



VISION: Ensuring the workforce needs of employers and job seekers in San Luis Obispo County are met.

**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 Thursday, April 7, 2022, at 9:00 am. The purpose of the meeting is to consider the special meeting agenda which is listed below. This Notice is given by order of Isiah Gomer, Chairperson of the Workforce Development Board.

Dated: April 1, 2022

MEMBERS:

Isiah Gomer

Chairperson
Paso Robles
Waste &
Recycle

William Hills

Vice Chairperson
United Staffing
Associates, LLC

Verena Latona-Tahlman

Cannon
Corporation

Justin McIntire

Department of
Rehabilitation

Date: Thursday, April 7, 2022

Time: 9:00 AM – 11:00 AM

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

1. **Call to Order and Introductions** *Gomer*
2. **Public Comment**
3. **Consent Items:** *Gomer*
 - 3.1 Approve the March 9, 2022 Minutes
4. **Action Items:**
 - 4.1 a) Review and approve the vendor recommendation for the WIOA Youth Services RFP and *Sarah Hayter*
 - b) Direct Administrative Entity staff to commence contract negotiations
5. **Information/Discussion Items:**
 - 5.1 Receive Update on ARPA COVID-19 Small Business Grant *Dawn Boulanger*
6. **Reports:**
 - a) Chairperson’s Report *Gomer*
 - b) AJCC and Youth Employment Services Addressing Barriers to Employment *Christina Kuhn*
 - c) Staff Report *Dawn Boulanger/
Sarah Hayter*
7. **Administrative Entity Updates:**
 - 7.1 Receive and Review Fiscal Budget Update *Dawn Boulanger*
 - 7.2 Receive and Review Rapid Response Update *Diana Marin*
8. **Board Member Workforce Development Updates**
9. **Next Meeting:** *Gomer*

Wednesday, June 8, 2022, at 8:00 AM
Location: 3433 S. Higuera Street- Room 101, San Luis Obispo, CA 93401
10. **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.

This WIOA Title I - financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. California Relay Service 711 or 1-800-735-2922 (English) 1-800-855-3000 (Spanish).

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

Date: Wednesday, March 9, 2022

Time: 8:00 AM – 10:00 AM

Location: Virtually via Zoom

<https://slohealth.zoom.us/j/97886579213?pwd=ZU9rM2hUK3Z4OFQ1d3VRU2FrSDBUdz09>

Present: Isiah Gomer, William Hills, Justin McIntire, Verena Latona-Tahlman

Absent: None

Staff: Dawn Boulanger, Sarah Hayter, Diana Marin

Guest: Johnathan Zeigler, Christina Kuhn, Jennifer Campos, Vivian Estrada

1. Call to Order:

Chair Isiah Gomer: called the meeting to order at 8:01 A.M. **Quorum.**

2. Action Items:

2.1 Approve a resolution authorizing the Workforce Development Board to hold teleconferenced public meetings for an additional thirty-day period pursuant to AB-361

Isiah Gomer (chair) presented the item which is available as part of the agenda.

Motion: William Hills

Second: Justin McIntire

Abstentions: None

Motion Passed Unanimously

3. Public Comment:

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

4. Consent Items:

4.1 Approve the January 12, 2022 Minutes

4.2 Approve the Appointment of Angela Rayfield to the Business Council

The Board approves consent items 4.1 and 4.2

Motion: Justin McIntire

Second: Verena Latona-Tahlman

Abstentions: None

Motions Passed Unanimously

5. Action Items:

5.1 Approve Amendments to the 2022 WDB Calendar Year Meeting Schedule

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

Motion: Justin McIntire

Second: Verena Latona-Tahlman

Abstentions: None

Motion Passed Unanimously

5.2 Approve PY 2021-22 WIOA Budget Revision

Dawn Boulanger (staff) presented the item which is available as part of the agenda. Ms. Boulanger stated that the item was regarding the approval of a system rebrand that was approved at the beginning of the fiscal year and that procurement has been completed and a vendor selected- Full Capacity Marketing, to provide the service. In addition to the system rebrand, Full Capacity Marketing will help with strategic outreach and recruitment, specifically targeted at the young adult community in SLO County.

Motion: Justin McIntire

Second: William Hills

Abstentions: None

Motion Passed Unanimously

5.3 Identify and Approve April 2022 Executive Committee Special Meeting Date

Sarah Hayter (staff) presented the item which is available as part of the agenda. Ms. Hayter identified 3 options and conversations ensued for alternative Special Meeting dates and times. The committee was reminded that the Special Meeting would take place in person at the Department of Social Services in San Luis Obispo and that a quorum would be needed to approve action items. The committee agreed that Thursday, April 7, 2022, at 9 am worked for all members.

Motion: Justin McIntire
 Second: Verena Latona-Tahlman
 Abstentions: None

Motion Passed Unanimously

6. Information/Discussion Items:

6.1 Receive Update on ARPA COVID-19 Small Business Grant

Dawn Boulanger (staff) presented the item informing committee members that the County of San Luis Obispo is moving forward with an American Rescue Plan Act (ARPA) funded COVID-19 Small Business Grant. It is a \$500,000 fund that will provide individual \$5,000 and \$10,000 grants for employers with 25 or fewer employees. Businesses can apply as of April 1st. The grant will be administered by the WDB admin team and Chamber of Commerce Business Services staff. More details and information will be available as soon as it is approved by the County of San Luis Obispo County Board of Supervisors.

Chair, Isiah Gomer: Speaks

7. Reports:

- A. Chairman's Report:** Isiah Gomer (chair) announced that the Employer Advisory Council had to cancel their last employer training due to low enrollments. He also stated that he has been invited to join the Cal Poly Workforce Development meeting. Chair Gomer will provide a report back to this board about those meetings.
- B. WIOA Services Addressing Barriers to Employment:** Christina Kuhn (guest) shared that the AJCC has had an increase in foot traffic. There has also been an increase in interest from young individuals. Transportation appears to be an issue for youth participants, so staff has been meeting them where they are. There is an increased interest in in-person meetings. The new Business Services staff has been working with a second chance employer and has had success with placing a justice-involved individual. The AJCC has been working with WDB staff and Cuesta College to develop a youth-focused Job Fair to help the youth in the community identify their employment and training options. Ms. Kuhn also stated that they have seen an increase in adult participants who are looking to train or re-train and participate in local training IT and commercial driver programs. EDD is now co-located at the AJCC. Lastly, Ms.

Kuhn stated that Sarah Hayter (staff) connected AJCC staff with Jeff from the Safe Parking Program, and AJCC staff have visited the site and have had 6 individuals inquire about the WIOA Adult program.

Chair, Isiah Gomer: Speaks

Member, Justin McIntire: Speaks.

Staff, Dawn Boulanger: Speaks

- C. Staff Report:** Dawn Boulanger (staff) reported that the Executive order that allowed the WDB and committees to meet virtually will expire as of 3/31/2022. Ms. Boulanger stated that a virtual option is still available, but that the location of all virtual attendees would need to provide their location and it would need to be posted to the public. Ms. Boulanger asked if in-person attendance would be an issue for members. Committee members stated that in-person meetings would not be an issue for this committee. Ms. Boulanger mentioned that this may be more of an issue for full board members so multiple locations, North County, SLO, and South County might be beneficial for the membership. Chair Gomer stated that he thought the central location should be kept for now until locations are secured. Ms. Boulanger also mentioned to the committee that Eckerd and the WDB would be hosting a Motivational Interviewing Workshop on March 30th at the Madonna Inn to offer human services professionals training on how to better engage the community. She also mentioned the upcoming Board Member Retreat which will include leadership training by TAD Grants. The event is happening on March 25th at the Ventana Grill in Pismo Beach. Lastly, Ms. Boulanger mentioned that the CWA WORKCON Conference is happening in San Diego in May. Sarah Hayter (staff) mentioned that the Youth RFP is open, and the bidder's conference just took place on March 8, 2022. Submissions are due by 3 PM on March 25th. The selection recommendations will be brought forth to this committee at the next meeting. Ms. Hayter mentioned that staff is also working on filling the MIS vacant position soon. Ms. Boulanger reminded the committee that the 4th SB1 cohort of the regional (SLO, Santa Barbara, and Ventura Counties) Building and Construction Trades Pre-apprenticeships starts today. The WDB is also partnering with SLO Partners, and possibly Santa Cruz and Santa Barbara County WDBs on a DAS Grant to enhance and create local apprenticeship programs. Lastly, the WDB staff is working on applying for a Regional Equity and Recovery Partnership Grant. That grant will involve, SLO and Santa Barbara

WDS, Cuesta College, Allan Hancock College, and Santa Barbara City College to develop short-term training in in-demand occupations.

9. Administrative Entity Updates:

9.1 Receive and Review Fiscal Budget Update: Sarah Hayter (Staff) reported on the Fiscal Budget which is available as part of the agenda.

Member, Justin McIntire: Speaks

9.2 Receive and Rapid Response Report: Diana Marin (staff) reported on Rapid Response which is available as part of the agenda.

Chair, Isiah Gomer: Speaks

Staff, Dawn Boulanger: Speaks

Member, Justin McIntire: Speaks

Member, William Hills: Speaks

10. Board Member Workforce Development Updates:

Chair Gomer: opened the floor to updates from the Executive Committee membership.

Verena Latona-Tahlman (member) stated that the Cannon Corporation has seen an increase in applicants for their open positions, but they still have several openings. She also stated that COVID cases have decreased.

Isiah Gomer (chair) shared that Paso Robles Waste and Recycle has one open position. He also stated that the business impacted greatly by COVID earlier this year.

11. Next Meeting:

April 7, 2022 at 9:00 A.M.

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

9. Adjournment:

Chair Gomer: adjourned the meeting at 9:14 A.M.

I, Diana Marin, 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, March 9, 2022, by the Executive Committee of the Workforce Development Board of San Luis Obispo County.

Diana Marin, Executive Committee Clerk

Dated: March 14, 2022

DRAFT

**WDB Executive Committee
ACTION ITEM
April 7, 2022**

AGENDA ITEM NUMBER: 4.1

ITEM:

- I. **Approve RFP Selection Committee's Recommendation of San Luis Obispo County Office of Education as the WIOA Youth Services Provider for Program Year 2022-2023.**

and

- II. **Authorize the Administrative Entity to commence contract negotiations with San Luis Obispo County Office of Education for the Program Year 2022-2023 WIOA Youth Services contract.**

ACTION REQUIRED:

Approve agenda item to

- I. Authorize the RFP Selection Committee's Recommendation of San Luis Obispo County Office of Education as the WIOA Youth Services Provider for program year 2022-2023.

and

- II. Authorize the Administrative Entity to commence contract negotiations with San Luis Obispo County Office of Education for the program year 2022-2023 WIOA Youth Services contract.

SUMMARY NARRATIVE:

A request for proposal (RFP) for WIOA Youth services was released on February 25, 200 with proposals due March 25, 2022. 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 April 1, 2022. The majority of selection committee members scored San Luis Obispo County Office of Education (SLOCOE) and SLO Partners proposal as the highest and recommended SLOCOE and SLO Partners as the successful proposer for WIOA Youth services. Below is an overview of the services proposed by SLOCOE for provision of the WIOA Youth services described in the RFP.

Selection Committee's Recommendation: San Luis Obispo County Office of Education (SLOCOE) and SLO Partners

Type of Organization: Public Agency, County Government

Organization Background: SLOCOE and SLO Partners are structured as countywide providers of services for in-school and out-of-school youth. A central focus of SLOCOE and their non-profit foundation SLO Partners is to develop sustainable recruitment, credentialing, and retention pathways to ensure an adequate pool of employees for in-demand industry sectors.

Related Experience: The SLOCOE has extensive experience in managing programs and grants. SLOCOE and SLO Partners have provided over \$20 million in direct work-based services to SLO County over the past 7 years. SLOCOE received a \$6 million Federal Career and Technical Education Grant, \$3 million in pre-apprenticeship, and \$1 million apprenticeship grant for workforce training and development.

Program Design: The program design includes a 16-week program, 3 hours per day approximately 192 hours course content that assists in the development of youth into adulthood while also preparing them to enter and complete an apprenticeship program. SLOCOE and SLO Partners is structured to provide pre-apprenticeship and apprenticeship programs in online and in-person formats serving disadvantaged populations. These programs will serve as a model to provide greater depth in the curriculum and more varied paid and unpaid work-based experiences. Enrolled youth participate in the program and receive ongoing support from the career counselors and work-based mentors. In-school and out-of-school youth are identified by three recruiters and partner agencies throughout SLO County. Initial contact is made with youth to provide access to program enrollment. The enrollment target of 70 youth is established as measured by completion of enrollment paperwork and enrollment in the program. Paid and unpaid workplace learning opportunities are provided for all youth enrolled. This program is based upon successful Workability Program operated by SLOCOE SELPA.

Program Details

Territory: County-Wide	
Contract Term: June 01, 2022-May 31, 2023	Budget: \$600,000
Leveraged/In-Kind Resources: <ul style="list-style-type: none"> • Office space \$12,000 • Salary of 3rd employee providing support as recruiter/counselor \$150,000 • Executive/Administrative assistant support \$65,000 • Program scholarship support for candidates in SLO Partners pre-apprenticeship and apprenticeship programs \$25,000 	
Proposed Program Staff: 7 staff members including 2 FTE WIOA Funded career counselors/recruiter. In-kind staff include principal investigator/project director, project coordinator, researcher/evaluator, career counselor/recruiter, and executive assistant.	

Number of Participants Enrolled: 70	Cost per Participant: \$8,571
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BUDGET/FINANCIAL IMPACT:

An estimated contract amount of \$600,000 is anticipated to be awarded via contract to SLOCOE for provision of WIOA Youth services. This estimate is based on the 2020-21 program year allocation and is subject to change based on the final Department of Labor allocations.

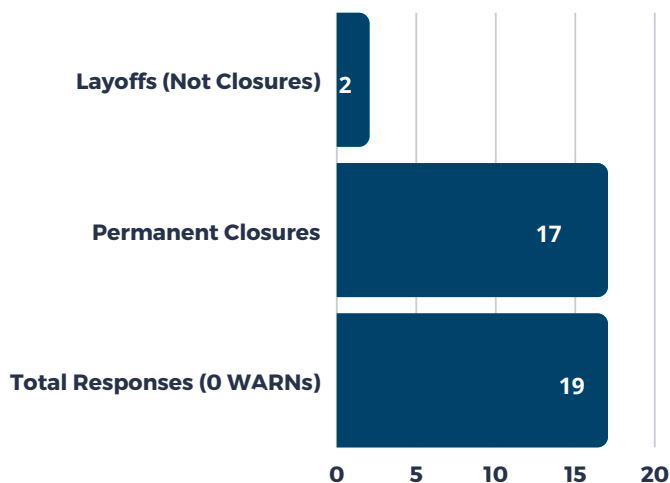
STAFF COMMENTS:

Staff recommends that the WDB Executive Committee approve the Selection Committee's recommendation of SLOCOE as the successful proposer and authorize the Administrative Entity to commence contract negotiations and contract development with SLOCOE for WIOA Youth Services for program year 2022-2023 as described in the RFP.

**Receive and Review Fiscal Budget Update
-Dawn Boulanger, Workforce Development Board Staff**

Rapid Response

PROGRAM YEAR 2021-2022

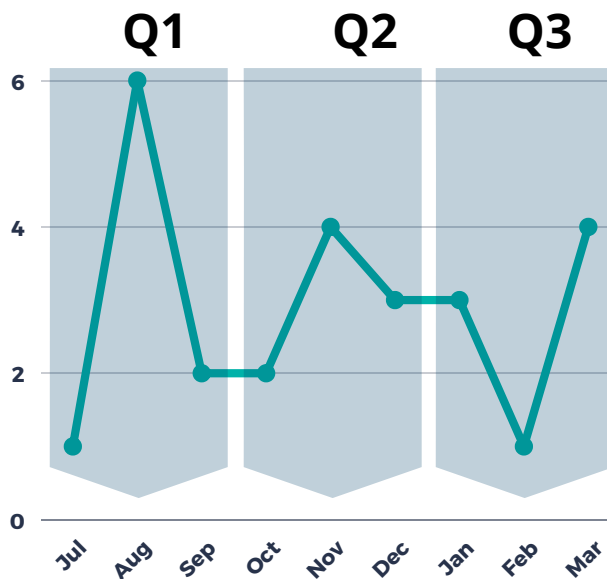


PROGRAM YEAR 2021-2022 RAPID RESPONSES SUMMARY

There have been a total of 26 Rapid Responses conducted throughout San Luis Obispo County this program year. Nineteen of which have resulted in layoffs or closures. None of the responses were received via WARN. Five were reported by staff and three were received from board members. All others were brought to the staff's attention via media sources.

RAPID RESPONSES BY QUARTER

In the first quarter (Q1- Jul-Sep) of the current program year, there were a total of 9 Rapid Responses conducted. Six of them experienced layoffs or closure. In the second quarter (Oct-Dec) there were an additional 9 responses, eight of those resulted in layoffs or closure. In quarter 3 (Q3- Jan-Mar), there were an 8 additional responses, 4 business closures and one layoff, responded to. One temporary business closure that had not laid off any of its employees. To date, of the 26 Rapid Responses conducted this program year, 19 have had affected employees. All but two of the responses conducted to date have been as a result of business closures.



4.5K

Unemployed civilians in San Luis Obispo County in February 2021

3.3%

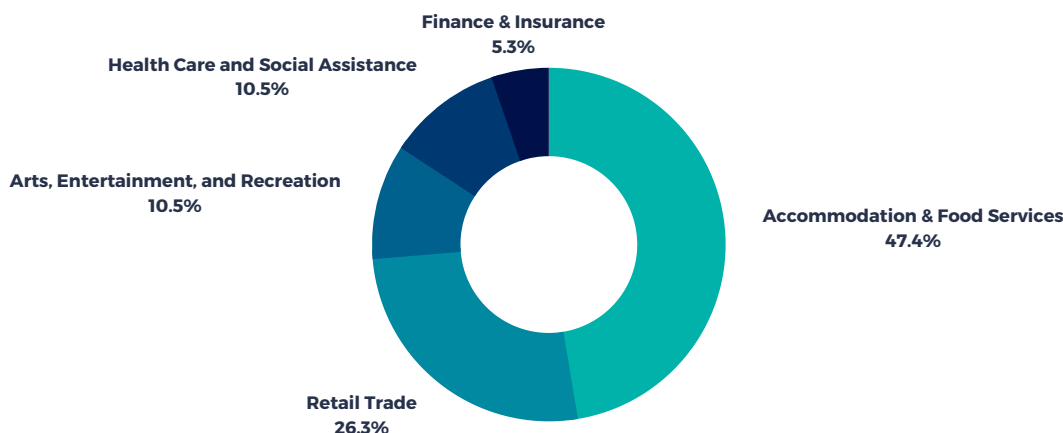
Latest Unemployment Rate in San Luis Obispo County

#6

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

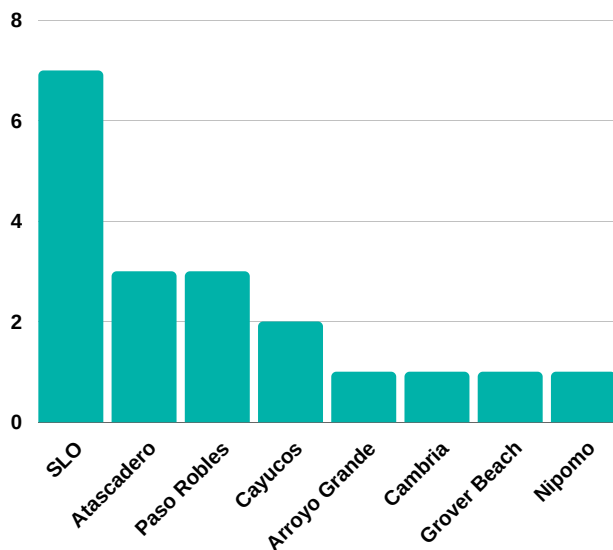
Rapid Response

PROGRAM YEAR 2021-2022



RAPID RESPONSE DATA BY INDUSTRY

The Rapid Response data recorded shows that the *Accommodation & Food Services* industry continues to be the hardest hit. The industry accounted for more than 47% (or 9) of the Rapid Responses conducted in San Luis Obispo County. The *Retail Trade* industry comprised nearly another third (26.3%- 5 responses). The *Healthcare & Social Assistance* and *Arts, Entertainment, & Recreation* industries each made up another 10.5% each (2 responses in each industry). The *Finance & Insurance* industry comprised the other 5.3% of the total responses (1 response in that industry).



RAPID RESPONSE DATA BY LOCATION

Of the Rapid Responses conducted to date, seven have been for businesses located in the city of San Luis Obispo and 3 each for businesses located in Atascadero and Paso Robles. Two in Cayucos. Additionally, one response has been conducted in each following cities: Arroyo Grande, Cambria, Grover Beach, and Nipomo.

Please notify our team about any business closures or layoffs at (805) 781-1943 or SLOWorkforce@co.slo.ca.us