



EXECUTIVE COMMITTEE MEETING AGENDA

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

MEMBERS:

Isiah Gomer

Chairperson
Paso Robles
Waste & Recycle

William Hills

Vice Chairperson
United Staffing
Associates, LLC

Josh Cross

Atascadero
Chamber of
Commerce

Verena

Latona- Tahlman

Cannon
Corporation

Justin McIntire

Department of
Rehabilitation

Date: Wednesday, October 11, 2023

Time: 8:00 AM – 10:00 AM

Location: DSS, 3433 S Higuera Street- Room 358, San Luis Obispo

1. **Call to Order and Introductions** *Gomer*
2. **Public Comment**
3. **Consent Items:** *Gomer*
 - 3.1 Review and Approve April 26, 2023 minutes *Gomer*
4. **Action Items:**
 - 4.1 Review and Approve Executive Committee Meeting Schedule for Calendar Year 2024 *Gomer*
5. **Information/Discussion Items:**
 - 5.1 Receive update on Community Centered Workforce Boards project-CWA *Dawn Boulanger*
 - 5.2 Receive update on State of the Workforce and Local Hire reports *Dawn Boulanger*
6. **Reports:**
 - a) Chairperson’s Report *Gomer*
 - b) Board Member Workforce Development Updates *All Members*
7. **Administrative Entity Updates:**
 - 7.1 Receive and Review Fiscal Update *Dawn Boulanger*
 - 7.2 Receive and Review Rapid Response Update *Tony Girolo*
8. **Next Meeting:** *Gomer*
 Wednesday, December 13, 2023, at 8:00 AM
 Location: DSS, 3433 S Higuera Street- Room 358, San Luis Obispo
9. **Adjournment** *Gomer*

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

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

Date: Wednesday, April 26, 2023
Time: 8:00 AM – 10:00 AM
Location: DSS, 3433 S Higuera Street-Room 358, San Luis Obispo

Present: Isiah Gomer, Justin McIntire, William Hills, Josh Cross

Absent: Verena Latona-Tahlman

Staff: Dawn Boulanger, Diana Marin, Eddie Hernandez, Tony Girolo

Guest: Jennifer Campos, Daniel Tatick

1. Call to Order:

Chair Gomer: called the meeting to order at 8:06 A.M. **Quorum.**

2. Public Comment:

Chair Gomer: opened the floor for public comment period without response.

3. Consent Items:

3.1 Approve the March 29, 2023 Minutes

The Committee approves consent items 3.1 in a single motion

Motion: William Hills

Second: Justin McIntire

Abstentions: None

Motions Passed Unanimously

4. Action Items:

4.1 Review and Approve WIOA Youth RFP Selection Committee Vendor Recommendation and Authorize WDB Staff to Commence Contract Negotiations

Diana Marin (staff) presented the item which is available as part of the agenda.

Motion: William Hills

Second: Justin McIntire
 Abstentions: Josh Cross
Motion Passed

5. Reports:

- a) Chairman's Report:** Chair Isiah Gomer reported that he has a Workforce Development Board meeting at Cal Poly on Thursday 04/27 and is also attending a class the same day hosted by the EAC on Pay Scale Laws that can be attended either in person or virtually
- b) Board Member Workforce Development Updates:** Josh Cross reported that the Atascadero Chamber's Junior CEO Program sponsored by Eckerd Connects had a successful event on 04/01/2023 where twenty-four of the junior CEO's unveiled their businesses to the public in Atascadero. The kids were able to make money and get experience with leadership. Chair Gomer also relayed an experience of assisting a local youth soccer program by referring to Josh's program at the Atascadero Chamber to get help creating a website. Josh stated that so far they have launched eighteen websites for local companies needing assistance
- c) WIOA Services Addressing Individuals with Barriers to Employment:** Dawn Boulanger (Staff) wanted to get the opinion of the board on what to present on this item. She asked the board members whether they specifically wanted more information regarding grants or a general summary of all the WIOA services. William Hills responded that since the board is responsible for the approval of the WIOA grants that he would like to hear about updates and performance data regarding current and upcoming grants along with success stories from participants. Justin McIntire agreed with Will regarding this item.

6. Administrative Entity Updates:

- 6.1 Receive and Review Fiscal Budget Update: Dawn Boulanger (Staff) reported on the Fiscal Budget which is available as part of the agenda.**
- 6.2 Receive and Rapid Response Report: Tony Girolo (staff) reported on Rapid Response which is available as part of the agenda.**

7. Next Meeting:

June 14, 2023 at 8:00 A.M.

Location: 3433 S. Higuera Street- Room 101, San Luis Obispo, CA 93401

8. Adjournment:

Chair Gomer: adjourned the meeting at 09:07 A.M.

I, Tony Girolo, Clerk of the Executive Committee of the Workforce Development Board of San Luis Obispo County, do hereby certify that the foregoing is a fair statement of the proceedings of the meeting held Wednesday, April 26, 2023, by the Executive Committee of the Workforce Development Board of San Luis Obispo County.

Tony Girolo, Executive Committee Clerk

Dated: 5/08/2023

**WDB Executive Committee
ACTION ITEM
October 11, 2023**

AGENDA ITEM NUMBER: 4.1

ITEM: Review and Approve Executive Committee Meeting Schedule for Calendar Year 2024

ACTION REQUIRED:

It is requested that the Executive Committee of the Workforce Development Board (WDB) review the proposed 2024 meeting dates/times below.

SUMMARY NARRATIVE:

The Executive Committee will continue to meet on the second Wednesday of non-WDB months. Per feedback from Committee members, the 2024 meeting schedule proposes moving the start time of the Executive Committee to 8:30am. Meetings will continue to be 2-hours in duration and will be held 8:30am-10:30am. Meeting location is anticipated to be at the Department of Social Services office at 3433 S. Higuera Street in San Luis Obispo. Meeting locations may be changed with adequate notice. All meeting agendas will have the confirmed meeting location included when posted to meet Brown Act requirements.

2024 meeting dates for the Executive Committee are outlined on the attached Item 4.1a

BUDGET/FINANCIAL IMPACT:

No current fiscal impact

STAFF COMMENTS:

The proposed schedule is recommended to ensure quorum and regular occurrence of Executive Committee meetings.



Workforce Development Board **2024**

Executive Committee Meeting Schedule

January	July
10 – Executive Committee	10 - Executive Committee
March	September
13 – Executive Committee	11 – Executive Committee
April	October
10 - Executive Committee	9 – Executive Committee
June	December
12 – Executive Committee	11 – Executive Committee

- **Executive Committee:** meets on the 2nd Wednesday of non-WDB Meeting months at 8:30 AM (2 hrs).
Meeting Months: July, September, October, December, January, March, April & June
Location: Department of Social Services, 3433 S. Higuera Street, SLO

* Meetings may be cancelled and/or rescheduled due to holidays.

- The Chair may call special meetings at any time and any meeting may be cancelled or rescheduled by the Chair at any time. In such cases, all members and staff will be notified in advance.
- Any changes in location will be conveyed to the board members and staff in a timely manner.

UPDATED 10/03/2023

**WDB Executive Committee
INFORMATION/DISCUSSION ITEM
October 11, 2023**

AGENDA ITEM NUMBER: 5.1

ITEM: Receive update on Community Centered Workforce Boards project - CWA

ACTION REQUIRED:

No Action is required.

SUMMARY NARRATIVE:

The Workforce Development Board of San Luis Obispo County (WDBSLO) has been selected to participate in a grant project with the [California Workforce Association](#) (CWA) in partnership with [Jobs for the Future](#) and [Make Fast Studio](#) on a [Community Centered Workforce Boards](#) project. The CWA grant is funded through the [Irvine Foundation](#). The project assesses what Human-Centered Design looks like in the public workforce system. Recognizing that workforce boards do more than operate WIOA programs, the project uses a research model developed by Jobs for the Future to map workforce boards along a spectrum of customer and community engagement. This 18-month project will engage CWA with the WDBSLO to provide education and training on the community centered role that workforce boards hold, complete self-assessments, and analyze strengths and opportunities for the WDBSLO to increase impact in the community on workforce and workforce-related matters.

The WDBSLO will begin implementing this work through completing a self-assessment on the WDBSLO's status as a community centric WDB. Following this step, a WDBSLO retreat is proposed to be held where CWA will facilitate a session on the Real Role of Workforce Boards and begin to identify opportunities for the WDBSLO to strengthen community impact on workforce matters.

BUDGET/FINANCIAL IMPACT:

No current fiscal impact

STAFF COMMENTS:

It is requested the Executive Committee work with WDBSLO staff to determine how to implement the self-assessment/who to engage, and provide feedback on hosting a WDBSLO retreat.

WIOA FY23/24 DRAFT Budget

Fiscal Year 2023-2024 Expenditures

YTD Expense through 09/30/23

3 month(s) elapsed

		See TABs for details			
	Budget Narrative	Budget*	YTD Actuals	Percent Expended	Balance
DSS Salary & Benefits	<p>DSS Administrative and Fiscal cost</p> <p>These expenses are for DSS salaries and actual time spent on the WIOA Program. This includes WDB support, administrative support, program monitoring, data management, and fiscal management support. The DSS staff includes the WDB Director, Program Manager, Fiscal Manager, and two Program Specialist staff.</p>	\$ 495,806	\$ 123,166.46	24.84%	\$ 372,640
DSS Operating	<p>DSS Operating Expenses</p> <p>Operating expenses include travel, registration, memberships, legal notices, auditing and office supplies. Also included are labor market data subscriptions, outreach, business services contracts and other WIOA system-wide projects approved by the WDB. SLOCal Career Center facility rent is also included here.</p>	\$ 560,656	\$ 60,335	10.76%	\$ 500,321
Eckerd WIOA Youth	<p><i>WIOA Youth Employment and Training Services.</i></p> <p>WIOA Title I Youth services, staffing, operations and facility costs.</p>	\$ 600,000	\$ 71,264	11.88%	\$ 528,736
Eckerd SLOCal Careers	<p><i>WIOA Adult, Dislocated Worker & Business Services</i></p> <p>WIOA Title I Adult & Dislocated Worker services, staffing and operations costs.</p>	\$ 600,000	\$ 175,479	29.25%	\$ 424,521
WDB Set-Aside	<p>WDB Set-Aside Expenses</p> <p>These expenses are costs associated directly with the WDB. This includes WDB initiative costs, conference registration and travel expenses, membership renewals, and recognition costs.</p>	\$ 9,350	\$ 819	8.76%	\$ 8,531
TOTAL:		\$ 2,265,812	\$ 431,064	19.02%	\$ 1,834,748
		<i>Target thru</i>	<i>09/30/23</i>	<i>0.00%</i>	<i>3 month(s) elapsed</i>

Operating Expenditure DRAFT Budget

Fiscal Year 2023-2024 Expenditures

	MONTHLY EXPENDITURES														
	Budget	YTD Actuals	Remaining	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Travel - (AE staff only)	\$ 27,000	\$ 2,268	\$ 24,731.77	\$ 93.01	\$ 423.98	\$ 1,751.24									
Registrations for conferences, workshops, seminars (AE Staff only)	\$ 9,000	\$ 11,063	\$ (2,063.00)	\$ 2,555.00	\$ 7,689.00	\$ 819.00									
Auditing (County Auditor)	\$ 22,200	\$ -	\$ 22,200.00												
Office Supplies	\$ 6,000	\$ -	\$ 6,000.00												
Publication and Legal Notices	\$ 1,600	\$ 752	\$ 847.54			\$ 752.46									
Total:	\$ 65,800	\$ 14,084	\$ 51,716.31	\$ 2,648.01	\$ 8,112.98	\$ 3,322.70	\$ -								

Services & Systems Purchase Orders	Budget	YTD Actuals	Remaining	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
ASAP Reprographics	\$ -	\$ 9,248	\$ (9,248.06)		\$ 9,248.06										
County Property Services (Career Center Facility Rent)	\$ 69,843	\$ 17,766	\$ 52,077.23		\$ 11,917.03	\$ 5,848.74									
Career Center Utilities (phone, internet, gas & electric)	\$ 12,825	\$ 2,147	\$ 10,678.50		\$ 1,055.28	\$ 1,091.22									
AJCC Janitorial	\$ 7,843	\$ 1,211	\$ 6,631.53		\$ 699.86	\$ 511.61									
Business Retention/Layoff Aversion Contract - Atascadero Chamber	\$ 100,000	\$ 4,902	\$ 95,098.19			\$ 4,901.81									
Chmura Economica & Analytics	\$ 7,979	\$ 7,978	\$ 0.92		\$ 7,978.08										
WIOA Youth - Technical Assistance Contract	\$ 45,000	\$ 3,000	\$ 42,000.00			\$ 3,000.00									
Linked In - Business Services Tools (Talent Insights & Recruiter)	\$ 17,370														
HR Hotline - CA Employers Association	\$ 22,980														
Mid-State Fair - Construction Trades Career Fair	\$ 5,000														
WIOA Staff Development Training	\$ 40,000														
Youth Career Fairs/Community Engagement	\$ 100,000														
Digital Outreach Recruitment	\$ 66,016														
Total:	\$ 494,856	\$ 46,252	\$ 448,604.31	\$ -	\$ 22,920.23	\$ 23,331.46	\$ -								

DSS Operating Expense Grand Total	\$ 560,656	\$ 60,335.38	\$ 500,320.62	\$ 2,648.01	\$ 31,033.21	\$ 26,654.16	\$ -								
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*Salary and Benefits included on Summary Tab

Eckerd - WIOA Youth Services
 Fiscal Year 2023-2024 Expenditures

				MONTHLY EXPENDITURES											
IN AND OUT OF SCHOOL	Budget	YTD Actuals	Remaining	July	August	Jun, July & Aug Invoice		November	December	January	February	March	April	May	June
						September	October								
Salaries & Benefits	\$ 323,523.40	\$ 50,672	\$ 272,851.41			\$ 50,671.99									
Operations	\$ 61,091.00	\$ 9,661	\$ 51,430.17			\$ 9,660.83									
Participant Costs	\$ 148,482.00	\$ 2,400	\$ 146,082.19			\$ 2,399.81									
Admin/Indirect	\$ 66,903.60	\$ 8,532	\$ 58,371.97			\$ 8,531.63									
Total:	\$ 600,000.00	\$ 71,264	\$ 528,735.74			\$ 71,264.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Work Experience (included in total)*</i>		\$ 2,604.03													

Eckerd - SLOCal Careers WIOA Adult, Dislocated Worker, Business Services & One-Stop Operator
 Fiscal Year 2023-2024 Expenditures

Adult

	MONTHLY EXPENDITURES																
	Budget	YTD Actuals	Remaining	June Invoice	August	July & Aug Invoice		October	November	December	January	February	March	April	May	June	Final June
				July		September											
Salaries & Benefits	\$ 173,109.15	\$ 36,601.85	\$ 136,507.30	\$ 8,620.97		\$ 27,980.88											
Operations	\$ 18,501.00	\$ 15,819.83	\$ 2,681.17	\$ 13,105.45		\$ 2,714.38											
Participant Training	\$ 76,000.00	\$ 32,704.10	\$ 43,295.90	\$ 23,209.05		\$ 9,495.05											
Participant Supportive Services	\$ 2,358.50	\$ 433.68	\$ 1,924.82	\$ 433.68													
Indirect	\$ 30,031.35	\$ 8,313.45	\$ 21,717.90	\$ 3,806.95		\$ 4,506.50											
Total:	\$ 300,000.00	\$ 93,872.91	\$ 206,127.09	\$ 49,176.10	\$ -	\$ 44,696.81	\$ -										
	N/A	\$ -															

DW

	MONTHLY EXPENDITURES																
	Budget	YTD Actuals	Remaining	June Invoice	August	July & Aug Invoice		October	November	December	January	February	March	April	May	June	Final June
				July		September											
Salaries & Benefits	\$ 173,109.15	\$ 44,438.01	\$ 128,671.14	\$ 21,906.73		\$ 22,531.28											
Operations	\$ 18,501.00	\$ 14,405.04	\$ 4,095.96	\$ 12,366.31		\$ 2,038.73											
Participant Training	\$ 76,000.00	\$ 13,131.00	\$ 62,869.00	\$ 7,506.00		\$ 5,625.00											
Participant Supportive Services	\$ 2,358.50	\$ 1,933.68	\$ 424.82	\$ 1,933.68													
Indirect	\$ 30,031.35	\$ 7,698.27	\$ 22,333.08	\$ 4,408.53		\$ 3,289.74											
Total:	\$ 300,000.00	\$ 81,606.00	\$ 218,394.00	\$ 48,121.25	\$ -	\$ 33,484.75	\$ -										

TOTAL SLOCal Careers	Budget	YTD Actuals	Remaining																
Adult	\$ 300,000.00	\$ 93,872.91	\$ 206,127.09	\$	49,176.10	\$	-	\$	44,696.81	\$	-	\$	-	\$	-	\$	-	\$	-
DW	\$ 300,000.00	\$ 81,606.00	\$ 218,394.00	\$	48,121.25	\$	-	\$	33,484.75	\$	-	\$	-	\$	-	\$	-	\$	-
Total:	\$ 600,000.00	\$ 175,478.91	\$ 424,521.09	\$	97,297.35	\$	-	\$	78,181.56	\$	-								

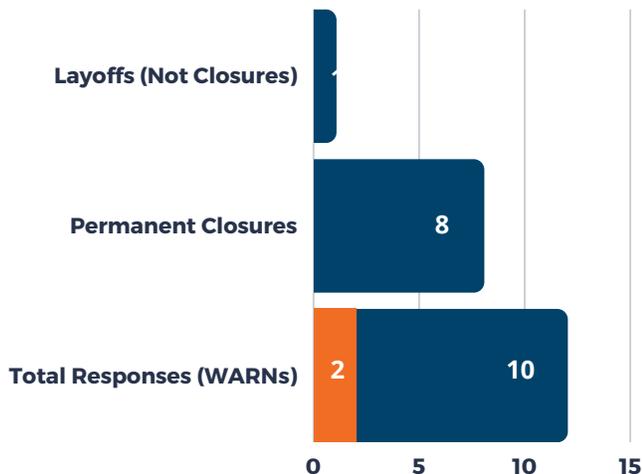
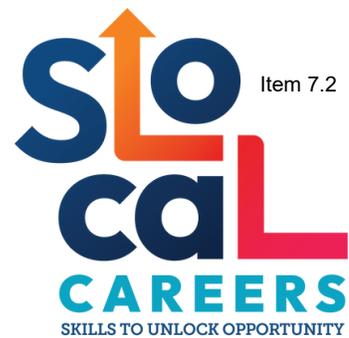
WIOA WDB Set-Aside

Fiscal Year 2023-2024 Expenditures

	Budget	YTD Actuals	Remaining	MONTHLY EXPENDITURES												
				July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
CWA (Youth/Spring/Fall) Conference (WDB Board)	\$ 3,000	819	\$ 2,181			\$ 819.00										
Membership Renewals/Sponsorships <i>Chambers/CWA</i>	\$ 5,750	0	\$ 5,750													
WDB Member Recognition	\$ 600	0	\$ 600													
Total:	\$ 9,350	\$ 819	\$ 8,531	0.00	0.00	819.00	0.00									

Rapid Response

PROGRAM YEAR 2023-2024



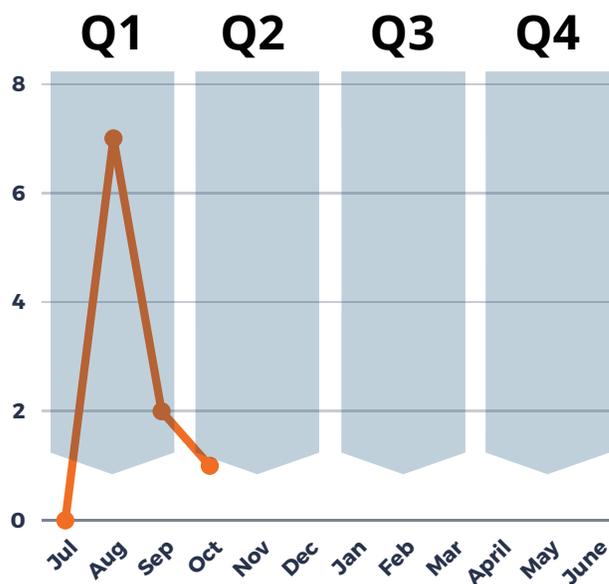
PROGRAM YEAR 2023-24 RAPID RESPONSE SUMMARY

In the current program year of 2023-24 there have been a total of ten Rapid Responses conducted throughout San Luis Obispo County. Nine of the Rapid Responses conducted resulted in layoffs or closures. Nine were received via staff sources and one was reported via media. Two of the responses were received via WARN notices.

RAPID RESPONSES BY QUARTER

During the 1st Quarter of the 2023-24 Program Year there were a total of nine Rapid Responses conducted throughout San Luis Obispo County. In the current Q2 (Oct-Dec), there has been only one response.

Of the 10 rapid responses conducted during 2023-24 year so far nine have resulted in employee layoffs or business closures. One business had been reported as closing was actually just in the process of moving to a new location



5,100K

Unemployed civilians in San Luis Obispo County in August 2023

3.7%

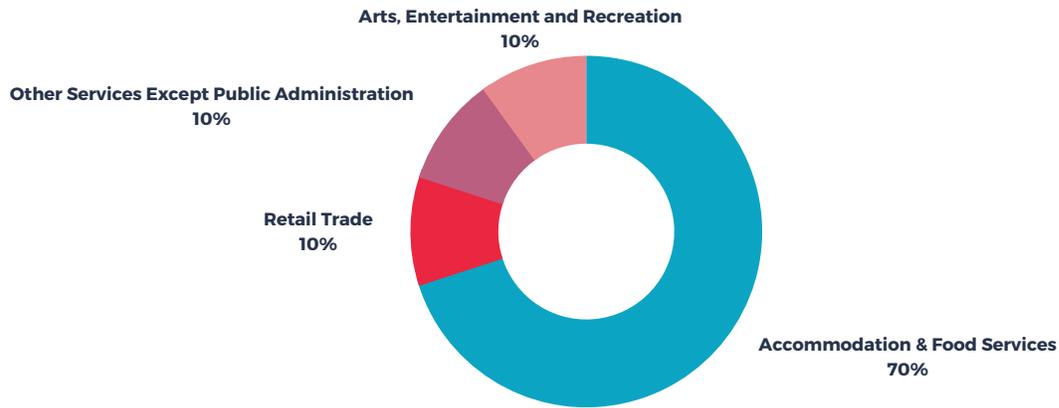
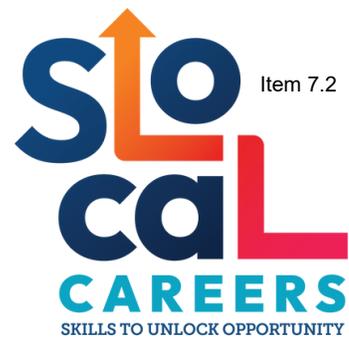
Latest Unemployment Rate in San Luis Obispo County

#4

San Luis Obispo County current rank for lowest unemployment rate in CA

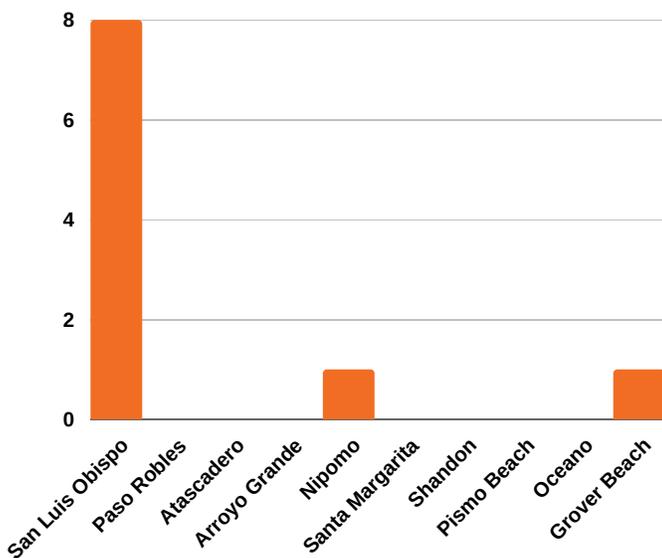
Rapid Response

PROGRAM YEAR 2023-2024



RAPID RESPONSE DATA BY INDUSTRY

The Rapid Response data recorded shows that the *Accommodation & Food Services* industry is currently the most affected industry of the 2022-23 program year. This sector accounts for 70% or 7 of the 10 Rapid Responses conducted in San Luis Obispo County. The *Retail Trade* industry accounted for 10% of the Rapid Responses, with one response conducted. The *Other Services Except Public Administration* industry accounted for 10% of the total percentage, with one response. The *Arts, Entertainment and Recreation* industry tallied 10% of the total percentage, with one Rapid Response.



RAPID RESPONSE DATA BY LOCATION

Most of the Rapid Responses that have been conducted during the 2023-24 program year so far are for businesses located in the city of SLO. There were a total of eight responses that took place in SLO. One response was for a business located in Grover Beach. There was also one response conducted in the neighboring town of Nipomo.

Please notify our team about any business closures or layoffs at (805) 781-1934 or SLOworkforce@co.slo.ca.us