

**WORKFORCE DEVELOPMENT BOARD  
of San Luis Obispo County**

**EXECUTIVE COMMITTEE MEETING MINUTES**

**Date:** Wednesday, April 8, 2020  
**Time:** 8:00 AM – 10:00 AM  
**Location:** Virtual Meeting via Skype <https://meet.lync.com/o365gcoslo/dboulanger/BMRCGP0M>

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**Present:** Carl Dudley, Isiah Gomer, Justin McIntire, Loreli Cappel, Louise Matheny, William Hills

**Absent:** Patrick McGuire

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

**Guest:** Allison Schiavo, Tammy Aguilera

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**1. Call to Order:**

**Chair Carl Dudley:** called the meeting to order at 8:01 A.M. **Quorum.**

**2. Public Comment:**

**Chair Dudley:** requested playback of public comment from open comment period without response.

**3. Consent Items:**

**3.1 Approve the March 11, 2020 Minutes**

Motion: William Hills

Second: Loise Matheny

Abstentions: None

Motion Passed Unanimously

**4. Action Items:**

**4.1 Review and approve proposed decrease in PY 2019-20 AJCC and WIOA Youth contract participant enrollment goals**

Dawn Boulanger (Staff) reported that San Luis Obispo County has had an average 10% annual reduction in WIOA Title I formula funds for Adult, Dislocated Worker and Youth funding received each of the past two years. She stated that the continued decrease in funding results in decreased contract amounts for WIOA services anticipated for the program year 2020-21. In planning for a projected reduction in WIOA funding in the 2020-21 program year, consideration must be given to the planned 2019-20 contracted participant enrollment numbers to ensure a manageable amount of carryover participants into the 2020-21 program year, and allowance for an appropriate number of new enrollments to be viable in the 2020-21 program year. Dawn stated that in order to plan for funding and staffing availability to serve new customers in the 2020-21 program year, it is recommended that the planned contract enrollments for this program year be reduced.

Motion: William Hills

Second: Louise Matheny

Abstentions: None

**Motion Passed Unanimously as presented with amendment to Agenda item 4.1 WIOA Youth Services Contract: Current Contract Enrollment Goals of 140 and Proposed Contract Enrollment Goals of 95.**

**4.2 Review and approve the Administrative Entity’s vendor recommendation for America’s Job Center of California (AJCC) Services RFP and Direct Administrative Entity staff to commence contract negotiations**

Sarah Hayter (Staff) presented the item which is part of the agenda. Sarah shared that the RFP for Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Rapid Response/Layoff Aversion services throughout San Luis Obispo County was released on December 2, 2019 and closed on January 10, 2020. A technical review was conducted and upon review, the *Administrative Entity’s* recommendation is to commence contract negotiations and contract development for the upcoming 2020-2021 program year with Eckerd Youth Alternatives, Inc. A draft contract scope of work and budget will be brought to the Executive Committee for approval prior to being submitted to the County Board of Supervisors for final approval and execution.

Motion: Louise Matheny

Second: Loreli Cappel

Abstentions: None

*Motion Passed Unanimously as presented with amendment to Agenda item 4.2 write up reflecting correction in wording from Selection Committee to Administrative Entity.*

**5. Reports:**

**5.1 Chairman’s Report:** Carl Dudley (Chair) reported that there has been a significant number of applications in business loans in the banking industry.

**5.2 Staff Report:** Sarah Hayter (Staff) reported that all San Luis Obispo Workforce Development Board staff have all been working remotely. The San Luis Obispo AJCC is currently closed. Eckerd has moved all workshops virtually. Enrollments will begin to continue. Diana Marin (staff) and Jim Yancheson, Business Services staff member at AJCC, have been working closely to respond to business closures, furloughs and layoffs. Staff is currently working on identifying industries that have been affected most. Staff has been working closely with partner agencies and San Luis Obispo County elected officials and sharing as much information and data as possible.

**5.3 Rapid Response Report:** Diana Marin (Staff) reported that since the COVID-19 related shelter-in-place order Rapid Responses conducted have increased significantly. Diana noted that as of April 3<sup>rd</sup> there have been a total of 115 responses, 17 of which were WARNs. She also stated that State Unemployment Insurance claims have risen 370% as of the week ending March 28th.

**6. Administrative Entity Updates:**

**6.1 Receive and Review Fiscal Budget Update:** Dawn Boulanger (Staff) reported on the Fiscal Budget which is part of the agenda.

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

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

**No updates.**

**8. Next Meeting:**

June 10, 2020 at 8:00 a.m.

Department of Social Services

3433 South Higuera Street, Room 101, San Luis Obispo

**9. Adjournment:**

**Chair Dudley:** adjourned the meeting at 8:38 A.M.

I, Diana Marin, Clerk of the Executive Committee of the Workforce Development Board of San Luis Obispo, do hereby certify that the forgoing is a fair statement of the proceedings of the meeting held Wednesday, April 8, 2020 by the Executive Committee of the Workforce Development Board of San Luis Obispo County.

Diana Marin, Executive Committee Clerk

Dated: April 30, 2020