



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

**Workforce Development Board  
EXECUTIVE COMMITTEE MEETING AGENDA**

**Date:** Wednesday, September 11, 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.

**Justin McIntire**  
Department of  
Rehabilitation

\*Opening Discussion Item – Staff and WDB Executive Committee members report out on CWA Meeting of the Minds Conference

- 1. Call to Order and Introductions** *Dudley*
- 2. Public Comment**
- 3. Consent Items:** *Dudley*
  - 3.1 Approve the June 12, 2019 Minutes
- 4. Action Items:**
  - 4.1 Review and Approve Incumbent Worker Training Policy *Hayter*
- 5. Information Items:**
  - 5.1 Receive notification regarding procurement of WIOA AJCC services provider for program year 2020-2021 *Hayter*
- 6. Reports:**
  - 6.1 Chairperson's Report *Dudley*
  - 6.2 Staff Report *Boulanger*
  - 6.3 Rapid Response Update *Marin*
- 7. Administrative Entity Updates:**
  - 7.1 Receive and Review Fiscal Budget Update *Boulanger*
- 8. Board Member Workforce Development Updates** *Dudley*
- 9. Next Meeting:**

Wednesday, October 9, 2019 at 8:00 AM  
Department of Social Services Room 101, 3433 South Higuera Street SLO
- 10. 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**

**Date:** Wednesday, June 12, 2019  
**Time:** 8:00 AM – 10:00 AM  
**Location:** 3433 South Higuera Room 356, San Luis Obispo, CA

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**Present:** Carl Dudley, Louise Matheny, Isiah Gomer, William Hills, Loreli Cappel, Patrick McGuire

**Absent:**

**Staff:** Dawn Boulanger, Sarah Hayter, Diana Marin

**Guest:**

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**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 April 24, 2019 Minutes**

Motion: William Hills

Second: Louise Matheny

Abstentions: None

Motion Passed Unanimously

**4. Action Items:**

**4.1 Approve Reappointments of William Ray and Tony Hoffman to the Workforce Development Board**

Chair Dudley presented the item which is part of the agenda. The Committee Approved the reappointments of William Ray and Tony Hoffman to the Workforce Development Board.

Motion: Isiah Gomer

Second: Loreli Cappel

Abstentions: None

Motion Passed Unanimously

**4.2 Review and Approve WIOA MOU**

Sarah Hayter (Staff) presented the item which is part of the agenda. The Committee approved the updated Memorandum of Understanding and Infrastructure Funding Agreements and Other System Costs Budget between all AJCC required One-Stop partners, the WDB, and the San Luis Obispo County Board of Supervisors.

Motion: William Hills

Second: Loreli Cappel

Abstentions: None

Motion Passed Unanimously

**5. Discussion Items:**

**5.1 Appointment of Ad-Hoc for AJCC PY 20-21 Procurement**

Carl Dudley (Chair) presented the item and explained that the purpose for the Ad-Hoc would be to assist in the PY 20-21 AJCC Procurement. Committee agreed to creation of Ad-Hoc.

**6. Reports:**

**6.1 Chairman's Report:** Carl Dudley (Chair) reported that the Workforce Development Board approved local area subsequent designation and local board recertification and approved PY 2019-2020 AJCC Services Contract with Eckerd on May 2, 2019.

**6.2 Staff Report:** Dawn Boulanger (Staff) reported that there are some upcoming grants and grant opportunities which include SB1, the Prison to Employment Initiative, AB 1111 as well as Slingshot 2.0.

**6.3 Rapid Response Report:** Diana Marin (Staff) trend continues as all responses have been closures except for one layoff. There is a possibility that there was a layoff aversion situation as The Mentor Group may have hired all Anka Behavioral Health, Inc's recently affected employees.

**7. Administrative Entity Updates:**

**7.1 Receive and Review Fiscal Budget Update:** Dawn Boulanger reported on Fiscal Budget which is part of the agenda.

**8. Board Member Workforce Development Updates:**

None reported

**9. Next Meeting:**

July 10, 2019 at 8:00 a.m.  
Department of Social Services  
3433 South Higuera Street, Room 101, San Luis Obispo

**9. Adjournment:**

**Chair Dudley:** adjourned the meeting at 9:15 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, June 12, 2019 by the Executive Committee of the Workforce Development Board of San Luis Obispo County.

Diana Marin, Executive Committee Clerk

Dated: June 17, 2019

**WDB Executive Committee  
ACTION ITEM  
September 11, 2019**

**AGENDA ITEM NUMBER: 4.1**

**ITEM: Review and Approve Local Policy on Incumbent Worker Training**

**ACTION REQUIRED:**

It is recommended the Board review and approve the local workforce development area's policy on Workforce Innovation and Opportunity Act (WIOA) business service defined as Incumbent Worker Training (IWT).

**SUMMARY NARRATIVE:**

IWT is part of a comprehensive business engagement strategy designed to meet the special requirements of an employer (including a group of employers) to upskill current employees. The WIOA permits local areas to use up to 20% of WIOA Adult and Dislocated Worker funds towards providing Incumbent Worker Training services. WIOA defines Incumbent Worker Training as follows:

- Designed to meet the special requirements of an employer (including a group of employers) to retain a skilled workforce, avert the need to lay-off employees by assisting the workers in obtaining the skills necessary to retain employment and/or provide training that will result in progression on a career pathway and income mobility.
- Conducted with a commitment by the employer to retain employees, avert the layoff(s) of the incumbent worker(s) trained for a period of six months following completion of the training, or promote incumbent workers to higher paying positions.
- Increases the competitiveness of the employer or employee.
- Gives employees the opportunity to progress on their career pathway by providing opportunities to obtain certificates or credentials based on the employers need.

On July 2, 2019 the Employment Development Department (EDD) released Workforce Services Directive (WSD) 19-01 regarding WIOA Incumbent Worker Training. This directive provided details regarding the eligibility, funding, and the performance and reporting requirements of Incumbent Worker Training. The employer contributions for IWT can be counted as allowable expenses to report towards the State mandated SB-734 participant training expenditure requirement.

An eligible individual participating in IWT is not required to meet the eligibility requirements for the Adult or Dislocated Worker program, unless they are co-enrolled as a participant in WIOA and will receive WIOA funded services in addition to the IWT. Individuals and Employers who participate in IWT must be registered in CalJOBS.

**BUDGET/FINANCIAL IMPACT:**

Up to 20% of Adult and Dislocated Worker funds received by the local area may be used towards providing Incumber Worker Training. This amount will be determined upon annual allocations and included in the amount identified in annual contract budgets to be spent on SB-734 participant training expenditure requirement.

**STAFF COMMENTS:**

With the approval of this item, the WDB administrative staff will finalize the local area policy and implement Incumbent Worker Training services with the current AJCC contractor.



**COUNTY OF SAN LUIS OBISPO**  
**DEPARTMENT OF SOCIAL SERVICES**  
**WORKFORCE DEVELOPMENT BOARD**

3433 South Higuera Street, P.O. Box 8119, San Luis Obispo, CA 93403-8119  
(P) 1-805-781-1908

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**POLICY NO:**

**TO:** Service Providers

**FROM:** Department of Social Services

**EFFECTIVE:**

**SUBJECT:** Incumbent Worker Training (IWT) Policy

**REFERENCES:**

- Workforce Innovation and Opportunity Act (WIOA) Sections: 122(h)(i), 134(d)(4), 134(G)(ii), 134(c)(3)(H), and 194(4)
- Workforce Services Directive (WSD) 19-01 Incumbent Worker Training
- Workforce Services Directive (WSD) 18-10 WIOA Training Expenditure Requirement
- Workforce Services Directive (WSD) 18-03 Pathway to Services, Referral, and Enrollment
- Workforce Services Directive (WSD) 17-08 Procurement of Equipment and Related Services
- Workforce Services Directive (WSD) 16-18 Selective Service Registration
- Workforce Services Directive (WSD) 16-16 Allowable Costs and Prior Written Approval
- Workforce Services Directive (WSD) 16-15 Dislocated Worker Additional Assistance Projects
- Workforce Services Directive (WSD) 16-13 Monthly and Quarterly Financial Reporting Requirements
- Workforce Services Directive (WSD) 16-04 Rapid Response and Layoff Aversion Activities
- Workforce Services Directive (WSD) 15-23 Transfer of Funds – WIOA Adult/Dislocated Worker Program
- Title 20 Code of Federal Regulations Sections 680.780 - 680.820
- Training and Employment Guidance Letter (TEGL): 19-16 Guidance on Services provided through the Adult and Dislocated Worker programs under the WIOA and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules
- Training and Employment Guidance Letter (TEGL): 10-16 Change 1, Subject: Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs
- Workforce Services Information Notice (WSIN)12-31 Assisting Employers in the New CalJOBS

**DEFINITIONS:**

**Business and Employer:** A private sector, local government, for profit or not-for profit place of business. Business and Employer are used interchangeably in this policy.

**California Employer Account Number:** An eight-digit payroll tax number issued to a registered employer by the Employment Development Department, also known as the Employer Payroll Tax Account Number, State Employer Identification Number, or state ID.

**Employer Share:** Employers are required to pay for a significant cost of the training for those individuals in IWT. The minimum amount of employer share in IWT depends on the size of the employer.

**Follow-up:** Shall be performed six months after reported completion of IWT to determine outcomes (retained employment, advancement, and increased wages).

**Incumbent Worker:** To qualify as an Incumbent Worker, the employee must meet the following:

- Be a current employee of an eligible employer and have an established employment history with the employer for six months or more. An individual is not held to the six-month employment requirement if the IWT is being provided to a cohort of employees. In this instance, not every employee must meet the employment history requirement if a majority of the employees being trained do meet the requirement.
- Meet the Fair Labor Standards Act requirements for an employer-employee relationship.
- Meet the Selective Service requirements.

**IWT:** The following characteristics define IWT:

- Designed to meet the special requirements of an employer (including a group of employers) to retain a skilled workforce, avert the need to lay-off employees by assisting the workers in obtaining the skills necessary to retain employment, and/or provide training that will result in progression on a career pathway and income mobility.
- Conducted with a commitment by the employer to retain employees, avert the layoff(s) of the incumbent worker(s) trained for a period of six months following completion of the training or promote incumbent workers to higher paying positions.
- Increases the competitiveness of the employer or employee.
- Gives employees the opportunity to progress on their career pathway by providing opportunities to obtain certificates or credentials based on the employers need.

**IWT Allowable Costs:** The Local Boards' share of the cost of training (teacher, books, materials) for the delivery of IWT. This amount excludes the cost of individual wages paid by the employer while the employee is attending/participating in the training.

**Qualified Trainer:** Qualified training can be provided in-house, by a training agency, or by a third party. Training providers should be California-based, unless the training is so unique that a training provider cannot be found in California. The choice and method of training are determined by the employer.

**Training Method:** The following are types of training methods allowable for IWT:

- Classroom training is instruction in a classroom setting that is provided to a group of trainees and conducted by a qualified instructor.
- Laboratory training is hands-on instruction or skill acquisition under the constant and direct guidance of a qualified trainer. Laboratory training may require the use of specialized equipment or facilities. Laboratory training may be conducted in a simulated work setting, or at a productive work setting, also known as Productive Laboratory.
- Computer-based training is delivered through a computer program at a pace set by the trainee. There is no requirement for delivery by a live trainer and training does not have to be interactive.
- Video Conference training is live, interactive instruction provided by a trainer through a video communications session.
- E-Learning instruction is delivered through a web-based system, conducted in a virtual environment utilizing a web meeting/webinar.

### **PURPOSE:**

This policy is to provide guidance and establish the procedures regarding Incumbent Worker Training (IWT), pursuant to the requirements of the Workforce Innovation and Opportunity Act (WIOA), Department of Labor (DOL) Regulations, California State Directives, and the San Luis Obispo County local policy.

### **BACKGROUND:**

Incumbent Worker Training (IWT) provides both employees and employers with the opportunity to build and maintain a quality workforce by increasing the competitiveness of both. IWT is work-based training designed to ensure that employees can acquire and develop the necessary skills to avert layoffs or the upskilling of employees, so they can be promoted within their company and create backfill opportunities for employers.

IWT expenditures may account for up to 20% of a local area's Adult and Dislocated Worker funding allocation.

### **POLICY:**

WIOA Service Providers in San Luis Obispo County will utilize IWT as an appropriate and allowable business engagement activity, consistent with the definitions and requirements of WIOA.

It will be the service providers responsibility to support whether the proposed training will increase the competitiveness of the employees and/or the employer.

### **A. Employer Eligibility**

The service provider will assess and determine an employer's eligibility for participation in IWT. Eligibility for participation will be based on the following criteria:

- The characteristics of the individuals in the program (e.g. individuals with barriers to employment).
- The relationship of the training to the competitiveness of an individual and the employer.
- Other factors the local area or service provider determines appropriate which may include but are not limited to:
  - a. The number of employees participating in the training.

- b. The employees' advancement opportunities, along with wages and benefits (both pre and post-training earnings).
- c. The existence of other training and advancement opportunities provided by the employer.
- d. Credentials and skills gained as a result of the training.
- e. Layoffs averted as a result of the training.
- f. Utilization as part of a larger sector and/or career pathway strategy.
- g. Employer size.

For an employer to be eligible for IWT services, the employer must:

- Provide a valid California Employer Account Number.
- Demonstrate a need for IWT, whether to avert layoffs or create advancement opportunities, resulting in wage and/or benefit increases, for current employees.
- Be registered as a preferred employer (recruiting employer) in CalJOBS<sup>SM</sup>.
- Provide the employee with a certificate of completion or credential upon culmination of training and provide the WDB with necessary data for monitoring purposes.

Participating employers are responsible for their share of the training costs; these may include wages the employer pays to the individual while they are attending the training. The employer's contribution may be in cash or in kind, fairly evaluated, and must be tracked and documented in the agreement file. The minimum amount of employer share in IWT depends on the size of the employer and are as follows:

- At least 10 percent of the cost for employers with 50 or fewer employees.
- At least 25 percent of the cost for employers with 51 to 100 employees.
- At least 50 percent of the cost for employers with more than 100 employees.

## **B. Employee Eligibility**

To qualify as an Incumbent Worker (IW), the employee must:

- Be at least 18 years of age
- Be a current employee by an eligible business and have an established employment history with the employer for six months or more. An employee is not held to the six-month employment requirement if the IWT is being provided to a cohort of employees. In this instance, not every employee must meet the employment history requirement as long as the majority of them meet it.
- Meet the Fair Labor Standards Act requirements for an employer-employee relationship.
- Meet the Selective Service requirements.

An IW is not required to meet the eligibility requirements for the Adult or Dislocated Worker program, unless they are also co-enrolled as a participant in the WIOA Adult or Dislocated Worker program and will receive WIOA funded services in addition to the IWT.

## **C. Funding**

IWT is part of a comprehensive business engagement strategy designed to meet the special requirements of an employer (including a group of employers) to upskill current employees. Service Providers may use up to 20% of their Adult and Dislocated Worker funding allocations for IWT activities. This 20% can only be used for programmatic activities only and cannot be used for administrative functions. IWT funding should be allocated to private sector

employers, but there may be instances where non-profit and local government entities may receive IWT funds.

Rapid Response funds can be leveraged by including IWT as part of a robust layoff aversion strategy. IWT is part of a comprehensive business engagement strategy, therefore, the delivery of IWT does not require the use of an Individual Training Account (ITA) or that the training program be listed on the Eligible Training Provider List (ETPL). **The San Luis Obispo County WDB shall determine which strategies and activities are applicable in each situation.**

IWT expenditures are to be tracked by the service provider to ensure they do not exceed the 20% allowance of Adult and Dislocated Worker formula allocations. IWT expenditures can be counted toward the training expenditure requirement in [WSD18-10](#). The employer contributions for IWT can be counted as leveraged dollars.

## **PROCEDURES:**

### **A. Documentation/Employer Contract Requirements:**

A request *verbal or written* by an employer (or group of employers) **and evaluation by the SLO County WDB** must be conducted to determine a demonstrated need for IWT. Once it has been approved the following conditions apply:

1. A written IWT contract between the Employer(s) and the Service Provider is signed and is on file prior to the initiation of the training. A copy of the agreement will be given to the Employer(s).
2. The terms of the training shall be indicated in the contract including:
  - a. Number of Employer(s) and Employee(s) participating in IWT
  - b. Choice, method and length of training
  - c. Selection of qualified trainer
  - d. Expected skills/competencies to be learned and/or gained
  - e. Certificate/Credential to be obtained
3. The IWT contract will also address the following:
  - a. Employer documentation of the six-month work history requirement
  - b. Maximum allowable costs of training
  - c. Employer commitment to retain the individual(s) as a full-time employee(s) with the same wages, benefits, hours and working conditions at minimum
  - d. Hourly wage of the individual (pre and post-training)
  - e. Assessment and identification of the individual's skills gaps
  - f. Performance measures outcome requirements
  - g. A provision for termination for lack of funds or recapture of overpayments, lack of individual attendance or failure of employer to comply with initial or upgraded employment requirements
  - h. A provision for maintaining and providing records for SLO County WDB, State and Federal monitoring and review.

### **B. Performance and Reporting Requirements**

IWT eligibility is determined at the employer level (not the individual level), individuals who only receive IWT are not included in the WIOA Adult or Dislocated Worker program performance calculations.

The DOL requires certain participation and performance data on individuals participating in IWT. The required information for these individuals is limited to demographic information, information necessary to calculate employment in the 2nd and 4th quarters after exit, median earnings in the 2nd quarter after exit, measurable skill gains, and certificate/credential attainment. For the purpose of calculating these metrics for IWT-only individuals, the exit date is the last date of training, as indicated in the training contract.

Employers are encouraged to provide the Social Security Numbers (SSNs) of their employees participating in IWT as part of their contract with the WIOA Service Provider. For all employees where an SSN is collected, the EDD will conduct a base wage match to obtain their employment and earnings. For those participants that have a pseudo SSN entered, it is the WIOA Service Provider's responsibility to provide supplemental data. Additionally, it is the Local Board's responsibility to ensure that the local WIOA service providers collect and enter all required and relevant data for all IWT participants into CalJOBS<sup>SM</sup>.

*\*Note – If the individual in IWT becomes a participant in the Adult or Dislocated Worker program at any point, they are included in performance calculations for the core program that provides additional services.*

### **C. CalJOBS<sup>SM</sup>**

#### **1. IWT employee requirements:**

All recipients of IWT must be reported to DOL, regardless of whether they become a participant in one of the other WIOA programs. Individuals who participate in IWT must be registered in CalJOBS<sup>SM</sup>, and do the following:

- Title I – Workforce Development application with an Incumbent Worker eligibility date entered. The application and eligibility requirements for the IWT eligibility is truncated and requires minimal information.
- On the Eligibility Summary tab of the Title I application:
  - Set "Incumbent Worker Eligibility" to yes.
  - Add the appropriate IWT grant code, then select [Finish] to save the application.
- CalJOBS<sup>SM</sup> Activity Code 308 – IWT should be added to the application and associated to the appropriate funding stream for the duration of the IWT. If utilizing WIOA formula funds, staff must associate grant code 2284 – Incumbent Worker Training Participant to the 308 – IWT activity code.

#### **2. Employer requirements:**

- Employer must be registered as a preferred employer (recruiting employer) in CalJOBS<sup>SM</sup>.

### **A. Exception to Policy**

*There may be emergency or extenuating circumstances that would warrant an exception to this policy. Policy exception requests must be submitted in writing and approved by the DSS WIOA Program Manager.*

### **B. Availability of Funding**

Service providers will take necessary steps to provide IWT activities in a manner to provide services throughout the program year to employers who qualify for IWT activities. IWT funds distribution is contingent upon the availability of funds in the local area.

However, funding may not exceed the maximum expenditures identified in this policy.

**ACTION:**

All WIOA Adult and Dislocated Worker Program Service Providers shall comply with this policy. This policy will remain in effect from the date of issue until such time that a revision is required.

**INQUIRIES:**

Any questions regarding this policy may be directed to the DSS WIOA Program Manager..

Workforce Development Board (WDB) Approval Required?    Yes\_X\_\_    No\_\_\_\_

Initial approval date: \_\_\_\_\_

WDB revision approval date: \_\_\_\_\_

DRAFT

**WDB Executive Committee  
INFORMATION ITEM  
September 11, 2019**

**AGENDA ITEM NUMBER: 5.1**

**ITEM: Receive notification regarding procurement of AJCC Operator, WIOA Adult/Dislocated Worker services provider, and Rapid Response/Layoff Aversion services provider for program year 2020-2021.**

**ACTIONS REQUIRED:**

None

**SUMMARY NARRATIVE:**

The Administrative Entity is responsible for procuring WIOA Service provider(s) responsible for Workforce Innovation and Opportunity Act (WIOA) services in accordance with WIOA and County purchasing regulations. This open and competitive procurement must meet all requirements and time frames of federal, state and county procurement regulations.

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 conduct the procurement and administer the WIOA Title I Adult, Dislocated Worker, and Rapid Response/Layoff Aversion funds through contractual agreement with the selected proposer. The County will issue a Request for Proposals (RFP) seeking a provider to fulfill the AJCC Operator duties, deliver comprehensive Adult, Dislocated Worker, and Rapid Response/Layoff aversion services throughout San Luis Obispo County.

**RECOMMENDATIONS:**

Staff recommends the successful proposer(s) identified through the RFP Selection Committee will be brought before the Executive Committee to approve vendor selection and commencement of contract negotiations. A draft contract scope of work and budget will later be brought to the Executive Committee for approval prior to the contract being submitted to County Board of Supervisors for final approval and execution of the PY 2020-2021 contract.

PROGRAM YEAR(PY) 2018-19

# RAPID RESPONSE REPORT

In PY 2018-19 there were a total of 46 Rapid Responses. Of the 46, 1 was a reported layoff and 45 were closures. 5 were WARN notices received from EDD. All WARN notices were for reported closures not mass layoffs.

How discovered?

26 Reported by media

7 Reported by staff

5 Received via WARN (8 affected locations)

#### Industry

- 23 Retail Store
- 11 Accommodation and Food Services
- 2 Transportation
- 3 Other Services (except Public Admin)
- 3 Health
- 1 Agriculture
- 1 Arts, Entertainment & Recreation
- 1 Information
- 1 Finance
- 1 Manufacturing

#### Location

- 24 San Luis Obispo
- 5 Pismo Beach
- 5 Morro Bay
- 4 Paso Robles
- 4 Arroyo Grande
- 2 Nipomo
- 2 Los Osos
- 1 Cambria
- 1 Atascadero

## SUMMARY

### RESPONSES BY QUARTER

Q1: 13

Q2: 10

Q3: 12

Q4: 11

### LARGEST CLOSURES

Anka (3 locations)  
52

Weatherby's, Inc  
42

OSH (2 locations)  
39

Cookie Crock & Chipotle  
20

### SERVICES

Orientations:  
4

Attendees: 73  
Weatherby's- 14  
OSH (2)- 39  
Anka- 20

Total number of affected workers:  
161

# RAPID RESPONSES IN Q4

## Quarter 4 (April-June)

Business Name	Response Type	Industry
Anka Behavioral Health, Inc (3 locations)	WARN- Closure (Orientation)	Health
Tiger Rose Tattoo	Non WARN- Closure	Other Services
Spike's Pub	Non WARN- Closure	Accommodation & Food Service
Tanner Jack's	Non WARN- Closure	Accommodation & Food Service
Le Creme Jewelry & Boutique	Non WARN- Closure	Retail Store
Femme Jules Dress Barn	Non WARN- Closure	Retail Store
Drum Circuit	Non WARN- Closure	Retail Store
Hallmark	Non WARN- Closure	Retail Store
Noi's Little Thai Takeout	Non WARN- Closure	Accommodation & Food Service



**Did you know?**

**50% of the business  
closures in Q4 were in  
the Retail Industry.**

**WIOA Budget & Expenditures**

Fiscal Year 2019-2020

**YTD Expense thru 07/31/19****1** month(s) elapsed

		See TABs for details			
	Budget Narrative	Budget*	YTD Actuals	Percent Expended	Balance
<b>DSS Salary &amp; Benefits</b>	<b>DSS Administrative and Fiscal cost</b> 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 Administrative Services Manager, Program Manager, Fiscal Manager, program and clerical support staff. DSS Employees use a time study report to code their work time to the WIOA program. The salary and benefit costs for the month of July are <b>\$18,104</b>	\$ 483,886	\$ 18,104	3.74%	\$ 465,782
<b>DSS Operating</b>	<b>DSS Operating Expenses</b> Operating expenses include travel, registration, memberships, legal notices, auditing and office supplies. Also included are monthly expenses for services and systems expenses that would require Purchase Order. This includes online subscriptions to Labor Market information, CWA trainings, economic analysis & other consultant contracts/projects commissioned by the WDB, etc.	\$ 43,800	\$ 11,100	25.34%	\$ 32,700
<b>Eckerd Youth</b> <i>WIOA Youth Employment and Training Services.</i>		\$ 500,000	\$ 25,323	5.06%	\$ 474,677
<b>Eckerd AJCC</b> <i>WIOA Adult, Dislocated Worker &amp; busniess services and Rapid Response/Layoff Aversion services</i>		\$ 917,000	\$ 80,887	8.82%	\$ 836,113
<b>WDB Set-Aside</b>	<b>WDB Set-Aside Expenses</b> These expenses are costs associated directly with the WDB. This includes WDB initiative costs, job fairs, conference registration and travel expenses, membership renewals, and recognition costs.	\$ 7,300	\$ 2,000	27.40%	\$ 5,300
<b>TOTAL:</b>		<b>\$ 1,951,986</b>	<b>\$ 137,414</b>	<b>7.04%</b>	<b>\$ 1,814,572</b>
		<i>Target thru</i>	<i>07/31/19</i>	<i>8.33%</i>	<i>month(s) elapsed</i>

## Operating Expenditure Budget

Fiscal Year 2019-2020

	Budget	YTD Actuals	Remaining	MONTHLY EXPENDITURES											
				July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Travel - (AE staff only)	\$ 8,000	\$ -	\$ 8,000.00												
Registrations for conferences, workshops, seminars (AE Staff only)	\$ 1,800	\$ -	\$ 1,800.00												
Auditing (County Auditor)	\$ 9,000	\$ -	\$ 9,000.00												
Office Supplies	\$ 500	\$ -	\$ 500.00												
Other Program (legal notices, memberships, etc)	\$ 1,500	\$ -	\$ 1,500.00												
<b>Total:</b>	<b>\$ 20,800</b>	<b>\$ -</b>	<b>\$ 20,800.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Services & Systems Purchase Orders	Budget	YTD Actuals	Remaining	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Chmura (Labor Market Subscription)	\$ 8,000	\$ -	\$ 8,000.00												
Staff/Contractor Trngs.	\$ -	\$ -	\$ -												
AJCC(Participant Training)	\$ -	\$ -	\$ -												
TBD (Strategic Plan)	\$ -	\$ -	\$ -												
Consulting Services-WIOA Policies-Racy Ming & Associate	\$ 15,000	\$ 11,100	\$ 3,900.00	\$ 11,100.00											
<b>Total:</b>	<b>\$ 23,000</b>	<b>\$ 11,100</b>	<b>\$ 11,900.00</b>	<b>\$ 11,100.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>DSS Operating Expense Grand Total</b>	<b>\$ 43,800</b>	<b>\$ 11,100.00</b>	<b>\$ 32,700.00</b>	<b>\$ 11,100.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
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Eckerd - Youth Services

Fiscal Year 2019-2020

Expenditures

				MONTHLY EXPENDITURES											
				<i>Pd in Aug</i>	<i>Pd in Sep</i>	<i>Pd in Oct</i>	<i>Pd in Nov</i>	<i>Pd in Dec.</i>	<i>Pd in Jan</i>	<i>Pd in Feb</i>	<i>Pd in Mar</i>	<i>Pd in Apr</i>	<i>Pd in May</i>	<i>Pd in June</i>	<i>Pd in June</i>
IN AND OUT OF SCHOOL	Budget	YTD Actuals	Remaining	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Salaries & Benefits	\$ 261,371.00	\$ 15,059	\$ 246,312.09	\$ 15,058.91											
Operations	\$ 48,905.00	\$ 724	\$ 48,180.52	\$ 724.48											
Participant Costs	\$ 133,918.00	\$ 6,285	\$ 127,633.37	\$ 6,284.63											
Indirect	\$ 55,806.00	\$ 3,255	\$ 52,551.13	\$ 3,254.87											
Total:	\$ 500,000.00	\$ 25,323	\$ 474,677.11	\$ 25,322.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Work Experience (included in total)*		\$ -													

Percent OSY to total:	100%
Percent WEX to total:	0%

# Eckerd - AJCC One Stop System Operator

Fiscal Year 2019-2020

## Adult

	MONTHLY EXPENDITURES														
	Budget	YTD Actuals	Remaining	Pd in Aug	Pd in Sep	Pd in Oct	Pd in Nov	Pd in Dec	Pd in Jan	Pd in Feb	Pd in Mar	Pd in Apr	Pd in May	Pd in June	Pd in June
				July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Salaries & Benefits	\$ 245,170.10	\$ 14,458.25	\$ 230,711.85	\$ 14,458.25											
Operations	\$ 74,105.70	\$ 870.84	\$ 73,234.86	\$ 870.84											
Participant Training	\$ 108,000.00	\$ 40,203.92	\$ 67,796.08	\$ 40,203.92											
Participant Costs	\$ 15,164.68	\$ 740.71	\$ 14,423.97	\$ 740.71											
Indirect	\$ 47,759.52	\$ 3,097.12	\$ 44,662.40	\$ 3,097.12											
<b>Total:</b>	<b>\$ 490,200.00</b>	<b>\$ 59,370.84</b>	<b>\$ 430,829.16</b>	<b>\$ 59,370.84</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## DW

	MONTHLY EXPENDITURES														
	Budget	YTD Actuals	Remaining	Pd in Aug	Pd in Sep	Pd in Oct	Pd in Nov	Pd in Dec	Pd in Jan	Pd in Feb	Pd in Mar	Pd in Apr	Pd in May	Pd in June	Pd in June
				July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Salaries & Benefits	\$ 168,393.88	\$ 11,048.78	\$ 157,345.10	\$ 11,048.78											
Operations	\$ 43,198.36	\$ 513.64	\$ 42,684.72	\$ 513.64											
Participant Training	\$ 72,000.00	\$ 2,724.90	\$ 69,275.10	\$ 2,724.90											
Participant Costs	\$ 9,980.12	\$ -	\$ 9,980.12	\$ -											
Indirect	\$ 33,227.64	\$ 2,110.24	\$ 31,117.40	\$ 2,110.24											
<b>Total:</b>	<b>\$ 326,800.00</b>	<b>\$ 16,397.56</b>	<b>\$ 310,402.44</b>	<b>\$ 16,397.56</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Rapid Response

	MONTHLY EXPENDITURES														incl March CR		
	Budget	YTD Actuals	Remaining	Pd in Aug	Pd in Sep	Pd in Oct	Pd in Nov	Pd in Dec	Pd in Jan	Pd in Feb	Pd in Mar	Pd in Apr	Pd in May	Pd in June	Pd in June		
				July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June		
Salaries & Benefits	\$ 51,719.57	\$ 3,728.47	\$ 47,991.10	\$ 3,728.47													
Operations	\$ 19,177.92	\$ 92.18	\$ 19,085.74	\$ 92.18													
Participant Training	\$ -	\$ -	\$ -														
Participant Costs	\$ -	\$ -	\$ -														
Indirect	\$ 9,102.51	\$ 564.31	\$ 8,538.20	\$ 564.31													
<b>Total:</b>	<b>\$ 80,000.00</b>	<b>\$ 4,384.96</b>	<b>\$ 75,615.04</b>	<b>\$ 4,384.96</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Rapid Response Layoff Aversion

	MONTHLY EXPENDITURES														
	Budget	YTD Actuals	Remaining	Pd in Aug	Pd in Sep	Pd in Oct	Pd in Nov	Pd in Dec	Pd in Jan	Pd in Feb	Pd in Mar	Pd in Apr	Pd in May	Pd in June	Pd in June
				July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Salaries & Benefits	\$ 13,644.17	\$ 626.34	\$ 13,017.83	\$ 626.34											
Operations	\$ 3,983.57	\$ 13.30	\$ 3,970.27	\$ 13.30											
Participant Training	\$ -	\$ -	\$ -												
Participant Costs	\$ -	\$ -	\$ -												
Indirect	\$ 2,372.26	\$ 94.47	\$ 2,277.79	\$ 94.47											
<b>Total:</b>	<b>\$ 20,000.00</b>	<b>\$ 734.11</b>	<b>\$ 19,265.89</b>	<b>\$ 734.11</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

TOTAL AJCC - One Stop	Budget	YTD Actuals	Remaining														
Adult	\$ 490,200.00	\$ 59,370.84	\$ 430,829.16	\$ 59,370.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DW	\$ 326,800.00	\$ 16,397.56	\$ 310,402.44	\$ 16,397.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rapid Response	\$ 80,000.00	\$ 4,384.96	\$ 75,615.04	\$ 4,384.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rapid Response Layoff Aversion	\$ 20,000.00	\$ 734.11	\$ 19,265.89	\$ 734.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 917,000.00</b>	<b>\$ 80,887.47</b>	<b>\$ 836,112.53</b>	<b>\$ 80,887.47</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## WIOA WDB Set-Aside

Fiscal Year 2019-2020

			MONTHLY EXPENDITURES											
	Budget	YTD Actuals	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
CWA (Youth/Spring/Fall) Conf (1 WIB member per conf) Conference/Travel/Memb	\$ 2,000	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Membership Renewals Conference/Travel/Memb	\$ 5,000	2,000	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Recognition & other	\$ 300	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total:</b>	<b>\$ 7,300</b>	<b>\$ 2,000</b>	<b>2000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>