



**NOTICE OF SPECIAL MEETING OF THE
WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE**

NOTICE IS HEREBY GIVEN that the Executive Committee of the Workforce Development Board will hold a Special Meeting on Wednesday, January 9, 2019 at 8:00 am at 3433 South Higuera, San Luis Obispo, CA. The purpose of the meeting is to consider the special meeting agenda which is listed below.

This Notice is given by order of Carl Dudley, Chairperson of the Workforce Development Board.

Dated: January 4, 2019

**Workforce Development Board
EXECUTIVE COMMITTEE MEETING AGENDA**

Date: Wednesday, January 9, 2019
Time: 8:00 AM – 10:00 AM
Location: Department of Social Services Room 101, 3433 South Higuera Street, SLO

MEMBERS:

Carl Dudley
Chairperson
 Pacific Western Bank

Louise Matheny
Vice Chairperson
 Morris & Garritano

Loreli Cappel
 Economic Vitality
 Corporation

Isiah Gomer
 Paso Robles Waste &
 Recycle

William Hills
 United Staffing
 Associates, LLC

Patrick McGuire
 Mid-State Precision,
 Inc.

- 1. Call to Order and Introductions** *Dudley*
- 2. Public Comment**
- 3. Consent Items:** *Dudley*
 - 3.1 Approve the October 10, 2018 Minutes
- 4. Action Items:**
 - 4.1 Review and Approve proposed Executive Committee Meeting schedule change *Boulanger*
 - 4.2 I. Approve RFP Selection Committee's Recommendation of Eckerd Youth Alternatives, Inc. as the WIOA Youth Services Provider for program year 2019-2020 *Hayter*

and

 - II. Authorize the Administrative Entity to commence contract negotiations with Eckerd Youth Alternatives, Inc. for program year 2019-2020 WIOA Youth Services Contract *Hayter*
- 5. Information/Discussion Items:**
 - 5.1 Update on Local and Regional WIOA Strategic Plans *Boulanger*
 - 5.2 Review and discuss America's Job Center of California Contract Performance *Hayter*
- 6. Reports:**
 - 6.1 Chairperson's Report *Dudley*
 - 6.2 Staff Report *Boulanger*
 - 6.3 Rapid Response Update *Hayter*
- 7. Board Member Workforce Development Updates** *Dudley*
- 8. Next Meeting:**
 TBD.
 Department of Social Services Room 101, 3433 South Higuera Street SLO
- 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.

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

Date: Wednesday, October 10, 2018
Time: 8:00 AM – 10:00 AM
Location: 3433 South Higuera Room 101, San Luis Obispo, CA

Present: Carl Dudley, Isiah Gomer, Louise Matheny, Scott Black
Absent: Patrick McGuire, William Hills
Staff: Dawn Boulanger, Sarah Hayter, Michael Coughlin, Diana Marin
Guest: Jenny Huss

1. Call to Order:

Chair Carl Dudley: called the meeting to order at 8:00 A.M. **Quorum.**

2. Public Comment:

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

3. Consent Items:

3.1 Approve the July 11, 2018 Minutes

The Committee approves consent item 3.1

Motion: Louise Matheny

Second: Scott Black

Abstentions: None

Motion Passed Unanimously

4. Action Items:

4.1 Review and Approve proposed Executive Committee Meeting schedule change

Dawn Boulanger (staff) presented the item, which is available as part of the agenda.

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

The Committee selected and approved option number two – Fourth Tuesday with the amendment time being 9:00 AM -11:00 AM.

Motion: Louise Matheny

Second: Isiah Gomer

Abstentions: None

Motion Passed Unanimously

5. Discussion Items:

5.1 Review proposed revision to Contractor Performance report format

Dawn Boulanger (staff) presented the item, which is available as part of the agenda, noting that the intent of the revised format is to encourage increased engagement from the Workforce Development Board Members.

6. Reports:

6.1 Chairman's Report: No report.

6.2 Staff Report: Dawn Boulanger (staff) reported on BW Research Report and informed of upcoming presentation schedule. Dates scheduled for October 18th at the San Luis Obispo (SLO) Partners meeting

at the County Office of Education, November 1st Workforce Development Board (WDB) Full Board meeting, and November 13th with AG and Grover Beach Chambers at South County Regional Center in AM session and with Paso Robles Chamber at Cuesta North County Campus in PM session. The presentations will be conducted by Josh Williams. Sarah Hayter (staff) and Dawn Boulanger (staff) will be presenting the report at Economic Development Committee (EDC) Board meeting October 24th to encourage attendance to the full board meeting. Additionally, Ms. Boulanger introduced new staff member Diana Marin (staff) taking over the Business Services Specialist position.

6.3 Rapid Response Report: Sarah Hayter (staff) reported that Verizon has announced layoffs and that it was a very busy 1st quarter for Rapid Response. Morro Bay had an unusual high amount of closures in the 1st quarter.

7. Administrative Entity Updates:

7.1 Dawn Boulanger (staff) presented the report to the Committee, which is available as part of the agenda.

8. Board Member Workforce Development Updates:

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

Member Scott Black: announced that the Department of Rehabilitation and some community partners will be holding an Employer Awards Breakfast at the Veterans Hall in San Luis Obispo at 7:30 am on 10/11/18.

9. Next Meeting:

TBD

10. Adjournment:

Chair Dudley: adjourned the meeting at 9:10 A.M.

I, Diana Marin, Clerk of the Executive Committee of the Workforce Development Board of San Luis Obispo, do hereby certify that the forgoing is a fair statement of the proceedings of the meeting held Wednesday, October 10, 2018 by the Executive Committee of the Workforce Development Board of San Luis Obispo County.

Diana Marin, Executive Committee Clerk

Dated: October 12, 2018

**WDB Executive Committee
ACTION ITEM
January 9, 2019**

AGENDA ITEM NUMBER: 4.1

ITEM: Review & Approve Proposed Executive Committee Meeting Schedule Change

ACTION REQUIRED:

It is requested that the Executive Committee of the Workforce Development Board (WDB) review the proposed 2019 meeting dates/times below.

SUMMARY NARRATIVE:

The Executive Committee will meet on the second Wednesday of non-WDB months from 8:00am – 10:00am.

2019 meeting dates for the Executive Committee will be as follows:

Wednesday, January 9, 2019

Wednesday, March 13, 2019

Wednesday, April 10, 2019

Wednesday, June 12, 2019

Wednesday, July 10, 2019

Wednesday, September 11, 2019

Wednesday, October 9, 2019

Wednesday, December 11, 2019

BUDGET/FINANCIAL IMPACT:

No current fiscal impact

STAFF COMMENTS:

The proposed schedule changes are recommended to ensure quorum and regular occurrence of Committee meetings.

**WDB Executive Committee
ACTION ITEM
January 9, 2019**

AGENDA ITEM NUMBER: 4.2

ITEM:

- I. **Approve RFP Selection Committee's Recommendation of Eckerd Youth Alternatives, Inc. as the WIOA Youth Services Provider for Program Year 2019-2020.**

and

- II. **Authorize the Administrative Entity to commence contract negotiations with Eckerd Youth Alternatives, Inc. for the Program Year 2019-2020 WIOA Youth Services contract.**

ACTION REQUIRED:

Approve agenda item to

- I. Authorize the RFP Selection Committee's Recommendation of Eckerd Youth Alternatives, Inc. as the WIOA Youth Services Provider for program year 2019-2020.

and

- II. Authorize the Administrative Entity to commence contract negotiations with Eckerd Youth Alternatives, Inc. for the program year 2019-2020 WIOA Youth Services contract.

SUMMARY NARRATIVE:

A request for proposal (RFP) for WIOA Youth services was released on November 9, 2018 with proposals due December 7, 2018. The San Luis Obispo County Department of Social Services is the designated Administrative Entity and Fiscal Agent for the Workforce Development Board (WDB) and will administer WIOA Youth funds through contractual agreement with the successful proposer.

Multiple responses were received and in accordance with San Luis Obispo County policy, a confidential Selection Committee evaluated the submitted proposals based on the rating criteria outlined in the RFP and submitted recommendations on December 28, 2018. The majority of selection committee members scored Eckerd's proposal as the highest and recommended Eckerd as the successful proposer for WIOA Youth services. Below is an overview of the services proposed by Eckerd Youth Alternatives, Inc. for provision of the WIOA Youth services described in the RFP.

Selection Committee's Recommendation: Eckerd Youth Alternatives, Inc.

Type of Organization: Private Non-Profit Entity; National

Organization Background: Founded by Jack and Ruth Eckerd in 1968, Eckerd provides life changing workforce development, child welfare, behavioral health, and juvenile justice services to more than 34,000 participants and families every year.

Related Experience: Through the Eckerd Workforce Development (EWD) division, Eckerd operates over 80 WIOA funded programs nationwide, in California, and eleven other states. These direct services are provided to more than 10,000 youth, young adult and adult participants annually and more than 100,000 job seekers through one stop operations.

In California, Eckerd works with four (4) workforce boards to provide One-Stop Operations, Adult and Dislocated Worker Services, Layoff Aversion, Rapid Response services, Business Services, and Out-of-School Youth programs. Eckerd currently operates the AJCC and WIOA youth programs in SLO County.

Program Design: Eckerd has proposed a two-pillar approach: Pre-Apprenticeship Path and an Accelerated Employment Path focusing on the high demand industry clusters of Information Technology, Building Trades, Manufacturing, and Hospitality. The program is designed to be cohort based with an open entry for intake and bi-weekly Orientations.

Both paths will include access to all the 14 WIOA program elements delivered through a framework coupled with intensive case management addressing all barriers to employment or program completing. Trainings will result in stackable credentials benefiting either path. The proposed goal of the program is to meet or exceed WIOA required performance outcomes and prepare youth for in-demand occupations that command salaries commiserate with the cost of living in SLO County.

Analysis of current program implementation identified a greater need for community engagement with the purposes of recruitment, partnerships to mobilize services, and sharing of best practices. Eckerd proposes to implement a flexible approach for service delivery by providing access through various mechanisms (or hotspots) throughout the community.

Program Details

Territory: County-Wide	
<ul style="list-style-type: none"> ○ Site location: Paso Robles (619 Creston Road, Paso Robles, CA 93446) ○ Satellite site locations: confirmed at least one satellite location in each of the sub-regions including at the AJCC in SLO 	
Contract Term: July 01, 2019-June 30, 2020	Budget: \$500,000
Proposed Program Staff: 7 staff members (includes 3 FTE, 1 quarter-time Workforce Development Specialist and 3 management/fiscal/oversight positions)	
Number of Participants Enrolled: 120	Cost per Participant: \$3,958

(Proposal to serve OSY only)	
Participant Costs: Proposed 45 Participants paid Work Experience at \$12/hour	

BUDGET/FINANCIAL IMPACT:

An estimated contract amount of \$500,000 is anticipated to be awarded via contract to Eckerd Youth Alternatives, Inc. for provision of WIOA Youth services. This estimate is based on the 2018-19 program year allocation and is subject to change based on the final Department of Labor allocations.

STAFF COMMENTS:

Staff recommends that the WDB Executive Committee approve the Selection Committee's recommendation of Eckerd Youth Alternatives, Inc. as the successful proposer and authorize the Administrative Entity to commence contract negotiations and contract development with Eckerd Youth Alternatives, Inc. for WIOA Youth Services for program year 2019-2020 as described in the RFP.

**WDB Executive Committee
INFORMATION ITEM
January 9, 2019**

AGENDA ITEM NUMBER: 5.2

ITEM: Review and Discuss America's Job Center of California Contract Performance

ACTION REQUIRED:

It is requested that the Executive Committee of the Workforce Development Board (WDB) review the America's Job Center of California (AJCC) contract performance to date and identify an action plan to address unmet contract goals to be brought to the February 7, 2019 WDB meeting.

SUMMARY NARRATIVE:

Eckerd Youth Alternatives, Inc., has been the WIOA One-Stop Operator, Adult/Dislocated Worker Services Provider and Rapid Response/Layoff Aversion Services provider since July 1, 2017.

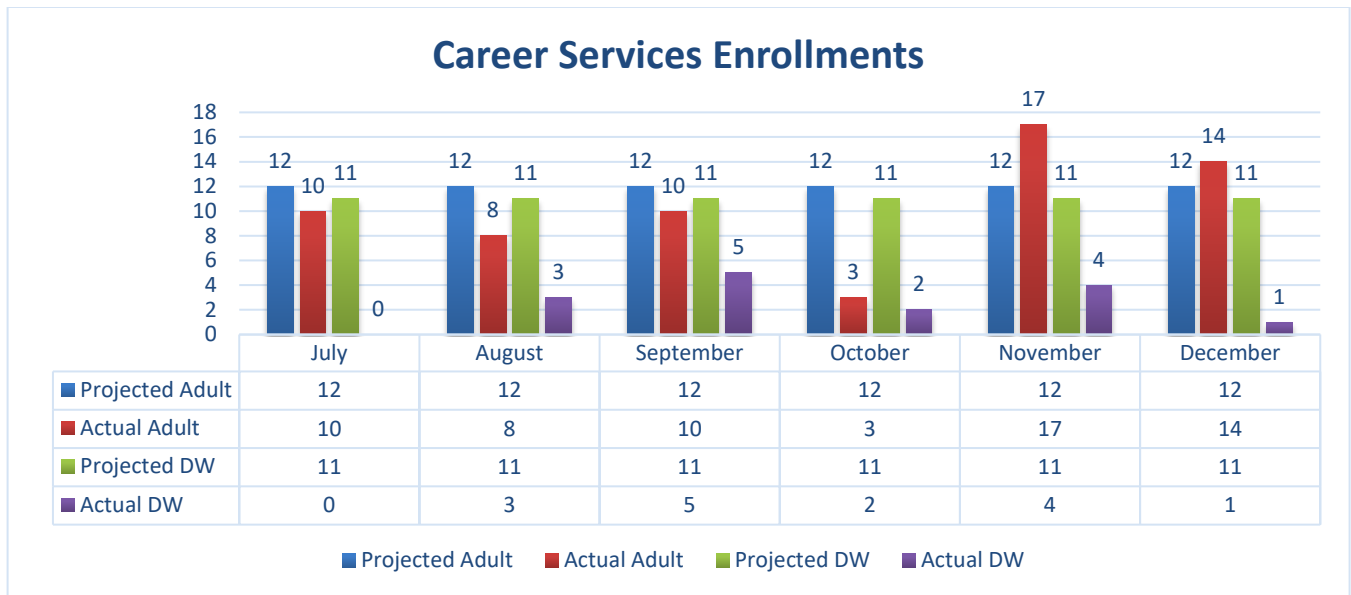
Eckerd did not meet contracted enrollment or expenditure goals in the PY 2017-2018 contract and continues to demonstrate similar challenges through quarter two of PY 2018-2019. Participant enrollments in WIOA Career and Training services are below contracted goals leading to unmet mandated expenditure requirements for participant training. Additionally, planned leveraged resources to be obtained towards meeting the participant training expenditure requirement are below contracted goal. This will result in failure to meet the SB-734 State mandated participant training expenditure requirement; may lead to failure to meet the mandated 80% annual WIOA funds expenditure requirement; and can result in failure to meet WIOA performance measures.

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Career and Training Services: Enrollments

Contract goal: A minimum of 275 new participants enrolled into Individual Career Individual Services.

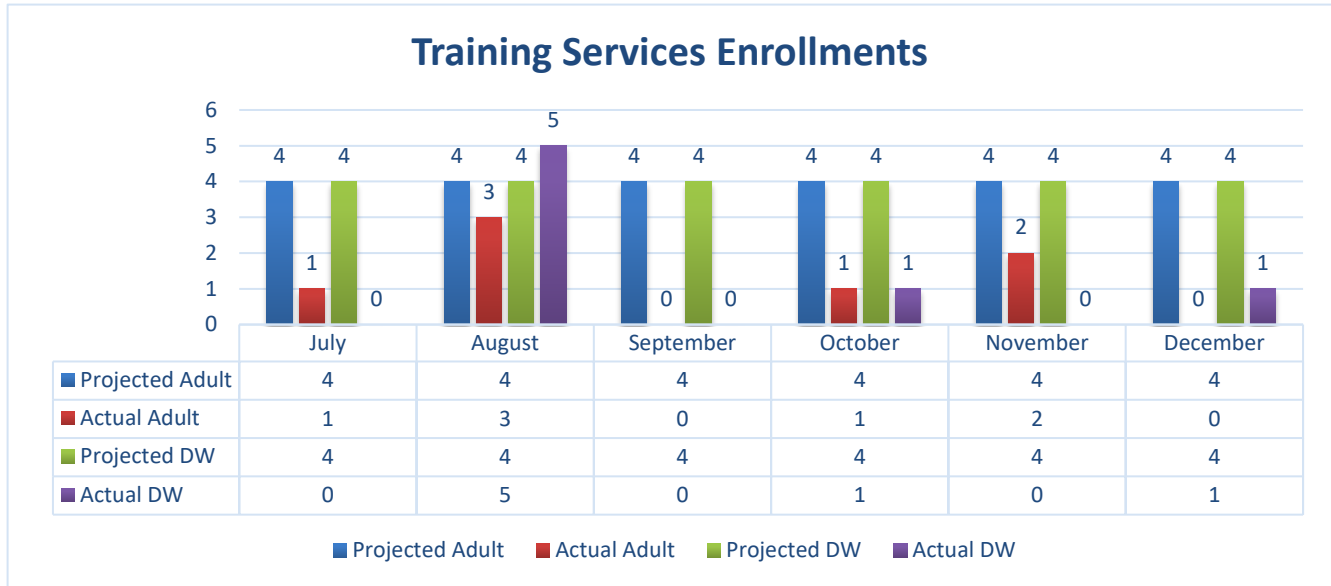
Actual: At the close of quarter two, participant enrollments should be 50% of contract goal or 137 individuals. Current enrollments are at 25% of contract goal, or 69 individuals.



Career and Training Services: Training

Contract goal: Enroll 86 job seekers in WIOA Training services.

Actual: At the close of quarter two WIOA Training enrollments should be at 50% of contract goal, or 43 individuals. Current enrollments are at 16% of contract goal, or 14 individuals.



Training Expenditures:

Leveraged Resources:

Contract goal: Contractor will attain \$100,000 in allowable leveraged resources to support meeting the participant training expenditure requirement.

Actual: At the close of quarter two, \$16,240* has been reported in leveraged funds, or 16% of contract goal.

(*this amount is pending approval of needed verification documents)

Participant Training:

Contract goal: Expend \$260,000 on WIOA participant training.

Actual: At the close of quarter two, \$44,554 has been invoiced for participant training or 17% of contract goal.

BUDGET/FINANCIAL IMPACT:

Failure to meet enrollment and expenditure requirements will result in unmet contract performance and unmet State and Federal mandates which will require corrective action and reporting to the State and may impact future funding.

STAFF COMMENTS:

The Administrative Entity is working to ensure required expenditure mandates are met which includes consideration of modifying current program design and potential impact of continuing with current contractor for the 2019-2020 program year.