



EXECUTIVE COMMITTEE MEETING AGENDA

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

MEMBERS:

Isiah Gomer

Chairperson
Paso Robles
Waste & Recycle

William Hills

Vice Chairperson
United Staffing
Associates, LLC

Josh Cross

Atascadero
Chamber of
Commerce

Verena

Latona- Tahlman

Cannon
Corporation

Justin McIntire

Department of
Rehabilitation

Date: Wednesday, June 11, 2025

Time: 8:30 AM – 10:30 AM

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

- 1. Call to Order and Introductions** *Gomer*
- 2. Public Comment**
- 3. Consent Items:**
 - 3.1 Approve the April 9, 2025, Minutes *Gomer*
 - 3.2 Approve Reappointment of Verena Latona-Tahlman to WDB *Gomer*
- 4. Action Items:**
 - 4.1 Review and Approve Draft Scope of Work/Budget for the FY 25-26 WIOA Adult Services Contract *Diana Marin*
 - 4.2 Review and Approve Draft Scope of Work/Budget for the FY 25-26 WIOA Youth Services contract *Diana Marin*
 - 4.3 Review and Approve Draft Scope of Work/Budget for the FY 25-26 WIOA Rapid Response Services Contract *Diana Marin*
 - 4.4 Review and Approve MOU with La Cooperativa Campesina De California *Dawn Boulanger*
- 5. Information/Discussion Items:**
 - 5.1 WDB Director Update *Dawn Boulanger*
- 6. Reports:**
 - a) Chairperson's Report *Gomer*
 - b) Board Member Workforce Development Updates *All Members*
- 7. Administrative Entity Updates:**
 - 7.1 Receive and Review Fiscal Update *Dawn Boulanger*
 - 7.2 Receive and Review Rapid Response Update *Diana Marin*
- 8. Next Meeting:**

Wednesday, July 9, 2025, at 8:30 AM
Location: DSS, 3433 S Higuera Street- Room 101, San Luis Obispo, CA 93401
- 9. 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.

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

Date: Wed, April 09, 2025
Time: 8:30 AM – 10:30 AM
Location: DSS, 3433 S Higuera Street-Room 101, San Luis Obispo

Present: Isiah Gomer, William Hills, Justin McIntire, Josh Cross

Absent: Verena Latona-Tahlman

Staff: Dawn Boulanger, Diana Marin, Eddie Hernandez

Guests: N/A

1. Call to Order:

Chair Gomer: called the meeting to order at 8:34 A.M. **Quorum.**

2. Public Comment:

No Public Comment

3. Presentation:

3.1 WDB Director Update on Federal/State Funding

Dawn Boulanger (staff) gave an update to the Executive Committee about the direction and guidance received by the State of California, which was that all local plans should align with the State of California and current legislation. Mrs. Boulanger also gave an update on future impacts to WIOA funding resulting from pending WIOA reauthorization.

4. Consent Items:

4.1 Approve the March 12, 2025, Meeting Minutes

The Committee approves consent item 4.1.

Motion: William Hills

Second: Josh Cross

Abstentions: None

Motions Passed Unanimously

5. Action Items:

5.1 Review and approve WIOA Local Plan PY 2025-28

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

Motion: William Hills

Second: Justin McIntire

Abstentions: None

Motion Passed Unanimously

5.2 Review and approve WIOA Regional Plan for PY 2025-28

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

Motion: Justin McIntire

Second: Josh Cross

Abstentions: None

Motion Passed Unanimously

6. Information/Discussion Items:

6.1 Discuss WDB Executive Committee Memberships

Dawn Boulanger (staff) discussed the need to fill in two available seats on the Executive Committee (1 Partner Seat & 1 Business Seat) in order to abide with the bylaws. Mrs. Boulanger suggested this topic be presented in the upcoming WDB Full Board meeting to create awareness among current board members of the vacant seats.

7. Reports:

a) **Chairman's Report:** Isiah Gomer (chair) did not have any updates or information to report.

b) **Board Member Workforce Development Updates:** N/A

8. Administrative Entity Updates:

8.1 **Receive and Review Fiscal Budget Update:** Dawn Boulanger (staff) reported on the Fiscal Budget, which is available as an addendum.

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

9. Next Meeting:

June 11, 2025, at 8:30 A.M.

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

9. Adjournment:

Chair Gomer: adjourned the meeting at 10:08 A.M.

I, Eddie Hernandez, 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, April 09, 2025, by the Executive Committee of the Workforce Development Board of San Luis Obispo County.

Dated: 04/16/2025
Clerk

Eddie Hernandez, Executive Committee

**Workforce Development Board
CONSENT ITEM
June 11, 2025**

AGENDA ITEM NUMBER: 3.2

ITEM: Approve Reappointment of WDB Member

ACTION REQUIRED: It is requested that the WDB approve and authorize staff to submit WDB member reappointment for Verena Latona-Thalman to the San Luis Obispo County Board Supervisors for approval.

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 3 seats vacant which are detailed below:

WDB Member Seat Representation	Current #'s	Required #'s	Vacancies
Business Members (<i>minimum 51% majority</i>)	8	10	2
Local Educational & Training Entities	1	2	1
Labor/Workforce Representatives (<i>minimum 15% Labor & 20% Combined</i>)	3-Labor 1-W.R.	3-Labor 1-W.R.	0-Labor 0-W.R.
DOR Mandated Partner - Vocational Rehabilitation	1	1	0
EDD Mandated Partner	1	1	0
Economic Development	1	1	0
Total # of WDB Seats (<i>Members May Hold 2 Seats</i>)	16	19	3
Total # of WDB Members (<i>19 Minimum Requirement</i>)	15	18	3

Member Verena Latona-Tahlman, Human Resources Director for Cannon Corporation, has over twenty 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 for an additional 4-year term.

BUDGET/FINANCIAL IMPACT:

No current fiscal impact

STAFF COMMENTS:

Dawn Boulanger, Director of the Workforce Development Board of San Luis Obispo County, recommends the reappointment of Verena Latona-Tahlman to the Workforce Development Board. Upon approval, staff will submit a recommendation for reappointments to the Board of Supervisors at an upcoming meeting.



San Luis Obispo County Workforce Development Board (WDB) Request for Member Reappointment

Name: Verena Latona-Tahlman Date Submitted: 04/22/2025
 Title: Vice President of HR 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)*:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Building & Design | <input type="checkbox"/> Information & Communication Technology |
| <input type="checkbox"/> Energy | <input type="checkbox"/> Healthcare |
| <input type="checkbox"/> Biotechnology & Biomedical Devices | <input type="checkbox"/> Other |
| <input type="checkbox"/> Defense, Aerospace, & Transportation Manufacturing | |

Contact Information

Business/Organization Address: [REDACTED]
 City: _____ State: Ca Zip Code: 93401
 Phone: [REDACTED] Fax: _____
 Mobile: [REDACTED] City of Residence: Los Osos
 Email Address: [REDACTED]
 Website Address: _____
 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:

- Number of current employees: 160
- Number of years with current business/organization: 20
- Number of years in business in San Luis Obispo County: 49
- Please describe the nature of your business and your position:
Cannon does engineering design consulting and land surveying for land development, energy/oil & gas,
public works, water resources, military and aerospace projects. I am the Vice President of Human Resources.

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: 5/9/25

Workforce Development Board Executive Committee
ACTION ITEM
June 11, 2025

AGENDA ITEM NUMBER: 4.1

ITEM: Review and Approve Draft Scope of Work/Budget for the FY 24-25 WIOA Adult Services Contract

ACTION REQUIRED: Approve Draft Scope of Work and Draft Budget for Fiscal Year 2025-26 WIOA Title I Adult, Dislocated Worker, and One-Stop Operator Services.

SUMMARY NARRATIVE:

Eckerd Youth Alternatives, Inc. was awarded the WIOA Title I Adult/Dislocated Worker contract for PY 2023-24 through a competitive procurement process and Request for Proposal (RFP) issued on February 3, 2023. That procurement authorized an initial annual contract with an option to renew for a second and third year. The PY 2024-25 contract with Eckerd was the second year of this contract cycle and by exercising the option to renew for a third year, Eckerd will continue to be the provider of SLO Cal Careers WIOA Title I Adult, Dislocated Worker, and One-Stop Operator services in San Luis Obispo County.

Under this contract, Eckerd will continue to provide all required elements of WIOA Title I Adult, Dislocated Worker, and Business Services throughout the County. This contract also includes the WIOA required One-Stop Operator role and responsibilities which include coordination of partner relationships, ensuring the physical location, service delivery and policies allow individuals to have equitable access to services, and the addition of Rapid Response services throughout the County. Eckerd will provide these services through their continued operation of the comprehensive SLO Cal Career Center location in San Luis Obispo as well as via access points to services through partner locations.

Eckerd remains a collaborative partner of the WDB and demonstrates their willingness to adapt and make changes as needs are identified. With continued evaluation of service delivery, using data-based decision making (CalJOBS, customer and business feedback, and Labor Market Information) to develop service strategies, maintaining community partnerships, and the support of Eckerd's operations team and business engagement services and the WDB, it is projected Eckerd will broaden the impact of the successful employment outcomes being achieved.

BUDGET/FINANCIAL IMPACT:

An estimated contract amount of \$600,000 is anticipated to be awarded via contract to Eckerd Youth Alternatives, Inc. for the provision of WIOA Title I Adult and Dislocated Worker services county-wide. This estimate is based on the anticipated PY 2025-26 WIOA Adult and Dislocated Worker allocation to the County and projected allowable PY

2024-25 carryover funds. The allocation is subject to change based on the final Department of Labor and California Employment Development Department PY 2025-26 allocations to San Luis Obispo County which have not yet been noticed.

STAFF COMMENTS:

Following the WDB's approval, the PY 2025-26 SLO Cal Careers adult services contract with Eckerd Youth Alternatives, Inc. will go before the Director of Social Services for final approval and award of contract.

EXHIBIT A

SCOPE OF SERVICES

A. SLOCal Careers Center Operation and Management

1. Scope of Services:

WIOA Title I Adult and Dislocated Worker services. These WIOA program services are *not* part of a federally funded Research and Development contract.

Contractor is responsible for the operation and management of the SLOCal Careers Center facility (formerly America's Job Center of California (AJCC)) and one-stop career services delivery system serving San Luis Obispo County, working in consultation with the County, Workforce Development Board of San Luis Obispo County (WDB), WDB staff, and in cooperation with the mandatory one-stop system partners (as specified in the Workforce Innovation and Opportunity Act (WIOA)). Contractor will operate and manage a comprehensive site and any affiliate sites in collaboration with SLOCal Careers Center co-located partners maximizing services by integrating and braiding services where allowable.

Contractor is responsible for staffing all services necessary to carry out the duties required to operate and manage the following: WIOA One-Stop Operator, WIOA Title I Adult, Dislocated Worker, and Employer Services performance management and analysis; process improvement; integration and braiding of resources; and implementation of innovative strategies for job seeker and business services.

Contractor will ensure the implementation, coordination, and oversight of those activities necessary to the delivery of WIOA Title I program services implemented county-wide. Contractor further recognizes and acknowledges that the WIOA one-stop delivery system is a dynamic system that must adapt to the changing needs of the local labor market and as such, requires close cooperation and coordination with co-located and community partners. Furthermore, the one-stop career center system must maintain alignment with the WDB of San Luis Obispo County, and the strategies and mission outlined in the WIOA one-stop System Memorandum of Understanding (MOU) with partners of the career one-stop system, the requirements outlined in the WIOA Local Area Designation and WDB Certification, and the Regional and Local State Workforce Development Plans as required by the State of California, Employment Development Department. Contractor will continue to participate in the WIOA one-stop career center Certification process and

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implement all goals and actions identified in the certification process' resulting in continuous improvement plan.

2. Service Specifications:

Contractor shall provide to the County the following services:

a. **One-Stop Operator**

The primary function of the One-Stop Operator is to ensure the coordination of partners within the SLO Cal Careers center, ensure coordination of the service delivery of career services and other WIOA services between all one-stop partners, oversee the implementation of the WIOA Memorandum of Understanding between San Luis Obispo County career one-stop partners, and to communicate and coordinate with WDB staff. The One-Stop Operator shall provide oversight of the comprehensive Career Center and any affiliate sites and fulfill responsibilities in accordance with the direction of the WDB of San Luis Obispo County. The One-Stop Operator will play a leadership role in coordinating partnerships and facilitating the successful implementation of services across San Luis Obispo County's workforce system.

As specified by 20 C.F.R. section 678.620, entities that perform the role of One-Stop Operator and that also provide WIOA services must implement firewalls and conflict of interest policies and procedures that conform to the specifications set forth in 20 C.F.R section 679.430. In accordance with WIOA requirements, the one-stop operator's responsibilities include the following:

- 1) Provide functional coordination, monitor, and ensure implementation of all WIOA one-stop center required onsite services, including all services provided by entities that have entered the partner MOU in accordance with WIOA.
- 2) Develop and maintain the co-located partner agreement, including written career center operational guidelines (such as hours of operation, holidays, etc.) that will outline the responsibilities and objectives of each of the WIOA one-stop co-located partners and programs with a focus on providing excellent customer service. This shall be established within the first quarter of the program year and submitted to the County for approval prior to it being disseminated to partners.
- 3) Ensure access to services for individuals at the SLOCal Careers Center with limited English proficiency, disabilities, or other significant barriers.
- 4) Promote adoption of creative and innovative methods and best practices in the delivery of the required services.
- 5) Increase and monitor customer satisfaction by developing flows and processes that are driven by feedback from both business and job

seeker customers.

- 6) In collaboration with SLOCal Careers Site Manager, ensure adherence and implementation of San Luis Obispo County WDB Local Area policies governing the Career Center including compliance with Equal Employment Opportunities, the Americans with Disabilities Act, Priority of Service, and any other local, state, or federal governing laws, statutes, regulations, guidance and policies.
- 7) In collaboration with SLO Cal Careers Center Site Manager, ensure adherence to non-discrimination and equal opportunity policies, and compliance with WIOA Section 188 in all programs and services delivered through the Career Center.
- 8) At least quarterly, provide update and information on One Stop Operator duties to be provided to the WDB of San Luis Obispo County. This shall include, but not be limited to information on the effectiveness of service delivery strategies, outcomes of customer satisfaction surveys, suggestions for service delivery improvements, and other topics.
- 9) Coordinate four (4) partner integration meetings. These meetings must include WIOA mandated partners as outlined in the WIOA MOU, co-located Career Center partners as well as any relevant community partners. Meetings shall be held at the Career Center quarterly (September, December, March, and June) and aimed at facilitating partner relations and service coordination. The center's services will be limited to self-directed services on these days. The meeting dates shall be established within the first quarter of the program year and disseminated to partners and staff at the first meeting in September. Meeting agendas shall be prepared in advance and sent to partners at least 2 weeks prior to the meeting date.

b. **SLO Cal Careers Center Site/Services Management** to include, but not limited to:

- 1) Coordinate the assignment and functional use of occupant and common area space. As co-location of the WIOA Youth program at the SLOCal Careers Center is required, one staff cubicle space must be made available to the WIOA Youth Program.
- 2) Ensure the Career Center has a resource room dedicated to self-service/WIOA Basic Career services activities.
- 3) The Career Center Resource Room shall have the following services available to customers:
 - i. A required comprehensive Career Center system orientation inclusive of information regarding both on and off-site resources to assist with employability. This shall not be an orientation of WIOA services only, but rather an orientation of the full career one-stop system incorporating

- partners services both co-located and within the community.
- ii. A required assessment of the job seeker's initial employability and transferable skills in relation to desired employment and the expressed competencies of the existing labor market
 - iii. Appropriate referral to internal and external resources that will allow the customer to achieve their desired outcome.
 - iv. Labor exchange tools
 - v. Computer applications software, such as Microsoft Office Suite
 - vi. Résumé writing software
 - vii. Career exploration software/websites
 - viii. Job, career, and skill self-assessment tools
 - ix. Career, job, and labor market information
 - x. Career planning information
 - xi. Job search information
 - xii. Interviewing information
 - xiii. Information on writing résumés and cover letters
 - xiv. Information on job retention
 - xv. Directories
 - xvi. Periodicals
- 4) Provide and maintain equipment necessary for the Resource Room including computers with internet access. Shared printers shall accompany the computers. A phone area must be arranged in such a way that individuals may talk privately to employers with minimal noise and distraction. At a minimum, one dedicated public phone must be available for customer use including but not limited to filing unemployment compensation claims and scheduling appointments or interviews. The room shall be equipped with fax machines and/or ability for clients to fax via computer and copier(s) completely accessible to the public with written instructions for use. There should be no limitations or restrictive use of this equipment as long as it is being used for appropriate job search activities and in accordance with Resource Room Usage Policy. Phone and fax lines will be provided by the WDB and must be kept in in Resource Room for customer use as described.
 - 5) Serve as a liaison to the community, partner agencies and employers for the one- stop system.
 - 6) Inform San Luis Obispo County WDB staff of all SLOCal Careers Center activities including a comprehensive workforce system calendar (access point hours of operations, workshop and event schedules, etc.) for public posting.
 - 7) Ensure common areas of the Career Center are used in accordance with the policies of the WIOA one-stop service delivery system, clean and orderly for use by center occupants, system partners and

customers.

- 8) In coordination with the WDB staff, maintain a current, accurate WIOA property/inventory log. All purchases of furniture and equipment must be reported to the WDB staff in a timely manner but no later than within the quarter purchased for proper tracking and labeling of items. Similarly, any need to discard furniture or equipment must also be coordinated with the WDB staff to ensure compliance with WIOA property/inventory record keeping and disposal. Contractor shall also monitor, and coordinate supplies provided/utilized by Career Center customers and co-located partners.
- 9) Provide special equipment for those customers who are hearing and/or vision impaired. Auxiliary aids and services shall be available upon request to individuals with disabilities. Ensure service delivery to individuals with limited English proficiency and access to CA Language line or other interpretation services for non-English-speaking individuals.
- 10) SLO Cal Careers Center sites must meet the physical and program access standards in law, including [ADA Title II Regulations, Section 188 of the Workforce Innovation and Opportunity Act \(WIOA\)](#), and [Title 24 of the California Building Code](#).
- 11) Provide a schedule for co-located partners and SLO Cal Careers Center WIOA staff to cover resource room floor services and ensure reception and other staff are available to support occupants and self-service customers at the Career Center. The comprehensive SLO Cal Careers Center will be open at minimum, Monday-Friday during normal business hours except on recognized holidays and as outlined in the co-located partner operating agreement.
- 12) The Career Center shall have at least one (1) Spanish-speaking bilingual staff person to meet the needs of the Spanish-speaking only participants.
- 13) Oversee activities at the Career Center and off site in the community to ensure consistency with the one-stop delivery system mission. This includes but is not limited to coordination and scheduling of organized workshops, seminars, classes, job fairs and meetings of both co-located partners and other community organizations.
- 14) Provide printed and electronic material and other written information in English and Spanish. Whenever feasible, language barriers should be removed so that all individuals accessing Career Center services feel welcome and can benefit from the experience.
- 15) Maintain integration of services, to the extent allowable, for the delivery of WIOA Career and Training services to include:
 - i. Identifying and maintaining best practices for service delivery among system partners.
 - ii. Braiding and leveraging of services and funding to ensure unduplicated and responsive services are provided for jobseekers.

- iii. Ongoing training to Contractor staff and system partners in order to reduce duplication of services delivered through SLO Cal Careers.
 - iv. Continuous evaluation of service delivery processes and modifying as necessary to best support customer needs and effective service delivery.
 - v. Continue to develop and enhance the workforce development system of the San Luis Obispo County Local Workforce Development Area by focusing on a fully coordinated service delivery model that is market driven and offers value-added services to job seekers.
- 16) Contractor shall utilize workforce development system-wide SLO Cal Careers branding (name, logo & associated materials). Contractor is required to co-brand with the America's Job Center of California State identity requirements when publishing or referencing WIOA Services. This includes the cobranding tagline of "SLOCal Careers is a proud partner of the America's Job Center of California network" or other branding as provided by the County/WDB.

B. WIOA Title I Adult, Dislocated Worker, and Employer Services

1. Scope of Services:

Contractor will provide education and employment services to eligible adults and dislocated workers that will lead to increased employment, job retention and earnings that will improve the quality of the workforce and sustain self-sufficiency. Services will be provided county-wide through a comprehensive WIOA one-stop career services site, and affiliate sites and/or community-based services. WIOA services shall include outreach, intake, orientation, assessment, career planning and other services available through the WIOA funded programs to assist in accessing employment opportunities. Eligible participants must be age 18 or older.

Contractor shall ensure:

- 1) Individuals seeking services beyond Basic Career Self- Services, who are in need of and able to benefit from additional services, are determined eligible and enrolled in WIOA Career and/or Training services or, if not eligible for such services, are referred to appropriate partner services for further assistance.
- 2) All services/activities for enrolled participants and case notes are recorded in CalJOBS within 5 business days of the activity/service being provided.
- 3) Participants must be contacted monthly, at a minimum, and contacts must be recorded in case notes during program participation. Monthly contact/case notes are also required during

the 90-day period between the last federally reported activity and exit to ensure the participant does not require further WIOA services, other than follow-up services, prior to closure.

- 4) All enrolled participants are provided assessment and career planning leading to the completion of an Individual Employment Plan/Career Plan, identifying measurable employment goals and appropriate strategies to obtain stated goals. Assessments from similar agencies, conducted within the 6-month period prior to enrollment into WIOA may be utilized where available if these assessments screen for the same skills/aptitudes the WIOA program requires. Participants enrolling in training must have a completed IEP, assessment results and other applicable documentation that substantiate the need for training and ability of the individual to be successful in the planned training.

2. Service Specifications:

Contractor shall provide to County the following special services:

- a. **Basic Career Services** available to all Adults and Dislocated Workers include but are not limited to the following:
 - 1) Determination of eligibility to receive WIOA Career Individual and/or Training services.
 - 2) Outreach, intake and orientation to the information and other services available through the SLOCal Careers system.
 - 3) Initial assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities, and supportive service needs.
 - 4) Labor exchange services, including the following:
 - i. Job search and placement assistance, and career counseling, such as the information on in-demand industry sectors and occupations as well as nontraditional employment.
 - 5) Referrals to, and coordination of activities with other programs and services, including programs and services within the one-stop delivery system and other workforce development programs.
 - 6) Workforce and labor market employment statistics including information relating to local, regional, and national labor market trends, including the following:
 - i. Job vacancy listings and job skills necessary to obtain them.
 - ii. Information on local in demand occupations and the earnings, skill requirements, and opportunities for advancement that accompany them.
 - 7) Information on performance and program cost of eligible providers of training services, youth workforce development activities, adult education, career and technical education activities at the postsecondary level, career and technical education activities available to school dropouts, and vocational rehabilitation services.

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- 8) Information regarding how the local area is performing on the local performance accountability measures and any additional performance information with respect to the one-stop delivery system in the local area.
 - 9) Information on, and referral to supportive services or assistance, including the following:
 - i. Childcare, child support, medical or child health assistance under title XIX or XXI of the Social Security Act.
 - ii. Benefits under the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008.
 - iii. Assistance through the earned income tax credit under section 32 of the Internal Revenue Code of 1986.
 - iv. Assistance under a state program for temporary assistance for needy families funded under part A of title IV of the Social Security Act.
 - v. Other supportive services and transportation available in the local area.
 - 10) Information and assistance regarding filing claims for unemployment compensation.
 - 11) Assistance in establishing eligibility for programs of financial aid assistance for training and education programs that are not funded under WIOA.
- b. **Individual Career Services** – Individual Career Services shall be made available to all enrolled WIOA eligible Adults and Dislocated workers. Individual Career Services shall only be provided to individuals who have been determined eligible and are enrolled in WIOA with participation created in CalJOBS. As County WDB staff must approve WIOA eligibility determination of each participant prior to provision of Individual Career Services/enrollment in WIOA, participation shall not be created in CalJOBS prior to County approval of WIOA eligibility.

Individual Career Services include but are not limited to the following:

- 1) Comprehensive and specialized assessments of the skill levels and service needs, which must include the following:
 - i. Diagnostic testing and use of other assessment tools which include at minimum, an assessment of basic skills, including math and reading levels (For Individual Career Services, standardized math and reading assessments are suggested, but are required for clients entering classroom training utilizing an Individual Training Account (ITA)); and assessment of aptitudes, abilities and transferrable skills. Contractor must identify and notify County by August 1, 2025 of testing instruments to be used to assess each of these skill areas. Testing results must be documented, and results used to develop the IEP/Career Plan. Assessment results must coincide with and be applicable to the participant's career plan.

- ii. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals
 - 2) Development of an individual employment plan/career plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services and career pathways to attain career objectives. Employment/career plans shall be developed with the participant and must incorporate the outcomes of the assessments that were administered prior to drafting the employment/career plan. The employment/career plan must directly link to the aptitudes/abilities of the participant and, as such, directly link to the career/occupational goals stated. Employment plans shall be reviewed at least every 90-days and shall be revised as needed to coincide with any changes in the participant's career planning. Employment/career plans must be directly linked and relevant to any WIOA training services that are being provided.
 - 3) Group *and* individual counseling.
 - 4) Career planning;
 - 5) Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.
 - 6) Internships and work experiences linked to careers.
 - 7) Workforce preparation activities.
 - 8) Financial literacy services.
 - 9) Out-of-area job search assistance and relocation assistance.
 - 10) English language acquisition and integrated education and training programs.
 - 11) Follow-up services shall be made available to participants, including counseling regarding the workplace, for participants exited from WIOA activities who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.
 - 12) Contractor shall conduct case management follow-up efforts to correspond with jobseekers no longer enrolled in WIOA services to assess need for continued services and/or obtain information related to the completion of employment/training goals for case closure recording. Follow-up information must be entered into CalJOBS. (These case management follow-up services differ from those participant follow-up services stated above in #11 which are to be made available – case management follow-up is required)
- c. **Training Services** - Participants shall not begin WIOA Training services nor shall training activities with an Actual Begin Date be

entered in CalJOBS prior to WDB staff approval of WIOA Training services.

Training Services are subject to priority of service for WIOA enrolled eligible individuals and are provided through Individual Training Accounts (ITA) and/or other training methods permitted under WIOA. Guidance regarding training that meets the definition of WIOA and state imposed participant training expenditure requirements outlined in SB-734 is defined by EDD in Directive WSD18-10. Training services, as defined by WIOA Section 134 (c) (3) may include:

- i. Occupational skills training, including training for nontraditional employment.
 - ii. On-the-Job Training (OJT).
 - iii. Incumbent worker training.
 - iv. Programs that combine workplace training with related instruction, including cooperative education programs.
 - v. Training programs operated by the private sector.
 - vi. Skills upgrading and retraining.
 - vii. Entrepreneurial training.
 - viii. Transitional jobs.
 - ix. Job readiness training provided in combination with other training services.
 - x. Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with another training service.
 - xi. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
- 1) Priority shall be given to training programs that lead to recognized postsecondary credentials.
 - 2) Preference shall be given to WIOA training services aligned with in-demand industry sectors or occupations in the local area. Documentation in case file must verify this and shall include local labor market information and job postings at minimum.
 - 3) Training services shall be in line with assessment outcomes/abilities and interests of the participants and directly linked to occupational goals stated in the IEP/career plan. Assessments and/or IEP shall identify the participant's capacity to successfully complete the training program.
 - a. Basic skills assessments should include an assessment of math and reading skill levels. It is recommended that an approved test form identified by the National Reporting System (NRS) for Adult Education as identified in the [Federal Register Vol 85, No. 153](https://www.govinfo.gov/content/pkg/FR-2020-08-07/pdf/2020-17301.pdf) at <https://www.govinfo.gov/content/pkg/FR-2020-08-07/pdf/2020-17301.pdf> dated August 7, 2020 be utilized for this purpose Test/assessment must be made available in English

and Spanish. Computer delivery format of the test/assessment is strongly encouraged.

- b. Alternate basic skills assessments will be considered on a case-by-case basis and must be submitted to the WDB staff for approval prior to use.
 - c. Tests administered by training vendors on the Eligible Training Provider List (ETPL) as a pre-requisite for training may be used in place of the basic skills assessment.
 - d. An On-the-Job (OJT) training employer may attest that a client meets the basic minimum requirements for their position in lieu of a formalized test.
- 4) Contractor will ensure coordination between employment and training activities for individuals with disabilities by promoting physical and programmatic accessibility to these services.
 - 5) Contractor shall ensure Supportive Services for Adults and Dislocated Workers are provided to enrolled individuals who are engaged in WIOA career or training services, are in need of supportive services to participate in program activities and are unable to obtain supportive services through other programs providing such services. Documentation shall include a budget identifying other sources of funding are not available to subsidize the supportive services
 - 6) Contractor will achieve 50% of the leverage goal for compliance with SB-734 as outlined in Exhibit B, by December 31, 2025. Failure to meet the allowable leverage goal by such date may result in a transfer of remaining funds from non-participant training budgeted line items to meet the participant training requirement and ensure compliance.
 - 7) Contractor shall collaborate with the San Luis Obispo County WIOA Youth services provider to co-enroll eligible, appropriate participants into both the WIOA Youth and Adult/Dislocated Worker programs. Clear demonstration of how Adult/DW WIOA services will vary from the WIOA Youth services shall be documented in case notes in CalJOBS to ensure there is no duplication of services. Co-case management must be coordinated and also demonstrated in case note documentation.
 - 8) Contractor shall provide ongoing career and/or training services to participants who continue to be eligible for WIOA services from the prior program year including participants in follow-up services.
 - 9) Contractor shall design, develop and implement unique service delivery strategies to most effectively meet the needs of special populations including the following specific cohorts:
 - i. Offender/justice system involved job seekers
 - ii. Job seekers with disabilities
 - iii. Long-term unemployed
 - iv. Veterans

d. **Employer Services**, including but not limited to:

- 1) Job recruitment assistance including placing job openings/job orders in CalJOBS and making referrals in CalJOBS from participants to employers.
- 2) Referral of qualified, job-ready candidates for job openings who have been screened to the criteria and standards specified by the employer. (job matching of résumés and applications)
- 3) Staff-assisted employee pre-screening.
- 4) Coordinate a minimum of one (1) county-wide or two (2) regional job fairs annually and facilitate/host employer networking efforts with other local entities during the program year that will incorporate employers and community partners.
- 5) Participate in resource/hiring community events to promote SLOCal Careers employer services.
- 6) Preliminary basic skills and other assessments.
- 7) Interview facilities at the SLOCal Careers sites.
- 8) Access to labor market and related information.
- 9) State and/or federally generated information on the Americans with Disabilities Act (ADA).
- 10) Information regarding consultations on workplace accommodations for persons with disabilities.
- 11) Information on and referral to business start-up, retention and expansion services.
- 12) Information on and referrals to the appropriate sources for developing customized training programs.
- 13) Information on career preparation activities.
- 14) Information on Trade Adjustment Assistance (TAA) and certification.
- 15) Information about On-the-Job Training (OJT) programs, based on worker eligibility.
- 16) State and/or federally generated information on tax credits and other business incentives.
- 17) Access to information and services through SLOCal Careers as well as electronically through the WDB's website.
- 18) Access to various media addressing the employment and training needs of businesses.
- 19) Retention services, including work-site assistance.
- 20) Identifying funding for and setting up on-the-job training, customized training, incumbent worker training, and English as a Second Language (ESL) and literacy programs for new and incumbent workers, with an emphasis on work-site programs.
- 21) Business Outreach strategies to provide information regarding WIOA Services will include the following:
 - i. Direct marketing campaigns, based on need or trends as identified by Contractor, WDB or WDB staff. Additional areas to be outreached to include but are not limited to larger employers in San Luis Obispo County, priority

- industry clusters, recreation communities, churches, larger community- based organization outreach.
- ii. A minimum of twenty (20) businesses contacted per month and business contacts/services entered in CalJOBS.
 - iii. Program promotion through radio, social media, newspaper, email campaign and face-to-face marketing to Chambers of Commerce, economic development agencies, local unions, industry groups, Small Business Development Center (SBDC), Small Business Administration (SBA), SCORE “Counselors to America’s Small Business”, and other stakeholders.
 - iv. Networking and meetings with business community to present information about Employer/Business services through presentations at entities including: Human Resources Association of the Central Coast (HRCC), Rotary, Chambers of Commerce, industry group events, SBDC and SBA workshops, local gathering of business services representative’s partners, and employer advisory committees.
 - v. Contractor will utilize LMI and online resources to identify businesses in demand industries with hiring needs in high-growth occupations and conduct outreach. Once businesses are identified, Contractor will provide the following resources:
 - 1. Conduct a business assessment to identify workforce needs.
 - 2. Outline the resources and options the employer can pursue to address assessment findings. This includes providing the Business Resource Guide and linking the employer to local, state, and federal resources.
 - 3. Connect the employer to a network of local and regional economic development, workforce, and education and training partnerships that address needs found in the business assessment.
 - 4. Identify opportunities for employers to access SLOCal Careers services to meet their hiring needs.
 - vi. Contractor will work with the Workforce Development Board to engage and align a network of economic development, workforce, and education and training partners that will offer an array of business engagement strategies. This shall include establishing working partnerships with any other WIOA-funded providers/activities.

3. Subcontracting and Procurement Approval Process

- a. Contractor may enter into a subcontract for the provision of specific

services described in this contract only with the prior written approval of the County. Any subcontract entered into without such prior written approval shall be null and void.

Requests for subcontract approval must include:

- 1) The name and qualifications of the proposed subcontractor
 - 2) A detailed description of the services to be performed
 - 3) A copy of the proposed subcontract agreement
 - 4) A cost and deliverables breakdown
- b. The scope of work for the subcontractor shall align with the overall goals of the program and shall be subject to monitoring and evaluation by the Contractor or the County.
 - c. Subcontracted services may be compensated on an allowable pay-for-performance basis as appropriate. Payment shall be contingent upon the achievement of specified, measurable outcomes.
 - 1) Performance benchmarks and payment schedules will be set forth in the subcontract. Invoices from the subcontractor must be accompanied by verifying documentation demonstrating completion of deliverables and attainment of performance metrics.
 - d. Contractor shall be responsible for ensuring the subcontractor's compliance with all applicable laws, regulations, and terms of this agreement. The Contractor must include provisions from [2 CFR Part 200.318](#) in any subcontract requiring the subcontractor to:
 - 1) Submit regular performance and financial reports
 - 2) Allow access to records and facilities for audit or inspection
 - 3) Cooperate with monitoring and evaluation activities

4. Reporting Requirements

- 1) A quarterly Contract Performance Report, including data on career center activities, WIOA customer and business services activities, and WIOA performance shall be submitted to the WDB staff on or before the 20th of October, January, April and July. When the due date falls on a weekend or holiday, the report shall be submitted on the last business day prior to the due date. The format of the report will be developed in consultation with the Contractor.
 - i. A corrective action plan shall be submitted when there is a 10% or more deviation between planned and actual performance. The corrective action plan shall include actionable goals to remedy the deficiencies.
- 2) The Contract Performance report shall include an unduplicated count of services to adults and dislocated workers, utilizing CalJOBS data, in the following WIOA Career and Training service areas:
 - i. Quarterly and cumulative participants accessing Career Services
 - ii. Quarterly and cumulative participants accessing Training Services
 - iii. Quarterly and cumulative Active Participants

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- iv. Quarterly and cumulative Employer Services
- v. Post Program Follow-Up
- 3) The Contract Performance reports shall include the Contractor's analysis of data relating to SLOCal Careers Center services including but not limited to data on career center and WIOA customers, WIOA activities, business services, and performance. The analysis must include any recommendations for process improvement, identification of trends and new service needs and corrective action when warranted. Data collected may be subject to change as new requirements are identified by Federal, State, or local entities.

5. Performance Objectives:

- a. Adult and Dislocated Worker Program Performance Targets:
 - 1) Contractor will enroll into WIOA all eligible job seekers requesting additional assistance, who are in need of and able to benefit from Individual Career and/or Training services in compliance with all Department of Labor (DOL), EDD and local regulations and requirements.
 - 2) As a target, Contractor shall enroll into Individual Career Services, a minimum of 80 new active participants for the program year, not including the projected 69 carryover participants. New enrollments shall include a combination of Adults and Dislocated Workers sufficient to meet the target.
 - 3) Of the 80 new and existing carryover individuals, Contractor shall enroll a sufficient number of participants in WIOA Training services to ensure compliance with State-imposed requirements for participant training expenditures as defined by SB 734 and amended through AB 1149 and outlined in EDD Workforce Services Directive 18-10.
 - 4) At a minimum, Contractor shall enroll a sufficient number of job seekers in Training services to meet the participant training expenditure requirement set forth in SB 734 and fully expend the Training allocation as identified in the contract budget by the end of the program year. Training enrollments may include any training identified as allowable and applicable under WIOA. WIOA Training enrollments may be Adult or Dislocated Worker depending on the need and eligibility of the jobseekers.
 - 5) Contractor shall be responsible for requesting a funds transfer between Adult and Dislocated Worker funding streams to ensure sufficient funds are available to provide training services to Adult and Dislocated Worker participants.

C. Program Year 2025-26 WIOA Performance:

Contractor will meet the measures identified below in elements one (1) through six (6). These measures are subject to change as a result of Federal and/or State performance negotiations. Upon receipt of State-negotiated rates for levels of performance expectations for the new measures, WDB

staff will issue a Management Memo for incorporation into this contract. Contractor agrees to accept and meet the state negotiated performance levels provided in the Management Memo and understands that such levels will not be subject to negotiation or a valid basis for failure to perform.

Upon receipt of State-negotiated levels of performance, Contractor will provide services that result in the following primary indicators of performance:

WIOA Adult

- 1) Percentage of Adult program participants who are in unsubsidized employment during the second quarter after exit from the program.
- 2) Percentage of Adult program participants who are in unsubsidized employment during the fourth quarter after exit from the program.
- 3) Median earnings of Adult program participants who are in unsubsidized employment during the second quarter after exit.
- 4) Percentage of Adult program participants who obtain a recognized postsecondary credential or a secondary school diploma or its recognized equivalent, during participation in or within four quarters after exit from the program.
- 5) Percentage of Adult program participants who are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving Measurable Skill Gains.

WIOA Dislocated Worker

- 1) Percentage of Dislocated Worker program participants who are in unsubsidized employment during the second quarter after exit from the program.
- 2) Percentage of Dislocated Worker program participants who are in unsubsidized employment during the fourth quarter after exit from the program.
- 3) Median earnings of Dislocated Worker program participants who are in unsubsidized employment during the second quarter after exit.
- 4) Percentage of Dislocated Worker program participants who obtain a recognized postsecondary credential or a secondary school diploma or its recognized equivalent, during participation in or within 4 quarters after exit from the program.
- 5) Percentage of Dislocated Worker program participants who are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving Measurable Skill Gains.

WIOA Employer Services

- 1) Collect and track indicators for services to employers. This includes retention with the same employer. This measure is different than other performance measures in that it is not

calculated for each program individually, but rather all data from the core programs are aggregated to produce one State-level figure.

Contractor will meet quarterly with WDB staff to collaboratively monitor and analyze Performance Measures. Corrective action shall occur when actual rate is 10% or more below performance goal.

San Luis Obispo Adult/DW Budget FY26 July 1, 2025 - June 30, 2026			
	Adult*	DW	Total
Personnel Costs			
Salaries	\$99,788.28	\$99,762.64	\$199,550.92
Benefits	\$9,424.75	\$29,806.04	\$39,230.79
Subtotal Personnel Costs	\$129,213.02	\$129,568.68	\$258,781.70
Operations Activities			
Space/Rent	\$1,375.20	\$1,375.20	\$2,750.40
Telephone/Internet	\$512.12	\$522.48	\$1,034.60
Conference	\$1,600.00	\$1,600.00	\$3,200.00
Insurance	\$3,750.00	\$3,750.00	\$7,500.00
Travel/Mileage	\$8,935.83	\$8,402.50	\$17,338.33
Advertisement/Outreach	\$2,700.00	\$1,136.19	\$3,836.19
Office Supplies	\$2,413.60	\$2,446.94	\$4,860.54
Professional Memberships/Subscriptions	\$820.00	\$820.00	\$1,640.00
Subcontracted Expenses	\$15,000.00	\$45,000.00	\$60,000.00
Staff Background Screening	\$415.83	\$416.81	\$832.64
Postage	\$420.00	\$420.00	\$840.00
Software Licensing Fees	\$302.19	\$309.05	\$611.24
Subtotal Operating Costs	\$38,244.79	\$66,199.18	\$104,443.97
Participant Costs/Activites			
Transitional Jobs- Participant	\$12,255.00	\$12,255.00	\$24,510.00
Participant Training & Vocational costs	\$80,000.00	\$48,000.00	\$128,000.00
Supportive Services	\$1,500.00	\$1,500.00	\$3,000.00
On-the-Job Training	\$12,825.00	\$12,825.00	\$25,650.00
Other Participant Program Costs	\$643.75	\$602.25	\$1,246.00
Subtotal Participant Costs	\$107,223.75	\$75,182.25	\$182,406.00
Indirect Cost:			
	\$25,318.44	\$29,049.89	\$54,368.33
GRAND TOTAL (GT)	\$300,000.00	\$300,000.00	\$600,000.00

Workforce Development Board Executive Committee
ACTION ITEM
June 11, 2025

AGENDA ITEM NUMBER: 4.2

ITEM: Review and Approve Draft Scope of Work/Budget for the FY 25-26 WIOA Youth Services Contract

ACTION REQUIRED:

Approve Fiscal Year 2025-26 WIOA Youth Services Draft Scope of Work and Draft Budget (attached).

SUMMARY NARRATIVE:

Eckerd Youth Alternatives, Inc. was awarded the WIOA Youth services contract for program year (PY) 2023-24 through a competitive procurement process and Request for Proposal (RFP) issued on March 3, 2023. That procurement authorized an initial annual contract with an option to renew for a second and third year. The PY 2025-26 contract with Eckerd will be a renewal contract for the third and final year of provision of WIOA Youth services in San Luis Obispo County through this procurement.

Under this contract, Eckerd will continue to provide all required elements of WIOA Youth services throughout the County. The SLO Cal Careers Center will remain the primary site for WIOA Youth program services with an additional location in north county to increase access to services. Access points to WIOA services are also enhanced through library partnerships throughout the county where WIOA staff have scheduled times available at various libraries to increase access to WIOA services. Additionally, case management activities conducted by the Career Coaches with WIOA enrolled youth will take place throughout the community as best suited to meet the needs, location and availability of the youth participating in the services.

WIOA legislation requires WIOA Youth service providers to expend a minimum of 75% of allocated WIOA Youth funds on services to enrolled Out-of-School youth. While the PY 2025-26 contract will continue to emphasize services and funding allocated to services for Out-of-School youth, enrollment of In-School-Youth will also comprise the contracted target enrollment of 40 new Youth into the program. Additionally, a projected 38 Youth participants from PY 2024-25 will carry over to continue to receive services under the PY 2025-26 contract.

Eckerd proposes a model specifically designed to meet the needs of San Luis Obispo's young adult participants. Eckerd management and staff will work closely with the SLO Workforce Development Board to ensure the WIOA Youth program aligns with the needs of eligible young people and the priorities of the region.

BUDGET/FINANCIAL IMPACT:

An estimated contract amount of \$600,000 is anticipated to be awarded via contract to Eckerd Youth Alternatives, Inc. for the provision of WIOA Youth services county-wide. This estimate is based on the projected FY 2025-26 WIOA Youth allocation to the County and anticipated FY 2024-25 allowable carryover funds. The allocation is subject to change based on the final Department of Labor and California Employment Development Department allocations to San Luis Obispo County for FY 2025-26 which have not yet been noticed.

STAFF COMMENTS:

Following the WDB's approval, the PY 2025-26 WIOA Youth services contract with Eckerd Youth Alternatives, Inc. will go before the Director of DSS for final approval and award of contract.

EXHIBIT A

SCOPE OF SERVICES1. **Scope of Services:**

WIOA Youth Employment and Training Program

These WIOA Youth program services are *not* part of a federally funded Research and Development contract.

Contractor will provide youth services pursuant to the Workforce Innovation and Opportunity Act (WIOA) to overcome barriers to employment, improve educational and workforce skill competencies, and increase independence and self-sufficiency for WIOA eligible youth throughout San Luis Obispo County. The program design will focus on youth acquiring basic work readiness skills and job experience and provide classroom-based and work-based learning opportunities. Emphasis of services will be to out-of-school youth, career pathways for youth, dropout recovery and prevention, and education and training that lead to attainment of a high school diploma *and* a recognized postsecondary credential.

Services provided shall comply with the WIOA regulations. Contractor will ensure each of the tasks contained in this section are accomplished during the term of the contract. Services provided shall include, but not be limited to those outlined below and shall be accomplished by the funds provided for in this contract as reflected in Exhibit B. WIOA services under this contract will also be administered to active cases of youth enrolled into WIOA prior to July 01, 2025, including youth receiving follow-up services.

Contractor is responsible for staffing all services necessary to carry out the duties required to operate and manage WIOA Youth services; performance management and analysis; process improvement; and implementation of innovative strategies for WIOA Youth services. The Contractor's staffing plan shall be identified in the budget narrative. Any changes to the agreed upon staffing plan must be submitted in writing and approved by County WDB staff prior to implementation.

2. **Service Specifications:**

Contractor shall provide to County the following special services:

- a. Contractor shall comply with all WIOA rules and regulations governing delivery of WIOA youth programs including County [Workforce Development Board \(WDB\) local area policies](#) pertaining to WIOA funds administration and WIOA Youth services.

- b. Contractor is responsible for outreach and recruitment of eligible youth in accordance with the WIOA eligibility requirements detailed below.
- c. Contractor shall develop and oversee implementation of policies and operating procedures that address how WIOA Youth services and applicable County WDB local area policies will be implemented in the WIOA Youth program. Contractor must provide any new or updated policies and operating procedures within the first quarter of the program year. All new or updated policies and procedures must be approved by the County prior to implementation.
- d. Contractor shall, in coordination with the County, maintain a current, accurate WIOA property/inventory log. All purchases of furniture and equipment of over \$5,000 with WIOA funds must be reported to the County WDB staff in a timely manner but no later than within the quarter purchased for proper tracking and labeling of items. Contractor shall consult with County WDB staff prior to discarding any furniture or equipment to ensure compliance with WIOA property/inventory record keeping and disposal.
- e. Contractor shall provide special equipment for those customers who are hearing and/or vision impaired, including auxiliary aids and services requested by individuals with disabilities. Contractor shall ensure service delivery to individuals with limited English proficiency and access to CA Language line or other interpretation services for non-English speaking individuals. The physical layout of any WIOA Youth program sites must meet the physical and program access standards in law, including [ADA Title II Regulations, Section 188 of the Workforce Innovation and Opportunity Act \(WIOA\)](#) and [Title 24 of the California Building Code](#). Contractor shall ensure non-discrimination, equal opportunity, and compliance with WIOA Section 188 in all programs and services delivered through the WIOA Youth program.
- f. Contractor shall complete the WIOA eligibility and application process resulting in participation of WIOA eligible youth. **All youth must meet WIOA eligibility criteria and be determined eligible for the program prior to enrollment and receipt of WIOA funded services.** San Luis Obispo County youth must:
 - Have the right to work in the United States; **and**
 - Reside in the County of San Luis Obispo; **and**
 - Be age 16-24 (16-21 for In-School Youth; 16-24 for Out-of-School Youth) at the time of enrollment; **and**
 - Be registered for the selective service (applies to applicable individuals 18 and older); **and**
 - Meet specific criteria outlined below for In-School or Out-of-School Youth:
 - 1) In-school youth: a youth who has not received a secondary school diploma or its equivalent and is attending any school (including elementary, intermediate, junior high school, secondary or post-secondary, or alternative school or program), whether full or part-time or is between school terms and intends to return to school.

At the point of eligibility determination and enrollment, San Luis Obispo County WIOA eligible In-School Youth (ISY) must be attending school, have senior status in high school *and* be between the ages of 16-21, *and* be low-income (as defined in Section 3(36) of WIOA), *and* at least one of the following:

- Basic skills deficient
- English language learner
- Offender
- Homeless individual, runaway, in foster care, aged-out of foster care, or out-of-home placement
- Pregnant/parenting
- Individual with disability
- Individual who *requires additional assistance to complete an educational program or to secure/hold employment**

- 2) Out-of-School youth: an eligible youth who is 1) a school dropout (defined as “an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent”); or 2) an eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient *and* who is unemployed or underemployed.

At the point of eligibility determination and enrollment, San Luis Obispo County WIOA eligible Out-of-School Youth (OSY) must not be attending any school, be between the ages of 16-24, *and* at least one of the following:

- School dropout
- Individual within age of compulsory attendance but has not attended school for at least most recent complete school year calendar quarter
- Individual subject to juvenile/adult criminal justice system
- Homeless individual, runaway, in foster care, aged-out of foster care, or out-of-home placement
- Pregnant/parenting
- Recipient of secondary school diploma or recognized equivalent who is low-income and either basic skills deficient or an English language learner
- Low-income individual who *requires additional assistance to enter/complete educational program or to secure/hold employment**

**Requires additional assistance to enter/complete an educational program or to secure/hold employment is defined in [local policy 10-19b WIOA Youth Eligibility Requirements and Verifiable Documents](#).*

- g. Contractor will conduct the following key employment and training components:

- 1) Orientation/Enrollment/Referral – Orientation will be conducted in accordance with WIOA regulations and County WDB local area policies and will include WIOA rights and responsibilities, and appeal processes. Enrollment and/or referral of participants should be based on information gathered from the eligibility determination and orientation, and after presentation of the full array of service options through WIOA youth programs have been provided. Information should also be given regarding services that are available through the SLO Cal Careers Center of San Luis Obispo County (available to individuals 18+) that may enhance opportunities provided in conjunction with the WIOA Youth program. Participants not enrolled in WIOA should be referred to other services. The rationale for referral to other services should be documented in case notes. Contractor is strongly encouraged to link and share information with other youth serving agencies and training providers in order to meet the individual needs of all youth. Contractor shall advise youth of their rights and responsibilities and appeal process. Eligible individuals that elect to continue will proceed to the initial assessment. Contractor shall enroll all youth in CalJOBS, the State-mandated case management & MIS system.
- 2) Assessment – **Contractor will conduct an initial assessment of all participants.** Testing and use of assessment tools shall include, at minimum, an objective assessment of academic levels, skill levels, and service needs of each participant, which includes a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and developmental needs. Contractor must identify and notify County WDB staff by August 1, 2025, of testing instruments to be used to assess each of these skill areas. If testing instruments to assess skills are not identified, an approved test form identified by the National Reporting System (NRS) for Adult Education as indicated in the current [Federal Register](#) must be used. Tests/assessments must be made available in English and Spanish. Computer delivery format of the tests/assessments is strongly encouraged. Testing results must be documented and used to develop the Individual Service Strategy (ISS)/Career Plan. Assessment results must coincide with and be applicable to the participant's career plan.

A new assessment of a participant is not required if the program determines a recent assessment (within the preceding six months) conducted pursuant to another program is sufficient. Any youth assessed below the 9th grade (or that is below age or grade level) shall be offered access to educational services to address their basic skills deficiencies. Assessment tools will be paid for by Contractor and should be budgeted as appropriate.
- 3) Individual Service Strategy (ISS) – Contractor shall develop a practical and functional ISS with each participant. The ISS shall identify primary educational

and employment goals, describe the training activities and appropriate services the youth will receive to achieve those goals. The ISS must be reviewed quarterly or more often as needed with the participant to evaluate progress and make any needed adjustments. The ISS and any updates must be signed by the participant. Applicable activity codes and case notes must be entered into CalJOBS indicating the delivery of the ISS service. The ISS is a “living document” and is the foundational plan for the WIOA services a participant receives. This continued evaluation will ensure progress toward the achievement of the participant’s employment goals, training objectives, and advancement of one or more educational functioning levels within the program year. The ISS will also determine if supportive services are necessary for each participant and how to efficiently administer those services. The ISS should identify the determination of need for WIOA services administered (training, education, case management, and/or incentives and supportive services) as these services shall be identified as a need/barrier in the ISS.

- 4) Exit & Follow Up Services – Youth participants exit the WIOA system when they have successfully satisfied program goals, or when a period of 90 days has elapsed during which no federally reported services were provided. Enrolled youth are to receive an average of 12-18 months of service. Participants must be contacted monthly, at a minimum, and recorded in case notes during program participation. Monthly contact/case notes are also required during the 90-day period between the last federally reported activity and exit to ensure the participant does not require further WIOA services, other than follow-up services, prior to exit. All youth must be provided with at least 12 months of documented follow-up services from the time of exit to assist the youth in sustaining a successful transition from the program. Contractor shall document these activities in CalJOBS.
- 5) Program Workshops/Skills Training Program. One of the primary functions of the program workshops and skills training is to provide participants with information that is needed to make informed decisions about future education, employment and careers that are appropriate to their particular needs and interests. Similarly, participants need information about the various ways that WIOA services can adequately meet their needs. Contractor will provide participants with workshops and skills trainings in which staff will provide comprehensive materials, either in-person or through online formats and present information on related topics pertaining to achieving goals established in the participants’ ISS. Workshops shall provide participants insights, facts and experience for career exploration. Participants will also learn about what WIOA services, including training and education options, best fit their needs. Contractor will provide participants with a combination of workshops and online opportunities for essential job readiness skills and skill development that lead to stackable credentials. Programming shall support the development of participants’ critical thinking skills and provide transferable skills through topics which may include the following:

- a) Introduction to WIOA Youth services and SLO Cal Careers Center services (available to individuals 18+)
- b) Career Exploration
- c) Job Readiness Workshops and Curriculum which may include:
 - 1. Essential employability skills training
 - 2. Interviewing skills
 - 3. Resume development
 - 4. Mitigating barriers to employment including criminal background
 - 5. Leadership
 - 6. Digital Literacy
 - 7. Financial Literacy/Money Management including partnering with local banks to provide Financial Literacy trainings
- d) Various Occupational Skills trainings (ServSafe, NRF, Forklift, Microsoft, A-Plus and more based on Local Demand Occupations)
- e) Contractor shall act as overall project manager/administrator and ensure that each participant, including those participants of subcontractors, has access to the fourteen (14) WIOA elements of service:
 - 1) Tutoring, study skills training, instruction, and evidenced-based dropout prevention and recovery strategies leading to completion of requirements of secondary school, recognized equivalent, or for recognized postsecondary credential;
 - 2) Alternative secondary school services or dropout recovery services;
 - 3) Paid and unpaid work experiences, including summer and year-round employment opportunities, pre-apprenticeship programs, internships, job shadowing and on-the-job training opportunities;
 - 4) Occupational skill training, with potential priority given to programs leading to recognized postsecondary credentials aligned with in-demand industry sectors/occupations;
 - 5) Education offered concurrently and in the same context as workforce preparation activities and training for specific occupation or occupational cluster;
 - 6) Leadership development activities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
 - 7) Supportive services;
 - 8) Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
 - 9) Follow-up services for not less than 12 months after the completion of participation, as appropriate;

- 10) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
 - 11) Financial literacy education;
 - 12) Entrepreneurial skills training;
 - 13) Services that provide labor market and employment information about in-demand industry sectors and occupations available;
 - 14) Activities that help youth prepare for and transition to postsecondary education/training.
- f) Collaboration with the SLO Cal Careers Center programs is required to increase opportunities for paid work experience (WEX), paid internships, classroom training and on-the-job training (OJT) for youth between the ages of 18-24. Co-enrollment into the WIOA Youth and WIOA SLO Cal Careers Center programs provides more varied options to access services under WIOA, particularly funding for paid work and training services. Contractor shall co-locate at the SLO Cal Careers Center to provide access to WIOA Youth services and information for 18-24-year-old individuals participating in services at the SLO Cal Careers Center who may benefit from WIOA Youth program services. A minimum of one Contractor career coach staff will be based out of the SLO Cal Careers Center.
 - g) Contractor shall ensure that all partners, vendors and/or subcontractors comply with all applicable WIOA rules and regulations including WDB local area policies.
 - h) Contractor shall coordinate and ensure that services are provided in conjunction with community partners and/or subcontractors as may be needed, including: WIOA required partners, other youth-serving organizations, local school/Adult Education providers, and providers specializing in elimination of barriers that may hinder a youth's ability to complete an education program or enter employment, such as, but not limited to: providers of mental health services, homeless/housing services, offender/re-entry services.
 - i) All agreements with subcontractors and/or partners shall be in writing and must contain target measurable performance outcomes. If any portion of these WIOA Youth contracted funds are to be subcontracted to another agency, applicable procurement standards must be followed, and subcontracts must be submitted to the County for prior approval before executing any subcontract agreement.
 - j) Contractor shall provide quarterly written Contract Performance Reports (provided as a separate document) to County for provision to the WDB. Reports shall be due by the 20th of October, January, April and July. A corrective action plan shall be submitted when there is a 10% or more deviation between planned performance and actual performance, addressing how contracted goals will be achieved. When the reporting deadline falls on a weekend or holiday, all reports are due by close of business (COB) on the last business day prior to the due date.

- k) Contractor shall establish and maintain reliable mechanisms that will immediately identify when a problem occurs, administrative or programmatic, and when corrective action is necessary. Continuous improvement processes shall include the following:
- 1) Monitoring Activities: Internal monitoring activities shall include monthly file review, data entry review, caseload contact, performance, and quality control to ensure continuous improvement. Contractor shall provide procedures and working documents on internal monitoring activities quarterly to ensure timely file and data entry review.
 - 2) Tracking Effectiveness: Contractor shall track effectiveness using monitoring data, state reporting data, and customer feedback. At least a quarterly review and analysis of data to identify trends and issues shall be submitted in the quarterly Contract Performance Report. Surveys shall be collected at all points of contact for both participants and business customers. Contractor shall work on increasing survey responses to ensure service delivery is driven by customer feedback.
 - 3) Utilization of the CalJOBS system: Contractor will use the CalJOBS system for direct data entry of all case management processes, including eligibility verification, documenting assessments & career plans, entering case notes, and creating case closures capturing performance outcomes of participants. Contractor shall comply with local area WDB CalJOBS policies and procedures.
- l) Contractor shall maintain a case file in compliance with WIOA 188 (i.e. nondiscrimination and equal opportunity provisions) including a separate Protected Health Information (PHI) file for every WIOA enrolled youth. Case files must include information and documentation of each of the following:
- 1) Program eligibility/determination of need and any associated verification documents
 - 2) Signed WIOA application from the CalJOBS system.
 - 3) Initial and Comprehensive Assessments
 - 4) Individual Service Strategy (ISS) including all updates
 - 5) Chronological case notes (electronic only, in CalJOBS) which include progress updates on clients' participation in services as well as time and attendance if receiving WIOA funded training
 - 6) Document receipt of all Supportive Services, Incentives, and paid work experience
- m) Contractor shall partner in the coordination of one (1) county-wide or two (2) regional job fairs annually and facilitate/host employer

networking efforts at the SLO Cal Careers Center and/or other local entities during the program year that will incorporate employers and community partners.

- n) Contractor shall offer Career Academies to prepare youth participants for employment in in-demand industries. The Career Academies shall offer the training, certificates/credentials, and tools necessary to complete the academy. Additionally, each Career Academy track shall offer job shadowing and/or internships and mentorship opportunities with local businesses and individuals connected to the industry.
- o) Contractor shall partner and refer eligible and suitable youth participants to existing Multi-Craft Core Curriculum (MC3) pre-apprenticeship programs to serve as a pipeline into the various trades' Registered Apprenticeship Program.
- p) Contractor shall utilize workforce development system-wide SLO Cal Careers branding (name, logo & associated materials). Contractor may be required to co-brand with the America's Job Center of California State identity requirements when publishing or referencing the WIOA Youth Services. This includes the cobranding tagline of "The (Program Name) is a proud partner of the America's Job Center of CaliforniaSM network" or other branding as provided by the County WDB staff.

3. **Performance Objectives:**

- 1) Contractor will provide WIOA services to a minimum of 40 new WIOA enrolled Youth with approximately 38 additional carry over Youth participants from prior fiscal year. Youth services are to be provided county-wide, serving all of San Luis Obispo County.
- 2) Contractor will complete assessment and individual service strategy development as appropriate to meet the needs of WIOA enrolled youth via access to the fourteen (14) WIOA Youth elements allowing for a customized approach for each individual to assist in meeting their established goals.
- 3) Contractor will provide (both directly and through referral to partner agencies) stackable credentials for WIOA enrolled youth based on need and identified career pathway. This includes providing access to and funding for certificates including, but not limited to:
 - a. OSHA and/or OSHA 10
 - b. Guard Card
 - c. Retail Industry Fundamentals (NRF)
 - d. Forklift Operator

- e. CPR/First Aid (when required for job)
 - f. ServSafe
- 4) Contractor will provide opportunities for occupational skills training through partnership and referral to Cuesta College for certificate and/or AA/AS programs, and local pre-apprenticeship and apprenticeship training programs. Additional WIOA-funded opportunities for occupational skills training may be available through co-enrollment in SLO Cal Careers Center services, when appropriate and all applicable eligibility criteria are met.
 - 5) As part of the quarterly contract performance reporting, Contractor will provide a count of the following activities provided to WIOA enrolled youth:
 - a) Active and enrolled Work Experience placements – both paid and unpaid
 - b) Referrals for WIOA enrolled youth to other agencies to receive one of the fourteen WIOA Youth program elements outlined in section 2.e. above. Reported details shall include the agency referral is made to and which of the 14 WIOA Youth elements of service are being provided.
 - c) Occupational Skills Training (number and type)
 - d) Industry Recognized Credentials (number and type)
 - e) Youth Participant and Business Outreach and Recruitment events (number and location)

In-School Youth (ISY)

Contractor will enroll ISY per determination of need and as funding allows due to limited capacity to serve ISY resulting from the WIOA obligation that 75% of WIOA Youth expenditures must be for OSY services. Should year-to-date expenditures begin to veer from the 75% OSY requirement, the County will require a corrective action plan from Contractor and may require Contractor to cease new ISY enrollments to ensure compliance with the required expenditure mandate.

WIOA Performance

Contractor will meet the measures identified below in elements one (1) through six (6). These measures are subject to change as a result of Federal and/or State performance negotiations. Upon receipt of State-negotiated rates for levels of performance expectations for the new measures, County will issue a Management Memo for incorporation into this contract. Contractor agrees to accept and meet the state negotiated performance levels provided in the Management Memo and understands that such levels will not be subject to negotiation or a valid basis for failure to perform.

Upon receipt of State-negotiated levels of performance, Contractor will provide services that result in the following primary indicators of performance:

- 1) Education/Employment Rate 2nd Quarter after Exit Percentage of Youth program participants will achieve employment or be involved in

education/training activities or unsubsidized employment during the second quarter after exit from program.

- 2) Education/Employment Rate 4th Quarter after Exit – Percentage of Youth program participants will achieve employment or be involved in education/training activities or unsubsidized employment during the fourth quarter after exit from program.
- 3) Median Earnings in the 2nd Quarter after Exit – Median earnings of Youth program participants who are in unsubsidized employment during the second full calendar quarter after exit from program. This indicator has insufficient data to support the statistical model requirements and has been designated as a baseline indicator.
- 4) Credential Attainment Rate – Percentage of Youth program participants will attain a recognized postsecondary credential (including registered apprenticeship), a secondary school diploma, or its recognized equivalent either during program or within 1 year after program exit (only counts if individual has obtained/retained employment or are in an education/training program leading to postsecondary credential within 1 year after exit from program).
- 5) Measurable Skill Gains – Percentage of Youth program participants who, during a program year, are in education/training programs that leads to a: recognized postsecondary credential or employment and are achieving measurable skill gains toward such a credential or employment. If measuring educational functioning level (EFL) gains after program enrollment under the measurable skill gains indicator, the contractor must include a pre and post assessment of math and reading skill levels using an approved test form identified by the National Reporting System (NRS) for Adult Education as identified in the current [Federal Register](#).
- 6) Effectiveness in Serving Employers – Indicators for services to employers include retention with the same employer. This measure is different than other performance measures in that it is not calculated for each program individually, but rather all data from the core programs are aggregated to produce one State-level figure.

WIOA Youth Budget FY26 July 1, 2025 - June 30, 2026		
Personnel Costs		
Salaries	\$252,080.11	\$252,080.11
Benefits	\$74,466.89	\$74,466.89
Subtotal Personnel Costs	\$326,546.99	\$326,546.99
Operations Activities		
Space/Rent	\$4,809.60	\$4,809.60
Telephone/Internet	\$1,510.00	\$1,510.00
Conference	\$3,600.00	\$3,600.00
Insurance	\$7,500.00	\$7,500.00
Travel/Mileage	\$15,395.00	\$15,395.00
Advertisement/Outreach	\$4,500.00	\$4,500.00
Office Supplies	\$3,024.62	\$3,024.62
Equipment Purchases (under \$5,000)	\$1,610.00	\$1,610.00
Dues and Licenses	\$2,596.67	\$2,596.67
Staff Background Screening	\$666.84	\$666.84
Postage	\$600.00	\$600.00
Software Licensing Fees	\$689.22	\$689.22
Subtotal Operating Costs	\$46,501.96	\$46,501.96
Participant Costs/Activites		
Work Experience Wages & Fringe - Participant	\$132,354.00	\$132,354.00
Tuition	\$3,000.00	\$3,000.00
Supportive Services	\$7,500.00	\$7,500.00
Participant Incentives	\$15,950.00	\$15,950.00
Other Participant Program Costs	\$1,827.50	\$1,827.50
Subtotal Participant Costs	\$160,631.50	\$160,631.50
Indirect Cost:		
	\$66,319.55	\$66,319.55
Profit:		
GRAND TOTAL (GT)	\$600,000.00	\$600,000.00

**Workforce Development Board
ACTION ITEM
June 11, 2025**

AGENDA ITEM NUMBER: 4.3

ITEM: Review and Approve Draft Scope of Work and Budget for WIOA Rapid Response Services Contract.

ACTION REQUIRED:

Approve Draft Scope of Work and Draft Budget for Program Year (PY) 2025-26 Rapid Response Services Contract with Eckerd Youth Alternatives, Inc. (attached).

SUMMARY NARRATIVE:

The SLO County Department of Social Services, as the Fiscal and Administrative Entity for the WIOA funds, is responsible for procuring Rapid Response Service provider(s) to deliver Workforce Innovation and Opportunity Act (WIOA) Rapid Response services in accordance with WIOA and County purchasing regulations. A Request for Quotes (RFQ) was released on June 18, 2024, with proposals accepted through July 12, 2024. One proposal was received from Eckerd Youth Alternatives, Inc. in response to the RFQ. The proposal was evaluated and found to meet technical review requirements. Approval of this contract would renew WIOA Rapid Response service delivery with Eckerd for a second year.

Under this contract, Eckerd Youth Alternatives, Inc. will provide Rapid Response and Layoff Aversion services in accordance with the Workforce Innovation and Opportunity Act (WIOA). These services include both proactive measures to help businesses avoid layoffs and reactive support for businesses and employees affected by layoffs or plant closures. Rapid Response services involve strategies and activities designed to quickly address and mitigate the impact of job losses due to business closures, layoffs, or disasters. The goal is to foster economic recovery and resilience by proactively planning for and responding to layoffs, minimizing their effects on workers, businesses, and local communities. WIOA Rapid Response emphasizes proactive layoff aversion and business outreach as key elements of a comprehensive service approach.

BUDGET/FINANCIAL IMPACT:

Upon approval by the WDB, WIOA Rapid Response services will be contracted for program year 2025-26 for an amount of \$100,000. This contract is funded by the County of San Luis Obispo's allocation of WIOA Rapid Response funds from the State Employment Development Department (EDD).

STAFF COMMENTS:

Following the WDB's approval, the PY 2025-26 WIOA Rapid Response contract with Eckerd Youth Alternatives, Inc. will be presented to the Director of Social Services for final approval and award of contract.

EXHIBIT A

SCOPE OF SERVICES

- I. **Scope of Services.** Contractor shall provide Workforce Innovation and Opportunity Act (WIOA) Rapid Response, Layoff Aversion, and outplacement services to employers and laid-off workers affected by layoffs and/or business/plant closures throughout San Luis Obispo County.
 1. Rapid Response and outplacement activities to employers and their laid-off workers include:
 - A. Immediate and on-site contact with the employer, representatives of the laid-off workers, and/or the local community within 24 hours of receipt of a WARN or other layoff notice. During this meeting with the employer, the Contractor will assess the:
 - i. Layoff plans and schedule of the employer;
 - ii. Potential for averting the layoff(s) in consultation with state or local economic development agencies, including private sector economic development entities;
 - iii. Background and probable assistance needs of the laid-off workers;
 - iv. Re-employment prospects for workers in the local community; and
 - v. Available resources to meet the short and long-term assistance needs of the laid off workers.
 - B. Collaborating with contracted service providers of SLO Cal Careers who provide jobseeker and employer services to connect individuals affected by the layoff/closure to career services, and/or coordinating with WIOA Layoff Aversion Services if there is a potential for preventing the layoff through business process improvement projects or other strategies.
 2. If a layoff cannot be prevented, Contractor shall be responsible for:
 - A. Scheduling and conducting Rapid Response presentations with employers and laid-off workers. Contractor shall use the State required EDD Rapid Response PowerPoint presentation slides, inclusive of local information provided by the WDBSLO. Contractor is responsible for learning about the SLO Cal Careers network and presenting information about its employment and training services to laid-off workers. Contractor is also responsible for securing presenters from the following partner programs that will help with the layoff transition, which include the following:
 - i. A representative from the State Employment Development Department (EDD) to provide information and access to unemployment insurance compensation benefits;
 - ii. A representative from EDD to provide information on the Trade Adjustment Act (TAA) program and the North American Free Trade Agreement Trade Adjustment Assistance (NAFTA-TAA) program if the layoffs are due to foreign

- trade;
- iii. A representative from the County of San Luis Obispo Department of Social Services to provide information about CalWORKS, CalFRESH, and Medi-Cal benefits; and
 - iv. Other representatives from other assistance programs as necessary.
- B. Contractor shall conduct the full Rapid Response presentation with only Contractor staff and share relevant partner information if one or more partner agencies are unavailable for the scheduled presentation. The Workforce Development Board of San Luis Obispo County (WDBSLO) can assist with providing contact information for partner representatives, however it is the responsibility of the Contractor to coordinate with relevant partners when scheduling the Rapid Response presentations, and obtain program information from partners to present at the presentation if partner staff are unable to attend.
 - C. Supporting laid-off workers with registering with the SLO Cal Careers network and CalJOBSSM— which is an online tool for job search, résumés, labor market information, and other career resources— on-site at the Rapid Response presentation;
 - D. Providing Rapid Response materials for laid-off workers, including folders to hold printed materials mutually agreed upon by EDD, WDBSLO and the Contractor;
 - E. Providing information in Spanish or other languages if requested by employers; and
 - F. Providing any other information as may be requested by WDBSLO or EDD in furtherance of Rapid Response activities. This may include specific job opportunities available locally that relate to the industry/occupation of layoff as well as other relevant information specific to the unique circumstances of each layoff/closure.
3. After a Rapid Response presentation has been conducted, Contractor will be responsible for:
 - A. Collecting and delivering Rapid Response presentation attendance sheet to WDBSLO following the presentation;
 - B. Collecting and delivering Rapid Response presentation attendee surveys to WDBSLO following the presentation;
 - C. Collecting employer satisfaction surveys from employers that receive Rapid Response services and providing them to WDBSLO following the presentation; and
 - D. Submitting monthly activity reports which include data on the number of presentations, attendees, surveys, and other information deemed necessary for reporting purposes, to be provided in a mutually agreed format to WDBSLO in the month following the activity.
 4. If, for any reason, the Contractor cannot schedule and coordinate a Rapid Response presentation, the Contractor is responsible for determining other methods to deliver Rapid Response materials to the laid-off workers. Contractor may provide virtual Rapid Response orientations in situations where this is deemed the best method to relay the information to the affected workers.

5. Contractor is expected to utilize CalJOBS for documentation, correspondence, and file maintenance. Training will be provided by the WDBSLO as needed.
6. Contractor is expected to attend Regional Business Engagement Roundtable meetings.

II. Performance Outcomes. Contractor performance will be evaluated against quantitative measures. Contractor will develop attendee and employer surveys and submit for approval to the WDBSLO Program Manager prior to utilization. Areas of WDBSLO evaluation will include, but not be limited to, the following:

1. *Initial outreach to companies announcing layoff within 24 hours of receiving notice.*

The Contractor must contact all (100%) companies that submit a WARN or any other layoff notice. The contact must be in-person within 24 hours, or no later than the next business day.

2. *Number of outreach attempts and follow-up.*

All outreach and follow-up contacts and attempts must be recorded in CalJOBS and on the Rapid Response activity report. If the initial contact is unsuccessful, the Contractor will make at least four additional attempts as follows:

- A. Phone calls;
- B. Emails or written letters to the company; and/or
- C. At least one additional communication method, such as an in-person site visit, LinkedIn communication, or other innovative method(s) proposed by the Contractor.

3. *Record of Activity for each company served.*

An activity shall be recorded in CalJOBS and on the Rapid Response activity report for each company served (100%), whether or not a Rapid Response presentation occurs.

4. *Number of Rapid Response/Outplacement presentations.*

The Contractor must schedule and conduct Rapid Response/Outplacement presentations to all companies that submit WARNs or lay off workers.

5. *Number of Rapid Response/Outplacement presentation attendees.*

The contractor must collect an attendance sheet and record the number of laid-off workers who attend the Rapid Response presentation on the Rapid Response activity report.

6. *Number of attendee surveys* collected.*

The contractor must collect surveys from the attendees of the Rapid Response presentations.

7. *Number of employer surveys* collected.*

The Contractor must collect surveys from all employers that receive Rapid Response/Outplacement services.

8. *Number of Layoffs Averted.*

The Contractor must record information for all jobs saved (layoffs averted) and/or laid-

off workers who are re-employed within 45-days of their layoff date.

III. Subcontracting and Procurement Approval Process

1. Contractor may enter into a subcontract for the provision of specific services described in this contract only with the prior written approval of the County. Any subcontract entered into without such prior written approval shall be null and void.

Requests for subcontract approval must include:

- A. The name and qualifications of the proposed subcontractor
 - B. A detailed description of the services to be performed
 - C. A copy of the proposed subcontract agreement
 - D. A cost and deliverables breakdown
2. The scope of work for the subcontractor shall align with the overall goals of the program and shall be subject to monitoring and evaluation by the Contractor or the County.
 3. Subcontracted services may be compensated on an allowable pay-for-performance basis as appropriate. Payment shall be contingent upon the achievement of specified, measurable outcomes.
 - A. Performance benchmarks and payment schedules will be set forth in the subcontract. Invoices from the subcontractor must be accompanied by verifying documentation demonstrating completion of deliverables and attainment of performance metrics.
 4. Contractor shall be responsible for ensuring the subcontractor's compliance with all applicable laws, regulations, and terms of this agreement. The Contractor must include provisions from [2 CFR Part 200.318](#) in any subcontract requiring the subcontractor to:
 - A. Submit regular perance and financial reports
 - B. Allow access to records and facilities for audit or inspection
 - C. Cooperate with monitoring and evaluation activities

IV. Reporting. Contractors are required to submit activity reports to the WDBSLO Program Manager monthly on the 10th of each month. Monthly reports will be in a format/document mutually agreed upon by the Contractor and WDBSLO. Technical assistance and training on the required performance accountability measurements and data management will be provided by WDBSLO as needed. Contractor may also propose additional metrics to track and report on their projects.

V. Invoicing. Invoices will be due monthly, on the 15th of the following month for the prior month's expenses.

EXHIBIT B

Compensation and Billing

1. Compensation: County shall pay to Contractor as compensation in full for all services performed by Contractor pursuant to this contract, the following sums in the following manner:
 - . The total payable under the terms of this contract shall not exceed eighty thousand dollars (\$80,000.00) of the program year funds pursuant to the project budget outlined in Exhibit B-1, which is incorporated herein by reference.
 - . Contractor shall be reimbursed for all necessary and reasonable costs incurred on behalf of the County within the limits obligated by the contract and established by the budget and budget narrative, Exhibit B-1. Any costs incurred by the Contractor over and above the sums obligated by the contract or set out in the budget shall be at the sole risk and expense of the Contractor.
 - . Contractor shall submit to the County, by the 15th of each month an itemized statement/invoice of services performed during that preceding period. The invoice shall include a monthly total and itemization of all costs in the format established below and aligned with the line-item budget included in Exhibit B-1. In addition, the invoice shall also include all costs in a second format that will facilitate the processing and reporting of WIOA financial data as required by Federal and State expenditure reporting requirements. Final June invoices shall be received no later than the 5th business day of July in order to meet County fiscal year-end deadlines.

Contractor shall submit to County all billing in a format to be provided by County.

Please use the last date of the service period as the invoice date. All fiscal reports and billing shall be submitted to Diana Marin, Department of Social Services, P.O. Box 8119, San Luis Obispo CA 93403-8119 or via email to dmarin@co.slo.ca.us

 - . The compensation shall be paid within thirty (30) days after the receipt of an itemized statement from Contractor.
2. Amendment to Compensation:
 - a. The Parties acknowledge that the Compensation as agreed upon herein is based on funding allocations established by the State, which may be adjusted during the program year. The program year coincides with the County's fiscal year.
 - b. The Board of Supervisors has granted the Purchasing Agent the authority to amend this contract to approve additional Compensation to the Contractor up to a maximum of 25% of the original Contract amount, but not to exceed \$200,000 aggregate annually. The Purchasing Agent, in conjunction with the Director of

Social Services, may exercise their discretion in awarding additional funds,

provided funds are used in accordance with WIOA statutes and regulations.

3. Budget Adjustments:

- a. Contractor agrees to adhere to this budget. Requests for budget adjustments to reallocate funds among budget line items or among budget categories contained in Exhibit B-1 shall be requested in advance, in writing, with a showing of good cause that advances the overall purpose of the Contract.
- b. The Purchasing Agent shall, in advance and in writing, approve and execute budget adjustments before Contractor may render any services pursuant to said budget adjustment. Services rendered pursuant to any budget adjustment that has not first been requested in writing and approved by the Purchasing Agent or designee in writing, shall not be payable under this Contract or any later Contract amendment. The Board of Supervisors has granted authority to the Purchasing Agent to approve said budget adjustments and execute written amendments for those adjustments up to a maximum of 25% of the original Contract amount, but not to exceed \$200,000 total aggregate annually, or impose any other burden on the County under this contract.
- c. The Director of Social Services (Director) or designee shall, in advance and in writing, approve and execute budget adjustments before Contractor may render any services pursuant to said budget adjustment. Services rendered pursuant to any budget adjustment that has not first been requested in writing, and approved by the Director or designee in writing, shall not be payable under this Contract or any later Contract amendment. Subject to this prior review and approval of the Director or designee, line item or budget category shifts of up to fifteen percent (15%) are allowed, so long as the annual Contract total neither increases or decreases. Line-item shifts meeting this criterion shall not require a formal Contract amendment. Line item shifts not meeting criterion shall require a formal Contract amendment, in accordance with section 3.b. above.

Exhibit B-1
WIOA Rapid Response/Layoff Aversion Budget

	Rapid Response
Personnel Costs	
Staff Salaries	\$16,022.88
Staff Benefits	\$3,398.50
Subtotal Personnel Costs	\$19,421.38
Operations Activities Costs	
Insurance	\$1,250.00
Subcontractor Costs	\$70,000.00
Subtotal Operations Costs	\$71,250.00
Indirect Costs	
Indirect Costs	\$9,328.62
GRAND TOTAL (GT)	\$100,000.00

Workforce Development Board Executive Committee
ACTION ITEM
June 11, 2025

AGENDA ITEM NUMBER: 4.4

ITEM: Review and Approve MOU with La Cooperativa Campesina De California

ACTION REQUIRED: Approve MOU with La Cooperativa Campesina De California.

SUMMARY NARRATIVE:

La Cooperativa is the statewide association of agencies implementing and administering farm worker service programs. Collectively, La Cooperativa member agencies operate more than 80 locally engaged, bilingual offices. La Cooperativa provides the following services:

- Education and Employment
- Supportive Services
- Disaster and Emergency Services
- Advocacy and Awareness
- Low-Income Weatherization Program

La Cooperativa has received a National Farmworker Jobs Program (NFJP) housing grant. The NFJP is an integral part of the public workforce system and a partner of the America's Job Center of California (AJCC) network. The Workforce Innovation and Opportunity Act (WIOA) which funds the AJCC network requires that a memorandum of understanding (MOU) be developed and executed between the Local Workforce Development Board and La Cooperativa Campesina de California to establish an agreement pertaining to the administration of the NFJP housing grant.

The attached MOU (item 4.4a) outlines the agreements between the Workforce Development Board of San Luis Obispo and La Cooperativa Campesina de California.

BUDGET/FINANCIAL IMPACT:

None

STAFF COMMENTS:

Approval of this MOU supports the South Central Coast Regional Plan goal of system alignment through coordinated service delivery partnerships to ensure maximum efficiency and impact.

**MEMORANDUM OF UNDERSTANDING BETWEEN LA COOPERATIVA
CAMPESENA DE CALIFORNIA AND THE WORKFORCE
DEVELOPMENT BOARD OF SAN LUIS OBISPO COUNTY
BACKGROUND AND STRATEGIES THE MOU SUPPORTS**

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the Local Workforce Development Board and La Cooperativa Campesina de California to establish an agreement pertaining to the administration of DOL -NFPJ Housing Grant.

The Workforce Development Board of San Luis Obispo County functions as the WDB throughout San Luis Obispo County. This MOU represents an agreement between the Workforce Development Board of San Luis Obispo County and La Cooperativa Campesina de California, (each a “Party” and collectively the “Parties”).

The purpose of the MOU is to create cooperative working relationships between the Parties to support their respective goals and to define their individual roles and responsibilities in achieving the policy objectives of reaching Migrant Seasonal Farmworkers ("MSFW") to assist them with Housing Funding through the member agencies that compose the Statewide Farmworker Network of La Cooperativa Campesina de California

The Parties shall work together to provide Housing Assistance to MSFW in San Luis Obispo County. The goal of La Cooperativa Campesina de California is to provide Housing Assistance through Center for Employment Training - Santa Maria Campus with the partnership of the Workforce Development Board of San Luis Obispo County. To accomplish this, the partners will engage in practices and processes that ensure access to assistance for MSFW:

- Work with the local La Cooperativa Sub-Recipient.
Center for Employment Training - Santa Maria Campus
- Refer MSFW for Housing Assistance services.
- Refer MSFW as well as Non- MSFW for additional services.

This MOU shall be binding upon each party hereto upon execution by such party and go into effect May 2, 2025. The term of this MOU shall be three (3) years, commencing on the date of execution by all parties. The MOU will be reviewed no less than once every three years to identify any substantial changes that have occurred.

I -Allocation of Costs.-

The Parties assume full responsibility for their respective costs associated with their performance of the terms of this MOU.

II -Reasonable Accommodations.-

The Parties are committed to ensure reasonable accommodations are made with all customers, upon request, in compliance with the Americans with Disability Act Amendments Act of 1990, and the ADA Amendments Act of 2008. Additionally, partners agree to fully comply with the provisions of WIOA, Title VII of the civil Rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 C.R.F. Part 37 and all other regulations implementing the aforementioned laws

III - Non-Discrimination and Equal Opportunity.-

The Parties certify that they shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment, or MSFW applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical conditions(s), age, sexual orientation or marital status. The partners agree to comply with the provisions of the Fair Employment and Housing Act (Cal. Gov't Code § 12900 et seq.) and duly promulgated regulations related to same.

IV -Confidentiality.-

The Parties expressly agree to abide by all applicable Federal, State, and local laws regarding confidential information, including personally identifiable information ("PII") from educational records. In addition, in carrying out their respective responsibilities, each Party shall respect and abide by the confidentiality policies and legal requirements of all of the other Parties. Each Party will ensure that the collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law.

V -Grievance Procedure.-

The Parties agree to establish and maintain a procedure for grievance and complaints as outlined under WIOA. The process for handling grievances and complaints is applicable to customers and partners. These procedures will allow a customer or entity filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution to local grievance and complaint procedure policies of the MOU partners.

The Parties agree to establish and maintain procedures for resolving complaints related to Nondiscrimination & Equal Opportunity, Program Grievances, and Incident Reports. The Parties agree to ensure their policies, procedures, programs, and services do not contradict SLOWDB's Nondiscrimination & Equal Opportunity Policy and do not violate SLOWDB's Complaint Procedures.


VI-Amendment or Cancellation of MOU-

The MOU may be amended at any time in writing and by mutual consent of the Parties.
The MOU may be canceled by either party upon thirty (30) days written notice.

VII-Approval-

It is mutually understood that this MOU shall not become effective until approved by all Parties involved. The SLOWDB Director, the WDB Chairperson and La Cooperativa Executive Director must sign.

By signing below, all Parties agree to the terms prescribed in this MOU



Dawn Boulanger, MSW
Workforce Development Board Director
05/12/2025

Date

Isiah Gomer
Chair, Workforce Development Board of
San Luis Obispo County

Date

Marco Cesar Lizarraga, Executive Director
La Cooperativa Campesina de California

Date

WDB FY 2024-25 Budget & Expenditures
Fiscal Year 2024-2025

YTD Expense thru **05/31/25**

Item 7.1
11 month(s) elapsed

		See TABs for details			
	Budget Narrative	Budget*	YTD Actuals	Percent Expended	Balance
DSS/WDB Staff Salary & Benefits	DSS Administrative and Fiscal cost These expenses are for DSS salaries and actual time spent on the WIOA Program. This includes WDB support, administrative support, program monitoring, contract management, procurement, state reporting, data management, and fiscal management support.	\$ 559,095	\$ 444,824.39	79.56%	\$ 114,271
DSS/WIOA Operating	Operating expenses include travel, registration, memberships, legal notices, auditing and office supplies. Also included are labor market data subscriptions, outreach, business services contracts and other WIOA system-wide projects approved by the WDB. Career Center facility rent is also included here.	\$ 422,617	\$ 254,524	60.23%	\$ 168,093
Eckerd- WIOA Youth <i>WIOA Youth Employment and Training Services.</i>	WIOA Title I Youth services, staffing, operations, facility and participant costs.	\$ 700,000	\$ 422,000	60.29%	\$ 278,000
Eckerd - WIOA Adult, Dislocated Worker and SLO Cal Career Center Operator <i>WIOA Adult, Dislocated Worker & Business Services</i>	WIOA Title I Adult & Dislocated Worker services, staffing, operations, and participant costs.	\$ 670,000	\$ 422,359	63.04%	\$ 247,641
Regional Plan Implementation 5.0 (RPI 5.0)	Regional Plan Implementation - Staff Development and implementation of the Regional Plan Framework for the South Central Coast Regional Planning Unit	\$ 14,500	\$ 185	99.25%	\$ 109
High Road Construction Careers: Resilient Workforce Fund (HRCC:RWF) Non-WIOA Special Grant	High Road Construction Careers: Resilient Workforce Fund (Building Trades Pre-Apprenticeship training Program) operations, staff, direct services and participant costs.	\$ 424,690	\$ 80,592	27.09%	\$ 309,639
Prison to Employment (P2E) Non-WIOA Special Grant	Expanded career services to justice involved individuals. Staffing, operations and participant costs.	\$ 157,599	\$ 21,034	13.35%	\$ 136,565
Regional Equity and Recovery Partnerships (RERP) Non-WIOA Special Grant	Supporting alignment of job seekers with community college training. Staffing, operations and participant costs.	\$ 494,664	\$ 6,633	1.34%	\$ 488,031
TOTAL:		\$ 3,443,165	\$ 1,652,151	47.98%	\$ 1,742,348
		<i>Target thru</i>	<i>05/31/25</i>	<i>91.67%</i>	<i>month(s) elapsed</i>

Operating Expenditure Budget

Fiscal Year 2024-2025

	MONTHLY EXPENDITURES														
	Budget	YTD Actuals	Remaining	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Travel (WDB Staff & WDB Members) expenses, registrations & local mileage	\$ 25,000	\$ 27,147	\$ (2,146.59)	\$ 1,209.65		\$ 7,967.07	\$ 190.57	\$ 904.57	\$ 5,344.69	\$ 77.71	\$ 2,544.42	\$ 1,235.21		\$ 7,672.70	
Subrecipient Contractor Audit/Monitorings (County Auditor)	\$ 9,000	\$ -	\$ 9,000.00												
Office Supplies/Printing/Publication & Legal Notices	\$ 1,800	\$ 19,476	\$ (17,676.48)	\$ 1,542.87	\$ -	\$ 7,137.27		\$ 119.39	\$ 877.64	\$ 8,315.00		\$ 751.56		\$ 732.75	
Memberships (CWA; NAWDP; Chambers)	\$ 3,750	\$ 4,712	\$ (962.12)	\$ 3,042.00	\$ -			\$ 399.00	\$ 1,000.00			\$ 271.12			
WDB Member Recognition	\$ 400	\$ -	\$ 400.00												
Total:	\$ 39,950	\$ 51,335	\$ (11,385.19)	\$ 5,794.52	\$ -	\$ 15,104.34	\$ 190.57	\$ 1,422.96	\$ 7,222.33	\$ 8,392.71	\$ 2,544.42	\$ 2,257.89	\$ -	\$ 8,405.45	\$ -

Services & Systems Purchase Orders	Budget	YTD Actuals	Remaining	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
County Property Services (Career Center Facility Rent)	\$ 90,191	\$ 82,532	\$ 7,659.37			\$ 21,740.78	\$ 71.84	\$ 7,755.28	\$ 7,965.93	\$ 8,608.84	\$ 7,687.05	\$ 9,267.17	\$ 8,892.78	\$ 10,541.96	
Career Center Utilities (phone/internet; gas; electric; & janitorial)	\$ 22,476	\$ 17,759	\$ 4,717.19			\$ 3,648.69	\$ 1,369.00	\$ 3,270.82	\$ 1,806.32	\$ 1,841.99	\$ 885.89	\$ 1,780.62	\$ 1,471.96	\$ 1,683.52	
Atascadero Chamber - WIOA Layoff Aversion Services Contract	\$ 100,000	\$ 62,297	\$ 37,703.49		\$ 6,969.35	\$ 6,560.07	\$ 6,306.98	\$ 8,801.91	\$ 6,184.36		\$ 13,903.23	\$ 6,492.02	\$ 7,078.59		
Trades Apprenticeship Outreach	\$ 5,000	\$ 2,007	\$ 2,993.46					\$ 2,006.54							
Local Plan	\$ 10,000	\$ 9,940	\$ 60.00									\$ 9,940.00			
SLO Cal Careers Digital Outreach/Recruitment	\$ 20,000	\$ -	\$ 20,000.00												
LMI Subscription	\$ 9,000	\$ -	\$ 9,000.00												
WIOA Youth Technical Assistance Consultant Contract	\$ 25,000	\$ 18,164	\$ 6,835.92			\$ 2,625.00	\$ 1,500.00	\$ 1,945.31	\$ 1,546.88	\$ 1,359.38	\$ 1,968.75	\$ 2,109.38	\$ 4,171.88	\$ 937.50	
Mid State Fair - Construction Career Fair	\$ 5,000	\$ -	\$ 5,000.00												
WIOA Youth Staff Development/Program Development	\$ 16,000	\$ -	\$ 16,000.00												
WIOA Rapid Response	\$ 80,000	\$ 10,491	\$ 69,509.09							\$ 1,933.97	\$ 2,784.35	\$ 1,154.94	\$ 4,617.65		
		\$ -	\$ -												
		\$ -	\$ -												
		\$ -	\$ -												
Total:	\$ 382,667	\$ 203,188	\$ 179,478.52	\$ -	\$ 6,969.35	\$ 34,574.54	\$ 9,247.82	\$ 23,779.86	\$ 17,503.49	\$ 13,744.18	\$ 27,229.27	\$ 30,744.13	\$ 26,232.86	\$ 13,162.98	\$ -

DSS Operating Expense Grand Total	\$ 422,617	\$ 254,523.67	\$ 168,093.33	\$ 5,794.52	\$ 6,969.35	\$ 49,678.88	\$ 9,438.39	\$ 25,202.82	\$ 24,725.82	\$ 22,136.89	\$ 29,773.69	\$ 33,002.02	\$ 26,232.86	\$ 21,568.43	\$ -
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*Salary and Benefits included on Summary Tab

Eckerd - WIOA Youth Services

Fiscal Year 2024-2025

Expenditures

				MONTHLY EXPENDITURES												
IN AND OUT OF SCHOOL	Budget	YTD Actuals	Remaining	July*	August*	July & Aug Invo.	Sept. Invoice	Oct. Invoice	Nov. Invoice	Dec. Invoice	Jan. Invoice	Feb. Invoice	Mar. Invoice	April Invoice	May Invoice	June Inv.
						September	October	November	December	January	February	March	April	May	June	Final June
Salaries & Benefits	\$ 326,615.52	\$ 244,041	\$ 82,574.53			\$ 55,014.32	\$ 25,130.61	\$ 29,379.87	\$ 28,587.76	\$ 21,334.44	\$ 21,830.40	\$ 22,505.85	\$ 21,605.24	\$ 18,652.50		
Operations	\$ 54,357.61	\$ 25,111	\$ 29,246.97			\$ 3,768.92	\$ 4,223.59	\$ 3,708.43	\$ 5,112.54	\$ 1,556.67	\$ 2,363.73	\$ 1,619.08	\$ 1,582.75	\$ 1,174.93		
Participant Costs	\$ 237,680.00	\$ 101,625	\$ 136,055.25			\$ 17,472.16	\$ 8,173.20	\$ 11,256.80	\$ 9,123.25	\$ 8,394.97	\$ 12,243.18	\$ 14,464.89	\$ 12,786.12	\$ 7,710.18		
Indirect	\$ 81,346.87	\$ 51,224	\$ 30,123.22			\$ 10,656.23	\$ 5,212.34	\$ 6,189.22	\$ 5,933.32	\$ 4,315.09	\$ 5,048.64	\$ 5,194.94	\$ 4,926.00	\$ 3,747.87		
Total:	\$ 700,000.00	\$ 422,000	\$ 277,999.97	\$ -	\$ -	\$ 86,911.63	\$ 42,739.74	\$ 50,534.32	\$ 48,756.87	\$ 35,601.17	\$ 41,485.95	\$ 43,784.76	\$ 40,900.11	\$ 31,285.48	\$ -	\$ -
Work Experience (included in total)*		\$ 161,936.90														

Eckerd - WIOA Adult, Dislocated Worker, Business Services & Career Center Operator
Fiscal Year 2024-2025

Adult

Adult				MONTHLY EXPENDITURES												
				July	July Inv August	September	Aug & Sep Inv October	Oct Inv November	Nov. Inv. December	Dec. Inv January	Jan. Inv February	Feb. Inv March	Mar. Inv April	April Inv. May	May Inv. June	June Inv. Final June
	Budget	YTD Actuals	Remaining													
Salaries & Benefits	\$ 164,176.77	\$ 154,105.17	\$ 10,071.60		\$ 14,546.71		\$ 28,875.37	\$ 21,373.24	\$ 19,807.89	\$ 17,065.02	\$ 14,716.80	\$ 12,299.19	\$ 12,577.92	\$ 12,843.03		
Operations	\$ 30,547.12	\$ 14,107.09	\$ 16,440.03		\$ 741.72		\$ 4,065.34	\$ 2,250.09	\$ 2,339.12	\$ 675.20	\$ 1,221.42	\$ 824.95	\$ 1,228.77	\$ 760.48		
Participant Training (ITA/OJT)	\$ 142,800.00	\$ 83,810.44	\$ 58,989.56		\$ 13,495.00		\$ 26,991.00	\$ 3,442.44		\$ 7,708.00	\$ 16,466.00	\$ 7,708.00	\$ 6,000.00	\$ 2,000.00		
Participant Supportive Services	\$ 1,500.00	\$ 415.45	\$ 1,084.55				\$ 204.52						\$ 241.62	\$ (30.69)		
Other Participant Training Costs	\$ 540.00	\$ 501.50	\$ 38.50										\$ 501.50			
Indirect	\$ 30,436.11	\$ 23,766.80	\$ 6,669.31		\$ 2,155.67		\$ 4,616.49	\$ 3,442.09	\$ 3,101.06	\$ 2,486.78	\$ 2,242.71	\$ 1,840.76	\$ 1,978.77	\$ 1,902.47		
Total:	\$ 370,000.00	\$ 276,706.45	\$ 93,293.55	\$ -	\$ 30,939.10	\$ -	\$ 64,752.72	\$ 30,507.86	\$ 25,248.07	\$ 27,935.00	\$ 34,646.93	\$ 22,672.90	\$ 22,528.58	\$ 17,475.29	\$ -	\$ -

Dislocated Worker

Dislocated Worker				MONTHLY EXPENDITURES												
				July	July Inv August	September	Aug & Sep Inv October	Oct Inv November	Nov. Inv. December	Dec. Inv January	Jan. Inv February	Feb. Inv March	Mar. Inv April	April Inv. May	May Inv. June	June Inv. Final June
Salaries & Benefits	\$ 166,853.62	\$ 115,377.79	\$ 51,475.83		\$ 11,248.78		\$ 22,664.07	\$ 13,189.29	\$ 13,133.71	\$ 14,297.75	\$ 11,981.95	\$ 10,221.35	\$ 8,446.42	\$ 10,194.47		
Operations	\$ 29,623.12	\$ 11,308.12	\$ 18,315.00		\$ 350.43		\$ 3,432.88	\$ 2,169.41	\$ 1,766.99	\$ 476.92	\$ 1,023.58	\$ 486.75	\$ 1,034.43	\$ 566.73		
Participant Training (ITA/OJT)	\$ 70,800.00	\$ -	\$ 70,800.00													
Participant Supportive Services	\$ 1,500.00	\$ 691.88	\$ 808.12											\$ 691.88		
Other Participant Training Costs	\$ 540.00	\$ 501.50	\$ 38.50										\$ 501.50			
Indirect	\$ 30,683.26	\$ 17,773.47	\$ 12,909.79		\$ 1,635.49		\$ 3,650.54	\$ 2,143.25	\$ 2,078.59	\$ 2,068.13	\$ 1,829.04	\$ 1,499.76	\$ 1,367.50	\$ 1,501.17		
Total:	\$ 300,000.00	\$ 145,652.76	\$ 154,347.24	\$ -	\$ 13,234.70	\$ -	\$ 29,747.49	\$ 17,501.95	\$ 16,979.29	\$ 16,842.80	\$ 14,834.57	\$ 12,207.86	\$ 11,349.85	\$ 12,954.25	\$ -	\$ -

TOTAL AJCC - One Stop	Budget	YTD Actuals	Remaining															
Adult	\$ 370,000.00	\$ 276,706.45	\$ 93,293.55	\$	-	\$ 30,939.10	\$	-	\$ 64,752.72	\$ 30,507.86	\$ 25,248.07	\$ 27,935.00	\$ 34,646.93	\$ 22,672.90	\$ 22,528.58	\$ 17,475.29	\$	-
Dislocated Worker	\$ 300,000.00	\$ 145,652.76	\$ 154,347.24	\$	-	\$ 13,234.70	\$	-	\$ 29,747.49	\$ 17,501.95	\$ 16,979.29	\$ 16,842.80	\$ 14,834.57	\$ 12,207.86	\$ 11,349.85	\$ 12,954.25	\$	-
Total:	\$ 670,000.00	\$ 422,359.21	\$ 247,640.79	\$	-	\$ 44,173.80	\$	-	\$ 94,500.21	\$ 48,009.81	\$ 42,227.36	\$ 44,777.80	\$ 49,481.50	\$ 34,880.76	\$ 33,878.43	\$ 30,429.54	\$	-

Regional Plan Implementation 5.0 (RPI 5.0)
Fiscal Year 2024-2025

	Budget	FY 23/24	YTD Actuals	Remaining	MONTHLY EXPENDITURES												
					July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Final June
RPI 5.0 - Staff Development	\$14,500.00	\$14,206.67	\$ 184.83	\$ 108.50		\$ 184.83											
Total:	\$14,500.00	\$14,206.67	\$ 184.83	\$ 108.50	\$ -	\$ 184.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

High Road Construction Careers: Resilient Workforce Fund (HRCC: RWF)
Non-WIOA Special Grant

					MONTHLY EXPENDITURES												
					July Invoice	Aug Invoice	Sept Invoice	Oct Invoice	Nov Invoice	Dec Invoice	Jan Invoice	Feb Invoice	March Invoice	April Invoice	Any Invoice	June Invoice	
	Budget	FY 23/24	YTD Actuals	Remaining	July	August	September	October	November	December	January	February	March	April	May	June	Final June
Eckerd - Salaries & Benefits	\$ 163,821.00	\$ 17,188.83	\$ 27,928	\$ 118,704.31		\$ 3,502.97	\$ 3,938.16	\$ 3,157.23	\$ 2,056.37	\$ 2,203.26	\$ 3,092.87	\$1,249.15	\$ 2,171.12	\$ 3,124.75	\$ 3,431.98		
Eckerd Contract - Participant Costs	\$ 238,589.00	\$ 14,638.25	\$ 48,866	\$ 175,084.97		\$ 7,970.77			\$ 5,400.00	\$ 1,400.00	\$11,738.36		\$ 5,669.30	\$ 5,730.19	\$ 10,957.16		
Eckerd - Indirect Costs	\$ 22,280.00	\$ 2,632.47	\$ 3,798	\$ 15,849.35		\$ 476.40	\$ 535.59	\$ 429.38	\$ 279.67	\$ 299.64	\$ 420.63	\$ 169.88	\$ 295.27	\$ 424.97	\$ 466.75		
Grant Total:	\$ 424,690.00	\$ 34,459.55	\$ 80,592	\$ 309,638.63	\$ -	\$11,950.14	\$ 4,473.75	\$ 3,586.61	\$ 7,736.04	\$ 3,902.90	\$15,251.86	\$1,419.03	\$ 8,135.69	\$ 9,279.91	\$ 14,855.89	\$ -	\$ -
WDB Staff Salaries & Benefits	\$ 17,373.00	\$ 4,217.87	\$ 9,067	\$ 4,087.93	\$1,539.33	\$ 2,601.01	\$ 2,240.19	\$ 1,887.56	\$ 381.68						\$ 417.43		
TOTAL HRCC-RWF	Budget	FY 23/24	YTD Actuals	Remaining	July	August	September	October	November	December	January	February	March	April	May	June	Final June
Eckerd Contract	\$ 424,690.00	\$ 34,459.55	\$ 80,591.82	\$ 309,638.63	\$ -	\$ 11,950.14	\$ 4,473.75	\$ 3,586.61	\$ 7,736.04	\$ 3,902.90	\$ 15,251.86	\$ 1,419.03	\$ 8,135.69	\$ 9,279.91	\$ 14,855.89	\$ -	\$ -
WDB Staff Salaries & Benefits	\$ 17,373.00	\$ 4,217.87	\$ 9,067.20	\$ 4,087.93	\$ 1,539.33	\$ 2,601.01	\$ 2,240.19	\$ 1,887.56	\$ 381.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 417.43	\$ -	\$ -
Total:	\$ 442,063.00	\$ 38,677.42	\$ 89,659.02	\$ 313,726.56	\$ 1,539.33	\$ 14,551.15	\$ 6,713.94	\$ 5,474.17	\$ 8,117.72	\$ 3,902.90	\$ 15,251.86	\$ 1,419.03	\$ 8,135.69	\$ 9,279.91	\$ 15,273.32	\$ -	\$ -

Direct Services Subcontracted to
Eckerd: Eckerd
Contract Total: \$424,690
WDB Staff Salaries & Benefits
\$17,373

Prison to Employment (P2E)
Non-WIOA Special Grant
Direct Services Contract with Eckerd

	MONTHLY EXPENDITURES														
	Budget	YTD													
		Actuals	Remaining	July Invoice	Aug Invoice	Sept Invoice	Oct Invoice	Nov Invoice	Dec Invoice	Jan Invoice	Feb Invoice	March Invoice	April & May Invoices		June Invoice
				July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Final June
Personnel Costs	\$ 50,514.00	\$16,857.21	\$ 33,656.79		953.25	2,446.16	1,627.08	2,448.58	1,838.02	2,421.69	1,873.19	1,253.87	1,995.37		
Operations	\$ 7,731.00	\$ 384.57	\$ 7,346.43			21.06	44.75	66.24	60.66	40.62	44.74	46.73	59.77		
Participant Costs	\$ 81,923.00	\$ 1,446.85	\$ 80,476.15						200.00	579.98			666.87		
Indirect Costs	\$ 17,431.00	\$ 2,344.89	\$ 15,086.11		134.41	347.88	235.73	354.59	267.71	347.19	270.43	107.45	279.50		
Total:	\$ 157,599.00	#####	\$ 136,565.48	\$ -	#####	\$ 2,815.10	\$ 1,907.56	#####	\$2,366.39	#####	#####	\$1,408.05	\$3,001.51	\$ -	\$ -

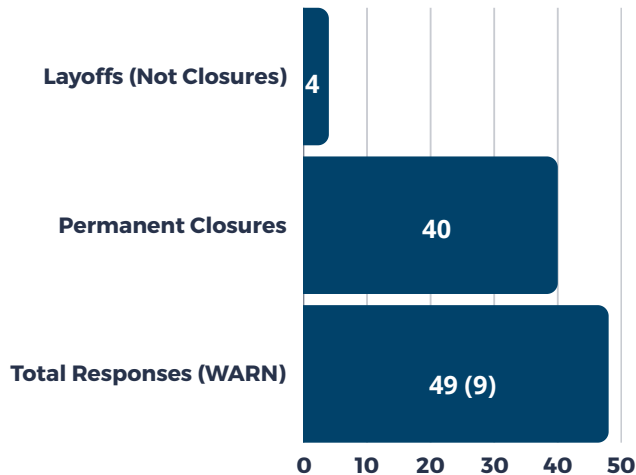
Regional Equity and Recovery Partnerships (RERP)

Non-WIOA Special Grant

				MONTHLY EXPENDITURES												
*DRAFT BUDGET	Budget	YTD Actuals	Remaining						Nov Invoice	Dec Invoice	Jan Invoice	Feb Invoice	March Invoice	April Invoice	May Invoice	June Invoice
				July	August	September	October	November	December	January	February	March	April	May	June	Final June
Digital Literacy Training	\$ 62,000.00	\$ -	\$ 62,000.00													
Eckerd -Direct Services Contract	\$379,796.00	\$ 6,633.39	\$373,162.61								\$ 362.62	\$ 2,923.81	\$2,266.78	\$ 1,080.18		
Invoice Total	\$441,796.00	\$ 6,633.39	\$435,162.61						\$ -	\$ -	\$ 362.62	\$ 2,923.81	\$2,266.78	\$ 1,080.18	\$ -	\$ -
WDB Staff Salaries & Benefits	\$ 52,868.00	\$14,668.20	\$ 38,199.80								\$2,882.51	\$ 3,920.82	\$3,908.44	\$ 3,956.43		
Total:	\$494,664.00	\$21,301.59	\$473,362.41	\$-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$3,245.13	\$ 6,844.63	\$6,175.22	\$ 5,036.61	\$ -	\$ -

Rapid Response

PROGRAM YEAR 2024-2025

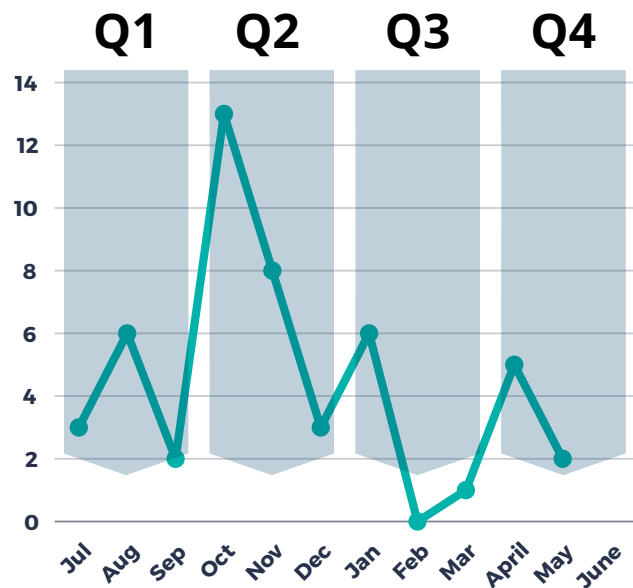


PROGRAM YEAR 2024-2025 RAPID RESPONSE SUMMARY

In the current program year, 2024-25, there have been forty-nine (49) Rapid Responses conducted throughout San Luis Obispo County. Forty-four (44) of these have or will result in layoffs or closures. Twenty-five (25) were received via media sources, fourteen (14) were reported by staff, and nine (9) were received via WARN.

RAPID RESPONSES BY QUARTER

In the first quarter of the 2024-2025 program year, there were 11 responses conducted. Three (3) took place in July, six (6) in August, and two (2) in September. In Q2, there were twenty-four (24) Rapid Responses, thirteen (13) in October, eight (8) in November, and three (3) in December. In January, there were an additional six (6) Rapid Responses. None took place in February, one (1) took place in March, five (5) took place in April, and two (2) in May. Of the rapid responses to date, forty-four have or will result in actual layoffs or closure.



5.2K

Unemployed civilians in
San Luis Obispo County in
April 2025

3.8%

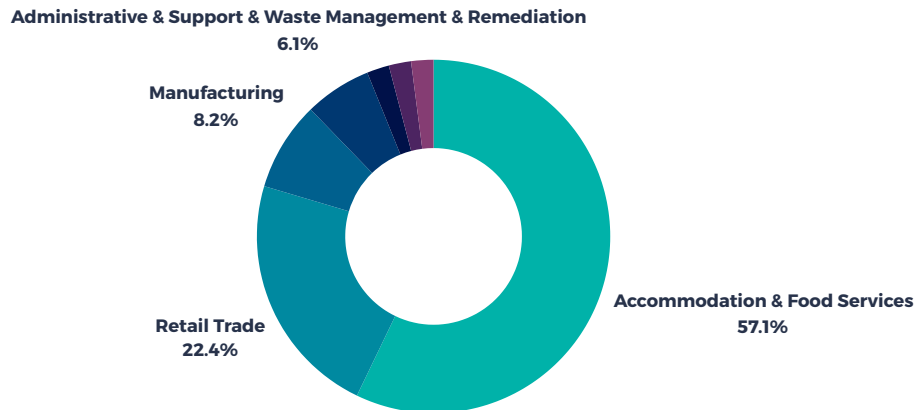
Latest Unemployment
Rate in San Luis Obispo
County

#6

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

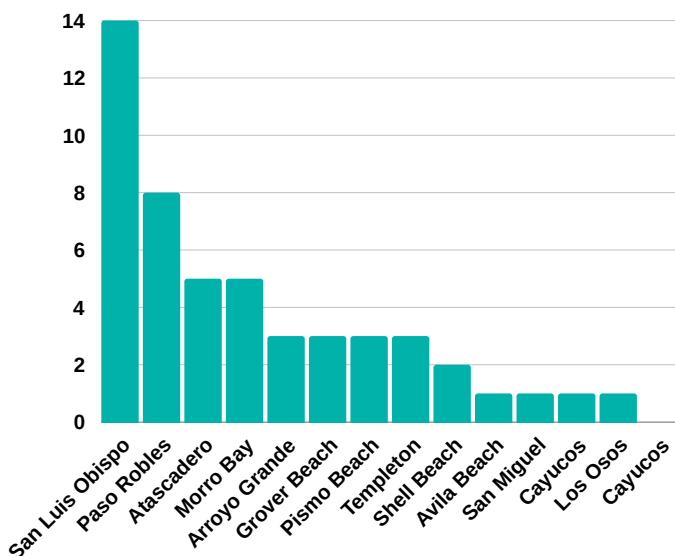
Rapid Response

PROGRAM YEAR 2024-2025



RAPID RESPONSE DATA BY INDUSTRY

The Rapid Response data recorded shows that the Accommodation & Food Services industry has been most affected in the first quarter of this program year. The industry accounted for over 57% or 28 of the 49 Rapid Responses conducted in San Luis Obispo County. The Retail Trade comprised just over 22%, as there were 11 impacted businesses in that sector. The Manufacturing industry comprised 8.2% with 4 Responses and the Administrative and Support and Waste Management & Remediation industry accounted for over 6%, with 3 responses. Lastly, the Information, Healthcare & Social Assistance, and Public Administration sectors each held 2% of the responses with 1 conducted in each industry.



RAPID RESPONSE DATA BY LOCATION

Most Rapid Responses conducted to date have been for businesses located in the cities of San Luis Obispo and Paso Robles, with fourteen and eight responses respectively in each city. Five responses took place in each of the cities of Atascadero and Morro Bay. Three in each of the cities of Arroyo Grande, Grover Beach, Pismo Beach, and Templeton. Shell Beach had two impacted businesses. Avila Beach, Cayucos, San Miguel and Templeton had one response each. A response was also conducted for an out-of-the-area employer with remote staff in SLO County.

Please notify our team about any business closures or layoffs at (805) 781-1908 or SLOworkforce@co.slo.ca.us