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

www.SLOworkforce.com

WORKFORCE DEVELOPMENT BOARD MEETING AGENDA

Date: Thursday, May 6, 2021
Time: 8:00 AM – 10:00 AM
Location: Virtual Meeting via Zoom
https://slohealth.zoom.us/j/94934284676?pwd=S1p5TEJ0U3piMStTbDYzb0lVNDIjdz09

Public Comment Line: 805-781-1908
(*Public Comment Voicemails will be accepted until Wednesday May 5, at 3PM. Voicemail will be shared at meeting.)

1. Call to Order and Introductions
2. Share Public Comments Received
3. Consent Items:
   3.1 Approve the February 4, 2021 Minutes
   3.2 Approve Workforce Development Board (WDB) member reappointments for submittal to the San Luis Obispo County Board of Supervisors
   3.3 Approve Workforce Development Board (WDB) member appointments to be submitted to the San Luis Obispo County Board of Supervisors
4. Action Items:
   4.1 Nomination and Election of Officers
   4.2 Review and approve update to Local Area Supportive Services Policy
5. Presentations:
   5.1 PY 21-22 AJCC and WIOA Youth Program Service Strategies
6. Discussion Items:
   6.1 Receive Quarter 3 Eckerd AJCC Contract Performance Update
   6.2 Receive Quarter 3 Eckerd Youth Contract Performance Update
   6.3 Receive PY 21-22 Workforce Development Board Meeting Calendar
7. Reports:
   a.) Executive Committee Report
   b.) Business Council Report
   c.) Staff Report
8. Administrative Entity Update:
   8.1 Receive and Review Fiscal Budget Update
   8.2 Receive and Review Rapid Response Update
9. Board Member Workforce Development Updates
10. Next Meeting: August 5, 2021 at 8:00 a.m. Location: Zoom
11. 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.

This WIOA Title I - financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services 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

WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Date: Thursday, February 4, 2021
Time: 8:00 a.m.
Location: Meeting held virtually via Zoom

Present: Carl Dudley, Louise Matheny, Dr. James J. Brescia, Sally Ames, Loreli Cappel, Isaiah Gomer, William Hills, Verena Latona-Tahlman, Justin McIntire, Patrick McGuire, Mark Simonin, Dr. Jill Stearns, Courtney Taylor

Absent: Jennifer Stubbs

Guests: Allison Schiavo, Tammy Aguilera, Gerard Acrement, Joaquin Torres-Maryea, Maria Kelly, Mellissa James, Kimberly Green, David Baldwin, Cesar Valladeras, Susan Mathers, Lisa Howe, Vivian Estrada

Staff: Dawn Boulanger, Sarah Hayter, Leann Ross, Diana Marin

1. Call to Order and Introductions:
Chairperson Carl Dudley called the meeting to order at 8:00 a.m. Quorum reached.

2. Public Comment:
Chair Dudley: Members of the public wishing to make a comment on specific item on the agenda as well as items not appearing on the agenda have been given time to do so prior to the virtual meeting. There was no public comment.

3. Consent Items:
3.1 Approve August 6, 2020 Minutes
The Board approves consent item 3.1
Motion: Louise Matheny
Second: Loreli Cappel
Abstentions: None
Motion Passed Unanimously

3.2 Approve Appointment of David Baldwin to the Workforce Development Board
The Board approves consent item 3.2
Motion: Louise Matheny
Second: Mark Simonin
Abstentions: None
Motion Passed Unanimously

4. Action Items:
4.1 Review and Approve Local Area Subsequent Designation and Local Board Recertification
Dawn Boulanger (Staff) presented the item, which is available as part of the agenda.

The Board approves the Local Area Subsequent Designation and Local Board Recertification as presented.
Loreli Cappel – Chair Member: Speaks.

Motion: Loreli Cappel
Second: Louise Matheny
Abstentions: None
Motion Passed Unanimously

5. Presentations:
5.1 EVC/REACH Integration – The Future of Workforce & Economic Development Partnership in SLO
Maria Kelly from Economic Vitality Corporation (EVC) shared that EVC and Regional Economic Action Coalition (REACH) did joint presentations at both of their board meetings on how to move forward. It was unanimously decided to consolidate both boards under REACH to build an even greater organization for San Luis Obispo County and the region. This consolidation will preserve industry clusters such as AgTech/Agriculture, Manufacturing, Tech, Energy/Clean Tech, Aerospace and Defense, Building, Design and Construction and Healthcare/Life Sciences.

Melissa James from REACH, shared the parameters of the consolidation, how often committees and boards are meeting, their purpose, financial commitments and interaction with other bodies. For the EVC and now into the consolidated organization there is a round table of engagement, the leaders within the industry clusters coming together sharing insight and helping to shape strategy. The bringing together of industry within the cluster model will be something that continues to move forward so that those industry clusters are a thriving group. This group has been meeting for quite sometime advancing big issues related to housing and infrastructure and will continue to expand into a larger regional focus. Melissa share’s they are very excited for the integration of staff and more people to help support this work.

Chairperson Dudley: Speaks.
Dawn Boulanger- staff: Speaks.

6. Information/Discussion Items:
6.1 Receive Covid-19 Impacts on Local Labor Market
Sarah Hayter (Staff) presented the item, which is available as part of the agenda.

Chairperson Dudley: Speaks.
Justin McIntire – Chair Member: Speaks.

6.2 Receive Quarter 1 and Quarter 2 AJCC Contract Performance Report
Sarah Hayter (Staff) presented the item, which is available as part of the agenda.

Chairperson Dudley: Speaks.
Justin McIntire – Chair Member: Speaks.
Tammy Aguilera- guest: Speaks.
Allison Schiavo- guest: Speaks.
David Baldwin- guest: Speaks.
Dawn Boulanger- staff: Speaks.

6.3 Receive Quarter 1 and Quarter 2 Eckerd Youth Contract Performance Report
Item 3.1

Sarah Hayter (Staff) presented the item, which is available as part of the agenda.

**Chairperson Dudley: Speaks.**
**Tammy Aguilera- guest: Speaks.**
**Allison Schiavo- guest: Speaks.**

### 7. Reports:
#### 7.1

**a) Executive Committee Report:** Chairperson Dudley reported that at the September Executive Committee meeting, the committee approved Amendments to the Workforce Development Board Conflict of Interest Codes and Local Workforce Development Bylaws. In October the committee approved a contract with Ventura County to accept SB1 training funds. Chairperson Dudley also reported at December's meeting the committee approved the update to WIOA AJCC One Stop System Partner MOU and Request to Procure Services for Local Plan Development and Coordination.

**b) Business Council Report:** Diana Marin (Staff) reported the Business Council has met three times since the last time reported out to the Workforce Development Board, those meetings being in August, October and December. Diana reported the council was presented with information on a grant that was released on behalf of the Workforce Development Board for small businesses. Since then it has been discussed to put out a Covid-19 Business Grant Survey for businesses of where they are healthwise since receiving grant funding. Diana also shared the council has been discussing Commercial License Prep Course training options and strategies for Rapid Response outreach. Diana asks members if they know of any layoffs or business closures to please let her know.

**c) Staff Report:** Leann Ross (Staff) shared update on annual 700 Form requirements and deadlines. Sarah Hayter (Staff) shared that the Workforce Services Resource Guide is finalized and available on sloworkforce.com. Diana Marin (Staff) reported that the results of the Small Business Grant averted 117 layoffs, in doing so assisting 21 businesses in San Luis Obispo County. Dawn Boulanger (Staff) shared staff is currently working with County Admin who is in discussions with Board of Supervisors working towards additional funds to keep this grant going. Dawn additionally shared updates on SB1 High Road Construction Careers Grant, in partnership with Building Construction Trade Council, SLO Partners, Santa Barbara and Ventura Counties to implement Pre-Apprenticeship program serving as a pipeline into the trade apprenticeship programs. Dawn shared updates on Prison to Employment Grant, Covid Supportive Services Grant, National Dislocated Worker Grant, High Road Greenhouse Gas Reduction Fund Grant to enhance the current SB1 grant, and High Road Training Partnerships Grant awarded to San Luis Obispo County Office of Education. Dawn additionally shared submitting first regional grant as a San Luis Obispo and Santa Barbara County region for regional plan and slingshot, the program design includes digital literacy, and basic computer skills training through the job center as well as expanding access to Wi-Fi and reliable internet through the county.

### 8. Administrative Entity Update:
#### 8.1 Receive and Review Fiscal Budget Update
Dawn Boulanger (Staff) presented the item, which is available as addendum to the agenda.

#### 8.2 Receive and Review Rapid Response Update
Diana Marin (Staff) presented the item, which is available as part of the agenda.

### 9. Board Member Workforce Development Updates:
No updates were given.
10. **Next Meeting:**
May 6, 2021
8:00 – 10:00 AM
Location: Zoom

11. **Adjournment:**
**Chair Dudley:** adjourned the meeting at 10:00 A.M.

I, Leann Ross, Clerk 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 Thursday, February 4, 2021 by the Workforce Development Board of San Luis Obispo County.

Leann Ross, WDB Program Specialist
Dated: February 4, 2021
AGENDA ITEM NUMBER: 3.2

ITEM: Approve Workforce Development Board (WDB) member reappointments for submittal to the San Luis Obispo County Board of Supervisors

ACTION REQUIRED: It is requested that the WDB approve and authorize staff to submit the WDB member reappointment applications for Carl Dudley, Verena Latona-Tahlman, Justin McIntire and Dr. Stearns to the San Luis Obispo County Board Supervisors for reappointment to the WDB.

SUMMARY NARRATIVE:
The composition of the WDB is dictated by section 107 of the Workforce Innovation and Opportunity Act (WIOA) (2014) which specifies business (must comprise the majority of members), local education, local labor, economic development, and other mandated partner membership categories. Members holding more than one seat on the WDB is expressly allowed by WIOA Section 107. The WDB currently has 7 seat vacancies which are detailed below:

<table>
<thead>
<tr>
<th>WDB Member Seat Representation</th>
<th>Current #'s</th>
<th>Required #'s</th>
<th>Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Members (minimum 51% majority)</td>
<td>7</td>
<td>11</td>
<td>4</td>
</tr>
<tr>
<td>Local Educational &amp; Training Entities</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Labor/Workforce Representatives (minimum 15% Labor &amp; 20% Combined)</td>
<td>2-Labor 2-W.R.</td>
<td>3-Labor 2-W.R.</td>
<td>1-Labor 0-W.R.</td>
</tr>
<tr>
<td>DOR Mandated Partner - Vocational Rehabilitation</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>EDD Mandated Partner</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Economic Development</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total # of WDB Seats (Members May Hold 2 Seats)</strong></td>
<td>14</td>
<td>21</td>
<td>7</td>
</tr>
</tbody>
</table>

**Total # of WDB Members (19 Minimum Requirement)** | 13 | 20 | 7* |

*No vacancies will be addressed via action today. If approved, this item will ensure that five currently filled seats will be retained, with one member holding two seats.

Efforts to retain full membership for the WDB are ongoing, this item recommends four applicants for reappointment to retain Business Member, DOR Mandated Partner - Vocational Rehabilitation, Labor/Workforce Representative, Local Educational & Training Entity seats.

The WIOA requires that business must represent 51% of the local WDB membership. Member Carl Dudley, Vice President and Senior Relationship Manager for Pacific Western Bank, has in-depth and
varied experience with business development, community outreach and client relations. Additionally, Member Dudley has a deep understanding of the six industry clusters of opportunity for San Luis Obispo County as well as the issues and opportunities facing businesses within our local area. Therefore, Carl Dudley is recommended for reappointment to a business seat on the WDB.

Member Verena Latona-Tahlman, Human Resources Director for Cannon Corporation, has over sixteen years of experience with staff development, training, recruitment and labor laws. Additionally, Member Latona-Tahlman has in-depth knowledge of both the Energy and Building, Design & Construction industry clusters of opportunity for San Luis Obispo County. Therefore, Member Latona-Tahlman is recommended for re-appointment to a business seat on the WDB.

The WIOA requires that Labor/Workforce Representatives represent 20% of the local WDB membership which may include representatives of organizations that provide or support competitive integrated employment for individuals with disabilities. Member Justin McIntire, Staff Services Manager for the Department of Rehabilitation (DOR), has extensive experience assisting individuals with disabilities in returning to work. Therefore, Member Justin McIntire is recommended for reappointment to a Labor/Workforce Representative Seat on the WDB. Additionally, Mr. McIntire is recommended for reappointment to the DOR Mandated Partner Seat on the WDB. Members may represent more than one seat.

The WIOA requires representatives from Local Education and Training Entities be included in the local WDB membership. Member Dr. Jill Stearns, Superintendent & President of Cuesta College, has extensive experience with the Community College System as well as programs and services related to education and training. Therefore, Member Dr. Stearns is recommended for reappointment to a Local Education and Training Entity seat on the WDB.

BUDGET/FINANCIAL IMPACT:
No current fiscal impact

STAFF COMMENTS:
Dawn Boulanger, Director of San Luis Obispo County Workforce Development, recommends the approval of the reappointments of Carl Dudley, Verena Latona-Tahlman, Justin McIntire and Dr. Stearns to the Workforce Development Board. Upon approval, staff will submit a recommendation for reappointment by the Board of Supervisors at an upcoming meeting.
San Luis Obispo County Workforce Development Board (WDB)
Request for Member Reappointment

Name: Carl Dudley
Date Submitted: 04/26/2021
Title: Vice President/Sr. Relationship Manager
WDB Member Since: 2009
Business/Organization Name: Pacific Western Bank
Name of organization nominating applicant: HRACC

Representation
Category Represented: Business

Please indicate the industry cluster(s) that you represent (Please Select All That Apply):
☐ Building, Design & Construction
☐ Energy
☐ Specialized Manufacturing
☐ Uniquely SLO (Agriculture, Recreation & Accommodation, Wine)
☐ Knowledge & Innovation (information, communication & technology, professional & technical services, education & training)

Contact Information
Business/Organization Address: _______________________________________________________________________
City: __________________________ State: __________ Zip Code: __________
Phone: __________________________ Fax: __________________________
Mobile: __________________________ City of Residence: __________________________
Email Address: __________________________
Website Address: __________________________
Assistant: __________________________ Phone: __________________________

Business Related Questions
Please answer the following questions and attach any additional pages if necessary:

1. Number of current employees: 34 (San Luis Obispo County)
2. Number of years with current business/organization: 7
3. Number of years in business in San Luis Obispo County: 30+
4. Please describe the nature of your business and your position:
   Financial institution. Responsibilities include (but not limited to) business development, community outreach, client retention, etc.
Signature and Acknowledgement

I formally request that consideration be given to my reappointment to the Workforce Development Board of San Luis Obispo County. I, the undersigned, certify that the information on this application is true and correct to the best of my knowledge and that, if appointed to serve, I will do so to the best of my ability and in the best interest of San Luis Obispo County and its citizens.

Signature: Carl Dudley Date: 04/26/2021
San Luis Obispo County Workforce Development Board (WDB)
Request for Member Reappointment

Name: Justin McIntire  Date Submitted: 4/2/2021
Title: Staff Services Manager  WDB Member Since: 2019
Business/Organization Name: Department of Rehabilitation

Name of organization nominating applicant: ____________________________

Representation

Category Represented: Workforce/Labor and Vocational Rehabilitation

Please indicate the industry cluster(s) that you represent (Please Select All That Apply):

- Building, Design & Construction
- Energy
- Uniquely SLO (Agriculture, Recreation & Accommodation, Wine)
- Knowledge & Innovation (information, communication & technology, professional & technical services, education & training)

Contact Information

Business/Organization Address: Department of Rehabilitation/ 3220 S. Higuera St. STE 102
City: San Luis Obispo  State: CA  Zip Code: 93401
Phone: [Redacted]  Fax: [Redacted]
Mobile: [Redacted]  City of Residence: [Redacted]
Email Address: [Redacted]
Website Address: https://dor.ca.gov/
Assistant: N/A  Phone: N/A
Email Address: N/A

Business Related Questions

Please answer the following questions and attach any additional pages if necessary:

1. Number of current employees: SLO Branch Office - 13
2. Number of years with current business/organization: 8
3. Number of years in business in San Luis Obispo County: ________________
4. Please describe the nature of your business and your position:
   Manager of the San Luis Obispo Branch Office for a State Department that provides services and advocacy resulting in employment, independent living, and equality for individuals with disabilities for people in San Luis Obispo County.
Signature and Acknowledgement

I formally request that consideration be given to my reappointment to the Workforce Development Board of San Luis Obispo County. I, the undersigned, certify that the information on this application is true and correct to the best of my knowledge and that, if appointed to serve, I will do so to the best of my ability and in the best interest of San Luis Obispo County and its citizens.

Signature: ________________________________ Date: 4/2/2021
San Luis Obispo County Workforce Development Board (WDB)  
Request for Member Reappointment

Name: Dr. Jill Stearns  
Date Submitted: 

Title: Superintendent/President  
WDB Member Since: 2019  

Business/Organization Name: Cuesta College  
Name of organization nominating applicant:

Representation  
Category Represented: Local Education Entity

Please indicate the industry cluster(s) that you represent (Please Select All That Apply):

- Building, Design & Construction
- Energy
- Uniquely SLO (Agriculture, Recreation & Accommodation, Wine)
- Knowledge & Innovation (information, communication & technology, professional & technical services, education & training)

Contact Information

Business/Organization Address: 
City: San Luis Obispo  
State: CA  
Zip Code: 93403

Phone:  
Fax: 
Mobile: 
City of Residence:

Email Address:  
Website Address: cuesta.edu

Assistant: Todd Frederick  
Phone: 

Email Address: 

Business Related Questions

Please answer the following questions and attach any additional pages if necessary:

1. Number of current employees: 785
2. Number of years with current business/organization: (3) three
3. Number of years in business in San Luis Obispo County: 57
4. Please describe the nature of your business and your position:
   Superintendent/President, San Luis Obispo County Community College District / Cuesta College
Signature and Acknowledgement

I formally request that consideration be given to my reappointment to the Workforce Development Board of San Luis Obispo County. I, the undersigned, certify that the information on this application is true and correct to the best of my knowledge and that, if appointed to serve, I will do so to the best of my ability and in the best interest of San Luis Obispo County and its citizens.

Signature: [Signature]  Date: 3/23/2021
San Luis Obispo County Workforce Development Board (WDB)  
Request for Member Reappointment

Name: Verena Latona-Tahlman  
Title: HR Director

Date Submitted: 4-30-21  
WDB Member Since: 2013

Business/Organization Name: Cannon Corporation

Name of organization nominating applicant:

Representation

Category Represented: Business

Please indicate the industry cluster(s) that you represent (Please Select All That Apply):

- Building, Design & Construction
- Energy
- Uniquely SLO (Agriculture, Recreation & Accommodation, Wine)
- Knowledge & Innovation (information, communication & technology, professional & technical services, education & training)

Contact Information

Business/Organization Address: Cannon Corporation

City: San Luis Obispo  
State: CA  
Zip Code: 9340\_

Phone:  
Fax:  
Mobile:  
Email Address:  
Website Address: CannonCorp.us

Assistant: n/a  
Phone: n/a

Email Address: n/a

Business Related Questions

Please answer the following questions and attach any additional pages if necessary:

1. Number of current employees: 150
2. Number of years with current business/organization: 16.5 Years
3. Number of years in business in San Luis Obispo County: Cannon operating since 1976
4. Please describe the nature of your business and your position:

   Cannon does engineering design consulting and land surveying for land development projects, energy/oil and gas projects, public works projects, military and aerospace projects. I am the Director of Human Resources.
I formally request that consideration be given to my reappointment to the Workforce Development Board of San Luis Obispo County. I, the undersigned, certify that the information on this application is true and correct to the best of my knowledge and that, if appointed to serve, I will do so to the best of my ability and in the best interest of San Luis Obispo County and its citizens.

Signature:  
Date: 4-30-21
AGENDA ITEM NUMBER: 3.3

ITEM: Approve Workforce Development Board (WDB) member appointments to be submitted to the San Luis Obispo County Board of Supervisors

ACTION REQUIRED: It is requested that the WDB approve and authorize staff to submit WDB member applications for Ronald Reilly and Patrick Woolpert to the San Luis Obispo County Board Supervisors for appointments to the WDB.

SUMMARY NARRATIVE:
The composition of the WDB is dictated by section 107 of the Workforce Innovation and Opportunity Act (WIOA) (2014) which specifies business (must comprise the majority of members), local education, local labor, economic development, and other mandated partner membership categories. Members holding more than one seat on the WDB is expressly allowed by WIOA Section 107. The WDB currently has 7 seat vacancies which are detailed below:

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</thead>
<tbody>
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<td>Business Members</td>
<td>7</td>
<td>11</td>
<td>4*</td>
</tr>
<tr>
<td>(minimum 51% majority)</td>
<td></td>
<td></td>
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<tr>
<td>Economic Development</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total # of WDB Seats</strong></td>
<td>14</td>
<td>21</td>
<td>7</td>
</tr>
<tr>
<td>(Members May Hold 2 Seats)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total # of WDB Members</strong></td>
<td>13</td>
<td>20</td>
<td>7</td>
</tr>
<tr>
<td>(19 Minimum Requirement)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Vacancy addressed via action today: 2 Business Member Seats

Efforts to retain full membership for the WDB are ongoing and this item recommends two applicants for appointment to two vacant Business Member Seats.

The WIOA requires that Business Members represent a minimum of 51% of the local WDB membership which may include owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority. Ronald Reilly is a CEO/President representing Garing, Taylor & Associates, Inc., a civil engineering and land surveyor company in Arroyo Grande. Ronald Reilly is a respected member of the South County Chambers of Commerce and comes to the WDB at the recommendation of President/CEO of the
South County Chambers of Commerce, Jocelyn Brennan. Ronald Reilly works closely with the South County business community as a director on the South County Chambers Board of Directors and has an understanding of the workforce needs of local businesses. He therefore is recommended for appointment to a Business Member Seat on the WDB.

Patrick Woolpert is Finance Director for Compass Health Inc., Compass Health manages a healthcare and a hospitality division in San Luis Obispo County. Patrick Woolpert provides input on the development of Compass Health training initiatives, partnerships with local schools and scholarship grants. Additionally, Patrick Woolpert has been a member of the California Association of Health Facilities for 20 years. He therefore is recommended for appointment to a Business Member Seat on the WDB.

**BUDGET/FINANCIAL IMPACT:**

*No current fiscal impact*

**STAFF COMMENTS:**

Dawn Boulanger, Director of the San Luis Obispo County Workforce Development Board, recommends the approval of the appointments of Ronald Reilly and Patrick Woolpert to the Workforce Development Board. Upon approval, staff will submit a recommendation for appointments to the Board of Supervisors at an upcoming meeting.
San Luis Obispo County Workforce Development Board (WDB) Member Application

Name: Ronald G. Reilly                        Date Submitted: 4/14/2021
Title: CEO / President

Representation

Please indicate the category that you represent (Please Select One):

☐ Business                          ☐ Education & Training
☐ Economic and Community Development ☐ Community Based Organization
☐ Labor Organization / Workforce Representative ☐ Wagner-Peyser
☐ Rehabilitation

Please indicate the industry cluster(s) that you represent (Please Select All That Apply):

☐ Building, Design & Construction
☐ Energy
☐ Uniquely SLO (Agriculture, Recreation & Accommodation, Wine)
☐ Knowledge & Innovation (information, communication & technology, professional & technical services, education & training)
☐ Specialized Manufacturing
☐ Health Services

Contact Information

Business/Organization Address: [Redacted]
City: Arroyo Grande                      State: CA               Zip Code: 93420
Phone: [Redacted]                        Fax: [Redacted]
Mobile: [Redacted]                      City of Residence: [Redacted]
Email Address: [Redacted]
Website Address: https://garingtaylor.com
Business License Number:
Assistant: Janae Perry                     Phone: [Redacted]
Email Address: [Redacted]

Business Related Questions

Please answer the following questions and attach any additional pages if necessary:

1. Number of current employees: 14
2. Number of years with current business/organization: 6
3. Number of years in business in San Luis Obispo County: 50

4. Please describe the nature of your business and your position:
   We are involved in the subdivision and development of land, as well as design and construction oversight for infrastructure projects.

5. Please list your current chamber and association memberships, the duration of each membership and the positions you currently hold:
   South County Chambers Board of Directors, Home Builder's Association Membership Committee, Zone 3 Water Advisory Committee, Member of Sierra Vista Med. Ctr. Governing Board

6. Please list any professional award(s) or recognition you have received within the last 5 years:
   South County Chambers Business of the Month, January 2021

7. As a member of your business with optimum policy authority, please describe your responsibilities within your organization:
   Design the work environment, envision the future, develop the vision and grow the company. All the operations a CFO and COO may undertake are also my responsibility. I am involved in every recruitment and the decision maker on all hires and policy matters.

References

Business Reference:
Name: David Watson
Company: Watson Planning Consultants
Title: AICP
Phone: 

Personal Reference:
Name: Noreen Martin
Relationship: President / Chairperson for Martin Resorts - CLIENT
Phone: 

Other Reference:
Name: Jocelyn Brennan - CEO at South County Chambers
Relationship: Colleague
Phone: 

Please provide a letter of recommendation (if applicable):

- If you are a business member, please include a letter of recommendation for appointment to the San Luis Obispo WDB from your Chamber of Commerce or other organization, such as the Human Resources Association of the Central Coast (HRCC).

- If you are representing a labor organization, please include a letter of recommendation from the Central Labor Council affirming that you have been recommended, by popular vote, for a labor position on the San Luis Obispo County WDB.

San Luis Obispo WDB Related Questions

Please answer the following questions and attach any additional pages if necessary:

1. Please list any areas in which you are currently involved in workforce development:
   Our firm will be growing from 14 medium to high-paying jobs to 30+ jobs of this type in the next 3 years. Most of our workforce is from South SLO County. We need people with college degrees, but also surveyors will little to no education that we can develop. We are also going to begin an internship program this summer.
2. What experience in the areas of fundraising, budget analysis, workforce policy development, youth services, knowledge of the labor market, and community involvement or linkages with educational agencies do you bring to the San Luis Obispo County WDB, as applicable?

   I have raised funds as part of a committee I chaired to help Grover Beach Pass Measure P-20, and last year raised money to treat 800 grocery workers to a cup of coffee and 8 staycations.

   I have been the person responsible for hiring at my firm for 4 years, now. My position as CEO requires about 1/3 of my time spent on budget analysis, AP/AR. We provided Lompoc High School's Wolf Den with $400 in hygiene supplies last year.

3. Does your business/organization utilize the America's Job Center of California (AJCC)? Not yet.

   If so, which services? (i.e. recruitment, job posting, labor market information)

4. What do you think are the critical workforce issues in our region?

   Yes. The future has some degree of remote work. We need to train residents to fill these positions so that other major metro areas, or even folks from out of state, do not fill these medium to high paying jobs.

   With upcoming infrastructure bills, we need to position today's workforce to be out in front of "shovel-ready" jobs. With America's failing infrastructure, it's vital to train more STEM workers to limit the volume of work outsourced.

5. Why do you wish to serve on the San Luis Obispo County WDB?

   The work of the WDB is consistent with my core ideology and purpose. My purpose is to help people, agencies and companies of Central California to realize their greatest potential and join the region in solving water, housing and workforce issues. I believe the WDB fits well into my list of current commitments and that I can provide valuable perspective as a South County Business Owner, and Director of SCCC Board.

**Signature and Acknowledgement**

I formally request that consideration be given to my nomination for appointment to the Workforce Development Board of San Luis Obispo County. I, the undersigned, certify that the information on this application is true and correct to the best of my knowledge and that, if appointed to serve, I will do so to the best of my ability and in the best interest of San Luis Obispo County and its citizens.

Signature: ______________________  Date: 4/14/2021
April 14, 2021

Dear San Luis Obispo Workforce Development Board,

Please consider my sincere highest professional and personal recommendation for Ron Reilly as a business member to your organization's Board of Directors.

Ron is a respected member of the South County business community and a natural leader. He is a Director on the South County Chambers Board of Directors. As a Director he is always prepared, and I have witnessed his ability to learn and synthesize new information in a meaningful way.

Ron is also a graduate of Leadership South County Class II. During the class Ron's positive and professional attitude helped everyone have a great experience.

Any organization that is fortunate enough to have Ron participate will soon realize that he offers a unique contribution that makes him a very valuable part of the organization.

Please do not hesitate to reach out with any questions.

Respectfully,

Jocelyn Brennan
President & CEO
South County Chambers of Commerce
Cell/Text (805) 748-7630 Office (805) 489-1488
Jocelyn@southcountychambers.com
San Luis Obispo County Workforce Development Board (WDB)  
Member Application

Name: Patrick Woolpert  
Title: Finance Director  
Date Submitted: 4/28/2021  
Business/Organization Name: Compass Health, Inc.

Representation

Please indicate the category that you represent (Please Select One):

- [x] Business  
- [ ] Economic and Community Development  
- [ ] Labor Organization / Workforce Representative  
- [ ] Rehabilitation  
- [ ] Education & Training  
- [ ] Community Based Organization  
- [ ] Wagner-Peyser

Please indicate the industry cluster(s) that you represent (Please Select All That Apply):

- [ ] Building, Design & Construction  
- [ ] Energy  
- [x] Uniquely SLO (Agriculture, Recreation & Accommodation, Wine)  
- [ ] Knowledge & Innovation (information, communication & technology, professional & technical services, education & training)  
- [ ] Specialized Manufacturing  
- [x] Health Services

Contact Information

Business/Organization Address: [Redacted]  
City: Grover Beach  
State: CA  
Zip Code: 93401  
Phone: [Redacted]  
Fax: [Redacted]  
Mobile: [Redacted]  
City of Residence: [Redacted]  
Email Address: [Redacted]  
Website Address: www.compass-health.com

Business License Number: ____________________________  
Assistant: ____________________________  
Phone: ____________________________  
Email Address: ____________________________

Business Related Questions

Please answer the following questions and attach any additional pages if necessary:

1. Number of current employees: 1075  
2. Number of years with current business/organization: 5
3. Number of years in business in San Luis Obispo County: 5

4. Please describe the nature of your business and your position:
   Compass Health manages a healthcare and a hospitality division in SLO County. Our healthcare division operates skilled nursing facilities and assisted living, while the hospitality division operates restaurants. My position involves the oversight/review of monthly financials, annual budgeting, contracting and large scale financial decisions.

5. Please list your current chamber and association memberships, the duration of each membership and the positions you currently hold:
   California Association of Health Facilities, 20 years

6. Please list any professional award(s) or recognition you have received within the last 5 years:
   NA

7. As a member of your business with optimum policy authority, please describe your responsibilities within your organization:
   Annual budgeting, contracting, financial decisions including everything from wage scale adjustments to financing.

References

Business Reference:
Name: Chris Richardson
Title: President
Company: Richardson Properties
Phone: 

Personal Reference:
Name: Kristen Yetter
Phone: 
Relationship: Family friend

Other Reference:
Name: 
Phone: 
Relationship: 

Please provide a letter of recommendation (if applicable):

- If you are a business member, please include a letter of recommendation for appointment to the San Luis Obispo WDB from your Chamber of Commerce or other organization, such as the Human Resources Association of the Central Coast (HRCC).
- If you are representing a labor organization, please include a letter of recommendation from the Central Labor Council affirming that you have been recommended, by popular vote, for a labor position on the San Luis Obispo County WDB.

San Luis Obispo WDB Related Questions

Please answer the following questions and attach any additional pages if necessary:

1. Please list any areas in which you are currently involved in workforce development:
   NA
2. What experience in the areas of fundraising, budget analysis, workforce policy development, youth services, knowledge of the labor market, and community involvement or linkages with educational agencies do you bring to the San Luis Obispo County WDB, as applicable?

Within Compass Health, I have overseen and audited the development of annual budgets totaling tens of millions of dollars in expenses for the last five years. Additionally, I provide input on the development of our training initiatives, which include CNA training programs, partnerships with local schools and scholarship grants through our nonprofit.

3. Does your business/organization utilize the America’s Job Center of California (AJCC)?

No

If so, which services? (i.e. recruitment, job posting, labor market information)

NA

4. What do you think are the critical workforce issues in our region?

Affordable housing, cost of living

5. Why do you wish to serve on the San Luis Obispo County WDB?

Through the WDB, I wish to continue to support sustainable and necessary growth of the healthcare workforce in SLO County.

Signature and Acknowledgement

I formally request that consideration be given to my nomination for appointment to the Workforce Development Board of San Luis Obispo County. I, the undersigned, certify that the information on this application is true and correct to the best of my knowledge and that, if appointed to serve, I will do so to the best of my ability and in the best interest of San Luis Obispo County and its citizens.

Signature: Patrick Woolpert

Date: 4/27/2021
May 3, 2021

Dear San Luis Obispo County Supervisors:

As Chief Executive Officer of Compass Health, Inc., I support Patrick Woolpert’s nomination to the Workforce Development Board as a representative of Compass Health, Inc.

Please do not hesitate to contact me with any questions.

Regards,

Darren Smith
Chief Executive Officer
AGENDA ITEM NO:  4.1  

SUBJECT:  Nomination and Election of Officers (Chair and Vice-Chair)

ACTION REQUIRED:  Call for Nominations and Election of Workforce Development Board (WDB) Officers

SUMMARY NARRATIVE:
The presiding officers of the WDB, a Chairperson and Vice-Chairperson, have two-year terms of office beginning July 1st and ending on June 30th, two years later. WDB bylaws require the election of officers to be in accordance with Robert’s Rules of Order and the Workforce Innovation and Opportunity Act (WIOA) requires that Officers be business seat representatives.

Method for Nominating Candidates:
Nominations are made from the floor and any member may call out to nominate someone and may do so without being recognized by the Chair. Seconds are not necessary. The Chair then announces that the person is nominated. When it appears that everyone who wishes to has made a nomination, the Chair will close the nominations. It is not necessary to make a motion to close the nominations. Nomination for Chair is done separately from Vice-Chair.

Voting:
Voting will be done by virtual polling, when multiple nominations are made, or by "acclamation", when only one candidate has been nominated. It is not necessary for persons nominated to abstain from voting. If no candidate receives a majority, polling continues, retaining on the poll all candidates who do not voluntarily withdraw. The election is final when the Chair announces the result and if the candidate is present and does not decline or is absent but has previously consented to serve.
AGENDA ITEM NUMBER: 4.2

ITEM: Review and Approve Local Area Supportive Services Policy

ACTIONS REQUIRED: Approve update to Local Area Supportive Services Policy

SUMMARY NARRATIVE:

The WDB Executive Committee previously approved revisions to local area Supportive Services Policy on October 9, 2019 which was approved in the fiscal year 2018-19 WIOA budget for San Luis Obispo County, where the WDB conducted a local area policy review with workforce consultant Racy Ming Associates to ensure compliance with local, state and federal guidance. All local area WIOA policies were reviewed and updated for clarification and consistency in language, ensuring all required regulations were incorporated and referenced. Policies impacting fiscal matters, limiting state or federal guidance, or where local area discretion is permitted are brought to the WDB for approval.

In 2020, the California Workforce Development Board (CWDB) and the Employment Development Department (EDD) requested four Workforce Innovation and Opportunity Act (WIOA) waivers from the US Department of Labor (DOL) to provide Local Workforce Development Boards (Local Board) with additional flexibility when assisting individuals and businesses affected by the COVID-19 pandemic. Of the four waivers that were requested, two were approved and two were denied. The DOL determined that waiver of WIOA Section 134 (d)(2) request was unnecessary because statutory and regulatory authority currently exists. This waiver request would allow for supportive services to be included amongst the list of followup services that can be provided to Adult and Dislocated Worker participants for up to 12 months after they are placed in unsubsidized employment. The DOL stated that Local Boards have the flexibility to determine what specific services are suitable as follow-up services. In response, CalJOBS Activity Codes (WSD19-06) (PDF) was updated to provide Local Boards with further guidance regarding supportive and follow up services.

The proposed policy revision would allow for participants to receive the same scope of Supportive Services during their 12 months after they are placed in unsubsidized employment during their followup services.

STAFF COMMENTS:

It is recommended the WDB review the attached change to local area Supportive Services policy that has fiscal impacts on the WIOA budget, discuss any questions or additional changes, and approve the revised policies for implementation in the County. Upon WDB approval, all updated local area WIOA policies will be made publicly available on the WDB County website.
POLICY NO: 07-19

TO: Service Providers

FROM: Department of Social Services

EFFECTIVE: January 01, 2020, REVISED: December 11, 2020

SUBJECT: Supportive Services

REFERENCES:
- Workforce Innovation and Opportunity Act (WIOA) of 2014, Sections 3(59),129(c)(2)(G), 134(d)(2) and (3)

PURPOSE:
This policy provides guidance regarding parameters for granting supportive services to enrolled WIOA Title I Adult, Dislocated Worker and Youth program participants.

This policy is based on SLOWDB’s interpretation of WIOA law, regulations and policies and federal, state and local laws, regulations and policies. This policy will be reviewed and updated based on any additional federal or state guidance.

BACKGROUND:
The Workforce Innovation and Opportunity Act (WIOA) of 2014 provides guidance on the provision of supportive services for WIOA Title I eligible Adults, Dislocated Workers and Youth as needed to participate in WIOA authorized activities. Supportive services may be provided when the services are necessary to enable an individual, who cannot afford to pay for such services, to participate in WIOA Title I Career, Training or Youth services and provided that such services are not available from other sources.

Additionally, Workforce Development Boards may establish limits on the provision of supportive services, including a maximum amount of funding and maximum length of time for supportive services (including needs based payments, described in Policy 08-19) to be available to participants.
POLICY:
The San Luis Obispo County Workforce Development Board will make available supportive services to appropriate WIOA Adult, Dislocated Worker and Youth participants enrolled in Career, Training or Youth services. Supportive services shall not exceed maximum limits for specific categories as defined in this policy and may not exceed an overall maximum of $1,000 per enrollment cycle of a participant. As funding for WIOA supportive services may be limited, Service Providers must ensure they have established protocols for referral to other community resources and programs to assist participants with meeting their supportive service needs.

Supportive services may be provided to eligible individuals who:

1. Demonstrate a financial need to receive support services to enable the individual to participate in Career, Training or Youth services, as documented in a budget and Individual Employment Plan (IEP) or Individual Service Strategy (ISS); and

2. Are unable to obtain supportive services through other programs providing such services.

WIOA authorized supportive services may include, but are not limited to:

- Linkages to community services;
- Assistance with transportation;
- Assistance with child care and dependent care;
- Assistance with housing;
- Needs related payments (further defined in Policy 08-19);
- Assistance with educational testing;
- Reasonable accommodations for individuals with disabilities;
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in post-secondary education classes; and
- Payments and fees for employment and training-related applications, tests and certifications.

PROCEDURES:

A. Determination of Need

1. Supportive services payments will only be provided when the service is allowable, justifiable, deemed necessary and reasonable, and documented in the Individual Employment Plan (IEP) or Individual Service Strategy (ISS). These forms shall be complete, include a budget reflective of each participant’s financial situation, and shall be used to justify the provision of any supportive services payments and/or reimbursement.

2. Prior to payment of any supportive service, Service Provider staff shall make and document every attempt to ensure that each participant has exhausted all other opportunities to obtain services from other local agencies in the community prior to
approval and submission of any payment and/or reimbursement.

3. Provision of supportive services must be qualified and documented as being essential in assisting an individual to successfully participate in WIOA Career, Training or Youth activities or as necessary for a participant to accept and/or retain employment.

B. Provisions
1. To the extent possible, similarly situated participants will receive similar payments.

2. When supportive service cannot be funded by the primary WIOA Title I Service Provider but are necessary for the participant to continue in the program, the WIOA Title I Service Provider will explore other methods to assist participants in securing such assistance.

3. Adult, Dislocated Worker and Youth program participants may receive supportive services after exit provided the assessment of need relating to employment or training is documented.

4. Unallowable costs include, but are not limited to the following:
   - Interest on borrowing;
   - Deposits (including housing deposits),
   - Fines, penalties and bad debt expenses,
   - Payment for goods/services incurred or received prior to participant enrollment in WIOA
   - Certain legal fees
   - Payments for real or personal property that bears title

5. Receipts or invoices must be detailed sufficiently to ascertain that charges do not include unallowable items.

6. Maximum allowable supportive service expenses per participant will not exceed $1,000 per enrollment cycle. Service Provider staff must ensure sufficient funding is available prior to obligating supportive service funds.

C. Supportive Service Categories
WIOA allows for a wide menu of supportive services. The following are the most generally utilized and authorized supportive services. Supportive services not specifically identified in this directive must be submitted to the DSS Program Manager for approval prior to authorization.

1. Transportation

Transportation assistance is intended to assist WIOA enrolled Adult, Dislocated Worker, and Youth participants with the cost of utilizing public transportation and/or operating a specific automobile that is registered in the name of the participant for a participant to commute to and from work, training or other training or work related WIOA activities. In the event the participant does not possess a car/valid driver’s license, they may request reimbursement for transportation provided by another
licensed driver. All documentation requirements shall apply to the designated driver. Vehicle registration and vehicle insurance may not be paid utilizing WIOA funds. The participant’s eligibility and need for transportation assistance must be documented and continue to be evaluated and noted in the case notes at least every 60 days.

a. Service provider must ensure the most economical and sustainable method of transportation assistance is approved for each participant. This will include an evaluation of ability for the participant to continue attendance in training should the participant exhaust the supportive service maximum rate.

b. Service provider must have policies and procedures in place to ensure copies of current driver’s license, insurance and registration are on file for any mileage or auto repair assistance.

c. Mileage reimbursement shall not exceed $3.00 per day for in-county and $5.00 per day for out-of-county, up to the $1,000 maximum for the duration of enrollment. However, the sum of all supportive services (transportation, child care, other services) cannot exceed $1,000.

d. Attendance must be verified for all days in which mileage is claimed.

e. Regional 31-Day Passes may be purchased for individuals to participate in ongoing training or for the first month of employment/on-the-job training.

2. Child Care Assistance

Participants with children 12 years or younger are eligible for child care when it is determined other funding sources, including but not limited to CalWORKS, are not available to pay for such services. Payments for child care may not exceed the Regional Market Rate Ceilings for subsidized child care (http://www3.cde.ca.gov/rcsccl). The selection of safe and adequate child care providers is the sole responsibility of the parent or guardian of the child in need.

3. Automobile Repair

Automobile repair may be authorized for participants who are currently employed or in a WIOA approved training or require assistance to start or retain employment. Case Manager must verify that the vehicle is currently registered and insured under the participant’s name. Auto repair is limited to one vehicle per participant enrollment cycle and such repairs can only be for minor repairs, such as tires, brakes, water pump, etc., not to exceed $250. Regular automobile maintenance, such as oil change, smog inspection, and tune-up services are not reimbursable under this policy.

4. Medical Services

In order to pay for medical services, they must be necessary to enable participation in an approved training activity or to allow a program participant to accept or maintain employment. Supportive services for medical services shall not exceed $150.
Medical services shall be limited to eye examinations, the purchase of eye glasses, hearing tests, the purchase of hearing aids, physical examinations, drug testing, immunizations, health screenings (such as tuberculosis (TB) or hepatitis screening), and x-rays studies as required by a training provider or as a prerequisite for obtaining employment with a specific employer.

5. Housing Assistance

Participants with an immediate need for housing assistance to prevent an eviction may qualify to receive funds towards a one-time emergency housing payment. Housing assistance may not exceed $250 and should only be used in combination with other funding to ensure the participant will not be evicted from current dwelling. WIOA funds may not be used to assist with rental deposits or final month’s rent.

The DSS Program Manager must pre-approve all requests for housing assistance. This request must be submitted in writing with all other required documentation, including a current rental agreement, and must clearly demonstrate all actions taken and resources explored by a participant prior to the request.

6. Text Books, Fees and Supplies

WIOA participants enrolled in “non-WIOA” funded training (including community college or university) programs may be eligible for supportive services to assist with the purchase of books, fees and supplies as needed to participate in their training activity.

a. The training program must relate to the participant’s enrollment goal, be documented in the IEP/ISS and be verified by the case manager.

b. A current copy of the syllabus and list specifying text book(s) and associated costs required to complete the training activity must be obtained prior to authorization.

c. ETPL WIOA funded training programs are not eligible to receive supportive service reimbursements related to the purchase of books. All books related to this type of training shall be included in the original contractual agreement with the training provider.

7. License/Certification Fees

License/Certification fees are allowable when the expense directly relates to a condition of employment, training and/or for attaining employment.

a. Verification that the testing or exam is needed to participate in the WIOA activity, non-WIOA funded training, or employment must be obtained from the training agency and/or employer.

8. Clothing and Uniforms

Professional, work-appropriate or interview clothing, uniforms and shoes may be purchased for enrolled WIOA program participants, not to exceed $200.
a. Purchase of interview clothing is limited to one (1) set (i.e. blouse or shirt and pants, shirt and skirt, or a single dress, and shoes).

b. Uniforms should be limited to no more than two (2) uniforms.

9. **Tools and Safety Equipment**

Work appropriate tools and necessary safety equipment may be purchased as needed for enrolled WIOA participants to obtain and/or retain employment or participate in training, to a maximum of $200.

a. Tool and safety equipment purchases related to the participant’s occupational goal are allowed providing the training provider or employer submits a list of specific tools or equipment required. The list should include costs and must indicate the tools/equipment are a requirement for training or employment.

b. Tools and safety equipment purchased during the training phase of a participant’s program shall not be duplicated during the participant’s employment phase.

D. **Service Provider Responsibilities**

Service Providers shall accept unconditional fiduciary responsibility for issuing federal funds on behalf of the WDB as specified in this policy. Service providers shall establish and utilize appropriate checks and balances necessary to guarantee the integrity of the supportive services funding. Service Providers shall ensure systems are in place for the review, approval and payment of supportive services pursuant to current WIOA, State regulations, and local WDB directives, policies and procedures.

1. All supportive services payments and collection of back-up documentation (i.e. receipts, mileage logs) will be the sole responsibility of the service provider. Service provider must ensure:

   a. Payment records will be maintained, completed and readily available for monitoring or audit reviews.

   b. Participant records and financial records will meet the standards for financial management and participant data systems.

   c. Records will be maintained in accordance with records retention requirements.

   d. Original receipts that are dated, itemized, reflect amount paid and type of payment made, with the vendor’s printed name, address and phone number are required for reimbursement payment.

   e. Original invoices that are dated, itemize services or goods, reflect amount billed, with the vendor’s printed name, address and phone number are required for payment to vendors.

2. Service provider shall ensure that a case note regarding the type of supportive services received and the corresponding activity are entered in CalJOBS within five (5)
working days from the service date.

3. Service provider shall ensure supportive service corresponding activity code date reflects date supportive service was issued to participant/vendor.

4. Service provider shall ensure that supportive service corresponding activity and career service or follow up activity code tied to supportive service activity is entered into CalJOBS with the same actual begin date and actual end date.

5. Service provider shall ensure that the total supportive services expenditures for each participant does not exceed the maximum allowable amount of $1,000.

EXCEPTIONS TO POLICY:
There may be emergency or extenuating circumstances that would warrant a higher than average expenditure in any of the service categories. Any authorizations exceeding the average expenditure as listed above must be approved by the DSS WIOA Program Manager or WDB Director.

AVAILABILITY OF FUNDING:
Service providers will take necessary steps to disburse the supportive services in a manner to provide services throughout the program year to customers who are in need. It is expected that the availability of funds will fluctuate during the program year as participant need varies.

Supportive services funds distribution is ultimately contingent upon the availability of funds. In response to changing needs and the resulting variations in usage, the supportive service average amounts are subject to change, but will not exceed the maximum expenditures identified in this policy.

ACTION:
All WIOA Adult, Dislocated Worker and Youth 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 at 805-781-1838.

Workforce Development Board (WDB) Approval Required?  Yes  X  No ___

Initial approval date: ___10/09/2019____

WDB revision approval date: ______________
Third Quarter AJCC Contract Performance Update

In-person customer visits to AJCC

In-Person Customer Visits to AJCC

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<th># of Individuals</th>
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<tr>
<td>August</td>
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</tr>
<tr>
<td>Sept.</td>
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<tr>
<td>Oct.</td>
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<tr>
<td>Nov.</td>
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<tr>
<td>Dec.</td>
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<tr>
<td>Jan.</td>
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<tr>
<td>March</td>
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WIOA Enrollments

WIOA Enrollments

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<th>Actual</th>
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<tr>
<td>June</td>
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A total contract goal of 90 new career service enrollments is planned for PY 2020-21. As of third quarter close, 31 new career service enrollments or 34.4% of this goal has been met.
**Leveraged Resources**

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PY 2020-21 leveraged resources contract goal is $84,000.

**Training Expenditures**

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<th>Quarter</th>
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<th>Actual</th>
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<td>Quarter 1</td>
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Training Expenditures reflect actual invoiced participant training costs. PY 2020-21 Training Expenditures contract goal is $152,000.
Training Services Enrollments

The numbers in Planned and Actual represent totals from both Adult and Dislocated Worker programs. PY 2020-21 Training enrollment goal of 38 job seekers in On-the-Job Training (OJT) and Individual Training Account (ITA) enrollments.

Third Quarter On-the-Job Training (OJT) Contracts

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<tr>
<th>Employer</th>
<th>Occupation</th>
<th>Hourly Rate</th>
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</thead>
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Third Quarter Individual Training Agreements (ITA's)

<table>
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<tr>
<td>Truck Driver Institute</td>
<td>Truck Driver Class A</td>
<td>$4,970</td>
</tr>
<tr>
<td>UC Davis Continuing and Professional Development</td>
<td>Web Development Certificate Program Online</td>
<td>$4,550</td>
</tr>
<tr>
<td>Allan Hancock College</td>
<td>Nursing: LVN to RN AS Degree</td>
<td>$2,655</td>
</tr>
</tbody>
</table>

AJCC Outreach –

AJCC Outreach - Participant
To overcome low enrollment numbers, Eckerd utilized social media, Craigslist, and Constant Contact for direct outreach to participants and partners.

AJCC Outreach - Business
Eckerd stated employer outreach is going well despite reduced staffing. Training was conducted with current staffing to outline full scope of AJCC services to include
service planning, recruitment support, CalJOBS postings, and matching. Eckerd will continue using reverse referral code to encourage embedding WEX and OJT development into employers’ hiring process. Also, targeted recruitment for enrollment and training to meet expressed needs is part of Eckerd’s fourth quarter strategy.
Isaiah came into the WIOA program as a referral from the Trade Adjustment Assistance program. He was laid off from his job as Quality Assurance Tester at Tapestry Solutions in June of 2020 due to the company’s global transition.

He first identified his barrier to employment as having to keep up with the changing workforce in software testing. Isaiah felt there wouldn’t be many opportunities for him as a software tester and was eager to receive training to move into software development. After skill assessments, labor market research and intensive resume revisions to better showcase his qualifications, Isaiah felt confident in looking for jobs in testing. Isaiah took advantage of the appropriate AJCC workshops to follow the job-readiness track and received one-on-one assistance in his cover letter writing from his career coach. Other staff assisted in providing him with Econovue reports on the labor market for software testing.

Isaiah was proactive in keep a job search log of the places he was applying and eager to improve his interviewing skills. After his attendance in the interviewing workshop and participation in the one-on-one mock interview, he was assisted by the workforce development specialist in identifying positions that matched his skills.

In February 2021, Isaiah had job offers from both iFixit and Gaine Solutions in Quality Assurance and was able to negotiate the highest wage possible for both job offers. Isaiah has been working with Gaine Solutions as a Quality Assurance Analyst since March and is able to do so remotely! He shared that he is hopeful that he will soon be able to go to work at the office, but he enjoys working from home so far.
Third Quarter Eckerd Youth Contract Performance Update

Youth Enrollment

The numbers for 1st and 2nd quarter contained in this chart have been revised. Total 12 out of goal of 80 or 15% of new career service enrollment contract goal.

Youth Outreach

Youth Outreach - Participant

To overcome low enrollment numbers in third quarter, Eckerd utilized outreach funds to promote the program and services online via social media and Craigslist. This brought in 23 respondents and staff contacted 100% of respondents. Eckerd enrolled 3 Youth from this process and will continue to utilize this moving forward as a passive way to supplement active outreach/recruitment efforts.

Staff at Cuesta College and the Department of Rehab have been working closely with Youth staff to cross-refer and provide needed supports. Family Care Network, CAPSLO, and Probation are primary agencies Youth staff are working with to build rapport and a referral process as appropriate. Youth staff participated in a bi-weekly orientation to Lucia Mar Adult Ed and Lopez High School students/graduates as part of a revived collaboration effort with their new management team.
Two participants were enrolled for training to begin in fourth quarter from a targeted outreach campaign to recruit Youth interested in training in one of three areas identified by staff as having a pathway to livable wages and local training options: pharmacy technician, medical administrative assistant, and veterinary assistant. Eckerd received interest from in-school youth and have calendared follow-up outreach calls to these individuals mid-June, after school is out.

Youth Outreach – Business
Eckerd business engagement on behalf of Youth Work Experience (WEX) was strategic and client focused. Eckerd staff continue to outreach to essential businesses and those that are maintaining operations during COVID. Eckerd implemented a reverse referral web-based survey to encourage employer partners to provide to job applicants for possible enrollment, WEX, training, supportive services. Eckerd is looking at targeting outreach to Youth based on existing employer needs - following the targeted approach used in third quarter for training.

Work Experience (WEX) Participant Expenditure

<table>
<thead>
<tr>
<th>WORK EXPERIENCE (WEX) PARTICIPANT EXPENDITURE</th>
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</thead>
<tbody>
<tr>
<td>Planned</td>
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<tr>
<td>QUARTER 4</td>
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<tr>
<td>QUARTER 3</td>
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<tr>
<td>QUARTER 2</td>
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<td>QUARTER 1</td>
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</table>

Total WEX includes staff and participant costs.

Third Quarter Work Experience Placements

<table>
<thead>
<tr>
<th>Employers</th>
<th>Occupation</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Captain Bill's Subs SLO</td>
<td>Crew Member</td>
<td>$14</td>
</tr>
</tbody>
</table>
Enrolled Youth Barriers Report

Youth with Barriers

- Dropout
- BSOD
- Offender
- Pregnant/Parenting
- Foster Care
- Disabled

Item 6.2
Before coming to Eckerd Connects, Kara had recently lost employment as her position closed out since the company she had been employed with met their quantity quota demand. Kara found herself unemployed and needing direction to start her career.

Kara discovered Eckerd Connects through a Facebook Ad and immediately knew that training for a career was her next step to achieve her personal and career goals.

Kara met her Career Coach, Gerard, and immediately participated in academic and skill interest assessments. Through evaluating her assessments and looking at training opportunities it was realized that the Pharmacy Technician program was the right match.

Next steps were to attend an online orientation provided by Career Training Solutions and confirm that program requirements, math skills and timeframe for completion all aligned with Kara’s expectations.

Within one month of beginning her journey with WIOA Youth Program Kara is enrolled and doing great in the Pharmacy Technician program. Kara’s anticipated completion date is in August! She is very excited about internship opportunities and moving her career in a forward direction.

We look forward to Kara’s continued growth and success! Our WIOA Youth Program will continue to work with Kara and assist her with any support services that are identified and work experience opportunities to help her land a Pharmacy Technician job. Kara is excited about being the role model for her daughter and grateful for the opportunity the Youth Program has provided and will continue to provide!

“I am thankful for the opportunity that I have been given to learn the skills I need to start my career in pharmacy.” - Kara
Workforce Development Board  
PY 2021- 2022 Meeting Schedule

<table>
<thead>
<tr>
<th>July</th>
<th>January</th>
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<tbody>
<tr>
<td>14 – Executive Committee</td>
<td>12 - Executive Committee</td>
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</table>

<table>
<thead>
<tr>
<th>August</th>
<th>February</th>
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<tbody>
<tr>
<td>5 – Workforce Development Board</td>
<td>3 – Workforce Development Board</td>
</tr>
<tr>
<td>19 – Business Council</td>
<td>17 – Business Council</td>
</tr>
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<table>
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<tr>
<th>September</th>
<th>March</th>
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<tr>
<td>8 – Executive Committee</td>
<td>9 – Executive Committee</td>
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<tr>
<th>October</th>
<th>April</th>
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<tbody>
<tr>
<td>13 – Executive Committee</td>
<td>13 – Executive Committee</td>
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<tr>
<td>21 – Business Council</td>
<td>21 – Business Council</td>
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<table>
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<tr>
<th>November</th>
<th>May</th>
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<tr>
<td>4 – Workforce Development Board</td>
<td>5 – Workforce Development Board</td>
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<table>
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<tr>
<th>December</th>
<th>June</th>
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<tbody>
<tr>
<td>8 – Executive Committee</td>
<td>8 – Executive Committee</td>
</tr>
<tr>
<td>16 – Business Council</td>
<td>16 – Business Council</td>
</tr>
</tbody>
</table>

- **Business Council**: meets on the 3rd Thursday of even months at 9:00 AM (1.5 hrs).  
  *Meeting Months: August, October, December, February, April & June*  
  *Location: Department of Social Services, 3433 S. Higuera Street, SLO, 3rd Floor, Room 356*

- **Executive Committee**: meets on the 2nd Wednesday of non-WDB Meeting months at 8:00 AM (2 hrs).  
  *Meeting Months: July, September, October, December, January, March, April & June*  
  *Location: Department of Social Services, 3433 S. Higuera Street, SLO, 1st Floor, Room 101*

- **Workforce Development Board (WDB)**: meets quarterly on the 1st Thursday of the month at 8:00 AM (2 hrs).  
  *Meeting Months: August, November, February & May*  
  *Location: Department of Social Services, 3433 S. Higuera Street, SLO, 1st Floor, Room 101*

* 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 2/1/2021
Receive and Review Fiscal Budget Update
-Dawn Boulanger, Workforce Development Board Staff
Rapid Response
PROGRAM YEAR 2020-2021

RAPID RESPONSES TO DATE
To date, in the 2020-2021 program year, there have been a total of 47 Rapid Responses. Of the 47, 9 were received via WARN from either the business or the Employment Development Department.

RESPONSES BY QUARTER
In the first Quarter (Q1- July-Sept) there were 22 responses to business closures/layoffs. Quarter 2 (Oct-Dec) responses resulted in 11 confirmed affected businesses. In the third Quarters (Q3 Jan-March), 13 responses were conducted. So far, in the fourth Quarter (Q4 April-June) we have responded to 1 closure.

7.6K
Unemployed civilians in San Luis Obispo County in March 2021

5.8%
Latest Unemployment Rate in San Luis Obispo County

#6
County rank in March 2021 for lowest unemployment rate in CA
This program year, Rapid Response data showed that the Accommodation & Food Services and the Retail industries continue to be the hardest hit. The two industries comprised just over 70% of the Rapid Responses conducted in San Luis Obispo County to date. The Other Services industry (i.e. fitness gyms, salons, barbershops, etc) has also been impacted, making up nearly 15% of the responses. The Professional, Scientific & Technical Services and the Educational Services industries each had two responses. The Healthcare & Social Assistance, Arts, Entertainment, & Recreation, and Mining, Quarrying, Oil, & Gas Extraction industries each had one response.

Of the Rapid Responses conducted to date, nearly half were for businesses located in the city of San Luis Obispo; a total of 23 responses in SLO. Almost 20% of the responses were for businesses in Paso Robles and 8.5% for Arroyo Grande, 9 and 4 responses respectively. Responses were also conducted in the cities of Atascadero, Pismo Beach, Nipomo, Templeton, Los Osos, and Morro Bay. One of the responses was for a Florida-based company that employs a remote worker in SLO County.
The Rapid Response Orientation Presentations have gone Virtual!

As a result of the pandemic, our presentations have gone virtual. We have partnered with our local AJCC, EDD, local insurance professionals, and County Department of Social Services to hold reoccurring public information sessions for community members who have been affected by a layoff. Our presentations are held every 1st and 3rd Thursday of the month via Zoom. Registration is required. More information can be found on the WDB of SLO County website at SLOworkforce.com and Facebook page at Facebook.com/sloworkforce.

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