



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, September 11, 2024

Time: 8:30 AM – 10:30 AM

Location: Department of Social Services (DSS)
3433 S. Higuera St.- Room 358, San Luis Obispo, CA

1. **Call to Order and Introductions** *Gomer*
2. **Public Comment**
3. **Consent Items:** *Gomer*
 - 3.1 Review and Approve the March 13, 2024 WDB Exec Committee Meeting Minutes
 - 3.2 Approve Member Appointment of Cherly London to the Workforce Development Board
4. **Action Items:**
 - 4.1 Review and Approve WIOA Funds Transfer Request *Dawn Boulanger*
 - 4.2 Review and Approve Draft Scope of Work and Budget for Regional Equity and Recovery Partnerships (RERP) Grant Contract with Eckerd *Dawn Boulanger*
 - 4.3 Review and Approve Draft Scope of Work and Budget for RERP Grant Digital Literacy Contracts with Adult Education *Dawn Boulanger*
5. **Information/Discussion Items:**
 - 5.1 Discuss Role of WDB Offshore Wind Ad-Hoc *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:** *Gomer*
Wednesday, October 9, 2024, at 8:30 AM
Location: DSS, 3433 S Higuera Street- Room 358, San Luis Obispo
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: Wednesday, March 13, 2024
Time: 8:30 AM – 10:30 AM
Location: DSS, 3433 S Higuera Street-Room 358, San Luis Obispo

Present: Isiah Gomer, Josh Cross, William Hills, Verena Latona-Tahlman
Absent: Justin McIntire
Staff: Dawn Boulanger, Diana Marin, Eddie Hernandez, Tony Girolo
Guests: Gemi Bertran, Brandy Wair

1. Call to Order:

Chair Gomer: called the meeting to order at 8:37 A.M. **Quorum.**

2. Public Comment:

Gemi Beltran and Brandy Wair (guests) provided information about Nourish the Brain Institute and its training programs. They expressed their interest in partnering with local employers and agencies as Nourish the Brain Institute has recently been added as a Workforce Innovation and Opportunity Act (WIOA) approved provider on the state’s Eligible Training Provider List (ETPL). The informational documents they provided have been included as an addendum to the meeting agenda.

3. Consent Items:

3.1 Approve the October 11, 2023, Meeting Minutes

The Committee approves consent items 3.1 in a single motion.

Motion: William Hills

Second: Josh Cross

Abstentions: None

Motions Passed Unanimously

4. Action Items:**4.1 Review and Approve Eckerd PY 2023-24 WIOA Title I Adult/DW Services Contract Budget Modification**

Diana Marin presented the item which is available as part of the agenda.

Motion: Josh Cross

Second: William Hills

Abstentions: None

Motion Passed

5. Information/Discussion Items:**5.1 Receive update on Non-WIOA Special Grants**

Dawn (staff) presented this topic regarding a summary of the current non-WIOA grants that the SLO County Workforce Development Board currently has and then requested that the present Board members speculate regarding types of non-WIOA grants the Board should pursue moving forward.

Currently, the High Roads Construction Careers grant, the RERP grant, the Prison to Employment grant, and the Regional Plan Implementation grant are the Board's sources of non-WIOA funding that are secured. All are multiple year grants. Chair Gomer voiced concern over the lack of visibility of existing training and programs at Cuesta college, specifically the CDL Driver Certification program. This ties into the RERP grant with Cuesta College.

Dawn Boulanger responded that she hopes the some of the focus with the RERP grant with Cuesta can align these types of issues more and get clarity on Career Pathways and CTE programs at the school. William Hills (Co-Chair) expressed his interest in identifying grants that focus on upskilling existing workers to earn competitive wages locally. Will also mentioned that compiling a selection of grants and presenting those to board members would be helpful so they can contrast and compare to find the best ones to pursue. Isiah Gomer (Chair) also reiterated the importance of focusing on grants that help create more tier 1 and tier 2 jobs in our area. Will asked the group if it would be more efficient to partner with existing established training programs versus building programs from scratch. He mentioned the SLO Partners as an example of a local organization that has established training programs. Josh Cross (member) shared that he is seeing a lot of demand for upskilling and suggested modeling our programs after other CA

counties existing programs that have proven results. Dawn summarized the discussion and then closed with her opinion that one of the biggest issues being a training gap in the local workforce. Gemi Bertran (guest) shared that her organization, Nourish the Brain Institute, can help create tier 2 jobs for individuals. The group then had a brief discussion surrounding the usefulness of an Ad-Hoc group to delve deeper into this topic of non-WIOA grants and sector partnerships.

6. Reports:

- a) Chairman's Report:** Chair Gomer pitched the conversation back to Dawn Boulanger (staff) regarding an idea of inviting members of the Humboldt County Workforce Development Board who are also working with an upcoming wind energy project to our next full board meeting. Humboldt County has received an additional assistance grant to properly prepare their local workforce for the upcoming wind energy industry changes in their region. Humboldt County staff cannot attend our upcoming scheduled May 2nd full board meeting. Dawn and Isiah proposed to the group re-scheduling the May meeting or creating a separate "special" meeting to accommodate the Humboldt County wind project presentation. William Hills (Co-Chair) stressed clarifying the role of the Workforce Development Board in this process of incorporating a new industry into our County. The conversation closed with a consensus to re-schedule the May WDB meeting to accommodate the Humboldt WDB members presentation.
- b) Board Member Workforce Development Updates:** Verena Latona-Tahlman (member) stated things at Cannon Corporation are going well with steady hiring, strategic planning, and incorporating paraprofessionals into their company structure.

7. Administrative Entity Updates:

- 7.1 Receive and Review Fiscal Budget Update:** Dawn Boulanger (Staff) reported on the Fiscal Budget which is available as part of the agenda.
- 7.2 Receive and Rapid Response Report:** Tony Girolo (staff) reported on Rapid Response, which is available as part of the agenda.

8. Next Meeting:

April 10, 2024, at 8:30 A.M.

Location: 3433 S. Higuera Street- Room 358, San Luis Obispo, CA 93401

9. Adjournment:

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

I, Tony Girolo, Clerk of the Executive Committee of the Workforce Development Board of San Luis Obispo County, do hereby certify that the foregoing is a fair statement of the proceedings of the meeting held Wednesday, March 13, 2024, by the Executive Committee of the Workforce Development Board of San Luis Obispo County.

Tony Girolo, Executive Committee Clerk

Dated: 3/18/2024

DRAFT

**WDB Executive Committee
CONSENT ITEM
September 11, 2024**

AGENDA ITEM NUMBER: 3.2

ITEM: Approve WDB member appointment of Cheryl London to Education Partner Seat

ACTION REQUIRED: It is requested that the WDB approve and authorize staff to submit a WDB member application for Cheryl London to the San Luis Obispo County Board of Supervisors for appointment to the WDB.

SUMMARY NARRATIVE:

The composition of the WDB is dictated by section 107 of the Workforce Innovation and Opportunity Act (WIOA) (2014) which specifies business (which 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 2 seat vacancies which are detailed below:

WDB Member Seat Representation	Current #'s	Required #'s	Vacancies
Business Members <i>(minimum 51% majority)</i>	9	10	1
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	2
Total # of WDB Members	16	18	2

*Vacancy addressed via action today: 1 Local Educational & Training Entity seat

This item recommends one applicant for appointment to a vacant Local Educational & Training Entity seat. Upon appointment of this member to this vacant seat, the WDB of San Luis Obispo County will have one (1) remaining vacancy.

Cheryl London serves as the Director of Templeton Adult School, where she is responsible for delivering educational opportunities to adult learners. In her role, Ms. London collaborates closely with the SLO Cal Careers Center, referring students in need of career services and employment assistance. As a member of the San Luis Obispo County Adult School Consortium, Ms. London is eager to both gain insights and contribute perspectives on workforce needs and opportunities within the county from an adult education standpoint.

BUDGET/FINANCIAL IMPACT:

No current fiscal impact

STAFF COMMENTS:

Dawn Boulanger, Director of the Workforce Development Board of San Luis Obispo County, recommends the approval of the appointment of Cheryl London to the Workforce Development Board. Upon approval, staff will submit a recommendation for appointment to the Board of Supervisors at an upcoming meeting.



Workforce Development Board (WDB) of San Luis Obispo County Member Application

Name: Cheryl London Date Submitted: 7/15/2024

Title: Director

Business/Organization Name: Templeton Adult School

Representation

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

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

Business partners - please indicate the industry cluster(s) that you represent (Select All That Apply):

- Building & Design
- Energy
- Information & Communication Technologies
- Defense, Aerospace, & Transportation Manufacturing
- Healthcare
- Biotechnology & Biomedical Devices
- Other _____

Contact Information

Business/Organization Address: _____

City: _____ State: CA Zip Code: _____

Phone: _____ Fax: _____

Mobile: _____ City of Residence: _____

Email Address: _____

Website Address: _____

Business License Number: _____

Assistant: _____ Phone: _____

Email Address: _____

Business Related Questions

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

1. Number of current employees: _____

2. Number of years with current business/organization: _____

- 3. Number of years in business in San Luis Obispo County: _____
- 4. Please describe the nature of your business and your position:

- 5. Please list your current chamber and association memberships, the duration of each membership and the positions you currently hold:

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

- 7. As a member of your business with optimum policy authority, please describe your responsibilities within your organization:

References

Business Reference:

Name: SLOCAEC consortium members Title: _____
 Company: _____ Phone: _____

Personal Reference:

Name: _____ Phone: _____
 Relationship: _____

Other Reference:

Name: _____ Phone: _____
 Relationship: _____

Please provide a letter of recommendation (if applicable):

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

San Luis Obispo WDB Related Questions

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

- 1. Please list any areas in which you are currently involved in workforce development:
 Providing instruction for a digital literacy course for WDB clients.

2. What experience in the areas of fundraising, budget analysis, workforce policy development, youth services, knowledge of the labor market, and community involvement or linkages with educational agencies do you bring to the WDB Of San Luis Obispo County, as applicable?

A member of San Luis Obispo County Adult School Consortium.

We provide educational opportunities to adult members of SLO County.

3. Does your organization utilize the SLO Cal Careers Center (formerly the America's Job Center of California (AJCC))? _____ If so, which services? (i.e. recruitment, job posting, labor market information)

Yes, we work in tandem with AJCC to refer students (adults) who are in need of employment.

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

Providing head of household employment opportunities in our county by increasing skills and education of job seekers.

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

I would like to have more knowledge and input of workforce needs and opportunities in this county.

Signature and Acknowledgement

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

Signature: _____



Date: _____

7/15/24

**WDB Executive Committee
ACTION ITEM
September 11, 2024**

AGENDA ITEM NUMBER: 4.1

SUBJECT: Review and Approve WIOA Funds Transfer Request

ACTION REQUIRED: Review and approve request to transfer WIOA funds with the State Employment Development Department (EDD) allocated to SLO County from Dislocated Worker to Adult.

SUMMARY NARRATIVE: The WIOA allows the transfer of fund between the Adult and Dislocated Worker funding streams in order to maximize customer service and provide Local Workforce Development Boards with greater flexibility to provide services in the areas of greatest need. The WIOA Section 133 (b)(4) states that up to and including 100 percent of funds allocated to Title I Adult and Dislocated Worker programs may be transferred between these two funding streams.

With an unemployment rate hovering at, or below 4%, San Luis Obispo County has a limited population of job seekers who would qualify as Dislocated Workers under WIOA. WIOA Adult enrollments consistently outpace enrollments in Dislocated Worker services. To maintain adequate fiscal resources in the WIOA Adult funding stream to meet the needs of enrolled job seekers, the WDBSLO is requesting to move \$115,000.00 from fiscal year (FY) 2023-24 WIOA Dislocated Worker funding to WIOA Adult funding. Contract goals for total enrollments into WIOA Adult or Dislocated Worker will remain the same, as this does not result in any change in funding totals, but rather just aligns the funding to the demonstrated need.

BUDGET/FINANCIAL IMPACT:

Approval of this item will not change the total allocation of WIOA funds to SLO County, however, will transfer \$115,000 from WIOA Dislocated Worker funds to WIOA Adult funds. WIOA funds are allocated for a 2-year term, and thus these FY 2023-24 funds term will remain through 06/30/2025

STAFF COMMENTS:

Upon approval from the WDB Executive Committee, a formal application request to transfer WIOA funds will be submitted to EDD. This funds transfer will align adequate funding to meet the needs of WIOA enrolled Adult job seekers.

**WDB Executive Committee
ACTION ITEM
September 11, 2024**

AGENDA ITEM NUMBER: 4.2

SUBJECT: Review and Approve Draft Scope of Work and Budget for Regional Equity and Recovery Partnership (RERP) Grant with Eckerd.

ACTION REQUIRED: Review and approve the draft scope of work and draft budget for RERP direct career services contract with Eckerd.

SUMMARY NARRATIVE: The WDB SLO partnered with the Santa Barbara WDB, Cuesta, and Allan Hancock Colleges to apply for the Regional Equity and Recovery Partnerships (RERP) grant through the CA Workforce Development Board (CWDB). The WDBs in this regional partnership were successfully awarded \$1,150,000 to align job seekers with community college training that leads to viable local career pathways, and support community college graduates with finding livable wage employment in a field related to their area of study. Cuesta and Allan Hancock colleges, as partners on the successful WDB grant, were awarded funds for RERP directly through the California Community Colleges Chancellor's Office. Eckerd was identified in the grant as the direct service provider for SLO County, and Career Team is providing direct services in Santa Barbara County.

Career services under this grant focus on supporting recent graduates/soon to graduate community college students with finding unsubsidized employment, that provides livable wages, in a training related field. Intentional strategic business outreach to identify local employers hiring in identified priority industry sectors will be another major focus of this grant. Strengthening employer relationships in identified sectors will support work-based learning/paid internship opportunities and pathways for direct placement into employment. Outreach to better inform the residents of the services SLO Cal Careers can provide to graduating community college students will be a focus of services. Outreach identifying the career pathways available to job seekers through local community college training will also be part of the RERP services.

BUDGET/FINANCIAL IMPACT: Santa Barbara WDB serves as the fiscal/grant lead with the State on this RERP grant. A total of \$1,150,000 was awarded to the SLO – SB region, and of that amount, \$477,500 provided to the WDB SLO via contract with Santa Barbara. Fiscal, administrative and grant/contract management costs for the WDBs will be funded through this grant with WDB SLO retaining \$47,750, and \$379,796 going to Eckerd for direct services. Each WDB will also be entering contracts with separate service providers for up to \$50,000 in Digital Literacy Training (see agenda item 4.3). The term of these funds is through 12/31/2025 with services as outlined in attachment 4.2a.

STAFF COMMENTS: Upon approval of this item, the WDB SLO RERP contract with Santa Barbara, and the RERP contract with Eckerd will go before the County Board of Supervisors for final approval.

EXHIBIT A

SCOPE OF SERVICES

A. **Regional Equity and Recovery Partnership (RERP)**

I. PROGRAM OBJECTIVE

County of San Luis Obispo (County) and Eckerd Youth Alternatives, Inc (Contractor) enter into this Contract for the Regional Equity and Recovery Partnership (RERP) program services, which shall be referred to herein as the “RERP Program” or “the Program”, for the purpose of strengthening partnerships between local workforce development board programs and community colleges.

RERP is a grant initiative of the California Workforce Development Board (CWDB) focused on deepening the existing Regional Plan Implementation efforts and supporting investments in partnerships between local workforce development boards and community colleges. The Program partners in the South Central Coast workforce region are comprised of the WDBs of San Luis Obispo and Santa Barbara Counties, Cuesta College, Allan Hancock College and the identified contacted service providers in both Counties. The CWDB aims for RERP to support these partnerships attempting to add high road approaches to existing sector strategies and career pathway programs. “High Road” is a set of economic and workforce development strategies to achieve economic growth, economic equity, shared prosperity, and a clean environment. The strategies include, but are not limited to interventions that:

- A. Improve job quality and job access, including for women and people from underserved and underrepresented populations
- B. Meet the skill and profitability needs of employers
- C. Meet the economic, social, and environmental needs of the community

II. PROGRAM DESCRIPTION

The Program is a collaborative effort among the Workforce Development Board of San Luis Obispo County (WDBSLO), Santa Barbara County Workforce Development Board (SBWDB), Cuesta College and Alan Hancock College. The RERP program will identify quality jobs in the region and build pathways to those jobs in close partnership with community colleges, multiple employers, and other stakeholders in the target industries. Service strategies will include strategies that prepare individuals from disadvantaged communities and those most impacted by the economic shock of COVID to successfully enter and complete training and enter good quality jobs in target industry sectors.

III. POPULATIONS TO BE SERVED

The Program will focus outreach and career services on the below target populations. RERP eligible individuals will be San Luis Obispo County residents from these identified populations and participating in or graduated from Cuesta College or Allan Hancock College RERP programming. Referrals may come from the colleges to Contractor or be made by the Contractor to Cuesta or Allan Hancock RERP programming. RERP target populations to be served are:

- A. **English Language Learners:** An English Language Learner (ELL) is defined as a person who has limited ability in speaking, reading, writing, or understanding the English language and (a) his or her native language is a language other than English, or (b) he or she lives

in a family or community environment where a language other than English is the dominant language.

- B. **Immigrants:** An immigrant is defined as a citizen and national of the United States (U.S.); a lawfully admitted permanent resident; a refugee; an asylee; a parolee; an eligible migrant or seasonal farmworker; or another immigrant authorized by the attorney general to work in the U.S.
- C. **Justice-involved Individuals:** A justice-involved individual is defined as an adult or juvenile (a) who is or has been subject to any stage of the criminal justice process, and for whom services may be beneficial, or (b) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
- D. **People with Disabilities:** People with Disabilities (PWD) is an individual who identifies as a person with a physical or mental impairment that substantially limits one or more major life activities of such individual, has a record of such impairment, or is regarded as having such an impairment.
- E. **Veterans:** A veteran is a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable. The eligible participants in this program are veterans in at least one of the following priority groups. Each group is different and has characteristics; however, individual veteran participants can belong to more than one group.
- F. **Youth:** For the purposes of this RERP program, a youth is an individual that meets the criteria for WIOA eligible out-of-school youth ages 18-24
- G. **First-generation college students:** a first-generation college student as one for whom no parent or guardian has earned more than a high school diploma or ever attended college.
- H. **Low-income households (LIHs):** are those with household incomes at or below 80 percent of the statewide median income or with household incomes at or below the threshold designated as low-income by the Department of Housing and Community Development's (HCD) State Income Limits adopted pursuant to Section 50093.
- I. **Dislocated Workers:** are individuals who have been terminated or laid off, or has received a notice of termination or layoff; is eligible for or has exhausted entitlement to unemployment compensation; were self-employed (including employment as a farmer, a rancher, or a fisherman) but unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters, or is long term unemployed and unlikely to return to a previous industry or occupation.

IV. CONTRACTOR RESPONSIBILITIES

Contractor shall:

- A. Conduct Program Activities in San Luis Obispo County for San Luis Obispo County residents attending Cuesta or Allan Hancock Colleges' RERP programs. *(Community College RERP workplans that identify each college's programs under RERP will be provided to Contractor as a separate document).*
- B. Provide adequate staffing to carry out the goals of The Program.

- C. Enroll a **minimum of 20 individuals** into RERP services.
- D. Work with Cuesta and Allan Hancock colleges to refer RERP students to Contractor services and to refer Contractor job seekers to Cuesta or Allan Hancock RERP programming.
- E. Conduct business engagement in RERP identified industry sectors to develop a network of employment placement and/or work experience stie placement opportunities.
- F. Assist graduates of Cuesta or Allan Hancock RERP programs with finding permanent, unsubsidized employment related to their area of study,
- G. Co-enroll individuals in WIOA or other SLO Cal Careers services based on eligibility and individual need.
- H. Conduct regular (at least quarterly) follow-up with participants after exiting The Program to gather training-related employment information.
- I. Attend regular, ongoing partnership meetings as scheduled by the County.
- J. Comply with the General Conditions, Assurances and Certifications, as applicable, included herein as part of this Contract as **Exhibit C**.
- K. Provide RERP program services including:
 - 1. Outreach, and recruitment services.
 - 2. Intake, orientations, initial assessment, employment services, and referrals to other partners and services.
 - 3. Provide individualized career services including but not limited to comprehensive and specialized assessments, case management, individual service strategy plans, career planning, and vocational counseling.
 - 4. Information on occupational education that may lead to the attainment of recognized postsecondary credentials.
 - 5. Preparation services for unsubsidized employment opportunities, and in appropriate cases, effective connections to employers, including those in the designated industry sectors. Services shall include:
 - i. Job readiness services including:
 - (1) Instruction on interviewing skills.
 - (2) Career exploration which shall provide information about in- demand industry sectors and occupations, and postsecondary education opportunities; and
 - (3) Assistance in completing a job application.
 - ii. Provide job placement services including:
 - (1) Providing hands-on guidance drafting a cover letter, filling out a job application, and updating or targeting resume for position.
 - (2) Provide job interview coaching, which shall include providing hands-on preparation for interviews, review commonly asked questions in an interview and information about proper interview attire; and
 - (3) Other necessary job placement related topics.

6. Provide supportive services as may be needed to allow participants to participate in RERP services
7. Coordinating placement of participants into paid work experience based on individual need to a min/max of XX individuals at an average/maximum of XX hours. Hourly wages must at least meet minimum wage requirements and should be commensurate with the typical wages of the occupation the work experience is providing skills training for.

V. PERFORMANCE MEASURES

A. Contractor shall meet the following RERP performance goals.

San Luis Obispo County Participant Goals	Number of participants
Total number of RERP enrolled individuals	20
Total Enrolled in Community College training	16
Completed training (Credential or Degree earned)	14
Employment	16
Training Related Employment	13

B. Contractor shall submit progress reports to County on a monthly basis that meets data reporting requirements for the Cal E-Grants system utilized by the California Workforce Development Board (CWDB) for this grant. The CWDB and County are in the process of developing the reporting structure and requirements. Once finalized, County will provide Contractor with a reporting template to use and required monthly due dates. An accompanying narrative outlining reasons for underperformance and plan for improvement shall be provided on a *quarterly* basis for any measure(s) where Contractor is not meeting the stated goal.

VI. ADDITIONAL PROVISIONS

- A. Contractor shall adhere to regulations set forth in CWDB's HRCC initiatives (<https://cwdb.ca.gov/initiatives/hrcc/>), and Employment Development Department Directives (https://edd.ca.gov/Jobs_and_Training/Active_Directives.htm) as applicable.
- B. In the event of short- or long-term conditions which impact Contractor's normal service delivery operations, such as a declared public health emergency, Contractor shall immediately notify County of the status and impact on operations, staffing and client populations and will work with County to develop a strategy for alternative methods to deliver services while also adhering to federal, state and local safety and public health directives at all times.
- C. At the conclusion of the Program, Contractor will complete and submit to County a Close-Out Report in the format to be supplied by CWDB. The Close-out Report will highlight the approach, strategies, accomplishments and challenges throughout the Program, will evaluate deliverables and outcomes, and will be due within 15 days of the conclusion of the Program.

VII. MONITORING

- A. County may monitor and evaluate Contractor to ensure compliance with the terms of this Agreement.
- B. Contractor's failure to resolve a County-identified deficiency within 60 days of the monitoring notice is sufficient cause for County to withhold payment of funds to Contractor.

DRAFT

Exhibit B-1

Eckerd Youth Alternatives, Inc		
RERP Program Budget September 16, 2024 - December 31, 2025		
	RERP	% of total budget
Personnel Costs		
Salaries	\$ 114,201.73	30.07%
Benefits	\$ 30,238.12	7.96%
Subtotal Personnel Costs	\$ 144,439.85	38.03%
Operations Activities		
Insurance	\$ 5,013.31	1.32%
Staff Training	\$ 850.00	0.22%
Travel/Mileage	\$ 4,087.60	1.08%
Printing		0.00%
Telephone	\$ 878.00	0.23%
Outreach	\$ 1,500.00	0.39%
Office Supplies	\$ 1,600.00	0.42%
Equipment Purchases (under \$5,000)	\$ 1,400.00	0.37%
Equipment Rental/Maintenance/Support		0.00%
Staff Background Screen	\$ 262.00	0.07%
Postage	\$ 500.00	0.13%
Software License Fees	\$ 210.00	0.06%
Subtotal Operating Costs	\$ 16,300.91	4.29%
Participant Costs/Activities		
Work Experience	\$ 158,515	41.74%
Participant Testing Fees	\$ 1,300	0.34%
Supportive Services		0.00%
Other Participant Program Costs	\$ 13,950	3.67%
Subtotal Participant Costs	\$ 173,765	45.75%
Indirect Cost:		
	\$ 45,290	11.92%
GRAND TOTAL (GT) \$379,796	\$ 379,796	

WDB Executive Committee
ACTION ITEM
September 11, 2024

AGENDA ITEM NUMBER: 4.3

SUBJECT: Review and Approve Draft Scope of Work and Budget for Regional Equity and Recovery Partnership (RERP) Grant Digital Literacy Contracts with Adult Education.

ACTION REQUIRED: Review and approve the draft scope of work and draft budget for RERP Digital Literacy Skills training with Adult Education.

SUMMARY NARRATIVE: The WDB SLO partnered with the Santa Barbara WDB, Cuesta, and Allan Hancock Colleges to apply for the Regional Equity and Recovery Partnerships (RERP) grant through the CA Workforce Development Board (CWDB). The WDBs in this regional partnership were successfully awarded \$1,150,000 to align the services of the local public workforce system (WIOA) and local community college training opportunities. A special initiative of this grant also addressed teaching of basic digital literacy skills to job seekers. The SLO & SB WDBs each have up to \$50,000 to fund digital literacy skills training. As the fiscal lead on the RERP grant, SB County issued a procurement for digital literacy skills instruction. Multiple responses were received to this procurement, however none of the entities had capacity to provide in-person instruction in SLO County. In this circumstance, County & RERP fiscal requirements allow the ability for a sole-source contract for services. The WDB SLO has previously contracted with the County's Adult Education partners (Cuesta College, Lucia Mar Unified School District, Templeton School District, and San Luis Coastal Unified School District) to provide digital literacy skills training. Adult education partners are specifically skilled at teaching adult learners and through their system being county-wide, provide multiple access points for SLO County residents to participate in these services. The Adult Education programs have partnered together to share curriculum and will each have the opportunity to tailor instruction specifically to their community - with some offering courses in Spanish and English, offering a variety of class times, locations as well as virtual and in-person opportunities.

BUDGET/FINANCIAL IMPACT: A total of \$50,000 is available for RERP Digital Literacy Skills training in SLO County. All four of the County's Adult Education providers have expressed their interest in partnering on these services. Each contract will be funded at \$12,500. The term of these funds is through 12/31/2025.

STAFF COMMENTS: Upon approval of this item, the WDB SLO will proceed with entering into four (4) separate contracts, at \$12,500 each, with each of the Adult Education providers stated above.

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EXHIBIT A

SCOPE OF SERVICES

Regional Equity and Recovery Partnership (RERP) – Digital Literacy Training

I. PROGRAM OBJECTIVE

County of San Luis Obispo (County) and XXXX School district Adult Education (Contractor) enter into this Contract for the Regional Equity and Recovery Partnership (RERP) Digital Literacy Training services, which shall be referred to herein as the “RERP Program” or “the Program”.

RERP is a grant initiative of the California Workforce Development Board (CWDB) focused on deepening the existing Regional Plan Implementation efforts and supporting investments in partnerships between local workforce development boards and community college training opportunities. The CWDB aims for RERP to support these partnerships attempting to add high road approaches to existing sector strategies and career pathway programs. “High Road” is a set of economic and workforce development strategies to achieve economic growth, economic equity, shared prosperity, and a clean environment. Digital Literacy Skills area among those needed to be strengthened throughout the County to work towards achieving High Road employment opportunities for local residents. The “High Road” strategies include, but are not limited to interventions that:

- A. Improve job quality and job access, including for women and people from underserved and underrepresented populations
- B. Meet the skill and profitability needs of employers
- C. Meet the economic, social, and environmental needs of the community

II. DUTIES AND RESPONSIBILITIES:

A. Contractor shall:

1. Provide Digital Literacy classes and training through existing Adult Education sites to residents of San Luis Obispo County to include both students enrolled in Adult Education programs and the broader community (individuals not enrolled in Adult Education programs) including job seekers referred as part of the SLO Cal Careers network. Training topics and schedule will be negotiated by CONTRACTOR and COUNTY. Training topics may include but are not limited to the following:

- Basic Word Processing
- Basic Outlook
- Spreadsheets for Beginners
- MS Excel
- MS Word
- Computers for Beginners
- How to use a Keyboard and Mouse
- Intro to Windows
- Windows Basic

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- Learn to Type
 - Searching the Web
 - E-mail for Beginners
 - Optimizing Photos for the Internet and Email
 - Photo Shop
2. Utilize Digital Literacy curriculum agreed upon through the San Luis Obispo County Adult Education Consortium to provide training and classes to community members and job seekers.
 3. Program Design shall follow the below models
 - a. Instructors will provide lessons in an in-person classroom setting that will provide in depth learning, particularly for the basic/introductory digital literacy skills topics that dictate in-person instruction as the most effective modality.
 - b. As appropriate per the topic, curriculum, and learning abilities of the students/job seekers, individuals will have access to online lessons which they will be able to access anywhere a student/job seeker has connectivity
 - c. Through coordinating schedules with Eckerd, the County's contracted service provider operating SLO Cal Careers, students/job seekers will have the option to participate in online lessons from the SLO Cal Career Center (located at 3450 Broad St., Suite 103A) during office hours and have access to Career Center staff to assist them with participating in their lessons if necessary.
 4. Recruit and identify qualified instructors to facilitate digital literacy skills trainings.
 5. Pay instructors in accordance with school district wages for the occupation classification of the instructor, at a maximum of 20 hours for development, planning and preparation, and an hourly wage for facilitating training classes/
 6. Coordinate with the COUNTY on the delivery of digital literacy services and class scheduling.
 7. Coordinate with Eckerd, the SLO Cal Careers services operator, to provide computer workstations as may be needed for students/job seekers to access online Digital Literacy training during regular business hours at the SLO Cal Career Center.
 8. Strengthen the coordination and partnership of Adult Education and SLO Cal Careers by providing information to Adult Education students on SLO Cal Careers services available to individuals seeking/advancing employment with newly acquired Digital Literacy skills.
 9. Submit progress reports to County on a monthly basis (on a form mutually agreed upon by CONTRACTOR and COUNTY) that meets data reporting requirements for the Cal E-

XXXX Adult Education
Regional Equity and Recovery Partnership (RERP)
Digital Literacy Training

WIOA Contract# 24-25 XX

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Grants system utilized by the California Workforce Development Board (CWDB) for this grant. An accompanying narrative outlining reasons for underperformance and plan for improvement shall be provided on a *quarterly* basis for any measure(s) where Contractor is not meeting the stated goal.

10. At the conclusion of the Program, Contractor will complete and submit to County a Close-Out Report in the format to be supplied by CWDB. The Close-out Report will highlight the approach, strategies, accomplishments and challenges throughout the Program, will evaluate deliverables and outcomes, and will be due within 15 days of the conclusion of the Program.
11. Contractor shall adhere to regulations set forth in CWDB's HRCC initiatives (<https://cwdb.ca.gov/initiatives/hrcc/>), and Employment Development Department Directives ([https://edd.ca.gov/Jobs and Training/Active Directives.htm](https://edd.ca.gov/Jobs_and_Training/Active_Directives.htm)) as applicable.

I. **MONITORING**

1. COUNTY may monitor and evaluate CONTRACTOR to ensure compliance with the terms of this Agreement.
2. CONTRACTOR'S failure to resolve a County-identified deficiency within 60 days of the monitoring notice is sufficient cause for County to withhold payment of funds to Contractor.

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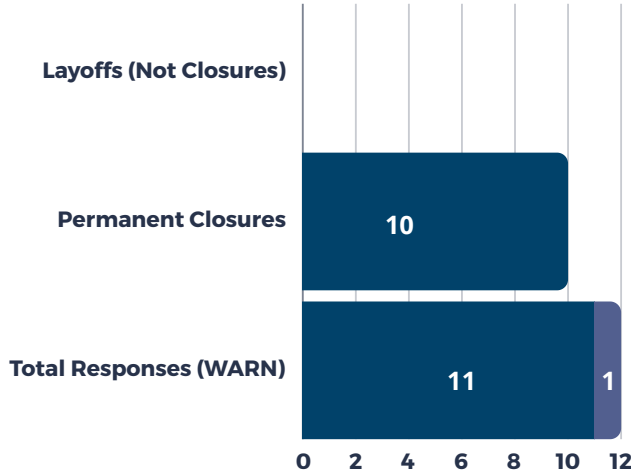
Exhibit B-1

XXXX School District Adult Education RERP Program Budget September XX, 2024 – December 31, 2025	
	Total
Personnel Costs	
Salaries	\$4,000
Benefits	\$1,000
Subtotal Personnel Costs	\$5,000
Operations Activities	
Outreach	\$1,000
Instructional Supplies	\$4,500
Software License Fees	\$1,000
Subtotal Operating Costs	\$6,500
Participant Costs/Activities	
Credential/License Fees	\$1,000
Subtotal Participant Costs	\$1,000
GRAND TOTAL (GT) \$12,500	\$12,500

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

Rapid Response

PROGRAM YEAR 2024-2025

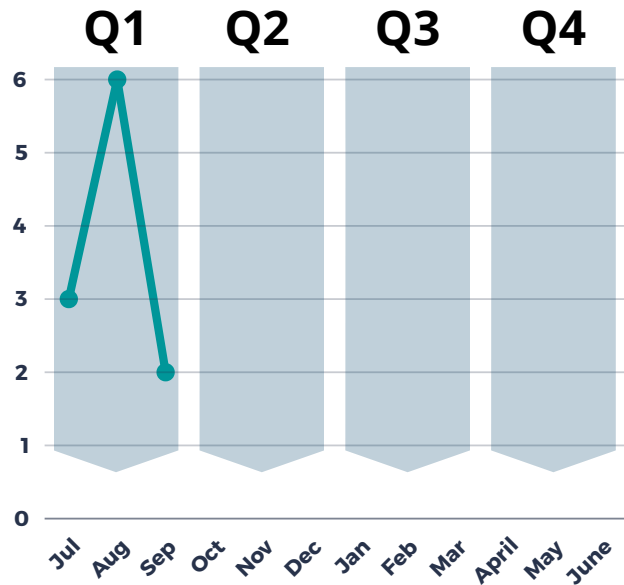


PROGRAM YEAR 2024-2025 RAPID RESPONSE SUMMARY

So far in the current program year, 2024-25, there have been eleven Rapid Responses conducted throughout San Luis Obispo County. Ten of which have or will result in layoffs or closures. Six were received via media sources, four were reported by staff, and one was received via WARN.

RAPID RESPONSES BY QUARTER

So far in the first quarter (Q1- Jul-Sep) of the current 2024-2025 program year, three responses took place in the month of July. Six responses took place in August and two so far in September. There have been a total of eleven Rapid Responses conducted to date. Of those rapid responses, ten have or will result in actual layoffs or closure. One business had been reported as closing but has not confirmed an actual closure and all staff are still employed.



5.8K

Unemployed civilians in San Luis Obispo County in July 2024

4.2%

Latest Unemployment Rate in San Luis Obispo County

#7

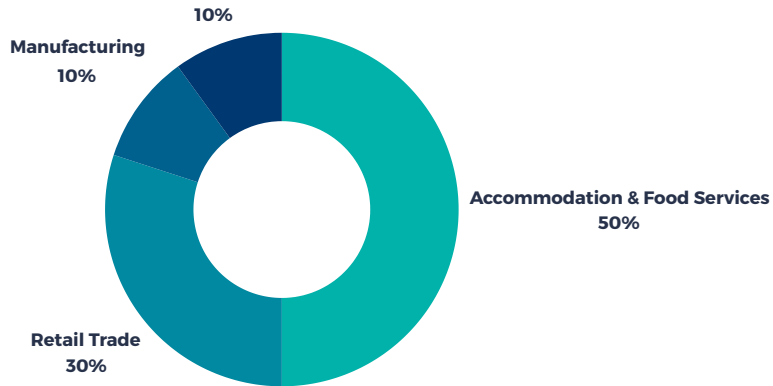
San Luis Obispo County current rank for lowest unemployment rate in CA

Rapid Response

PROGRAM YEAR 2024-2025

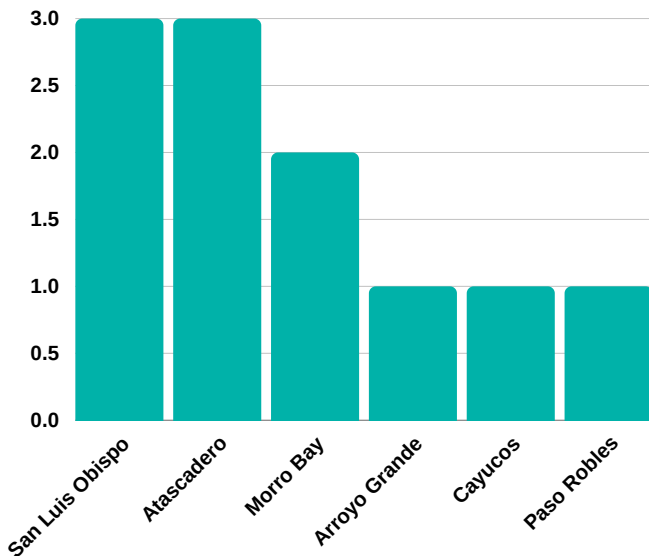


Administrative & Support & Waste Management & Remediation



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 50% or 6 of the 11 Rapid Responses conducted in San Luis Obispo County. The *Retail Trade* comprised another 30%, as there were 3 responses conducted for businesses in that industry. Lastly, the *Manufacturing* and the *Administrative and Support and Waste Management & Remediation* industries comprised another 10% each, with 1 response conducted for businesses in each industry.



RAPID RESPONSE DATA BY LOCATION

Most of the Rapid Responses conducted to date have been for businesses located in the cities of San Luis Obispo and Atascadero, as there were three responses in each city. Two responses took place in Morro Bay. Arroyo Grande, Cayucos, and Paso Robles each had one business that was responded to.

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