam Avila, James Brescia, Tony Hoffman, Louise Matheny, Grace Schoch-Manzano, Mark Simonin, Gil Stork, Courtney Taylor, Thomas Wood
Absent: Scott Black, Kristin Flynn, Verena Latona-Tahlman, Michael Manchak, Patrick McGuire, Karen O'Brien, Roy Monsibais
Guests: Allison Schiavo, Danielle Christensen
Staff: Leslie Kraut (County Counsel), Tammy Aguilera, Sarah Hayter, Marisol Garcia, Michael Coughlin

1. Call to Order and Introductions:

Chairperson Carl Dudley: called the meeting to order at 8:05 a.m. **Quorum.**

Chairperson Carl Dudley announce that Kevin Kuhn has retired from the Workforce Development Board (WDB) in April, noting that a card and award will be mailed to him in appreciation. Additionally, Chair Dudley announced that Thomas Wood will be retiring from the WDB on June 30, 2016 and thanked him for his service to the community, presenting him with a card and award in appreciation.

2. Public Comment:

Chair Dudley: opened the floor to public comment.

Gil Stork: speaks

The Board directed staff to include an item for Board Member Updates on future meeting agendas.

3. Presentations:

3.1 Brown Act Overview

Leslie Kraut (County Counsel) presented an overview of the Brown Act and how it pertains to the Workforce Development Board (WDB) and its committees. The presentation is available as an addendum to the agenda.

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

4. Consent Items:

4.1 Approval of the February 4, 2015 Minutes

The Board approves consent item 4.1.

Motion: Gil Stork

Second: James Brescia

Abstentions: None

Motion Passed Unanimously

5. Action/Information/Discussion:

5.1 Receive Update on the Website and Logo Changeover

Michael Coughlin (Staff) presented the item, which is available as part of the agenda. Additionally, Mr. Coughlin provided a handout, which is available as an addendum to the agenda, explaining the terminology and logos associated with San Luis Obispo County Workforce Development.

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

5.3 Discuss Possible Outreach Strategies

Sarah Hayter (Staff) presented the item, describing San Luis Obispo County Workforce Development's outreach efforts which include press releases, social media as well as working through the local chambers of commerce.

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

6. Reports:

- **Executive Committee (EC):** Chairperson Carl Dudley noted that the EC met on March 9, 2016 and April 20, 2016. The EC appointed Karen O'Brien as Chairperson of the Youth Committee; approved the appointments of Pam Avila, Scott Black, and James Brescia to Additional Workforce Development Board (WDB) seats; approved the Local Workforce Development Board Recertification; reviewed & approved the PY 15-16 WIOA Youth Services Contract Scope of Work and Budget with Eckerd Youth Alternatives, Inc.; and directed the administrative entity to commence contract negotiations and contract development for PY 16-17 Youth Service Provider. Chair Dudley noted that Henkel's & McCoy donated the Green Smart Services program to Eckerd Youth Alternatives, Inc.

Business Council (BC): BC Chair Pam Avila noted that the BC met on February 25, 2016. Items discussed included strategies to determine employer needs & address skills gaps, the human centered design process, and America's Job Center of California's Business Services.

Youth Committee (YC): Tammy Aguilera (Staff) noted that the YC had not met since the last Workforce Development Board meeting.

Central Coast Planning Region (CCPR): Tammy Aguilera (Staff) noted that the CCPR has selected Monterey County as the regional lead for grants. Additionally, the CCPR is currently working on Sling Shot funding and has identified the Healthcare Industry for regional and local engagement.

6.1 Administrative Entity Update

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

6.2 WIB/EXEC Provider Performance Reports

- Receive AJCC Operator Report
- Receive Henkels & McCoy GreenSmart Youth Services Report

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

7. Next Meeting:

August 4, 2016

8:00 – 10:00 AM

Department of Social Services 3433 South Higuera, Room 101, 1st Floor, San Luis Obispo, CA

8. Adjournment:

Chair Dudley: adjourned the meeting at 9:31 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, May 5, 2016 by the Workforce Development Board of San Luis Obispo County.

Michael J. Coughlin, WDB Administrative Support

Dated: May 25, 2016

**Workforce Investment Board
ACTION ITEM
August 4, 2016**

AGENDA ITEM NO: 5.1

SUBJECT: Receive and Approve Recommended Updates and Technical Corrections for Workforce Development Board Bylaws Consistent with the Workforce Innovation and Opportunity Act (WIOA)

ACTION REQUIRED: It is requested that the Workforce Development Board (WDB) review and approve recommendations for updates and technical corrections to the bylaws of the WDB to fully align with the WIOA and provide maximum flexibility for Board composition

BACKGROUND

The Administrative Entity is recommending updates and technical corrections to the Workforce Development Board bylaws to ensure compliance with Workforce Innovation and Opportunity Act (WIOA) Final Rules and to develop recommendations related to the bylaws for the WDB to review and endorse for consideration and approval by the County Board of Supervisors.

SUMMARY NARRATIVE

Below is a summary of the updates to the bylaws:

Section 2.3b: Added information regarding the requirement to develop and submit a regional plan. This will be done in conjunction with the regional partners in the Central Coast regional planning unit (San Luis Obispo, Santa Cruz, Monterey and Santa Barbara counties).

Section 2.3d: Removed reference to serve as local grant recipient and disburse grant funds as the authority for these functions rest with the County of San Luis Obispo and the Board of Supervisors (BOS). Incorporated negotiation for infrastructure costs for the one-stop center. The process and negotiation of costs will occur with all partners by December, 2017.

Section 2.3i: Added language to include approval of the BOS for contracts and added requirement for certification of one-stop centers.

Section 3.1: Changed Qualifications to Composition. Removed hard numbers to provide maximum flexibility to adjust board size. Identified Board minimum of 19 members as per WIOA. Eliminated requirement for two (2) economic development agencies (changed to at least one representative) as well as the Small Business Development Center seat (requirement is to have two (2) representative of small business as identified by the U.S. Small Business Administration, not restricted to SBDC).

Section 3.11: Removed a significant amount of language regarding special meetings and refer to Ralph M. Brown Act.

Workforce Investment Board
ACTION ITEM
August 4, 2016

Section 3.12: Addressed quorum requirement at time of vote, ability to continue discussion only (no action) if quorum is not met, compliance with Brown Act for teleconferencing, proxy voting and adjournment.

Section 4.5: Standing Committees – upon consultation and discussion with Chair and Vice-chair of the WDB, we are recommending sunset of Youth Committee and establishing a standing committee for Services and Strategies Committee to address all individuals with barriers to employment, including but not limited to: veterans, individuals with disabilities and the employment training or education needs of WIOA eligible youth.

Membership

The Administrative Entity proposes to eliminate specific numbers of board members other than those required by WIOA. This will not result in the elimination of any board members and will, with the recruitment of one additional business representative, allow us to meet the requirement for recertification to have a full compliant board.

The structure would be as follows:

- A minimum of nineteen (19) board members as required by WIOA
- A majority of members must be business representatives (actual number required is dependent on number of non-business board members)
 - Two (2) business members must represent small business.
- 1 – Representative of Adult Education/Literacy under WIOA Title II
- 1 – Representative of Higher Education
- 5 – Workforce Representatives (20% of WDB)
 - Includes 2 minimum representatives of labor organizations
 - Includes 1 minimum representative of joint labor-management or union apprenticeship program.
 - At least fifteen percent (15%) of the Workforce Representatives category must be from labor organizations unless labor fails to nominate enough members. If that occurs, ten percent (10%) may be labor representatives)
- 1 – Representative of Economic Development
- 1 – Representative of Wagner-Peyser (CA Employment Development Department)
- 1 – Representative Rehabilitation Act (CA Department of Rehabilitation)

Committees

Upon approval of the bylaws by the WDB and the Board of Supervisors, the committees will be as follows:

- Business Council
- Executive
- Services and Strategies (new committee)

Workforce Investment Board
ACTION ITEM
August 4, 2016

Committees are not mandated under WIOA; however, the WDB previously expressed interest in retaining a committee to focus on youth and to establish a committee to focus on persons with disabilities. Due to continued difficulty with meeting quorum in the Youth Committee and after discussion with the Board Chair and Vice-Chair, the decision has been made to sunset the Youth Committee and establish the Services and Strategies Committee. The Services and Strategies Committee will provide all interested parties with the opportunity to consider services and issues that affect all individuals with barriers.

The Services and Strategies Committee will be chaired by a member of the WDB (appointed by Board Chair) and will include both WDB board and non-board members who have knowledge of or provide services to individuals with barriers including but not limited to: veterans, individuals with disabilities and WIOA eligible youth. Committee will be established after approval of bylaws by the WDB and Board of Supervisors, at which time the Board Chair may appoint a committee chair.

Bylaws

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

- Addition of regional plan requirement, negotiation of infrastructure costs, and certification of one-stop center
- Revised Composition based on WIOA requirements
- Added language regarding quorum, proxy and adjournment
- Standing committees – establish Services and Strategies Committee

In accordance with existing Bylaws, a draft with revisions was provided to the membership for review five business days in advance of the WDB meeting. County Counsel was provided a copy of all changes. Any necessary changes from County Counsel for legal form and effect will be incorporated as needed prior to submission to the BOS

BUDGET/FINANCIAL IMPACT

No current fiscal impact.

STAFF RECOMMENDATIONS

WDB staff recommends approval of the recommendations. Upon approval, the new bylaws will be submitted for BOS approval for approval, anticipated September, 2016.

**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 local area 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 created by the San Luis Obispo County Board of Supervisors (BOS) 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. **Regional Plan.** local board, in partnership with the chief local elected official, as part of the Central Coast regional planning unit, shall develop and submit a regional plan to the Governor that meets the requirements outlined in Section 106.
- c. **Negotiation of Local Performance Accountability:** local board, the chief elected official, and the Governor shall negotiate and reach agreement on local performance accountability measures.
- d. **Budget and Administration:**
- Develop a budget for the activities of the local board, with approval of the chief elected official, consistent with local plan.
 - Assist in administration of grant funds
 - Negotiate with chief elected official and required partners on the methods for funding the infrastructure costs of one-stop centers.
- e. **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.
- f. **Convening, Brokering, And Leveraging:** local board shall convene local workforce development system stakeholders to assist in the development of the regional and local plan and in carrying out its other functions to leverage support for workforce development activities.
- g. **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 of employers and workers.
- h. **Program Oversight:**
- Conduct oversight of local youth, employment and training and adult workforce investment activities
 - Ensure appropriate use and management of funds.

- i. Selection of Operators and Providers:** local board, in compliance with applicable procurement policies shall:
- Select one-stop operators, subject to the approval of the BOS
 - Select youth providers, subject to the approval of the BOS
 - Identify eligible providers of training services in compliance with WIOA sec. 122
 - Identify eligible providers of career services, if one-stop operator does not provide such services.
 - Certify one-stop centers
- j. 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 by aligning the employment, training, education and supportive services need by adults and youth, particularly individuals with barriers to employment.
- k. 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.
- l. 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.
- m. Coordination with education providers:**
- Coordinate activities with education and training providers.
 - Review the applications to provide adult educational and literacy activities under title II for consistency with local plans.
 - Replicate cooperative agreements to enhance provision of services to individuals with disabilities and others.
- n. 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.
- o.** To perform other duties as assigned by the Workforce Innovation and Opportunity 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 **Composition.** 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 conform to all requirements of the WIOA, any revisions and/or amendments of the Act and any state law establishing requirements for Board composition, with a minimum of nineteen (19) required members, including, but not limited to:

- **Business Representatives:**
The majority of the membership of the Board of Directors must be representatives of business in the local area and meet the following requirements:
 - Be an owner, chief executive officer, chief operating officer, or other individual with optimum policy-making or hiring authority; and
 - Provide employment opportunities in in-demand industry sectors or occupations, as defined by WIOA.
 - At a minimum, two (2) members must represent small business as defined by the U.S. Small Business Administration.
- **Education and Training Representatives:**
At least one (1) representative of eligible providers administering adult education and literacy activities under WIOA title II and at least one (1) representative of institutions of higher education providing workforce investment activities, including community colleges. A single individual may represent multiple entities.
- **Workforce Representatives:**
Not less than 20% of the members shall be representatives of the workforce in the local area who include:
 - A minimum of two (2) representatives of labor organizations. Should labor organizations not exist, representatives must be selected from other employee representatives.
 - A minimum of one (1) representative of a joint labor-management or union affiliated, registered apprenticeship program. If no union affiliated registered programs exist, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists.
 - At least fifteen percent (15%) of the Board shall be representatives of labor organizations 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.
 - The remaining Workforce Representative members may include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including veterans, individuals with disabilities; and/or representatives of organizations that have demonstrated experience and expertise in addressing the employment, training or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

- **Governmental, Economic and Community Development Representatives:**

At least one (1) representative from each of the following entities:

- Economic and community development entities
- State Employment Service office under the Wagner-Peyser Act (29 U.S.C. 49 et. seq.) serving the local area.
- Programs carried out under Title I of the Rehabilitation Act of 1973, other than sec. 112 or part C of that title.
- Other appropriate individuals may be appointed as determined by the chief local elected official.

A single individual, when qualified to do so, may be allowed to represent multiple entities. 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% business representatives. 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 1st immediately preceding the appointment date and shall expire on the June 30th 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 1st and ending on June 30th, 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 Directors 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 30th of each two-year office. The WDB Chairperson and Vice Chairperson shall be from its business 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 a simple majority of WDB members. Special meetings and notice thereof shall be conducted in accordance with the Brown Act.
- 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, excluding vacancies. Members may conduct business and vote on agenda items when a quorum is present. A meeting at which a quorum is initially established may not continue to transact business if the quorum is not maintained due to the withdrawal or departure of members.

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. Such telephonic participation must comply with the applicable provisions of the Brown Act.

When less than a quorum of the WDB appears at a noticed meeting, the WDB may continue to meet for discussion purposes.

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 is attained. Proxy voting is prohibited at meetings of the WDB or its committees.

A meeting may be adjourned, in accordance with the Brown Act, to a time and place specified in the order of adjournment.

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 must 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.

When appropriate, 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 **Services and Strategies 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 **Services and Strategies Committee.** Membership on the **Services and Strategies Committee** shall include individuals from the Board of Directors and non-WDB representatives with a demonstrated record of success in serving individuals with barriers to employment, including but not limited to: veterans, individuals with disabilities (including issues relating to compliance with WIOA sec. 188 if applicable, and applicable provisions of the American with Disabilities Act of 1990 regarding access to WIOA

services, programs and activities), and employment, training or education needs of WIOA eligible youth.

The **Services and Strategies Committee** shall be chaired by a member of the WDB. The **Services and Strategies Committee** shall provide information and assist with planning, operational, and other issues relating to the provision of services to **individuals with barriers to employment**.

- 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 **Innovation and Opportunity 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 **or Regional 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 _August 4_____, 2016.

WORKFORCE DEVELOPMENT BOARD OF SAN LUIS OBISPO COUNTY

By _____

Name: _____

Title: Chairperson

Approved by the County Board of Supervisors on _____, 2016.

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: _____

AGENDA ITEM NUMBER: 6.2**San Luis Obispo County – Workforce Innovation and Opportunity Act (WIOA)
Budget Narrative for Fiscal Year 2015-2016 through June, 2016****1. DSS Administrative and Fiscal Cost**

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

DSS Employees use a time study report to code their work time to the WIOA program. The salary and benefit costs for the month are \$34,900

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 – (T. Aguilera, S. Hayter)
- Registration, Membership (T. Aguilera, S. Hayter)
- Auditing
- Office Supplies

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 paid through June
- Henkels & McCoy paid through June
- Eckerd paid through June

**Due to short turnaround for fiscal year end closing, Good will and Eckerd were not able to provide their final June costs by our year end cutoff. Both entities have provided June invoices that capture most of their costs and will be submitting their *final* invoice for June costs by July 25th.

4. Service & System Purchase Orders

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

- There were no expenses in June

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:

- There were no expenses in June

WIOA FY15/16 Budget & Expenditures

Fiscal Year 2015-2016

YTD Expense thru 06/30/16

12 months elapsed

See TABs for details

		Budget*	Actuals-YTD	Percent Expended
DSS Salary & Benefits	<i>DSS staff costs for WIB Support, Program Monitoring & Data management, Financial and Expenditure Budgeting/Reporting</i>	\$ 532,140	\$ 475,763	89.41%
DSS Operating	<i>Expenses for travel, Audits, CWA Registration (AE), office supplies & equipment, legal notices, other program costs</i>	\$ 54,833	\$ 59,127	107.83%
Goodwill Industries	<i>WIOA America's Job Center of California (AJCC) One-stop system operator (Adult, Dislocated Worker)</i>	\$ 970,534	\$ 800,518	82.48%
Henkels & McCoy	<i>WIOA Youth Employment and Training Services. In-School youth and transitional planning projects.</i>	\$ 706,423	\$ 453,197	64.15%
Eckerd	<i>WIOA Youth Employment and Training Services. In-School youth and transitional planning projects.</i>	\$ 295,116	\$ 253,413	85.87%
Service & System Purchase Orders	<i>Various - see details in tab</i>	\$ 60,807	\$ 20,912	34.39%
WIB Set-Aside	<i>Expenses for WIB Initiatives, Program Expansion, Conference, Travel and Memberships</i>	\$ 32,400	\$ 10,364	31.99%
TOTAL:		\$ 2,652,253	\$ 2,073,295	78.17%
	<i>*Budget includes carry-over funding</i>	<i>Target thru</i>	<i>06/30/16</i>	<i>100.00%</i>

Fiscal Information:

Balance to SAP:	
Total from above	2,073,295.31
Salaries (posted in the following month)	0.00
Goodwill One-Stop Contract-June 2015 Final costs	42,901.63
H&M Contract - June 2015 Final costs	2,923.09
Total (WIA&WIOA) Paid through APR	2,119,120.03
SAP Total Expense (WIA rollup-carryover)	128,101.37
SAP Total Expense (WIOA/WIB rollup)	1,991,018.63
Variance	0.03

DSS Operating Expenditure Budget

Fiscal Year 2015-2016

	Budget	Actuals- YTD	MONTHLY EXPENDITURES											
			July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Travel - AE	\$ 26,854	\$ 16,783	910.64	167.68	1,063.81	956.63	1,001.60	964.22	3,472.95	1,166.60	847.07	3,457.90	2,616.29	157.97
Auditing (County Auditor)	\$ 10,000	\$ 20,961									8,534.32		11,425.94	1,000.49
CWA Registration (AE)	\$ 10,000	\$ 9,725	3,300.00				450.00	120.00	175.00	545.00		4,640.00	425.00	70.00
Office Supplies	\$ 4,020	\$ 4,773	3,520.33	88.36	17.79	97.00	199.00				40.05	214.99	140.34	454.73
Other Program (legal notices, etc)	\$ 3,959	\$ 6,885	3,759.00	116.50		51.74		1,472.00		508.00		934.08	44.08	
Total:	\$ 54,833	\$ 59,127	\$ 11,490	\$ 373	\$ 1,082	\$ 1,105	\$ 1,651	\$ 2,556	\$ 3,648	\$ 2,220	\$ 9,421	\$ 9,247	\$ 14,652	\$ 1,683

Goodwill Industries - AJCC One Stop system Operator

Fiscal Year 2015-2016

	<i>Incl Carry-over \$\$</i>		MONTHLY EXPENDITURES											
	<i>Change order</i>		<i>Pd Sept</i>	<i>Pd Sept</i>	<i>Pd Oct</i>	<i>Pd Nov</i>	<i>Pd Dec</i>	<i>Pd Jan</i>	<i>Pd Feb</i>	<i>Pd March</i>	<i>Pd April</i>	<i>Pd May</i>	<i>Pd June</i>	<i>Pd June</i>
	Budget	Actuals-YTD	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Salaries & Benefits	\$ 577,761	\$ 433,428	32,290.97	29,154.80	33,252.28	33,715.00	33,759.35	35,873.77	54,840.56	33,479.96	33,444.75	36,551.28	32,465.28	44,599.90
Operations	\$ 100,536	\$ 115,857	5,618.87	8,585.34	7,007.02	9,183.05	5,066.76	6,388.15	6,618.70	5,905.92	16,140.93	17,736.06	8,572.98	19,033.04
Participant Training	\$ 266,287	\$ 233,290	13,975.33	11,343.19	48,972.70	29,925.00	7,607.31	23,682.00	952.48	7,731.57	1,192.50	28,292.33	39,380.50	20,234.67
Participant Supportive Services	\$ 25,950	\$ 17,944	1,198.44	1,253.50	9,869.07	-5,510.28	1,259.80	1,209.00	192.00	357.00	1,645.31	417.04	1,473.92	4,579.07
		\$ -												
Total:	\$ 970,534	\$ 800,518	\$ 53,084	\$ 50,337	\$ 99,101	\$ 67,313	\$ 47,693	\$ 67,153	\$ 62,604	\$ 47,474	\$ 52,423	\$ 82,997	\$ 81,893	\$ 88,447

Eckerd - Youth Services

Fiscal Year 2015-2016

Expenditures

			Contract transitioned to Eckerd as of April 2016									Pd June	Pd June	Pd June
IN SCHOOL	Budget	Actuals-YTD	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Salaries & Benefits	\$ 14,524	\$ 12,196										5,251.94	4,839.70	2,103.86
Operations	\$ 10,495	\$ 4,461										1,004.68	1,543.77	1,912.37
Participant Costs	\$ 42,836	\$ 11,771										2,831.56	4,280.39	4,658.69
Admin	\$ 1,108	\$ -										0.00	0.00	0.00
Total:	\$ 68,964	\$ 28,427	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,088	\$ 10,663.86	\$ 8,675
<i>ISY Work Experience (included in total) *</i>		13,920										3,923	4,995	5,002

OUT OF SCHOOL	Budget	Actuals-YTD	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Pd June Apr	Pd June May	Pd June June
Salaries & Benefits	\$ 89,380	\$ 79,038										22,708.09	22,119.19	34,210.89
Operations	\$ 68,736	\$ 34,025										8,172.21	9,480.40	16,372.75
Participant Costs	\$ 61,036	\$ 95,876										28,196.86	32,774.65	34,904.33
Admin	\$ 7,000	\$ 16,047										4,862.05	5,298.00	5,886.80
Total:	\$ 226,152	\$ 224,986	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,939	\$ 69,672	\$ 91,375
<i>OSY Work Experience (included in total) *</i>		105,853										32,071	41,572	32,210

TOTAL ISY & OSY	Budget	Actuals-YTD	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Pd June Apr	Pd June May	Pd June June
ISY	68,964	28,427	-	-	-	-	-	-	-	-	-	9,088	10,664	8,675
OSY	226,152	224,986	-	-	-	-	-	-	-	-	-	63,939	69,672	91,375
Total:	\$ 295,116	\$ 253,413	-	-	-	-	-	-	-	-	-	73,027	80,336	100,050
<i>TOTAL Work Experience (included in total) *</i>		119,772	-	-	-	-	-	-	-	-	-	35,994	46,566	37,212

<i>Percent OSY to total:</i>	88%
<i>Percent WEX to total:</i>	50%

Henkels & McCoy - Youth Services

Fiscal Year 2015-2016

Expenditures

IN SCHOOL	Budget	Actuals-YTD	Pd Sept & Oct	Pd Nov	Pd Nov	Pd Nov	Pd Dec	Pd Jan	Pd Feb	Pd Mar	Pd Apr	Pd May	May	June
			July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr		
Salaries & Benefits	\$ 60,921	\$ 53,990	3,745.88	5,299.96	8,168.45	6,459.04	5,756.11	7,081.59	6,697.36	4,400.61	5,500.77	880.13		
Operations	\$ 26,883	\$ 11,111	21.29	1,871.97	2,359.81	2,942.49	2,304.50	2,480.76	2,480.98	-5,827.05	1,821.03	654.94		
Participant Costs	\$ 53,997	\$ 8,407			1,211.43	282.97	277.11	1,091.22	1,859.62	1,802.19	1,703.67	178.47		
Admin	\$ 3,893	\$ 375								0.00	375.00	0.00		
Total:	\$ 145,694	\$ 73,882	\$ 3,767	\$ 7,172	\$ 11,740	\$ 9,685	\$ 8,338	\$ 10,654	\$ 11,038	\$ 376	\$ 9,400	\$ 1,714	\$ -	\$ -
<i>ISY Work Experience (included in total) *</i>		15,135				775	277	2,440	2,912	4,291	3,766	674		

OUT OF SCHOOL	Budget	Actuals-YTD	Pd Sept & Oct	Pd Nov	Pd Nov	Pd Nov	Pd Dec	Pd Jan	Pd Feb				May	June
			July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr		
Salaries & Benefits	\$ 240,248	\$ 182,849	12,203.85	15,438.74	24,582.35	17,718.59	17,169.03	23,877.28	19,184.19	19,636.32	28,236.09	4,803.01		
Operations	\$ 201,089	\$ 146,930	13,184.02	8,984.45	9,234.51	21,313.10	9,612.67	11,274.20	12,714.02	33,912.91	18,424.50	8,275.12		
Participant Costs	\$ 92,390	\$ 40,762	450.00		3,634.39	753.06	771.83	3,273.70	12,776.42	3,841.91	10,588.85	4,672.18		
Admin	\$ 27,002	\$ 8,774				95.87	50.53			1,368.61	5,249.82	2,008.74		
Total:	\$ 560,729	\$ 379,315	\$ 25,838	\$ 24,423	\$ 37,451	\$ 39,881	\$ 27,604	\$ 38,425	\$ 44,675	\$ 58,760	\$ 62,499	\$ 19,759	\$ -	\$ -
<i>OSY Work Experience (included in total) *</i>		64,731				2,324	822	16,463	8,128	10,375	20,741	5,877		

TOTAL ISY & OSY	Budget	Actuals-YTD												
ISY	145,694	73,882	3,767	7,172	11,740	9,685	8,338	10,654	11,038	376	9,400	1,714	-	-
OSY	560,729	379,315	25,838	24,423	37,451	39,881	27,604	38,425	44,675	58,760	62,499	19,759	-	-
Total:	\$ 706,423	\$ 453,197	29,605	31,595	49,191	49,565	35,942	49,079	55,713	59,136	71,899.73	21,473	-	-
<i>TOTAL Work Experience (included in total) *</i>		79,865	-	-	-	3,098	1,099	18,902	11,040	14,667	24,508	6,551	-	-

<i>Percent OSY to total:</i>	83%
<i>Percent WEX to total:</i>	18%

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>	\$ 10,582	\$ 5,587											5,587.00	
TBD	<i>Slingshot (WorkKeys)</i>	\$ 5,000	\$ -												
TBD	<i>WIOA MOU</i>	\$ 10,000	\$ -												
via CWA	<i>Two LWDA trainings</i>	\$ 10,000	\$ -												
TBD	<i>Updated Economic Analysis</i>	\$ 10,000	\$ -												
aha! Process, Inc.	<i>Youth Forum Presenter</i>	\$ 4,000	\$ 4,000			4,000.00									
The Splash Café	<i>Youth Forum Meal</i>	\$ 425	\$ 425		425.25										
Total:		\$ 60,807	\$ 20,912	\$ -	\$ 425	\$ 4,000	\$ -	\$ 10,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,587	\$ -

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>	\$ 20,000	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>	\$ -	930									930.44			
CWA (Youth/Spring/Fall) Conf	<i>(1 WIB m Conference/Travel/Memb</i>	\$ 2,500	2,225		580.00	654.81				990.00					
Membership Renewals	<i>Conference/Travel/Memb</i>	\$ 4,500	4,585	1000.00	285.00								3300.00		
Recognition & other	<i>Conference/Travel/Memb</i>	\$ 400	506	111.24	28.18		213.84				45.90		106.92		
Total:		\$ 32,400	\$ 10,364	1111.24	893.18	654.81	213.84	0.00	2118.12	990.00	45.90	0.00	930.44	3406.92	0.00



WDB PROVIDER PERFORMANCE REPORT
Quarter 4 (April-June) – Program Year 15-16

Success Stories

Shaun: Shaun was a California Conservation Corps (CCC) participant who attended an AJCC Services Orientation outreach event at the camp in November 2015. Shaun completed his work for the CCC and came into the center. His goal: OJT. Shaun has no family support and figures out everything out on his own with about a 5th grade overall level of education. He scored in the 98th percentile for the characteristics honesty and integrity on the HireSelect pre-employment assessment. He interviewed and was hired through OJT with CC Landscaping as a yard maintenance technician. His employer reports he works hard, is reliable, and works well with others. It was his goal since last November to land a job under OJT. And he did it, starting his first day of work on his 21st birthday. His OJT will be completed mid-September. He is on track and performing very well, achieving his objectives and receiving an overall “very good” score on his most evaluation. Shaun was co-enrolled into WIOA Youth services for skills development and OSHA-10 training.



Carlos: Carlos was furloughed in December 2015 as a federal Union Pacific Railroad employee. Carlos says he came to AJCC to “skill up and improve my chances of getting a better position within UPRR”. Carlos received WIOA-funded training to get his Class A license, which qualified him for new opportunities with Union Pacific and took him out of furlough status. Carlos provided this feedback about his experience: “The staff care about their clients are were helpful in making the process easy to understand. Thanks to this program I was able to secure a better paying position and provide for my family.”



AJCC TRAINING & FISCAL EXPENDITURES PY 15-16							
REPORT PERIOD: Quarter 4 (June 30, 2016)							
	PY 2015-2016 Budget	Q1	Q2	Q3	Q4	YTD Total	YTD % of Goal
Training Expenditures							
SB-734 Training Requirement	\$295,398	\$74,291	\$61,165	\$9,931	\$87,908	\$233,295	79%
Allowable Leverage	\$111,437	\$7,800	\$13,832	\$3,483	\$5,449	\$30,564	27%
Fiscal Outcomes							
Personnel	\$461,761	\$94,698	\$103,347	\$166,133	\$69,516	\$433,694	94%
Operations	\$179,800	\$20,320	\$21,530	\$28,664	\$45,343	\$115,857	64%
Participant Costs	\$325,973	\$87,499	\$57,232	\$12,125	\$94,377	\$251,233	77%
Totals	\$967,534	\$202,517	\$182,109	\$206,922	\$209,236	\$800,784	83%

WDB PERFORMANCE REPORT
Quarter 4 (April-June) – Program Year 15-16

AJCC CUSTOMER DATA PY 15-16								
REPORT PERIOD: Quarter 4 (June 30, 2016)								
CENTER SERVICES		Q1	Q2	Q3	Q4	YTD Total		
New AJCC Registrants		145	213	588	526	1472		
Total Visits to AJCC		2141	3245	3806	3402	12594		
Workshops Offered		78	65	79	143	365		
Workshop Attendees		804	981	813	973	3571		
PROGRAM OUTCOMES		Contract Goal PY 15-16	Q1	Q2	Q3	Q4	YTD Total	Progress Toward Goal
WIOA Enrollments								9%
Adult - Career Individual	*	15	13	17	22	67	N/A	
Adult - Training Services	25	11	5	1	5	22	88%	
New OJT Placements	15	7	1	0	1	9	60%	
New Individual Training Accounts	7	4	4	1	4	13	186%	
Dislocated Worker - Career Individual	*	11	10	18	22	61	N/A	
Dislocated Worker - Training Services	25	5	3	3	6	17	68%	
New OJT Placements	15	0	0	2	0	2	13%	
New Individual Training Accounts	7	6	3	11	6	26	371%	
* 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	PY Total	Status		
Adults								
Employed Exits	50.40%	65%	65%	63%	67%			
90-Day Retention	60%	72%	79%	82%	80%			
Average Earnings	\$12,750	\$13,331	\$12,844	\$13,593	13292			
Dislocated Workers								
Employed Exits	52%	63%	80%	80%	65%			
90-Day Retention	62%	70%	80%	80%	86%			
Average Earnings	\$14,250	\$11,283	\$17,163	\$17,163	\$16,113			



GreenSmart WIOA In-School Youth Performance

Reporting period ending June 30, 2016

Target Measures <u>In School Youth</u>	YTD Performance June 30
1. A minimum of 38 WIOA eligible In School youth will be served by June 30, 2016	<ul style="list-style-type: none"> • 39 Total Served
2. Occupational Skills Training (Industry Recognized Credentials) will be provided to WIOA enrolled youth.	Industry Recognized Credential: 49 <ul style="list-style-type: none"> • 30 High School Diplomas • 18 Customer Service (NRF) • 1 Certified Medical Administrative Assistant (CMAA) Other Occupational Credentials: 12 <ul style="list-style-type: none"> • 8 ServSafe • 4 First Aid/CPR
3. 52% of exited youth are place in employment or education in first quarter after exit quarter.	<ul style="list-style-type: none"> • Cumulative 4 quarters: 66.08% of exited youth are employed or enrolled in post-secondary education
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"> • Cumulative 4 quarters: 85.45% of exited youth have attained a diploma, GED or certificate
5. 44% of enrolled youth increase in one or more educational functioning levels.	<ul style="list-style-type: none"> • Current quarter: 50% of enrolled youth have attained an increase in educational functioning levels.

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

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

a. Transportation	<u>4</u>	<u>2 Drivers Training, 1 License, 1 Gas Card</u>
b. Clothing	<u>37</u>	<u>26 Interview Outfits, 11 Shoes</u>
c. Childcare	<u>0</u>	_____
d. Other	<u>0</u>	_____

YTD Number of youth provided Work Experience (both paid and unpaid): = 11

– paid: 6 – Grid Alternatives (4), West Coast Automotive (1), Powell’s Sweets (1), Atascadero Mutual Water Company (1), Gatherings Thrift (1)

– unpaid: 5 – Atascadero Fire Department (1); Unpaid Bussers at a wedding (4)



Eckerd WIOA Out-of-School Youth Performance

Reporting period ending June 30, 2016

Target Measures <u>Out-of-School Youth</u>	YTD Performance June 30
1. A minimum of 100 WIOA eligible Out-of-School youth will be served by June 30, 2016	<ul style="list-style-type: none"> • 31 Youth Enrolled in 4th quarter • 106 Total Served
2. Occupational Skills Training (Industry Recognized Credentials) will be provided to WIOA enrolled youth.	Industry Recognized Credential: 73 <ul style="list-style-type: none"> • 67 NRF – Customer Service • 3 BSIS – Security Guard • 2 CMAA – Certified Medical Administrative Assistant • 1 Master Teacher - Paraeducator Other Occupational Credentials: 32 <ul style="list-style-type: none"> • 28 ServSafe • 14 First Aid/CPR
3. 52% of exited youth are placed in employment or education in first quarter after exit quarter.	<ul style="list-style-type: none"> • Cumulative 4 quarters: 66.08% of exited youth are employed or enrolled in post-secondary education.
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"> • Cumulative 4 quarters: 85.45% of exited youth have earned a certificate
5. 44% of enrolled youth increase in one or more educational functioning levels.	<ul style="list-style-type: none"> • Current quarter: 50% of enrolled youth have attained an increase in educational functioning levels.

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

- | | | |
|-------------------|-----------|---|
| a. Transportation | <u>80</u> | <u>54 bus passes, 16 gas cards, 1 bicycle air pump, 6 Drivers Training, 3 permits/licenses</u> |
| b. Clothing | <u>88</u> | <u>52 Interview Outfits, 31 work shoes, 4 work clothes, 1 Scrubs</u> |
| c. Childcare | <u>—</u> | <u>—</u> |
| d. Other | <u>15</u> | <u>5 Haircut, 1 hygiene kit, 1 beard trim, 1 Nursing Exam, 2 phones, 3 Minute Cards, 2 Live Scans</u> |

2. YTD Number of youth provided Work Experience (both paid and unpaid): = 53

– paid: 30; 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, Casa Solana, Rock & Roll Diner, Games Exchange, Three Sister Thai, Ranch Viejo, Redemption House, Coffee Express, Creative Rents, Dr. Jacks Chiropractic, Vineyard Kennels, Avon Beauty, Atascadero Animal Hospital, Crizer Construction, Giodanos, AllTec

– unpaid: 10; WAHR Wolf Rescue, Painting Beautification Project, Guerilla Gardening, Prado Day Center, Restorative Partners, Trinity House