



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

**NOTICE OF SPECIAL MEETING OF THE
WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE**

NOTICE IS HEREBY GIVEN that the Executive Committee of the Workforce Development Board will hold a Special Meeting on Friday, October 11, 2024, at 8:30 am. The purpose of the meeting is to consider the special meeting agenda which is listed below. This Notice is given by order of Isiah Gomer, Chairperson of the Workforce Development Board.

Dated: October 1, 2024.

Date: Friday, October 11, 2024

Time: 8:30 AM – 10:30 AM

Location: DSS, 3433 S Higuera Street- Room 356, San Luis Obispo

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

1. **Call to Order and Introductions** *Gomer*
2. **Public Comment**
3. **Consent Items:** *Gomer*
 - 3.1 Review and Approve the September 11, 2024
WDB Exec Committee Meeting Minutes
4. **Action Items:**
 - 4.1 Review and Approve the SLO Cal Career Center
Certification *Diana Marin*
 - 4.2 Review and Approve the Executive Committee
Meeting Schedule for Calendar Year 2025 *Diana Marin*
5. **Reports:**
 - a) Chairperson’s Report *Gomer*
 - b) Board Member Workforce Development Updates *All Members*
6. **Administrative Entity Updates:**
 - 6.1 Receive and Review Fiscal Update *Dawn Boulanger*
 - 6.2 Receive and Review Rapid Response Update *Diana Marin*
7. **Next Meeting:** *Gomer*
 Wednesday, December 11, 2024, at 8:30 AM
 Location: DSS, 3433 S Higuera Street- Room 101, San Luis Obispo
8. **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.

Equal Opportunity Employer/Program/Service. Auxiliary aids and services available upon request to individuals with disabilities. California Relay Service 888-877-5379.

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

Date: Wednesday, September 11, 2024
Time: 8:30 AM – 10:30 AM
Location: DSS, 3433 S Higuera Street-Room 358, San Luis Obispo

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

Absent: Josh Cross

Staff: Dawn Boulanger, Diana Marin, Eddie Hernandez

Guests: N/A

1. Call to Order:

Chair Gomer: called the meeting to order at 8:42 A.M. **Quorum.**

2. Public Comment:

No Public Comment

3. Consent Items:

3.1 Approve the March 13, 2024, Meeting Minutes

3.2 Approve Member Appointment of Cherly London to the Workforce Development Board

The Committee approves consent items 3.1 and 3.2 in a single motion.

Motion: William Hills

Second: Verena Latona-Tahlman

Abstentions: None

Motions Passed Unanimously

4. Action Items:

4.1 Review and Approve WIOA Funds Transfer Request

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

Motion: Will Hills

Second: Justin McIntire

Abstentions: None

Motion Passed

4.2 Review and Approve Draft Scope of Work and Budget for Regional Equity and Recovery

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

Motion: Justin McIntire

Second: Verena Latona-Tahlman

Abstentions: None

Motion Passed

4.3 Review and Approve Draft Scope of Work and Budget for RERP Grant Digital Literacy Contracts with Adult Education

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

Motion: William Hills

Second: Justin McIntire

Abstentions: None

Motion Passed

5. Information/Discussion Items:

5.1 Discuss Role of WDB Offshore Wind Ad-Hoc

Dawn Boulanger (staff) presented the item regarding the role of the Workforce Development Board (WDB) in relation to offshore wind energy, referencing Humboldt County's presentation at the prior WDB meeting. The discussion highlighted Humboldt County's success in aligning workforce and economic development with this emerging industry.

Ms. Boulanger emphasized that the WDB could serve as an advisory body to the County Board of Supervisors (BOS) and the community, potentially expanding its role beyond fund management. The purpose of the Ad-Hoc committee is to explore workforce development related to offshore wind

energy, community engagement, and collaboration with local partners, focusing on the ancillary benefits of offshore wind during the development of local operations and maintenance ports.

William Hills (vice chair) expressed a desire for the WDB to seek additional funding for studies to assess the economic impact of offshore wind projects and to determine necessary next steps. Isiah Gomer (chair) supported Mr. Hills' statement, noting that research would help identify tier-one and tier-two job opportunities arising from the offshore wind sector.

Ms. Boulanger concluded the discussion by underscoring the critical role of WDB members as advocates, helping to raise awareness of ongoing projects and issues within the community. The Executive Committee members agreed on the discussed role of the WDB Offshore Wind Ad Hoc.

6. Reports:

- a) **Chairman's Report:** Isiah Gomer (chair) reported that he continues to attend CalPoly workforce development board meetings and will be attending an upcoming EAC training addressing leave of absence, meal and rest period, and wage and hour pitfalls.

- b) **Board Member Workforce Development Updates:** Will Hills (vice chair) wanted to bring attention to a workforce accelerator grant in partnership with Department of Rehabilitation and California Workforce Association.

7. Administrative Entity Updates:

- 7.1 **Receive and Review Fiscal Budget Update:** Dawn Boulanger (staff) reported on the Fiscal Budget which is available as an addendum to the agenda.

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

8. Next Meeting:

October 11, 2024, at 8:30 A.M.

Location: 3433 S. Higuera Street- 3rd floor Room 356, San Luis Obispo, CA 93401

9. Adjournment:

Chair Gomer: adjourned the meeting at 10:32 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, September 11, 2024, by the Executive Committee of the Workforce Development Board of San Luis Obispo County.

Eddie Hernandez, Executive Committee Clerk

Dated: 10/03/2024

DRAFT

Workforce Development Board Executive Committee
ACTION ITEM
October 11, 2024

AGENDA ITEM NUMBER: 4.1

ITEM: Review and Approve the SLO Cal Career Center Certification

ACTION REQUIRED:

The Workforce Innovation and Opportunity Act (WIOA) establishes a framework under which Local Boards are responsible for maintaining a high-quality, effective AJCC. In Workforce Services Directive 23-05, the Employment Development Department, Workforces Services describes the objective criteria and procedures Local Boards must use when certifying the AJCC within their Local Workforce Development Area (Local Area).

It is recommended the committee review and approve the proposed Certification Process for the AJCC.

SUMMARY NARRATIVE:

WIOA outlines three key requirements for AJCC certification:

- Effectiveness of the AJCC,
- Physical and programmatic accessibility for individuals with disabilities; and
- Continuous improvement

California's certification process is centered on these key requirements and sets a statewide standard of service delivery that ensures all customers consistently receive a high-quality level of service.

The Local Board must conduct an independent and objective evaluation of the comprehensive AJCC within its local area once every three years using the criteria established by the California Workforce Development Board (CWDB). The Local Board may choose to add additional certification criteria tailored to the needs of the Local Area, but may not remove or replace any of the federal or state criteria.

Certification

Baseline AJCC Certification ensures the comprehensive AJCC complies with key WIOA statutory and regulatory requirements.

Baseline AJCC Certification:

To receive Baseline AJCC Certification, the AJCC must meet all of the following criteria:

1. Each Local Board and partner within the comprehensive AJCC have a signed and implemented Memorandum of Understanding (MOU) with the Local Board meeting the requirements in the WIOA Memorandums of Understanding directive (WSD18-12).
2. The AJCC has implemented the board-defined roles and responsibilities of the AJCC Operator and Title I Adult and Dislocated Worker Career Services Provider as indicated in the Selection of AJCC Operators and Career Services Providers directive (WSD22-13).
3. The AJCC complies with equal opportunity for individuals with disabilities in accordance with the ADA, WIOA Section 188, Title 29 CFR Part 38, WIOA Joint Final Rule Section 678.800, and all other applicable federal and state guidance.
4. The AJCC meets all regulatory requirements to be considered a comprehensive AJCC as identified in the WIOA Joint Final Rule Section 678.305.

The Baseline Criteria Matrix and the AJCC Certification Indicator Assessment must be submitted by November 1, 2024, to their Regional Advisor. The CWDB will review certification packets for the certification status of each comprehensive, affiliate, and specialized AJCC by December 15, 2024.

BUDGET/FINANCIAL IMPACT:

Failure to perform the required certification process could result in loss of funds to operate the AJCC.

STAFF COMMENTS:

Following the WDB's approval, the Administrative Entity will submit the Baseline Criteria Matrix and the AJCC Certification Indicator Assessment to the assigned Regional Advisor. Results of the certification process will be brought to the Executive Committee and/or Workforce.

Comprehensive AJCC Certification Matrix Baseline Criteria

The baseline America’s Job Center of CaliforniaSM (AJCC) Certification is intended to ensure that every comprehensive AJCC is in compliance with key *Workforce Innovation and Opportunity Act* (WIOA) statutory and regulatory requirements.

Local Boards must submit a completed matrix to their Regional Advisor for each comprehensive AJCC by **November 1, 2024**.

Name of Local Board Workforce Development Board of San Luis Obispo County

Name of AJCC SLO Cal Careers Center, 3450 Broad St, Suite 103A, San Luis Obispo, CA 93401

Implements the signed Memorandums of Understanding (MOU)	Yes	No
A Memorandum of Understanding (meeting the requirements in Workforce Services Directive WSD18-12) has been signed by all the required AJCC partners.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The signed MOU identifies the AJCC as a comprehensive.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The AJCC is implementing the MOU specifications applicable to comprehensive centers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Implements the Local Board defined roles and responsibilities of the AJCC Operator and Career Services Provider	Yes	No
AJCC Operator selected in compliance with WSD22-13.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roles and responsibilities of AJCC Operator are clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Career Services Provider selected in compliance with WSD22-13.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roles and responsibilities of the Career Services Provider within the AJCC are clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Meets all regulatory requirements to be a comprehensive AJCC (WIOA Joint Final Rule Section 678.305)	Yes	No
AJCC has at least one Title I staff person physically present. (Note: Consideration may be given to remote/virtual services implemented due to the COVID-19 pandemic.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Meets all regulatory requirements to be a comprehensive AJCC (WIOA Joint Final Rule Section 678.305)	Yes	No
AJCC provides access to all basic and individualized career services identified in WIOA Joint Final Rule Section 678.430 .	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AJCC provides access to training services for adult and dislocated workers identified in WIOA Joint Final Rule Section 680.200	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AJCC provides access to any employment and training activities carried out under WIOA Section 134(d).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AJCC provides access to programs, services, and activities of all required AJCC partners by having partner staff physically co-located at the AJCC, having a staff person at the AJCC who has been cross-trained to provide information about partner programs, or having direct linkage through technology to staff who can provide meaningful information or services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AJCC provides workforce and labor market information.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AJCC provides customers with access to programs, services, and activities during regular business hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ensures Equal Opportunity for Individuals With Disabilities	Yes	No
<p>The AJCC is physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and Title 29 <i>Code of Federal Regulations</i> Part 38.</p> <p>The <i>Americans with Disabilities Act</i> (ADA) Title V provides that state requirements may supersede the ADA when state requirements provide greater or equal protection for the rights of individuals with disabilities. Therefore, the AJCC must also be in compliance with the following California guidance related to equal access for individuals with disabilities:</p> <ul style="list-style-type: none"> • <i>Fair Employment and Housing Act</i> (California Government Code Section 12900-12996) • <i>Unruh Civil Rights Act</i> (California Civil Code Section 51-52) • <i>Disabled Persons Act</i> (California Civil Code Section 54-55) • <i>California Building Code</i> Title 24 Chapter 11B • <i>California Government Code</i> 7405 • <i>California Government Code</i> 11135 <p>Such requirements include, but are limited to, the following:</p> <ul style="list-style-type: none"> • Providing reasonable accommodations for individuals with disabilities. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Ensures Equal Opportunity for Individuals With Disabilities	Yes	No
<ul style="list-style-type: none"> • Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities. • Administering programs in the most integrated setting appropriate. • Communicating with persons with disabilities as effectively as with others. • Providing appropriate auxiliary aids and services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in and enjoy the benefits of the program or activity. • Providing for the physical accessibility of the AJCC to individuals with disabilities. 		
Was WIOA Section 188 compliance monitoring completed for PY 2021-22?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did the AJCCs have any findings when WIOA Section 188 compliance monitoring was completed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, briefly describe the findings. Click here to enter text.		
Was a corrective action plan submitted?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the status of the findings open or closed? Click here to enter text. If closed, as of what date: Click here to enter text.		
The AJCC meets all Baseline Criteria for Baseline AJCC Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The Local Board Chair must attest to the Local Board’s certification decision by signing below.

Signature

Isiah Gomer

Name

Chair, Workforce Development Board of San Luis Obispo County

Title

AJCC Certification Indicator Assessment

The America’s Job Center of CaliforniaSM (AJCC) Certification Indicator Assessment is intended to encourage continuous improvement by identifying areas where an AJCC is exceeding quality expectations, as well as areas where improvement is needed. The Certification Indicators were developed in alignment with the Training and Employment Guidance Letter 04-15, California's Unified Strategic Workforce Development Plan (State Plan), and the AJCC Certification Workgroup’s vision for California’s One-Stop delivery system.

The matrix below describes each Certification Indicator using both characteristics of a high-quality AJCC and the overall vision and strategies of the State Plan. Additionally, the Certification Indicators are provided as guidance for the evaluator to use in order to note the assessment of the AJCC’s strengths and continuous improvement opportunities.

The Local Board may establish additional criteria or set higher standards for continuous improvement than those suggested by the state criteria below.

Local Boards must submit a completed AJCC Certification Indicator Assessment to their Regional Advisor for each comprehensive and/or affiliate/specialized AJCC by **November 1, 2024**.

Name of Local Board Workforce Development Board of San Luis Obispo County

Name of AJCC SLO Cal Careers Center, 3450 Broad St, Suite 103A, San Luis Obispo, CA 93401

AJCC Certification Indicator #1: The AJCC ensures universal access, with an emphasis on individuals with barriers to employment.

US DOL Characteristics of a High Quality AJCC

- A. Reflect a welcoming environment to all customer groups who are served by the AJCC. All AJCC staff are courteous, polite, responsive, and helpful to job seekers, businesses, and others who visit the AJCC. Staff are sensitive to the unique needs of individuals with disabilities and are prepared to provide necessary accommodations.
- B. Ensure meaningful access to all customers. AJCCs must be physically and programmatically accessible to all customers, including individuals with disabilities. In so doing, AJCCs use principles of universal design and human-centered design, such as flexibility in space usage, the use of pictorial, written, verbal, and tactile modes to present information for customers with disabilities or Limited English Proficiency, providing clear lines of sight to information for seated or standing users; providing necessary accommodations; and providing adequate space for the use of assistive devices or personal assistants. AJCCs use assistive technology and flexible business hours to meet the range of customer needs.
- C. Include both virtual and center-based service delivery for job seekers, workers, and employers. Both methods of delivery support the talent needs of the regional economy, although each may better serve different customers with different levels of service needs at any given time. The system can expand its reach by delivering robust virtual services; and increasing the accessibility of those services through community partners, such as libraries, community and faith-based organizations, and other partners.

California State Plan Vision and Strategies

- A. Enabling upward mobility for all Californians, including populations with barriers to employment. Workforce and education programs need to be accessible for all Californians and ensure that everyone has access to a marketable set of skills and is able to access the level of education necessary to ensure economic self-sufficiency and security.

AJCC Certification Indicators

- All AJCC staff honor and accommodate diversity and are comfortable and adept in working with all types of individuals, including those with disabilities, cultural differences, and all individuals with barriers to employment.
- The local Equal Opportunity Officer periodically reviews the AJCC's policies, procedures, and facility for accessibility and equal opportunity and then provides recommendations and staff training, where needed.
- The AJCC has a Limited English Proficiency Plan to provide meaningful access for individuals who do not speak English as their primary language and who have limited ability to read, speak, write, or understand English.

- The AJCC uses the principles of universal and customer-centered design to ensure inclusive space and materials are available to individuals regardless of their range of abilities, mobility, age, language, learning style, intelligence, or educational level.
- The AJCC implements the veteran's preference and priority of service requirements.
- The AJCC provides services outside of regular business hours where there is a workforce need as defined by the Local Board.
- The AJCC delivers both AJCC-based and virtual services.
- The AJCC ensures that individuals with disabilities are able to access virtual services in a manner that is comparable to the access available to others.

AJCC Certification Indicator #1: The AJCC ensures universal access, with an emphasis on individuals with barriers to employment.

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

The SLO Cal Careers Center is located at 3450 Broad St, Suite 103A, San Luis Obispo CA 93401 in the Acacia Creek Business Park. The center is open 9 am - 4 pm Monday-Friday. Staff are available to accommodate client services after hours on an as needed basis communicated by clients or customers. This may be in person or virtual. The career center is not typically open outside of regular business hours, but staff attend several after-hour events, including the community events, chamber mixers, and partner meetings or events.

The SLO Cal Careers Center has employed several outreach strategies, including radio ads, social media campaigns, attendance and presentations at multiple community events, and hosting of job and training resource fairs. Outreach staff have also conducted individualized outreach to 18 to 24-year-olds by developing partnerships with youth-serving organizations such as probation, foster-youth-serving agencies, homeless services agencies, and other youth-based organizations throughout San Luis Obispo County.

There are 16 public computers available in the resource room, including one for online interviews. The workshop space can hold 10-12 customers at a time. The career center has three workstations which are wide enough to accommodate a wheelchair and all computers have zoom capability on each screen. The resource room also has a dedicated computer for veteran customers.

The SLO Cal Careers Center is staffed by four Career Coaches, a Career Services Navigator at the reception desk, a Business Services Manager and Business Services Specialist, Outreach Specialist, and two Program Managers. Staff have received Workplace Diversity, Equity, and Inclusion in action, using communication strategies to bridge cultural divides training through Eckerd U. Staff also receive customer-centered design training. Additionally, staff will be provided Windmills training coordinated by WDB staff and Department of Rehabilitation for disability awareness. The EDD veterans' representative is co-located and has also conducted training for staff on the priority of services.

Several staff members located at the career center including a manager, a career coach, the outreach specialist, a business services specialist, and co-located partner staff are bilingual in Spanish, and they utilize Language Line for customers who speak languages other than English or Spanish. The Career Center provides outreach materials in Spanish, and although not readily available, they can provide materials in other languages as needed. An area of continuous improvement includes developing a more robust partnership with local organizations that serve mono-lingual Spanish speakers and other non-English speaking populations to enhance services for Spanish-speaking and immigrant populations.

The local Equal Opportunity Officer is a San Luis Obispo County staff person, who periodically reviews SLO Cal Careers policies, procedures, and facility for accessibility and equal opportunity compliance.

Workshops are available in a hybrid format so customers can attend online or in person. Workshops are offered throughout the month, offering several workshops twice a month. The workshops are recorded on an as needed basis and provided to customers and clients. This is a potential area for improvement that would enhance the virtual and after-hour offerings.

AJCC Certification Indicator #2: The AJCC actively supports the One-Stop system through effective partnerships.

US DOL Characteristics of a High Quality AJCC

- A. Reflect on the establishment of robust partnerships among partners. The AJCC operator facilitates an integrated, colocated partnership that seamlessly incorporates the services of all the AJCC partners.

California State Plan Vision and Strategies

- A. Aligning, coordinating, and integrating programs and services to economize limited resources while also providing the right services to clients based on each client's particular and potentially unique needs so as to facilitate skills attainment.

Quality Indicators

- A system is in place to assess the satisfaction of both colocated and non-colocated partners with the AJCC and its services.
- Both colocated and non-colocated partners believe that the AJCC adds value to their program and their customers.
- The required AJCC partners meet on a regular basis to discuss the One-Stop system and the AJCC's contribution to the system and make recommendations for continuous improvement.
- The AJCC actively outreaches and provides access to non-colocated partner customers to participate in AJCC-based services, such as workshops and recruitment events.
- An inventory and overview of all partner services are available to all AJCC staff, and all AJCC staff has received an orientation to all partner programs and services.
- One-Stop system marketing materials that overview all partner services for distribution to customers at the AJCC and at all non-colocated partner locations have been developed.
- The AJCC's partner referral process (as outlined in the Memorandum of Understanding) is being implemented with a focus on quality referrals that are likely to convert to service.
- Referrals are recorded, and a system is in place for partners to follow through and report progress on referrals made.
- The AJCC connects to the community through multiple community partnerships and community access points.

AJCC Certification Indicator #2: The AJCC actively supports the One-Stop system through effective partnerships.

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

The WIOA Youth Program, a DSS representative, and EDD are co-located at the SLO Cal Careers Center. Staff from all programs participate in bi-weekly co-located partner meetings and occasional all-staff training. Co-located partner management meetings take place monthly to assess what is working and identify/discuss areas for improvement.

Partner meetings take place quarterly and provide an opportunity for co-located and non-co-located partners to share regular updates regarding services, customer needs, system improvement discussions, and training opportunities. The regular convenings also allow all organizations to share information about upcoming events. An opportunity for growth would be to add ongoing training on partner services and eligibility to the quarterly partner meetings.

Eckerd hosts public events at the center, virtually, and in the community to meet the needs of partner customers and support the recruitment of customers into partner programs. These events include resource fairs, hiring events, and the WIOA orientation which includes partner presentations. Eckerd has an outreach specialist who is in the community developing partnerships and bringing awareness to SLO Cal Careers programs, workshops, and events.

Partner materials are available in the Career Center. A Job Seeker Resource Guide, which is an inventory of Career Center and partner services, is maintained by WDB staff and made available to the public online at: <https://www.slocounty.ca.gov/departments/social-services/workforce-development-board/forms-documents/job-seeker-resource-guide>. Printed copies of the Job Seeker Resource Guide are available at the Career Center and are regularly distributed to community partners throughout the County.

The Operations Director stated that they have a referral form, but it is not well utilized by partners and that there is little tracking of referrals. There is no mechanism in place to record information about referrals sent to partner programs from the SLO Cal Careers Center staff. The Operations Director suggested adding an option on the SLO Cal Careers landing page that allows partner agencies to submit referrals. The Eckerd staff consistently participate in community and partner events to outreach to partner agencies about services offered at SLO Cal Careers. The Career Center receives referrals from various partner agencies such as DOR, Adult Education, homeless services partners, public assistance programs, as well as child support services and probation. The career center staff also refer many customers to Title II partners for GED and ESL services.

Since there is only one comprehensive job center in San Luis Obispo County, and to enhance the reach of the one-stop system, Eckerd has established a robust partnership with the libraries throughout the county to increase community access points.

AJCC Certification Indicator #3: The AJCC provides integrated, customer-centered services.

US DOL Characteristics of a High Quality AJCC

- A. Organize and integrate services by function (rather than by program) when permitted by a program’s authorizing statute and as appropriate, and by coordinating staff communication, capacity building, and training efforts. Functional alignment includes having AJCC staff who perform similar tasks serve on relevant functional teams, e.g., the skills development team. Service integration focuses on serving all customers seamlessly (including targeted populations) by providing a full range of services staffed by cross-functional teams, consistent with each program's purpose, scope, and requirements.
- B. Use an integrated and expert intake process for all customers entering the AJCCs. Frontline staff are highly familiar with the functions and basic eligibility requirements of each program. They can appropriately assist customers and make knowledgeable referrals to partner programs, as needed and as appropriate, given the authorized scope of the program.
- C. Develop and maintain integrated case management systems that inform customer service throughout the customer’s interaction with the integrated system and allow information collected from customers at intake to be captured. Customer information is properly secured in accordance with personally identifiable information guidelines and facilitated as appropriate, with the necessary MOU or other forms of confidentiality and data sharing agreements. Data, however, would be shared with other programs within the One-Stop system only after the informed written consent of the individual has been obtained, where required.

California State Plan Vision and Strategies

- A. Integrated Service Delivery: braiding resources and coordinating services at the local level to meet client needs.
- B. Customer-Centered Service Design: use of customer-centered design to involve frontline staff and customers in the development, prototyping, and evaluation of AJCC services, resources, tools, and systems.

AJCC Certification Indicators

- AJCC staff identifies with the AJCC system (and not just their specific program), believes that all AJCC customers are shared customers, and contributes to providing a positive AJCC experience for every AJCC customer.
- AJCC staff have received customer service and customer-centered design training
- AJCC staff is cross-trained in program partner eligibility and services, so they have the capacity to functionally serve customers well.
- The AJCC has clearly identified the roles, responsibilities, and authorities of both functional leaders and the supervisors of program partners, and the AJCC has an integrated functional organizational chart.

- The AJCC has a system in place to promptly greet all AJCC customers, identify the reason for their visit and their needs, and connect them to appropriate services as quickly as possible
- The AJCC has developed integrated customer flow procedures that respond to customer need and moves customers seamlessly between AJCC entry and service delivery with as few hand-offs as possible.
- All AJCC colocated partners have identified the Career Services that apply to their program, and the AJCC has developed methods to align/integrate the delivery of those services.
- The AJCC has established protocols to co-enroll customers in more than one partner program when there is value to customers and has a strategy for effectively sharing case management when customers are co-enrolled.

AJCC Certification Indicator #3: The AJCC provides integrated, customer-centered services.

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

The SLO Cal Careers Center has a process in place to promptly greet all customers. The reception desk staff member promptly greets customers, identifies the reason for their visit, and connects them with appropriate services. If the customer needs cannot be met by one of the services or programs delivered in the center, then they are referred to a partner agency that can assist.

All career center staff and co-located partners are cross trained in partner programs and can assist customers on the career center floor. Bi-weekly meetings between co-located partner staff take place to ensure alignment in the delivery of services.

Career center staff and co-located partners could benefit from customer-centered design training and refresher courses to ensure customers are provided with a positive experience. Refresher training on partner agency program eligibility would also be beneficial for staff to refer customers to appropriate partner agencies for effective co-enrollments and customer service delivery.

AJCC Certification Indicator #4: The AJCC is an on-ramp for skill development and attaining industry-recognized credentials that meet the needs of targeted regional sectors and pathways.

US DOL Characteristics of a High Quality AJCC

- A. Improve the skills of job seekers and worker customers. AJCCs offer access to education and training leading to industry-recognized credentials through the use of career pathways, apprenticeships, and other strategies that enable customers to compete successfully in today's global economy.
- B. Value skill development by assessing and improving each individual's basic, occupational, and employability skills.
- C. Balance traditional labor exchange services with strategic talent development within a regional economy.
- D. Create opportunities for individuals at all skill levels and levels of experience by providing customers as much timely, labor market, job-driven information, and choice as possible related to education and training, careers, and service delivery options while offering customers the opportunity to receive both skill-development and job placement services.

California State Plan Vision and Strategies

- A. Career Pathways: enabling progressive skills development through education and training programs, using multiple entry and exit points, so that each level of skills development corresponds with a labor market payoff for those being trained or educated and results in industry-recognized credentials.
- B. Earn and Learn: using training and education best practices that combine applied learning opportunities with material compensation while facilitating skills development in the context of actual labor market participation.
- C. Supportive Services: providing ancillary services like childcare, transportation, and counseling to facilitate program completion by those enrolled in training and education courses.
- D. AJCCs as an access point for programs providing "demand-driven skills attainment." From this perspective, AJCCs will be operated as an "on-ramp" or "gateway" to the "Regional Sector Pathways" programs either built out or identified through the regional planning process described above.
- E. AJCCs will continue to provide the full array of Career Services and function as labor exchanges. Still, there will be much greater emphasis on treating AJCCs as an access point for education and training services for those who want and need them.

AJCC Certification Indicators

- All AJCC staff (i.e., the staff of all colocated partners regardless of staff position or program) value both skill development and employment outcomes and know how they can promote and contribute to both.
- All AJCC staff knows the regional target sectors, can identify regional sector career pathways, and can understand what those mean in terms of providing services to customers.
- The AJCC has skill development and training opportunities for customers at all skill and experience levels.
- The AJCC has robust training services, and staff assists customers in accessing and enrolling in these services, including career pathways, integrated education and training, workforce preparation, work-based learning, and apprenticeship.
- AJCC staff are committed to and competent in helping customers navigate career pathways that result in industry-recognized credentials.
- The AJCC does not implement a “sequence of service requirement” for training and does not have cumbersome entry steps that prohibit easy access to education and training that leads to industry-recognized credentials.
- The AJCC ensures that supportive services are available to customers, as appropriate, to facilitate participation in training services.
- The AJCC strives to increase the number and percentage of all AJCC customers receiving skill development and training services, resulting in industry-recognized credentials.

AJCC Certification Indicator #4: The AJCC is an on-ramp for skill development and the attainment of industry-recognized credentials that meet the needs of targeted regional sectors and pathways.

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

The Operations Director stated that Career Center staff assess individual customer needs and attempt to co-enroll the customer in relevant partner programs to maximize their participation. Customers who indicate a need for training are immediately put on a training track, which includes assessment, labor market research, informational interviewing, and ETPL exploration with staff support. They provide supportive services with a \$1,000 cap per enrollment.

Training services are discussed during the orientation. Staff assist customers with completing assessments and researching the local labor market, including in-demand occupations. Staff assist in one-on-one sessions and also in their workshops, such as the "Labor Market Index" workshop.

The operations director stated that there are limited training options available for customers who wish to participate in local in-person training. While there are a variety of online training options, some customers are not comfortable working on a computer, and others lack access to the needed technology and/or internet connectivity. According to the Operations Director, there are a small amount of local training providers resulting in limited in-person occupational training offerings for individuals who either prefer in person instruction or have limited technology skills or access. Of the current limited in-person offerings only a few local training programs link directly to local jobs.

Labor market information (LMI) training is available to career center staff from both the WDB administrative team, and the EDD LMID analyst assigned to SLO. Training on regional and local priority sectors and career pathways is especially essential for newer staff. Increased knowledge of the local priority sectors and awareness of local education and training programs that lead to industry-recognized credentials will equip staff as they assist individuals in accessing training services.

AJCC Certification Indicators #5: The AJCC actively engages industry and labor and supports regional sector strategies through an integrated business service strategy that focuses on quality jobs.

US DOL Characteristics of a High Quality AJCC

- A. Design and implement practices that actively engage industry sectors and use economic and labor market information, sector strategies, career pathways, registered apprenticeships, and competency models to help drive skill-based initiatives.
- B. Develop, offer, and deliver quality business services that assist specific businesses and industry sectors in overcoming the challenges of recruiting, retaining, and developing talent for the regional economy.
- C. To support area employers and industry sectors most effectively, AJCC staff identify and clearly understand industry skill needs, identify appropriate strategies for assisting employers, and coordinate business services activities across AJCC partner programs, as appropriate.
- D. This includes incorporating an integrated and aligned business services strategy among AJCC partners to present a unified voice for the AJCC in its communications with employers.
- E. Additionally, AJCCs use the forthcoming performance measure(s) on effectiveness in serving employers to support continuous improvement of these services.

California State Plan Vision and Strategies

- A. Regional partnerships: building partnerships between industry leaders, workforce professionals, education and training providers, and economic development leaders to develop workforce and education policies that increase job quality and support regional economic growth.
- B. Sector strategies: aligning workforce and education programs with leading and emergent industry sectors' skills needs.
- C. Fostering demand-driven skills attainment: workforce and education programs must align program content with the state's industry sector needs to provide California's high road employers and businesses with the skilled workforce it needs to compete in the global economy.

AJCC Certification Indicators

- All AJCC staff have advanced knowledge of the regional economy, labor market conditions, business talent supply chains, and the needs of high-growth sectors and high road employers.
- The AJCC focuses on quality jobs by actively promoting targeted sector opportunities and high-demand occupations to all AJCC customers

- The AJCC promotes systems and partnerships that connect workers to high-quality jobs or entry-level work with clear routes to advancement.
- The AJCC has a defined strategy in place to regularly seek and capture employer advice in the design and delivery of demand-driven services for job seekers.
- The AJCC is an integral partner in the implementation of the Local Board's integrated business services strategy and seeks to minimize redundant employer contacts while maximizing access to system-wide, integrated business services.
- The AJCC offers a wide range of AJCC-based services for employers, including referral of qualified candidates, on-site recruitment, pre-employment testing, skill verification, and hiring and training subsidies.
- The AJCC consistently seeks feedback and satisfaction data from businesses on the delivery of business services and applies the learning for continuous improvement.

AJCC Certification Indicators #5: The AJCC actively engages industry and labor and supports regional sector strategies through an integrated business service strategy that focuses on quality jobs

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

Eckerd has two business services staff, a Business Services Manager and a Business Services Specialist, who provide business services to local employers.

The SLO Cal Careers Center provides recruiting, screening, and referral services. They also offer work experience, On-the-Job Trainings (OJT), and transitional jobs, as well as job fairs and recruitment events. The career center partners with employers to offer interviewing skills workshops and hosts employer HR spotlights, where employers share with job seekers about their hiring process. They have also engaged WDB members to partake in work experience and OJT placements so that they can be champions of the public workforce system and the Career Center in the community.

There is an established process for Career Coaches to refer clients to the Business Services Team for job placement. These activities are tracked in CalJOBS. The Business Services Team hosts Job Club for enrolled clients to support their career goals. Clients are encouraged to attend Labor Market Workshops to learn about growing industry sectors in SLO County. Eckerd provides work experience for other grant funded programs and WIOA Youth participants and OJTs for WIOA Adults and Dislocated Worker participants. People's Self-Help Housing, Five Cities Homeless Coalition, Atascadero Chamber of Commerce, and Smart and Final are some of their regular employer partners for work placements.

The Operations Director stated that an area for improvement is the collection of employer satisfaction data. She mentioned that they have a customer feedback form for employers, however they do not receive many responses. She stated that they have increased their business engagement by hosting recruitment events and by presenting at local HR-focused groups to outreach to employers. While they have received good feedback from work experience and OJT employers, they are not hearing from those who utilized less intensive services.

AJCC Certification Indicator #6: The AJCC has high-quality, well-informed, and cross-trained staffing.

US DOL Characteristics of a High Quality AJCC

- A. Train and equip AJCC staff in an ongoing learning process with the knowledge, skills, and motivation to provide superior service to job seekers, including those with disabilities and businesses, in an integrated, regionally focused framework of service delivery. AJCC staff are cross-trained, as appropriate, to increase staff capacity, expertise, and efficiency. Cross-training allows staff from differing programs to understand every program and to share their expertise about the needs of specific populations so that all staff can better serve all customers. AJCC staff are routinely trained and are keenly aware of how their particular function supports and contributes to the overall vision of the local board.
- B. Staff the center with highly trained career counselors, skilled in advising job seekers of their options, knowledgeable about local labor market dynamics, and aware of available services inside and outside the AJCC.

California State Plan Vision and Strategies

- A. Certification criteria will include an assessment of professional development and staff capacity building.

AJCC Certification Indicators

- The AJCC has regular staff meetings with all AJCC staff (i.e., the staff of all colocated partners regardless of program) to build relationships, provide updates on center activities, and discuss strategies for AJCC improvement.
- Partners have agreed to provide training to all AJCC staff on a regular basis.
- There is a capacity building and/or professional development plan for staff and partners.
- All AJCC staff has received training on the services of One-Stop partners, eligibility for those services, and the process for referring customers to partners.
- All AJCC staff has received training on how to use labor market information to help customers identify career pathways, develop in-demand skills and credentials, and find jobs.
- All AJCC staff has received training to effectively assist customers in registering with CalJOBS and match customers to available jobs.
- All AJCC staff has received training on serving individuals with barriers to employment, including customers with disabilities.
- All AJCC staff has received training on providing excellent customer service and customer-centered design.
- All AJCC staff has received training on sector strategies, career pathways, job quality, and high road training partnerships.

AJCC Certification Indicator #6: The AJCC has high-quality, well-informed, and cross-trained staffing.

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

As mentioned previously, Eckerd holds weekly staff meetings with the career center staff and every other week they have meetings with co-located partner staff. There is also a monthly job developer meeting that takes place with multiple community partners, and quarterly workforce partner meetings.

Staff turnover has been a challenge at the SLO Cal Careers Center. Most of the current staff members are new and have recently completed or are in the process of receiving training. As part of the onboarding process for newly hired staff, Eckerd cross-trains on partner services, however, this topic should be revisited regularly rather than only once at hire. Some Eckerd staff have gotten trained on serving justice-involved individuals, but not all. Additionally, staff could benefit from training on sector strategies, career pathways, and high-road training partnerships.

AJCC Certification Indicator #7: The AJCC achieves business results through data-driven continuous improvement.

US DOL Characteristics of a High Quality AJCC

- A. Use common performance indicators to ensure that federal investments in employment and training programs are evidence-based, labor market-driven, and accountable to participants and taxpayers. Center performance is transparent and accountable to the communities and regions served; data entry staff are trained and understand the importance of data validation, data collection processes, and the importance of accurate reporting.
- B. Develop and implement operational policies that reflect an integrated performance, communication, and case management system, and use technology to achieve integration and expanded service offerings.

California State Plan Vision and Strategies

- A. Certification criteria will include an assessment of the way the AJCC will use data for continuous improvement.

AJCC Certification Indicators

- The AJCC contributes to the achievement of WIOA performance indicators for all core program partners.
- The AJCC reports to the Local Board on an ongoing basis the number of customers served, the types of services provided, and the outcomes of those services.
- The AJCC operates in a cost-efficient manner, and the results justify the resources invested.
- The AJCC has a system in place to collect satisfaction data from individuals and employers using the AJCC's services.
- The AJCC has a system in place to capture and respond to specific customer feedback, complaints, and compliments.
- The AJCC regularly reviews and analyzes performance, customer satisfaction, and service data and develops specific plans for AJCC service improvements.
- The AJCC regularly identifies areas of needed technical assistance to improve business results and taps available resources to obtain needed assistance.

AJCC Certification Indicator #7: The AJCC achieves business results through data-driven continuous improvement.

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

Customers, employers, and partners can complete a satisfaction survey online. Eckerd staff include a link to the survey in their email signature line. Front desk staff also ask customers to complete the customer satisfaction survey, and enrolled clients are asked to respond quarterly. The SLO Cal Careers Center does not receive many completed surveys, despite these efforts. The surveys are shared with the SLO Cal Careers Team to recognize the positive comments provided by customers and clients. When negative surveys are submitted, a member of the Eckerd Leadership Team make an effort to contact the individual, if contact information is provided, to resolve any concerns or improve processes.

Eckerd tracks WIOA performance data and reports to the WDB quarterly on their numbers. The operations director stated that she regularly looks for areas where additional training and technical assistance is needed.

By signing below, the Local Board Chair attests to the **AJCC's Certification Indicator Assessment** and agrees to develop a continuous improvement plan with target dates with the AJCC.

Signature

Isiah Gomer

Name

Chair, Workforce Development Board of San Luis Obispo County

Title

**Workforce Development Board Executive Committee
ACTION ITEM
October 11, 2024**

AGENDA ITEM NUMBER: 4.2

ITEM: Review and Approve Executive Committee Meeting Schedule for Calendar Year 2025

ACTION REQUIRED:

It is requested that the Executive Committee of the Workforce Development Board (WDB) review the proposed 2025 meeting dates/times below.

SUMMARY NARRATIVE:

The Executive Committee will continue to meet on the second Wednesday of non-WDB months. Meetings will continue to be 2-hours in duration and will be held 8:30am-10:30am. Meeting location is anticipated to be at the Department of Social Services office at 3433 S. Higuera Street in San Luis Obispo. Meeting locations may be changed with adequate notice. All meeting agendas will have the confirmed meeting location included when posted to meet Brown Act requirements.

2025 meeting dates for the Executive Committee are outlined on the attached Item 4.2a

BUDGET/FINANCIAL IMPACT:

No current fiscal impact

STAFF COMMENTS:

The proposed schedule is recommended to ensure quorum and regular occurrence of Executive Committee meetings.



Workforce Development Board **2025** Executive Committee Meeting Schedule

January	July
8 – Executive Committee	9 - Executive Committee
March	September
12 – Executive Committee	10 – Executive Committee
April	October
9 - Executive Committee	8 – Executive Committee
June	December
11 – Executive Committee	10 – Executive Committee

- **Executive Committee:** meets on the 2nd Wednesday of non-WDB Meeting months at 8:30 AM (2 hrs).
Meeting Months: July, September, October, December, January, March, April & June
Location: Department of Social Services, 3433 S. Higuera Street, SLO

* Meetings may be cancelled and/or rescheduled due to holidays.

- The Chair may call special meetings at any time and any meeting may be cancelled or rescheduled by the Chair at any time. In such cases, all members and staff will be notified in advance.
- Any changes in location will be conveyed to the board members and staff in a timely manner.

UPDATED 10/04/2024

		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, data management, and fiscal management support. The DSS staff includes 1 WDB Director, 1 Program Manager, 1 program staff and .26FTE Fiscal/Accountant.	\$ 558,963	\$ 138,574.64	24.79%	\$ 420,388
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.	\$ 333,617	\$ 74,242	22.25%	\$ 259,375
Eckerd- WIOA Youth <i>WIOA Youth Employment and Training Services.</i>	WIOA Title I Youth services, staffing, operations and facility costs.	\$ 700,000	\$ 86,912	12.42%	\$ 613,088
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 and operations costs.	\$ 670,000	\$ 44,174	6.59%	\$ 625,826
Eckerd- WIOA Rapid Response <i>WIOA Business Services</i>	WIOA Rapid Response Services -Immediate Business Engagement Services for employers facing layoffs or closures.	\$ 80,000	\$ -	0.00%	\$ -
Regional Plan Implementation 5.0 (RPI 5.0)	Regional Plan Implementation - Staff Development to support implementation of the Regional Plan Framework for the South Central Coast Regional Planning Unit	\$ 14,500	\$ 355	100.42%	\$ (62)
High Road Construction Careers: Resilient Workforce Fund (HRCC:RWF) <i>Non-WIOA Special Grant</i>	High Road Construction Careers: Resilient Workforce Fund Program staff, Construction Trades' MC3 pre-apprenticeship training; direct services and participant costs.	\$ 424,690	\$ 16,424	11.98%	\$ 373,807
Prison to Employment (P2E) <i>Non-WIOA Special Grant</i>	Expanded career services to justice involved individuals	\$ 157,599	\$ 3,903	2.48%	\$ 153,696
Regional Equity and Recovery Partnerships (RERP) <i>Non-WIOA Special Grant</i>	Supporting alignment of job seekers with community college training; & graduates with placement in training-related employment	\$ 477,500	\$ -	0.00%	\$ 477,500

TOTAL:

\$ 3,416,869	\$ 364,583	10.67%	\$ 2,923,619
<i>Target thru</i>	<i>09/30/24</i>	<i>25.00%</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	\$ 9,292	\$ 15,708.28	\$ 1,324.65		\$ 7,967.07									
Subrecipient Contractor Audit/Monitorings (County Auditor)	\$ 9,000	\$ -	\$ 9,000.00												
Office Supplies/Printing/Publication & Legal Notices	\$ 1,800	\$ 12,000	\$ (10,199.75)	\$ 4,558.38	\$ 304.10	\$ 7,137.27									
Memberships (CWA; NAWDP; Chambers)	\$ 3,750	\$ 11,347	\$ (7,597.18)	\$ 3,042.00	\$ 8,305.18										
WDB Member Recognition	\$ 400	\$ -	\$ 400.00												
Total:	\$ 39,950	\$ 32,639	\$ 7,311.35	\$ 8,925.03	\$ 8,609.28	\$ 15,104.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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	\$ 21,741	\$ 68,450.22			\$ 21,740.78									
Career Center Utilities (phone/internet; gas; electric; & janitorial)	\$ 22,476	\$ 3,649	\$ 18,827.31			\$ 3,648.69									
Atascadero Chamber - WIOA Layoff Aversion Services Contract	\$ 100,000	\$ 13,589	\$ 86,411.41		\$ 7,028.52	\$ 6,560.07									
Apprenticeship Outreach & Career Fair	\$ 5,000	\$ -	\$ 5,000.00												
SLO Cal Careers Digital Outreach/Recruitment	\$ 20,000	\$ -	\$ 20,000.00												
WIOA Youth Technical Assistance Consultant Contract	\$ 25,000	\$ 2,625	\$ 22,375.00			\$ 2,625.00									
Mid State Fair - Career Fair	\$ 5,000	\$ -	\$ 5,000.00												
WIOA Youth Staff Development Training	\$ 16,000	\$ -	\$ 16,000.00												
Local Plan	\$ 10,000	\$ -	\$ 10,000.00												
		\$ -	\$ -												
		\$ -	\$ -												
		\$ -	\$ -												
Total:	\$ 293,667	\$ 41,603	\$ 252,063.94	\$ -	\$ 7,028.52	\$ 34,574.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

DSS Operating Expense Grand Total	\$ 333,617	\$ 74,241.71	\$ 259,375.29	\$ 8,925.03	\$ 15,637.80	\$ 49,678.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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*Salary and Benefits included on Summary Tab

Eckerd - WIOA Youth Services

Fiscal Year 2024-2025

Expenditures

IN AND OUT OF SCHOOL	Budget	YTD Actuals	Remaining	MONTHLY EXPENDITURES												
				July*	August*	July & Aug Invo September	Sept. Invoice October	Oct. Invoice November	Nov. Invoice December	Dec. Invoice January	Jan. Invoice February	Feb. Invoice March	Mar. Invoice April	May	June	
Salaries & Benefits	\$ 326,615.52	\$ 55,014	\$ 271,601.20			\$ 55,014.32										
Operations	\$ 54,357.61	\$ 3,769	\$ 50,588.69			\$ 3,768.92										
Participant Costs	\$ 237,680.00	\$ 17,472	\$ 220,207.84			\$ 17,472.16										
Indirect	\$ 81,346.87	\$ 10,656	\$ 70,690.64			\$ 10,656.23										
Total:	\$ 700,000.00	\$ 86,912	\$ 613,088.37	\$ -	\$ -	\$ 86,911.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*Work Experience (included in total)** **\$ 34,820.20**

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

Adult

	Budget	YTD Actuals	Remaining	MONTHLY EXPENDITURES															
				July	August	September	October	November	December	January	February	March	April	May	June	Final June			
					July Inv		Aug & Sep Inv		Oct Inv		Nov. Inv.		Dec. Inv		Jan. Inv		Feb. Inv		Mar. Inv
Salaries & Benefits	\$ 164,176.77	\$ 14,546.71	\$ 149,630.06		\$ 14,546.71														
Operations	\$ 30,547.12	\$ 741.72	\$ 29,805.40		\$ 741.72														
Participant Training (ITA/OJT)	\$ 142,800.00	\$ 13,495.00	\$ 129,305.00		\$ 13,495.00														
Participant Supportive Services	\$ 1,500.00	\$ -	\$ 1,500.00																
Other Participant Training Costs	\$ 540.00		\$ 540.00																
Indirect	\$ 30,436.11	\$ 2,155.67	\$ 28,280.44		\$ 2,155.67														
Total:	\$ 370,000.00	\$ 30,939.10	\$ 339,060.90	\$ -	\$ 30,939.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Dislocated Worker

	Budget	YTD Actuals	Remaining	MONTHLY EXPENDITURES															
				July	August	September	October	November	December	January	February	March	April	May	June	Final June			
					July Inv		Aug & Sep Inv		Oct Inv		Nov. Inv.		Dec. Inv		Jan. Inv		Feb. Inv		Mar. Inv
Salaries & Benefits	\$ 166,853.62	\$ 11,248.78	\$ 155,604.84		\$ 11,248.78														
Operations	\$ 29,623.12	\$ 350.43	\$ 29,272.69		\$ 350.43														
Participant Training (ITA/OJT)	\$ 70,800.00	\$ -	\$ 70,800.00																
Participant Supportive Services	\$ 1,500.00	\$ -	\$ 1,500.00																
Other Participant Training Costs	\$ 540.00		\$ 540.00																
Indirect	\$ 30,683.26	\$ 1,635.49	\$ 29,047.77		\$ 1,635.49														
Total:	\$ 300,000.00	\$ 13,234.70	\$ 286,765.30	\$ -	\$ 13,234.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL AJCC - One Stop	Budget	YTD Actuals	Remaining																	
Adult	\$ 370,000.00	\$ 30,939.10	\$ 339,060.90	\$	-	\$ 30,939.10	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dislocated Worker	\$ 300,000.00	\$ 13,234.70	\$ 286,765.30	\$	-	\$ 13,234.70	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 670,000.00	\$ 44,173.80	\$ 625,826.20	\$	-	\$ 44,173.80	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Regional Plan Implementation 5.0 (RPI 5.0)

Fiscal Year 2024-2025

				MONTHLY EXPENDITURES													
	Budget	FY 23/24	YTD Actuals	Remaining	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	\$ 354.90	\$ (61.57)		\$ 184.83	\$ 170.07										
Total:	\$ 14,500.00	\$ 14,206.67	\$ 354.90	\$ (61.57)	\$ -	\$ 184.83	\$ 170.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

	Budget	FY 23/24	YTD Actuals	Remaining	MONTHLY EXPENDITURES												
					July	August	September	October	November	December	January	February	March	April	May	June	
					July Invoice	Aug Invoice	Sept Invoice	Oct Invoice	Nov Invoice	Dec Invoice	Jan Invoice	Feb Invoice	March Invoice	April Invoice	May Invoice	June Invoice	
Eckerd - Salaries & Benefits	\$ 163,821.00	\$ 17,188.83	\$ 7,441	\$ 139,191.04		\$ 3,502.97	\$ 3,938.16										
Eckerd Contract - Participant Costs	\$ 238,589.00	\$ 14,638.25	\$ 7,971	\$ 215,979.98		\$ 7,970.77											
Eckerd - Indirect Costs	\$ 22,280.00	\$ 2,632.47	\$ 1,012	\$ 18,635.54		\$ 476.40	\$ 535.59										
Grant Total:	\$ 424,690.00	\$ 34,459.55	\$ 16,424	\$ 373,806.56	\$ -	\$ 11,950.14	\$ 4,473.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WDB Staff Salaries & Benefits	\$ 17,373.00	\$ 4,217.87	\$ 5,582	\$ 7,572.68	\$ 1,214.79	\$ 2,127.47	\$ 2,240.19										
TOTAL HRCC:RWF	Budget	FY 23/24	YTD Actuals	Remaining	July	August	September	October	November	December	January	February	March	April	May	June	
Eckerd Contract	\$ 424,690.00	\$ 34,459.55	\$ 16,423.89	\$ 373,806.56	\$ -	\$ 11,950.14	\$ 4,473.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WDB Staff Salaries & Benefits	\$ 17,373.00	\$ 4,217.87	\$ 5,582.45	\$ 7,572.68	\$ 1,214.79	\$ 2,127.47	\$ 2,240.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 442,063.00	\$ 38,677.42	\$ 22,006.34	\$ 381,379.24	\$ 1,214.79	\$ 14,077.61	\$ 6,713.94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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		MONTHLY EXPENDITURES												
		Actuals	Remaining	July Invoice	Aug Invoice	Sept Invoice	Oct Invoice	Nov Invoice	Dec Invoice	Jan Invoice	Feb Invoice	March Invoice	April Invoice	May Invoice	June Invoice	
			July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Final June	
Personnel Costs	\$ 50,514.00	\$ 3,399.41	\$ 47,114.59		953.25	2446.16										
Operations	\$ 7,731.00	\$ 21.06	\$ 7,709.94			21.06										
Participant Costs	\$ 81,923.00	\$ -	\$ 81,923.00													
Indirect Costs	\$ 17,431.00	\$ 482.29	\$ 16,948.71		134.41	347.88										
Total:	\$ 157,599.00	\$ 3,902.76	\$ 153,696.24	\$ -	\$ 1,087.66	\$ 2,815.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

WIOA Rapid Response

Direct Services Contract with Eckerd

			MONTHLY EXPENDITURES													
			July Invoice	Aug Invoice	Sept Invoice	Oct Invoice	Nov Invoice	Dec Invoice	Jan Invoice	Feb Invoice	March Invoice	April Invoice	May Invoice	June Invoice		
	Budget	YTD Actuals	Remaining	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Final June
Personnel Costs	\$ 66,501.94	\$ -	\$ 66,501.94													
Operations	\$ 3,612.00	\$ -	\$ 3,612.00													
Indirect Costs	\$ 9,886.06	\$ -	\$ 9,886.06													
Total:	\$ 80,000.00	\$ -	\$ 80,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Regional Equity and Recovery Partnerships (RERP)
 Non-WIOA Special Grant

*DRAFT BUDGET	Budget	YTD Actuals	Remaining	MONTHLY EXPENDITURES												
				July	August	September	October	November	December	January	February	March	April	May	June	
WDB Staff Salaries & Benefits	\$ 47,704.00	\$ -	\$ 47,704.00													
Digital Literacy Training	\$ 50,000.00	\$ -	\$ 50,000.00													
Eckerd -Direct Services Contra	\$ 379,796.00	\$ -	\$ 379,796.00													
	\$ -	\$ -	\$ -													
Total:	\$ 477,500.00	\$ -	\$ 477,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Rapid Response

PROGRAM YEAR 2024-2025

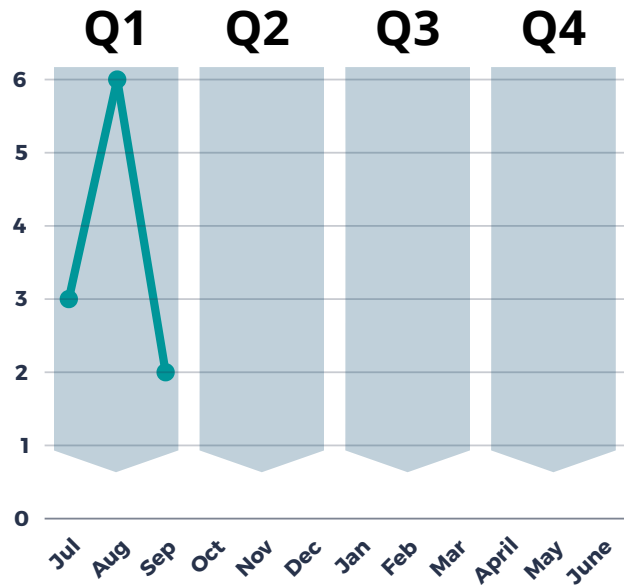


PROGRAM YEAR 2024-2025 RAPID RESPONSE SUMMARY

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.



6K

Unemployed civilians in San Luis Obispo County in August 2024

4.4%

Latest Unemployment Rate in San Luis Obispo County

#7

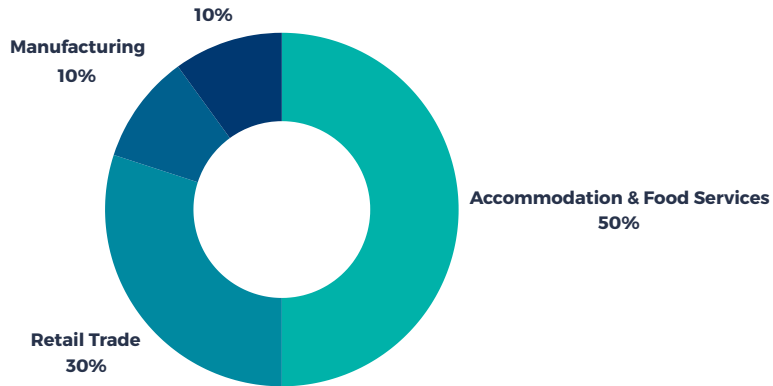
San Luis Obispo County current rank for lowest unemployment rate in CA

Rapid Response

PROGRAM YEAR 2024-2025

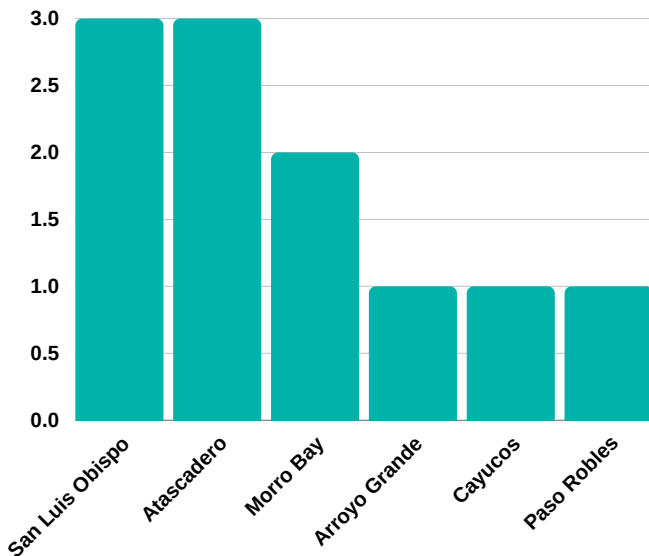


Administrative & Support & Waste Management & Remediation



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