

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

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WORKFORCE DEVELOPMENT BOARD MEETING AGENDA

Date: Thursday, February 2, 2023

Time: 8:00 AM – 10:00 AM

Location: 3350 Education Drive, San Luis Obispo, CA 93405

MEMBERS:

Isiah Gomer

Chair

Paso Robles Waste & Recycle

William Hills

Vice-Chair

United Staffing Associates, LLC

David Baldwin

Pipe Trades Local 403

Dr. James J. Brescia

SLO County Office of Education

Josh Cross

Atascadero Chamber of Commerce

Melissa James

REACH

Verena Latona-Tahlman

Tahlman

Cannon Corporation

Tricia Lubin

Lucia Mar Adul Education

Justin McIntire

Department of Rehabilitation

Veronica Orozco

Employment Development Department

Angela Rayfield

Rantec Power Systems

Ronald Reilly

Garing, Taylor & Associates, Inc.

Mark Simonin

Local IBEW 639

Michael Sloan

CommonSpirit Health

Ryan Stanley

Operating Engineers Local 12

Dr. Jill Stearns

Cuesta College

Angela Toomey

Morris & Garritano Insurance

Patrick Woolpert

Compass Health, Inc.

1. **Call to Order and Introductions** *Gomer*
2. **Public Comment**
3. **Consent Items:** *Gomer*
 - 3.1 Approve the November 3, 2022 Minutes
4. **Action Items:** *Dawn Boulanger*
 - 4.1 Review and Approve Updates to Local Workforce Development Board Bylaws to Reflect Changes to Sub-Committee Structure
 - 4.2 Review and Approve an Increase to the Family Self-Sufficiency Threshold for WIOA Training Services
 - 4.3 Review and Approve the 2023 WDB Meeting Schedule
5. **Discussion Items:**
 - 5.1 Receive Quarter 2 Eckerd AJCC WIOA Contract Performance Report *Diana Marin*
 - 5.2 Receive Quarter 2 SLOCOE WIOA Youth Contract Performance Report *Diana Marin*
 - 5.3 Discuss WDB Member Participation in Ad-Hoc Committees *Dawn Boulanger*
6. **Reports:**
 - a.) Executive Committee and Chairperson Report *Gomer*
 - b.) Services Addressing Barriers to Employment *Dawn Boulanger*
 - c.) Board Member Workforce Development Updates *All*
7. **Administrative Entity Update:**
 - 7.1 Receive and Review Fiscal Update *Dawn Boulanger*
 - 7.2 Receive and Review Rapid Response Update *Diana Marin*
8. **Next Meeting:** May 4, 2023
 Location: 3350 Education Drive, San Luis Obispo, CA 93405
9. **Adjournment** *Gomer*

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

WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Date: Thursday, November 3, 2022
Time: 8:00 a.m.
Location: County Office of Education, 3350 Education Drive, San Luis Obispo

Present: Isiah Gomer, William Hills, David Baldwin, Josh Cross, Justin McIntire, Veronica Orozco, Tricia Lubin, Patrick Woolpert, Dr. Jill Sterns, Angela Toomey, Ryan Stanley, Verena Latona-Tahlman, Ronald Reilly
Absent: Melissa James, Mark Simonin, Dr. James Brescia
Guests: Daniel Tatick, Christina Kuhn, Traci Bradbury, Cassandra DeSpain, Paul Piette, Jennifer Clayton, Laura Fields, Mia Trevelyan, Tressa Dorsey, Celina Shands, Jennifer Campos
Staff: Dawn Boulanger, Diana Marin, Eddie Hernandez

1. Call to Order and Introductions:

Chairperson Isiah Gomer called the meeting to order at 8:09 a.m. **Quorum reached.**

2. Public Comment:

Chair Gomer: No public comment.

3. Presentations:

3.2 Workforce Development Board Strategic Plan Update

Tressa Dorsey (guest) presented the item, which is available as part of the agenda.

3.1 Full Capacity Marketing Digital Outreach Campaign Update

Celina Shands (guest) presented the item, which is available as an addendum to the agenda.

4. Consent Items:

4.1 Approved the August 4, 2022, Minutes:

The Board approves consent items 4.1 in a single motion

Motion: Dr. Jill Sterns

Second: Justin McIntire

Motion Passed Unanimously

5. Discussion Items:

5.1 Received Quarter 1 Eckerd AJCC Contract Performance Report

Diana Marin (WDB Staff) discussed and updated the WDB on the positive increase in foot traffic at the America's Job Center of California (AJCC) and an increase in the number of enrollments in quarter 1. Ms. Marin also mentioned the AJCC is slightly under the projected goal for this time of the year.

Dawn Boulanger (WDB Staff) explained how the AJCC meets the participant training expenditure requirement for the Adult and Dislocated Worker programs. Ms. Boulanger also explained how Leveraged funds ultimately assist with offsetting expenses.

Diana Marin stated that there have been six Individual Training Agreements (ITA's) and one On-the-Job Training (OJT) contract. She also mentioned that outreach had been a major focus in Q1 to ensure that they connected with as many agencies as possible to inform job seekers about the services available to the community. Ms. Marin also discussed how the AJCC Workforce Development Specialist consistently participates in Chamber events throughout SLO County, Job Developer meetings, the Employer Advisory Council, and the Human Resource Association of the Central Coast meetings to learn how the AJCC can support local businesses.

5.2 Quarter 1 SLOCOE Youth Contract Performance Report

Diana Marin (WDB Staff) discussed how San Luis Obispo County Office of Education (SLOCOE) WIOA Youth staff is actively engaged with potential youth participants at Juvenile Hall, Grizzly Youth Academy, and Community Schools. SLOCOE Staff anticipates several of the potential youth participants that they have engaged with will qualify for WIOA Youth program services and will continue to engage with them. Ms. Marin informed the WDB that the SLOCOE WIOA Youth program has partnered with the Boys & Girls Clubs, YMCA, and other community partners in hopes to increase referrals and enrollments.

6. Reports:

a.) Executive Committee and Chairperson Report

Chairperson Gomer reported that the Executive Committee met on October 12, 2022. At that meeting, the committee approved the appointment of Michael Sloan to WDB and reviewed and approved the Annual Budget Plan for PY 2022-2023. Chairperson Gomer stated that the next Executive Committee meeting is scheduled for December 14, 2022, at 8:00 AM

b.) Business Council Report

Verena Latona-Tahlman (member) reported that since the last report, the Business Council met once on August 18th. At that meeting, the Council reviewed the finalized Council goals for the 2022-23 program year. An update was given by Kelly Blackburn on the Workforce Development Employer Training Series. Lastly, Diana Marin provided council members with Labor Market Information about the WDB's Priority Industry Clusters. Ms. Latona-Tahlman stated that the next meeting is scheduled to take place on Thursday, December 15th.

c.) WIOA Services Addressing Barriers to Employment

Dawn Boulanger (staff) provided an update on WIOA Services Addressing Barriers to Employment. Ms. Boulanger reported on several special population grants including: the High Road Construction Careers (HRCC): SB-1 MC3 Pre-Apprenticeship Training Grant, HRCC; the CA Climate Investments (CCI) Grant; a Regional Plan Implementation (RPI) 4.0 Grant; the Division of Apprenticeship Standards (DAS) – Apprenticeship Expansion, Equity and Innovation Grant for PY 2021-25; and the Regional Equity and Recovery Partnerships Grant. Ms. Boulanger also reported that an application has been submitted in August of 2022 to renew the Prison to Employment Grant funding currently received as a regional grant with SLO and Santa Barbara Counties to serve justice-involved individuals. Lastly, Ms. Boulanger informed the WDB that both service providers, Eckerd and SLOCOE have applied for the Breaking Barriers Grant funding to address the underemployed populations (Eckerd) and to expand youth career services in SLO County (SLOCOE). The goal of this grant funding is to obtain additional funds outside WIOA and assist more participants.

d.) Board Member Workforce Development Updates

Chairperson Gomer opened the floor for discussion:

David Baldwin informed the WDB of an event going to be held on November 18, 2023, in conjunction with National Apprenticeship Week at IBEW. The event will be similar to a career fair but will be featuring the building trades and other apprenticeship programs in the area. Mr. Baldwin also discussed that a panel composed of individuals will be on-site to answer any questions the public may have regarding apprenticeships.

7. Administrative Entity Update:

7.1 Receive and Review Fiscal Budget Update

Dawn Boulanger (staff) presented the item, which is available as an addendum to the agenda.

7.2 Receive and Review Rapid Response Update

Diana Marin (staff) presented the item, which is available as part of the agenda.

10. Next Meeting:

February 2, 2023

8:00 – 10:00 AM

Location: County Office of Education, 3350 Education Drive, San Luis Obispo

11. Adjournment:

Chair Gomer: adjourned the meeting at 10:00 A.M.

I, Eddie Hernandez, Clerk of the Workforce Development Board of San Luis Obispo, do hereby certify that the foregoing is a fair statement of the proceedings of the meeting held on Thursday, November 3, 2022, by the Workforce Development Board of San Luis Obispo County.

Eddie Hernandez, WDB Program Review Specialist

Dated: January 27, 2023

**Workforce Development Board
ACTION ITEM
February 02, 2023**

AGENDA ITEM NO: 4.1

SUBJECT: Review and Approve Updates to Local Workforce Development Board Bylaws to Reflect Changes to Sub-Committee Structure

ACTION REQUIRED: It is requested that the Workforce Development Board (WDB) review and approve updates to the bylaws of the WDB to reflect the sunseting of the Business Council and reflect the current subcommittee structure.

SUMMARY NARRATIVE

The Administrative Entity is recommending updates to the Workforce Development Board (WDB) bylaws to reflect the sunseting of the Business Council subcommittee of the WDB.

Upon approval of the bylaws by the WDB and the Board of Supervisors, the remaining committee will be as follows:

- Executive

Committees are not mandated under WIOA; however, the WDB previously expressed interest in retaining a committee to focus on the workforce needs of local employers. Due to continued difficulty with recruiting business members and meeting quorum in the Business Council, and after discussion with the Board Chair and Vice-Chair, the decision has been made to sunset the Business Council. As part of the planning to cease the meeting of the Council, and to better align WDB work with the recently established strategic plan, the work previously addressed by the committee will be worked on by specific task force groups and ad-hoc committees. The intent is that Committee members will continue to join the specific task force or ad -hoc group that best aligns with their work, industry, or interest to better address the local business workforce needs. The identified task force or ad hoc committees will serve on a short-term basis, as needed, to further the attainment of the WDB's mission.

County Counsel was provided a copy of all changes. Any necessary changes from County Counsel for legal form and effect will be incorporated as needed prior to submission to the Board of Supervisors (BOS) for final approval of the amended bylaws.

Below is a summary of the updates to the bylaws:

Article IV; Committees

Standing Committees – this section was amended from stating the WDB shall have two (2) standing committees to now stating the WDB shall have one (1) standing committee: the Executive Committee.

Business Council – this section was removed.

**Workforce Development Board
ACTION ITEM
February 02, 2023**

Task Forces and Ad Hoc Committees – this section was amended from stating The WDB Chairperson, with the consent of the WDB, shall *also be able to* create and appoint task forces or ad hoc committees... to now stating the WDB Chairperson, with the consent of the WDB, *shall* create and appoint task forces or ad hoc committees ...

The amended bylaws are included as attachment 4.1a

BUDGET/FINANCIAL IMPACT

No current fiscal impact.

STAFF COMMENTS

Upon approval, the amended bylaws (attachment 4.1a) will be submitted to the County Board of Supervisors for approval, anticipated February 2023.

**WORKFORCE DEVELOPMENT BOARD
OF SAN LUIS OBISPO COUNTY**

BYLAWS

These Bylaws are hereby created by the Workforce Development Board of San Luis Obispo County.

ARTICLE I

Background, Name and Definitions

- 1.1 **Statutory Authority:** The State of California, pursuant to the Workforce Innovation and Opportunity Act of 2014 ("the Act") has designated the county of San Luis Obispo and the cities within the county of San Luis Obispo as a local area for the system building and delivery of workforce development programs at the local level, and provides funding thereto. Federal and state rules and regulations, promulgated pursuant to the Act, provide for program activities and require that Chairperson of the San Luis Obispo County Board of Supervisors, as Chief Local Elected Official ("CLEO") for the WIOA, to appoint a local Workforce Development Board ("WDB").
- 1.2 **Name:** The name of the local workforce development board created by the San Luis Obispo County Board of Supervisors (BOS) is the Workforce Development Board of San Luis Obispo County ("WDB").
- 1.3 **Board:** The term "Board" or "Board of Directors," as used herein, refers to the local Workforce Development Board of San Luis Obispo County.
- 1.4 **Member:** The term "Member," as used herein, refers to voting members of the Board, duly appointed by the County of San Luis Obispo Board of Supervisors.

ARTICLE II

Purpose and Function

- 2.1 **Status:** The WDB is an unincorporated association created pursuant to the Act to act as an advisory body to the chief elected official of the Local Area.
- 2.2 **Mission:** The WDB is a demand driven organization appointed by the County Board of Supervisors to create and maintain an attractive workforce system with a growing employment market and an appropriately skilled workforce that results in healthy and prosperous economic development for our community.
- 2.3 **Purpose:** The WDB is and shall exercise the powers and responsibilities of the LWDB as defined by the Act.

- a. **Local Plan:** local board, in partnership with the chief local elected official (County Board of Supervisors) shall develop and submit a local plan to the Governor that meets the requirements outlined in Section 108.
- b. **Regional Plan:** local board, in partnership with the chief local elected official, as part of the South Central Coast regional planning unit, shall develop and submit a regional plan to the Governor that meets the requirements outlined in Section 106.
- c. **Negotiation of Local Performance Accountability:** local board, the chief elected official, and the Governor shall negotiate and reach agreement on local performance accountability measures.
- d. **Budget and Administration:**
 - Develop a budget for the activities of the local board, with approval of the chief elected official, consistent with local plan.
 - Assist in administration of grant funds.
 - Negotiate with chief elected official and required partners on the methods for funding the infrastructure costs of one-stop centers.
- e. **Workforce Research and Regional Labor Market Analysis:** In order to assist in the development and implementation of the local plan, the local board shall:
 - Carry out analyses of the economic conditions in the region.
 - Assist Governor with developing statewide LMI system specifically in the collection, analysis and utilization of workforce and labor market information for the region.
 - Conduct such other research data collection, and analysis related to the workforce needs of the regional economy that the board deems necessary.
- f. **Convening, Brokering, and Leveraging:** local board shall convene local workforce development system stakeholders to assist in the development of the regional and local plan and in carrying out its other functions to leverage support for workforce development activities.
- g. **Employer Engagement:** local board shall lead efforts to engage with a diverse range of employers and with entities in the region:
 - Promote business representation on the board.
 - Develop linkages with employers.
 - Ensure activities meet needs of employers.
 - Develop and implement proven and promising strategies to meet employment and skill needs of employers and workers.
- h. **Program Oversight:**
 - Conduct oversight of local youth, employment and training and adult workforce investment activities.
 - Ensure appropriate use and management of funds.

- i. **Selection of Operators and Providers:** local board, in compliance with applicable procurement policies shall:
 - Select one-stop operators, subject to the approval of the BOS.
 - Select youth providers, subject to the approval of the BOS.
 - Identify eligible providers of training services in compliance with WIOA sec. 122.
 - Identify eligible providers of career services, if one-stop operator does not provide such services.
 - Certify one-stop centers.

- j. **Career Pathways Development:** local board, with representatives of secondary and post-secondary education programs, shall lead efforts in the local area to develop and implement career pathways by aligning the employment, training, education and supportive services need by adults and youth, particularly individuals with barriers to employment.

- k. **Proven and Promising Practices:**
 - Identify and promote proven and promising strategies for meeting needs of employers and job seekers.
 - Identify and disseminate information on proven and promising practices.

- l. **Technology:** Enhance accessibility and effectiveness of services by:
 - Facilitating connections among the intake and case management information systems.
 - Facilitating access to services including in remote areas.
 - Identifying strategies for better meeting needs of persons with barriers to employment.
 - Leveraging resources for services for individuals with barriers to employment.

- m. **Coordination with education providers:**
 - Coordinate activities with education and training providers.
 - Review the applications to provide adult educational and literacy activities under title II for consistency with local plans.
 - Replicate cooperative agreements to enhance provision of services to individuals with disabilities and others.

- n. **Accessibility for individuals with Disabilities:** The local board shall annually assess the physical and programmatic accessibility in accordance with the provision of the American with Disabilities Act of 1990 of all one-stop centers in the local area.

- o. To perform other duties as assigned by the Workforce Innovation and Opportunity Act, successor legislation or amendments thereto, by the Federal Congress, State of California or the Board of Supervisors.

ARTICLE III
Board of Directors

3.1 Composition: Each Member of WDB shall be a natural person of majority age and resident of or have his or her place of employment or business in San Luis Obispo County. Selection of Board Members shall conform to all requirements of the WIOA, any revisions and/or amendments of the Act and any state law establishing requirements for Board composition, with a minimum of nineteen (19) required members. The local WDB shall be composed of twenty-one (21) members, including, but not limited to:

- **Business Representatives:**

The majority of the membership of the Board of Directors, eleven (11) members, must be representatives of business in the local area and meet the following requirements:

- Be an owner, chief executive officer, chief operating officer, or other individual with optimum policy-making or hiring authority; and
- Provide employment opportunities in in-demand industry sectors or occupations, as defined by WIOA.
- At a minimum, two (2) members must represent small business as defined by the U.S. Small Business Administration.

- **Education and Training Representatives:**

At least one (1) representative of eligible providers administering adult education and literacy activities under WIOA title II and at least one (1) representative of institutions of higher education providing workforce investment activities, including community colleges. A single individual may represent multiple entities.

- **Workforce Representatives:**

Not less than 20%, or five (5) of the members shall be representatives of the workforce in the local area who include:

- A minimum of two (2) representatives of labor organizations. Should labor organizations not exist, representatives must be selected from other employee representatives.
- A minimum of one (1) representative of a joint labor-management or union affiliated, registered apprenticeship program. If no union affiliated registered programs exist, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists.
- At least fifteen percent (15%) of the Board shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. If this occurs, then at least ten percent (10%) of the Board shall be representatives of labor organizations.
- The remaining Workforce Representative members may include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including veterans, individuals with disabilities; and/or representatives of organizations that have demonstrated experience and expertise in addressing the employment, training or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

- **Governmental, Economic and Community Development Representatives:**
At least one (1) representative from each of the following entities:
 - Economic and community development entities.
 - State Employment Service office under the Wagner-Peyser Act (29 U.S.C. 49 *et. seq.*) serving the local area.
 - Programs carried out under Title I of the Rehabilitation Act of 1973, other than sec. 112 or part C of that title.
 - Other appropriate individuals may be appointed as determined by the chief local elected official.

A single individual, when qualified to do so, may be allowed to represent multiple entities. Members who represent organizations, agencies or other entities must be individuals with optimum policy making authority within the entities they represent. Changes to the initial structure shall maintain a majority business representation. Addition or replacement of members shall be accomplished in the same manner as the original appointment.

- 3.2 **Number and Term of Office:** The Board of Directors shall consist of a majority business representatives. WDB members shall serve for fixed and staggered terms. Half of the WDB members' terms shall begin upon appointment of a given year. The second half of the WDB members shall have terms beginning in the year following the appointment of the first half of the members. All appointments and reappointments to the WDB shall be effective from the July 1st immediately preceding the appointment date and shall expire on the June 30th four years later.
- 3.3 **Resignations:** Any WDB member may resign by submitting written notice to the WDB Chairperson or Secretary. Such resignation shall take effect on the date of receipt of such notice or any later time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Any Member shall be deemed to have offered his or her resignation if: (1) the organization he or she represents no longer represents one of the groups specified in Section 2.1; (2) He or she ceases to represent the group for whom that Member was elected as a representative; (3) there is a change of the employment or status of a Member that substantially alters the Member's qualifications considered in making their initial appointment; or (4) the Member is absent from a significant number of meetings of the Board of Directors.
- 3.4 **Appointments.** All Members are appointed by the County Board of Supervisors, upon the recommendation of the WDB, arrived at in compliance with the Act and any other rules and regulations promulgated there under. Members appointed to fill a vacancy shall serve the remaining unexpired term of the Member whose position was vacated and shall thereafter be eligible to serve an additional term upon re-appointment.
- 3.5 **Removal:** Any Member may be removed by the majority of Members then in office with or without cause. A Member who is so removed shall not be granted any rights to a hearing or the right to appeal the removal.

- 3.6 **Officers:** The presiding officers of the WDB shall be called Chairperson and Vice Chairperson and shall have two year terms of office beginning July 1st and ending on June 30th, two years later.
- 3.7 **Place of Meeting:** Meetings of the Board of Directors may be held at such place within the County of San Luis Obispo as the Board of Directors may from time to time appoint, or as may be designated in the notice of the meeting.
- 3.8 **Conduct of Meeting:** The Chairperson shall preside over all WDB Board of Directors meetings. In the absence of the Chairperson, the elected Vice Chairperson shall serve as the presiding officer. In the absence of both the Chairperson and Vice Chairperson, the WDB shall, at the beginning of its meeting, designate by majority vote, a Chairperson Pro-Tem to serve as presiding officer of that meeting. A staff person, if any or other designee of the WDB shall serve as Secretary of the WDB and shall be an ex-officio non-voting party to all meetings of the WDB. The Chairperson and the WDB designee shall have the responsibility of preparing the agenda for WDB meetings and the management or business of the WDB. All meetings of the WDB shall be called and conducted in conformity with provisions of the Ralph M. Brown Act of the State of California (the "Brown Act") (CA Government Code §54950, *et seq.*), as amended. Any conflict between these Bylaws and the Brown Act shall be resolved in favor of the latter.
- 3.9 **Annual Meeting; Election of Officers:** The WDB shall elect, by a majority vote from its membership, its Chairperson and Vice Chairperson. Election shall occur prior to June 30th of each two-year office. The WDB Chairperson and Vice Chairperson shall be from its business representatives, and they may succeed themselves if so re-elected.
- 3.10 **Regular Meetings:** The WDB shall meet four (4) times annually on a calendar basis, unless a majority of the Board of Directors decides to meet at a greater or lesser frequency due to other demands during the calendar year. Regular meetings of the Board of Directors shall be held at such time and place as shall be designated from time to time by resolution of the Board of Directors. At such meetings, the Members shall transact such business as may properly be brought before the meeting. An agenda for a regular meeting must be posted 72 hours in advance in a location freely accessible to members of the public, and shall state the meeting time and place and contain a brief description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.
- 3.11 **Special Meetings:** Special meetings of the WDB may be called by the WDB Chairperson or by a simple majority of WDB members. Special meetings and notice thereof shall be conducted in accordance with the Brown Act.
- 3.12 **Quorum and Manner of Acting:** A quorum to conduct business of the regular WDB shall be a simple majority of the WDB membership, excluding vacancies. Members may conduct business and vote on agenda items when a quorum is present. A meeting at which

a quorum is initially established may not continue to transact business if the quorum is not maintained due to the withdrawal or departure of members.

A quorum may be established by the attendance of a majority of the WDB membership either in person or by teleconference. If teleconferencing, there is a requirement that a majority of WDB members be in the jurisdiction of the agency. Such telephonic participation must comply with the applicable provisions of the Brown Act.

When less than a quorum of the WDB appears at a noticed meeting, the WDB may continue to meet for discussion purposes.

Each Member of the WDB shall have one (1) vote. Action may be taken by a simple majority of those present and voting, providing that a quorum is attained. Proxy voting is prohibited at meetings of the WDB or its committees.

A meeting may be adjourned, in accordance with the Brown Act, to a time and place specified in the order of adjournment.

The WDB in all its actions and meetings shall be governed by Roberts Rules of Order, Newly Revised, in all cases to which they are applicable and to the extent in which they are not inconsistent with, or in conflict, these Bylaws.

- 3.13 **Compensation:** The Board of Directors shall not be compensated for their services as such. Refreshments, meals and reimbursement for travel expenses shall not constitute compensation.
- 3.14 **Attendance:** Unless otherwise excused, all Members shall be required to attend a minimum of three quarters (75%) of all Board of Directors meetings and a minimum of three quarters (75%) of all committee meetings to which the Member is assigned during the course of a full fiscal year to maintain Membership in good standing. Failure to comply with this attendance provision can result in removal from the Board of Directors.
- 3.15 **Powers; Liability Insurance:** The Board of Directors shall have full power to establish and direct the policies governing the business and affairs of the WDB; and all powers of the WDB, except those specifically reserved or granted by statute or by these by-laws or other governing documents, are hereby granted to and vested in the Board of Directors. The County of San Luis Obispo provides general liability coverage for the WDB and its members for acts and/or omissions arising out of membership on the WDB.

ARTICLE IV Committees

- 4.1 **Committee Formation:** The WDB Chairperson, with the approval of the WDB, shall create committees of the WDB. The WDB Chairperson shall appoint committee chairpersons from the WDB membership.

- 4.2 **Committee Membership:** Executive Committee members, shall be appointed by the WDB Chairperson. Committees shall include non-WDB members when required, with relevant knowledge and experience, and as deemed appropriate by the WDB Chairperson with the approval of the WDB.
- 4.3 **Committee Meetings:** Notice and conduct of meetings of all WDB Committees are subject to the Brown Act, with the exception of any advisory committee, task force, or ad hoc committee created under subsection 4.9 hereto which has neither a continuing subject matter jurisdiction nor a fixed meeting schedule.
- 4.4 **Committee Action:** Action may be taken by a WDB committee by a simple majority of those present and voting. All actions of a WDB committee shall be advisory to the full WDB.

When appropriate, the WDB may empower a committee to take action on behalf of the WDB for a specific purpose or purposes if at least a two thirds (2/3) majority of a quorum of the WDB vote to approve the empowering of a committee to take such action. Members who are not on such a committee may attend and vote on any delegated action item. WDB committees empowered to take action on behalf of the WDB shall have a quorum requirement of fifty percent (50%), plus one (1), of the authorized Committee members.

- 4.5 **Standing Committees:** The WDB shall have one (1) standing committee: the Executive Committee.
- 4.6 **Executive Committee:** The Executive Committee shall have and may exercise all of the powers and responsibilities of the full WDB when the WDB is not in session, and shall meet at such time as the Chairperson shall prescribe. The Executive Committee shall review funding, budgets and service outcomes, and recommend actions for the accountability of the WDB expenditures of funds for the Local Workforce Development Activities in San Luis Obispo county. All actions of the Executive Committee shall be reported at the next regularly scheduled meeting of the WDB. The Executive Committee shall consist of the WDB Chairperson, Vice Chairperson, and five (5) additional WDB Members, at least three (3) of which must be from the business sector representatives. The term of membership on the Executive Committee shall be the same as the chairmanship of the appointing Chairperson.
- 4.7 **Task Forces and Ad Hoc Committees:** The WDB Chairperson, with the consent of the WDB, shall create and appoint task forces or ad hoc committees, which shall serve on a short term basis, as needed, to further the attainment of the organization's mission.

ARTICLE V

Staffing and Support

- 5.1 **Offices**: The WDB and Administrative Entity share material support necessary for both to properly discharge their responsibilities under the Workforce Innovation and Opportunity Act and other relevant federal and state legislation.
- 5.2 **Support Staff**: Administrative Entity shall provide support staff to the WDB to assist the WDB in discharging its obligations under the law. Support staff may include, as necessary, clerical, administrative, and legal staff. Administrative Entity will consult and cooperate with the WDB in determining the type and number of staff necessary to support the WDB.
- 5.3 **Program Administration**: The WDB shall not operate any programs itself.

ARTICLE VI Conflict of Interest

- 6.1 **Voting Restriction**: No member of the WDB shall cast a vote or participate in the discussion of any matter which has a direct bearing on services to be provided by that member or his/her immediate family or his/her agent, or any organization which such member directly represents, or on any matter which would financially benefit such member or his/her immediate family member or any organization such member represents. Members must declare their conflicts for the official record. However, members of the WDB may vote on the Local or Regional Strategic Plan.
- 6.2 **Actual or Perceived Conflict**: WDB members shall avoid organizational conflict of interest, and they and their personnel, employees, or agents shall avoid personal conflict of interest or appearance of conflict of interest in awarding financial assistance, and in the conduct of procurement activities involving funds under the Act.
- 6.3 **Disclosure Obligation**: Members of the WDB shall comply with the intent of the California Political Reform Act of 1979 (commencing with Section 87300 of Chapter 7, Title IX, of the California Government Code) and any other conflicts of interest or financial disclosure requirements the state may require.

ARTICLE VII Miscellaneous

- 7.1 **Effective Date**: These Bylaws shall become effective upon approval by the Board of Supervisors of the County of San Luis Obispo following adoption by a majority vote of the WDB membership and shall remain in effect, as amended, until dissolution of the WDB.
- 7.2 **Amendments**: Amendments to these Bylaws may be approved by a two-thirds (2/3) affirmative vote of the WDB members present at any regular meeting of the WDB. Amendments proposed to these Bylaws must be received by the WDB membership no less

than five (5) working days prior to their consideration by the WDB. The WDB may make amendments to these Bylaws without approval by the Board of Supervisors as necessary to conform to current laws, regulations, state mandates, and customary regional practices.

- 7.3 **Construction:** In the event any conflict arises between these Bylaws and the provision of the Act, applicable State law, and or other implementing regulations, the legal provisions of law and regulations shall prevail, except as the Bylaws represent allowable discretion by the Board of Supervisors of the County of San Luis Obispo and WDB in interpretation and implementation of law and regulation.

Adopted by the Workforce Development Board of San Luis Obispo County on _____, 2020.

WORKFORCE DEVELOPMENT BOARD OF SAN LUIS OBISPO COUNTY

By _____

Name: _____

Title: Chairperson

Approved by the County Board of Supervisors on _____, 2020.

COUNTY OF SAN LUIS OBISPO
A public entity in the State of California

By: _____
Chair, Board of Supervisors

Dated: _____

ATTEST

By: _____
County Clerk and Ex-Officio Clerk
of the Board of Supervisors

Dated: _____

APPROVED AS TO FORM AND LEGAL EFFECT:

COUNTY COUNSEL
Rita Neal

By: _____
Deputy County Counsel

Dated: _____

**Workforce Development Board
ACTION ITEM
February 02, 2023**

AGENDA ITEM NO: 4.2

SUBJECT: Review and Approve an Increase to the Family Self-Sufficiency Threshold for WIOA Training Services

ACTION REQUIRED: It is requested that the Workforce Development Board (WDB) review and approve the proposed increase to the locally identified self-sufficiency threshold to expand access to WIOA Adult training services.

SUMMARY NARRATIVE

The WIOA Section 3(36)(A) sets the criteria in determining whether an individual is a low-income individual. These criteria include two sets of data: the poverty guidelines, as published by the U.S. Department of Health and Human Services (HHS), and 70 percent of the Lower Living Standard Income Level (LLSIL), as published by the DOL. The Local Workforce Development Areas (LWDA) are to use the higher of these two measures to establish low-income status for eligibility purposes of WIOA Title I programs.

LLSIL and Poverty Guidelines are updated annually and provided to local areas through a directive from the Employment Development Department. [EDD Workforce Services Directive WSD 21-06](#) provides guidance regarding the 70 percent Lower Living Standard Income Level (LLSIL) and Poverty Guidelines for the 2022-23 program year. Item 4.2a identifies the current low-income guidelines issued for 2022.

While *low-income* thresholds are set as stated above and cannot be defined by the LWDA, the WIOA does allow the LWDA the flexibility to define their own *self-sufficiency* threshold based on local labor market and cost of living. To ensure that WIOA programs are made available to those most in need or those who may be considered underemployed, eligibility for WIOA Adult training services is based on the individual demonstrating they are below the low-income *or* below the locally defined self-sufficiency threshold. The Workforce Development Board of San Luis Obispo County (WDBSLO) has previously set the self-sufficiency threshold at the current 150% of the LLSIL. WDB staff recommend the locally defined self-sufficiency threshold be increased from 150% of the LLSIL to 200% of the LLSIL. This increase will align with recent changes by the State to increase the thresholds set in the CalFresh public assistance program to 200% of the LLSIL. The Online Living Wage Calculator tool presented by the Massachusetts Institute of Technology's (MIT) Housing, Community and Economic Development Group currently defines the living wage for a single individual in San Luis Obispo County as \$20.31/hour or \$42,245/year. The proposed increase to 200% of the LLSIL will move the locally defined self-sufficiency threshold closer to the livable wage defined by the MIT tool and expand access to WIOA Adult training services for more underemployed individuals in SLO County. The below table outlines the proposed increase in the local threshold for self-sufficiency:

**Workforce Development Board
ACTION ITEM
February 02, 2023**

150% Lower Living Standard Income Level (for self-sufficiency) for 2022							
Family Size	1	2	3	4	5	6	Each Add'l Add
Current: 150%	\$26,538	\$43,493	\$59,714	\$73,715	\$86,984	\$101,739	\$14,756
Proposed: 200%	\$35,384	\$57,990	\$79,618	\$98,286	\$115,978	\$135,652	\$19,674

This data is utilized when determining eligibility for WIOA Adult training services.

BUDGET/FINANCIAL IMPACT

It is anticipated that expanding eligibility to WIOA Adult training services will support the LWDA in meeting the State mandated participant training expenditure requirements of the WIOA Adult and Dislocated Worker programs.

STAFF COMMENTS

Expanding access to occupational skills training and post-secondary education training to additional underemployed individuals will support upward mobility in the existing workforce.

70 % Lower Living Standard Income Level (LLSIL) & Poverty Guidelines for 2022							
200% Lower Living Standard Income Level (for self-sufficiency)							
Family Size							
	1	2	3	4	5	6	Each Add'l add
70% LLSIL							
Annual	\$12,385	\$20,296	\$27,866	\$34,400	\$40,593	\$47,478	\$6,885
6 Months	\$6,193	\$10,148	\$13,933	\$17,200	\$20,297	\$23,739	\$3,443
Poverty Guidelines							
Annual	\$13,590	\$18,310	\$23,030	\$27,750	\$32,470	\$37,190	\$4,720
6 Months	\$6,795	\$9,155	\$11,515	\$13,875	\$16,235	\$18,595	\$2,360
200% LLSIL (Self-Sufficiency)							
Annual	\$35,384	\$57,990	\$79,618	\$98,286	\$115,978	\$135,652	\$19,674
6 Months	\$17,692	\$28,995	\$39,809	\$49,143	\$57,989	\$67,826	\$9,837

Workforce Development Board Calendar Year 2023 Meeting Schedule

February	May
2 – Workforce Development Board	4 – Workforce Development Board
August	November
3 – Workforce Development Board	2 – Workforce Development Board

Workforce Development Board (WDB): meets quarterly on the 1st Thursday of the month at 8:00AM – 10AM (2 hrs).

Meeting Months: February, May, August & November

Location: San Luis Obispo County Office of Education, 3350 Education Drive, San Luis Obispo, CA 93405

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

- The Chair may call special meetings at any time and any meeting may be canceled 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.

**Workforce Development Board
DISCUSSION ITEM
February 2, 2023**

AGENDA ITEM NUMBER: 5.1

ITEM: Receive Quarter 2 Eckerd AJCC WIOA Contract Performance Report

SUMMARY NARRATIVE:

The second quarter (October 2022-December 2022) AJCC WIOA contract performance report data is attached as item 5.1a. Per contract requirement, Eckerd will implement a corrective action plan to identify steps to be taken for meeting participant enrollment goals and training expenditure requirements as outlined in the AJCC contract. Corrective action steps include:

- Implementing outreach efforts that align with SLO Cal Careers digital outreach campaign
- Setting participant enrollment goals for staff
- Implementing strategic business outreach to identify on-the-job training employer sites

WDB staff will work with Eckerd to identify measurable goals related to the above actions.

BUDGET/FINANCIAL IMPACT:

Under-expenditure of the AJCC WIOA AJCC contract may result in unexpended funds needing to be returned to the State.

STAFF COMMENTS:

Although enrollments and expenditures are below contract targets year to date, there is a notable increase in customer traffic to the AJCC over prior program year and an increase of 165 additional visits than first quarter this program year. It is anticipated this trend of increased customer traffic at the AJCC will lead to increased enrollments in career and training services throughout third and fourth quarters.



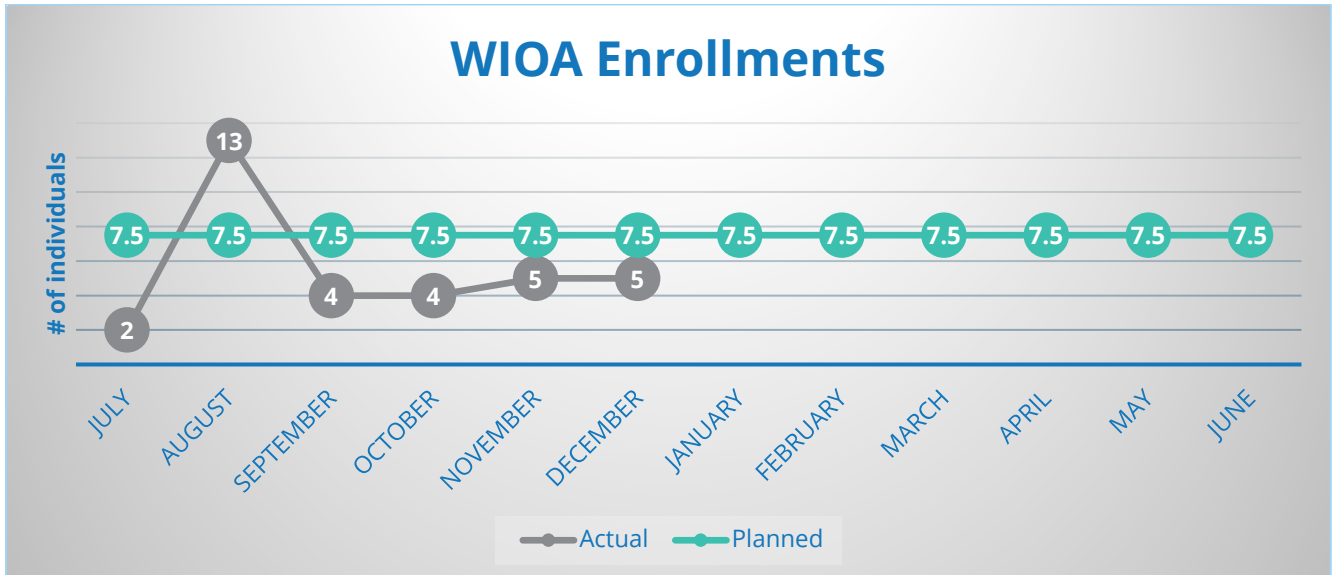
COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF SOCIAL SERVICES
WORKFORCE DEVELOPMENT BOARD
Devin Drake *Department of Social Services Director*
Dawn Boulanger *Workforce Development Board Director*

Program Year 2022-2023, First Quarter
 America’s Job Center of California Contract Performance Report

In-person customer visits to AJCC

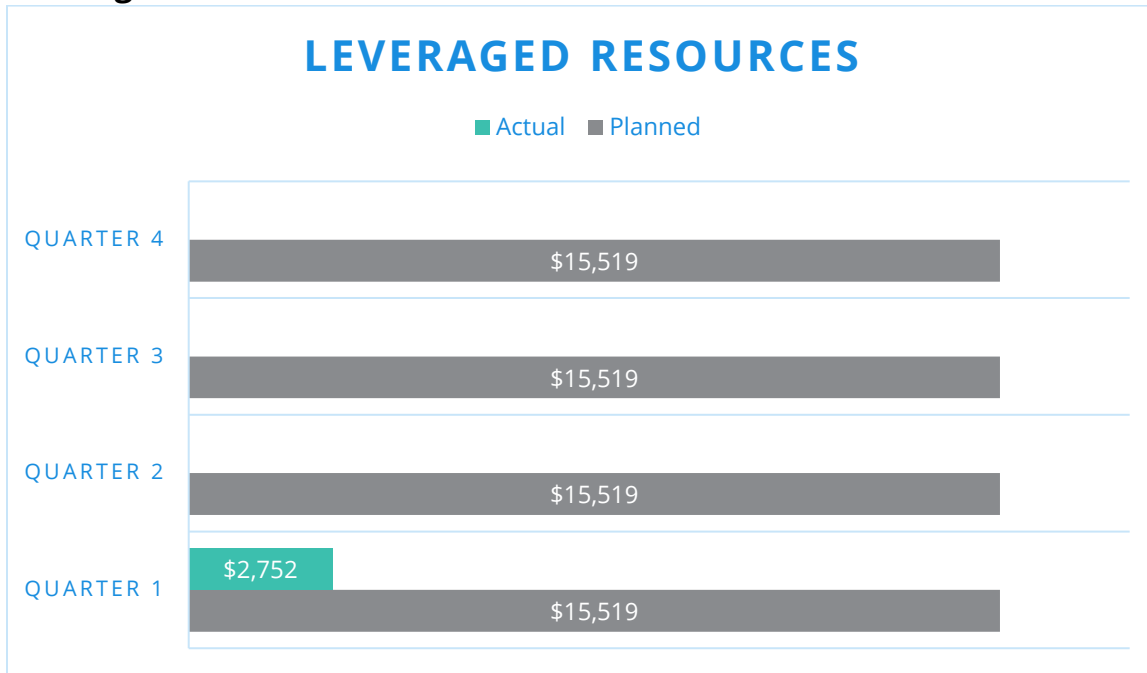


WIOA Enrollments



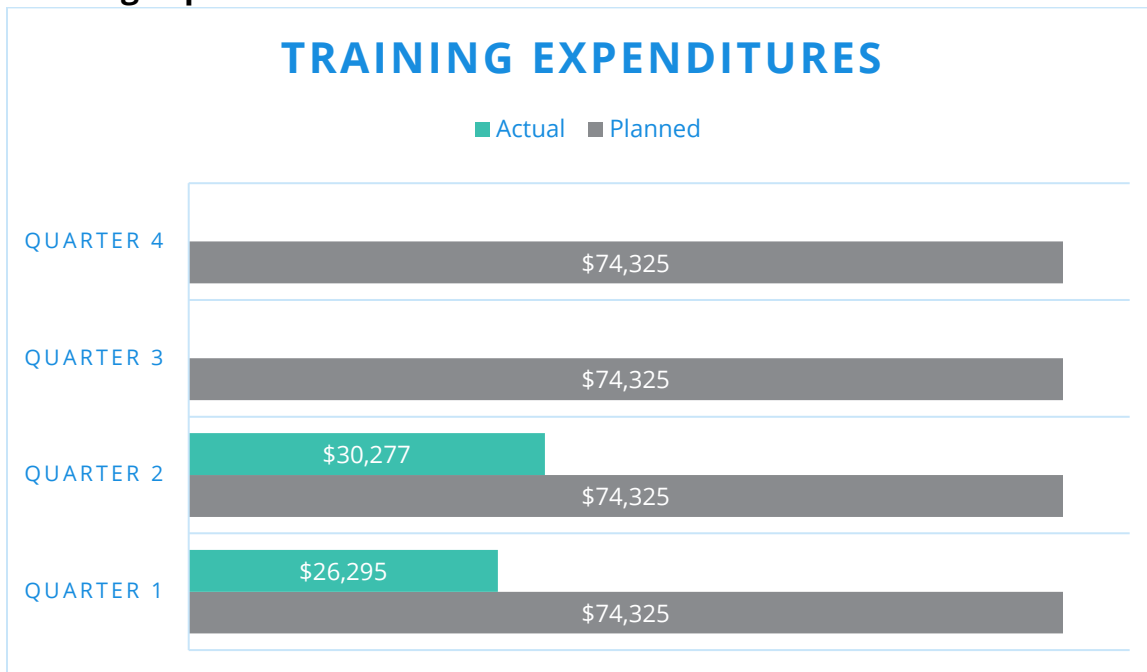
A total contract goal of 90 new career service enrollments was planned for PY 2022-23.

Leveraged Resources



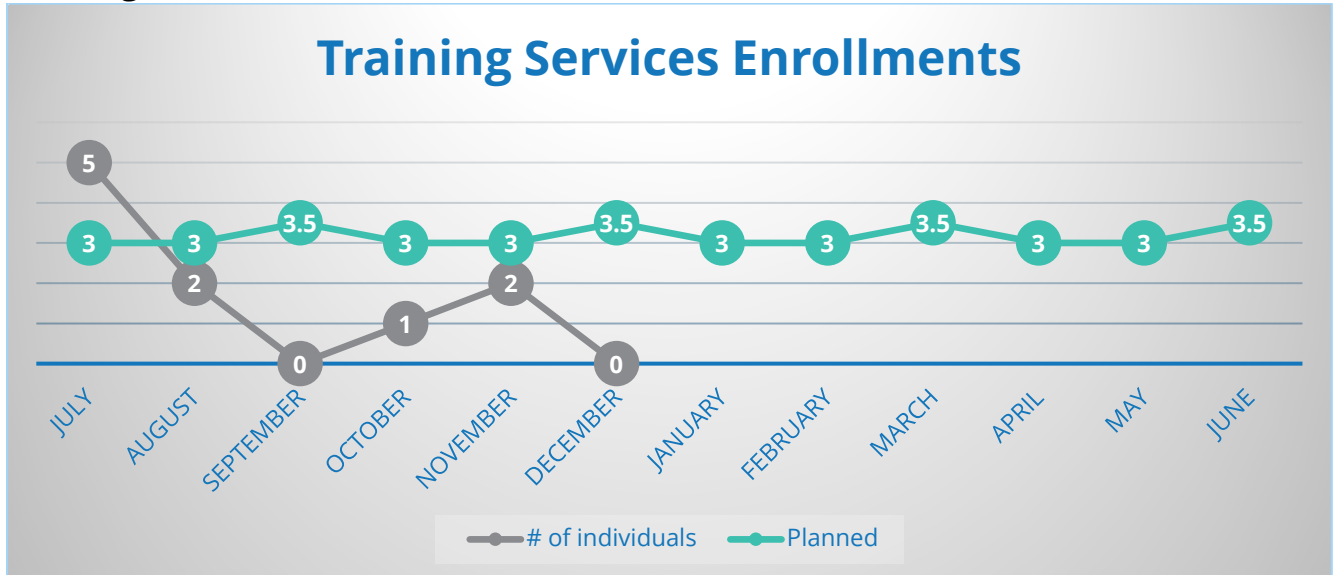
PY 2022-23 leveraged resources contract goal is \$62,076.

Training Expenditures



Training Expenditures reflect actual invoiced participant training costs. PY 2022-23 Training Expenditures contract goal is \$297,298.

Training Services Enrollments



The numbers in *Planned* and *Actual* represent totals from both Adult and Dislocated Worker programs. PY 2022-23 Training enrollment goal of 38 job seekers in On-the-Job Training (OJT) and Individual Training Account (ITA) enrollments.

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

Employer	Occupation	Hourly Rate
KJB Embroidery & Screen Printing	Machine Operator	\$16.50
Atascadero Chamber of Commerce	Marketing Graphic Assistant	\$18.00
5 Cities Homeless Coalition	Shelter Monitor	\$19.00

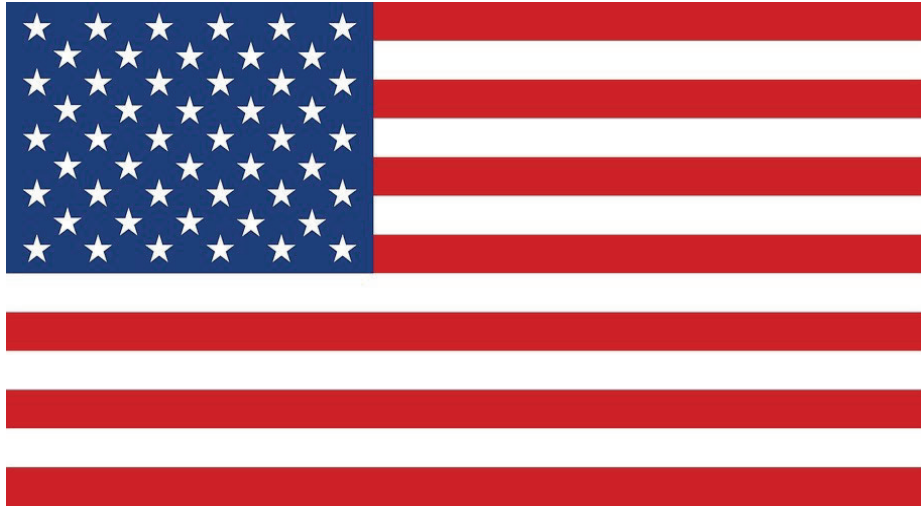
Second Quarter Individual Training Agreements (ITA's)

Training Provider	Program	Cost

AJCC Outreach -

AJCC Outreach - Participant and Business

In Q2 the AJCC continued to see an increase in client and customer traffic at the career center. The center received referrals from various community agencies in SLO County. The SLO CAL Careers Team continued to participate in various community agency meetings including weekly PROM meetings, CCP, Interagency meetings, and other community events. SLO CAL Careers staff presented in the libraries monthly to pass out flyers and inform community members about WIOA services. They also visited the County jail to provide information on WIOA services to inmates being released in the area. Since record-low unemployment rates continue to be a constant for SLO County, businesses still face challenges in hiring staff. The Eckerd Workforce Development Specialist actively participates in Chamber events, Job Developer meetings, the Employer Advisory Council meetings, and the Human Resources Association of the Central Coast meetings & events. She continues to learn how she can support local businesses and find solutions to their workforce challenges. Employers continued to communicate high staff turnover and a lack of dependability and commitment. The AJCC continued to offer the Employer Highlight Workshop and hosted employers from various industry sectors. The workshop allows employers the opportunity to speak to job seekers and for jobseekers to hear directly from employers.



Devonia enrolled in the Adult Program at SLO CAL Careers as a Veteran with a desire to obtain full time employment and the hopes of obtaining permanent housing. With the assistance of her Career Coach Devonia was connected to a Disabled Veteran's Outreach Program Specialist and the Supportive Services Veteran's Families Program.

Devonia completed career assessments to identify her work values and interests. This allowed her to create a personalized Career Plan with her Career Coach. She successfully completed various job preparation and work readiness training activities. Upon completion, Devonia was ready to showcase her skills and got this opportunity through an On the Job Training opportunity.

Through our partnership with 5 Cities Homeless Coalition, 5CHC, Devonia was hired and is working to increase her skills and knowledge during her On Job Training (OJT).

Working with the SLO CAL Careers team and additional partner agencies Devonia was able to meet her goal and dream of securing permanent housing. We are so proud of Devonia and her willingness to receive valuable feedback and guidance from the SLO CAL Career Team. We look forward to her continued personal and professional growth.



Before coming to Eckerd Connects, Pascual was working for the same company for five years. “I was working and making minimal wage,” said Pascual.

Needing a change for his family, Pascual decided he wanted to complete a Class A training to find employment earning a livable wage.

This 36-year-old, non-English Speaker passed the permit class A test and was able to receive training services at Truck Driver Institute. Pascual passed the DMV driving test the first time and attain his Class A License within 6 weeks.

“I wanted a better opportunity ,” said Pascual

Working with his Career Coach Pascual practiced his interviewing skills by doing a mock interview. This support helped him to negotiate his pay at his current employer .

With his Class A License, Pascual was able to attain a driver position in his company an received a \$10/ per hour raise. Pascual feels he can continue to sustained and care for his family of 5 in San Luis Obispo County. Pascual is the true example of the American Dream in this Era.

“... Gracias a su compania Eckerd Connects por su atencion y creer en mi... Thank you to Eckerd Conncers attention and for believing in me” -Pascual



WWW.ECKERD.ORG/SLO

Workforce Development Board
DISCUSSION ITEM
February 2, 2023

AGENDA ITEM NUMBER: 5.2

ITEM: Receive Quarter 2 SLOCOE WIOA Youth Contract Performance Report

SUMMARY NARRATIVE:

The second quarter (October 2022-December 2022) WIOA Youth contract performance report data is attached as item 5.2a. Per contract requirement, SLO County Office of Education (SLOCOE) will implement a corrective action plan to identify steps to improve progress towards meeting contract goals. Proposed corrective action steps include:

- Staff Training
- Developing and implementing an outreach plan
- Establishing enrollment goals for staff
- Reviewing staffing needs
- Request contract budget revision
- Request adjustment to decrease contracted Youth enrollment goal
- Continuing sub-contract with WIOA technical assistance providers brought on board to support development of the SLOCOE WIOA Youth program

WDB staff will work with SLOCOE to identify measurable goals related to the above actions.

BUDGET/FINANCIAL IMPACT:

Under-expenditure of the WIOA Youth contract may result in unexpended funds needing to be returned to the State. Should SLOCOE request a decrease in the WIOA Youth contract budget, the WDB will need to identify an expenditure plan for these previously obligated funds.

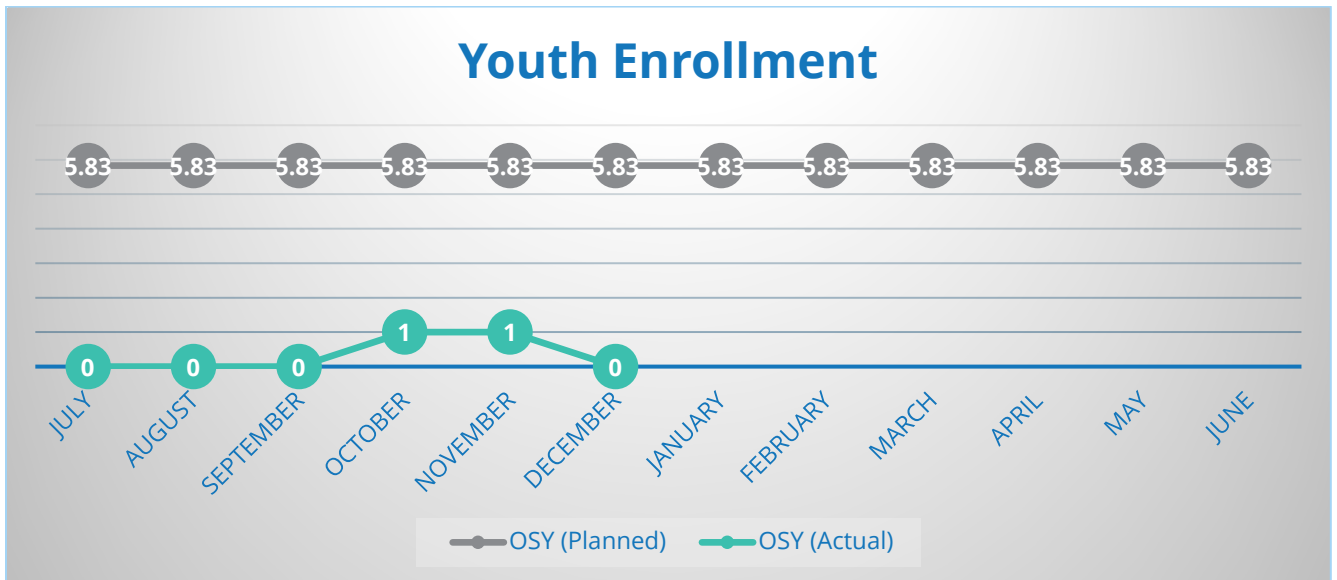
STAFF COMMENTS:

The WDB must ensure there is no gap in WIOA Youth services resulting from a decision by SLOCOE and/or the WDB to not renew the WIOA Youth contract for program year 2023-24. Not having a WIOA Youth service provider identified can result in sanctions from the State Employment Development Department (EDD). WDB/County staff will issue, in third quarter (January–March 2023), a procurement through a Request for Proposals (RFP) for program year 2023-24 WIOA Youth services to ensure a contingency plan is in place for the WDB to have identified an optional alternate WIOA Youth provider for program year 2023-24.



Program Year 2022-2023, Second Quarter
SLOCOE Youth Contract Performance Report

Youth Enrollment



A total contract goal of 70 new youth enrollments was planned for PY 2022-23.

Youth Outreach

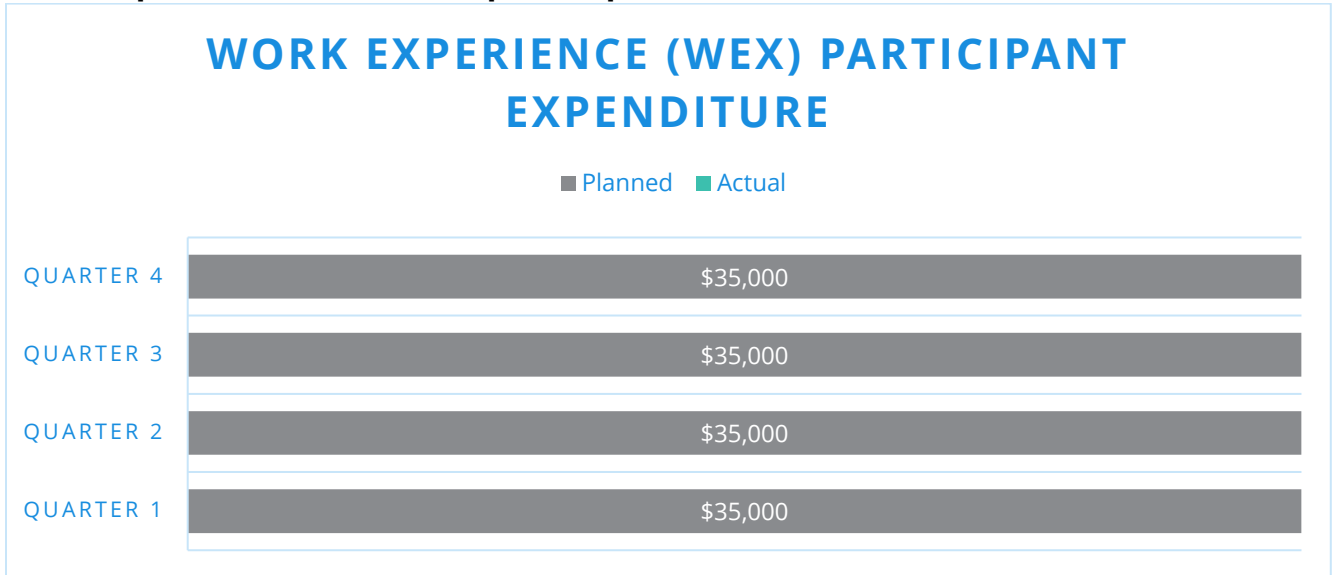
Youth Outreach - Participant

In Q2, SLOCOE Staff continued to outreach to various agencies throughout the county including: All Alternative Education schools throughout the county (Liberty High School, Pacific Beach High School, Paloma Creek High School, Lopez High School, Grizzly Youth Academy, Juvenile Hall & Loma Vista), Echo Homeless Shelters (Atascadero & Paso Robles), SLO County Juvenile Probation, and the Family Care Network Independent Living Program. Outreach efforts resulted in several referrals.

Youth Outreach - Business

In Q2 business outreach was conducted among the following local businesses and organizations: SLO City Farms, Vons Grocery Stores, and the 5 Cities Homeless Coalition.

Work Experience (WEX) Participant Expenditure



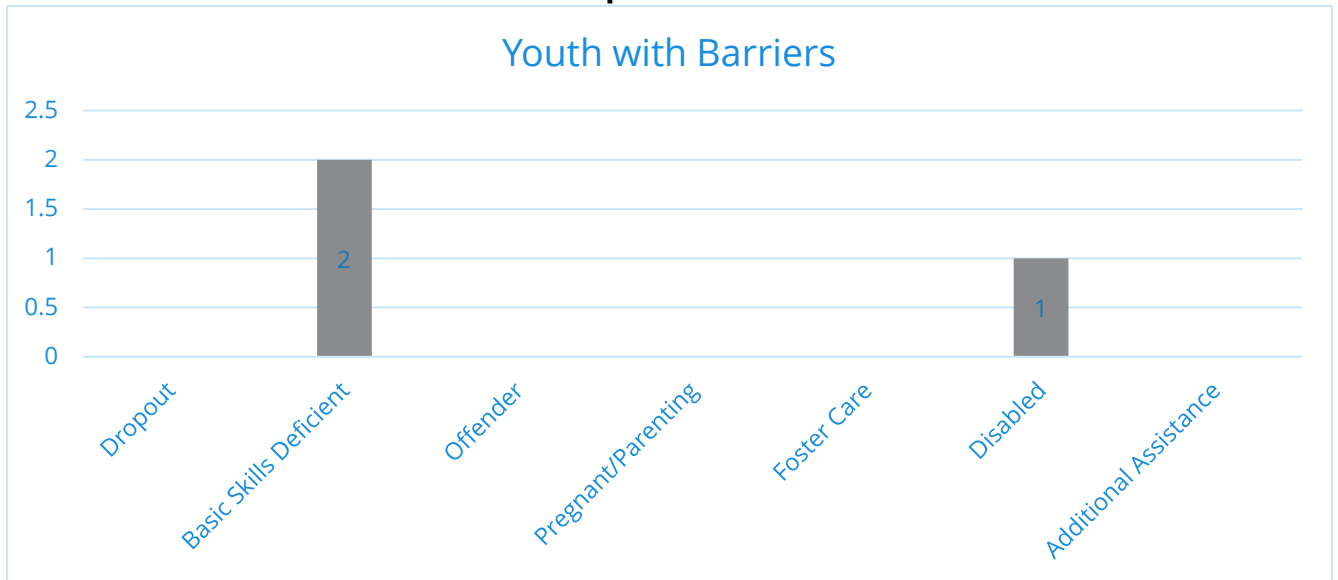
Total WEX includes staff and participant costs. The WEX expenditure goal was to meet a minimum of \$140,000 for PY 2022-23.

First Quarter Work Experience Placements

Employers	Occupation	Hourly Rate

No WEX placements took place in Q2 of PY 2022-23.

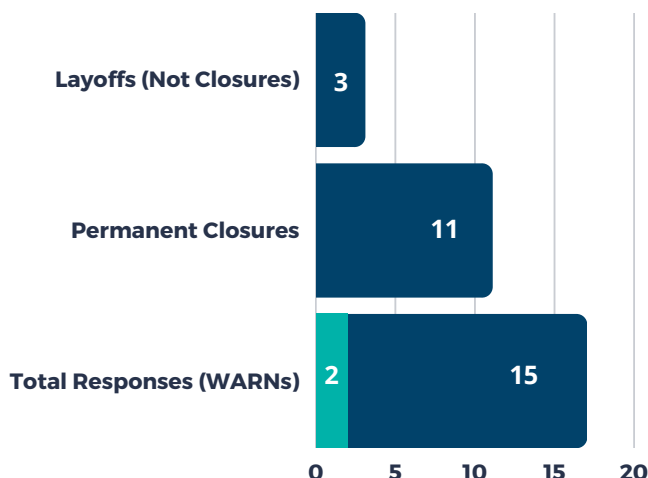
PY 2022-23 Enrolled Youth Barriers Report



As of the close of quarter two during PY 2022-23, 3 barriers were reported for the youth enrolled in the program. Both fall under Basic Skills Deficient, and one also identified Disability as a barrier.

Rapid Response

PROGRAM YEAR 2022-2023



PROGRAM YEAR 2022-23 RAPID RESPONSE SUMMARY

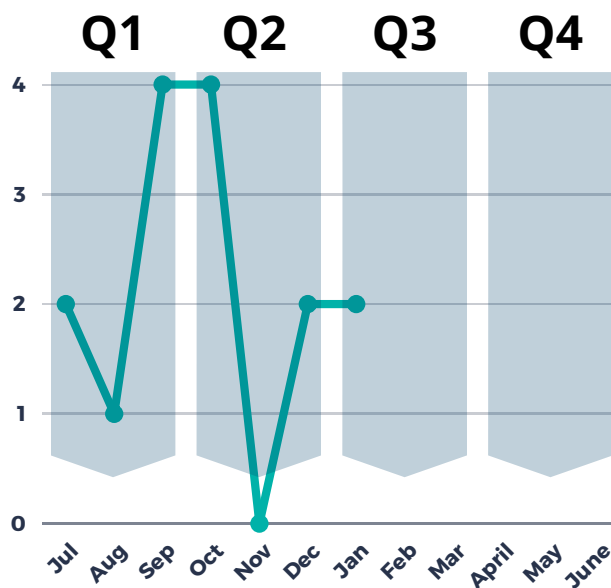
So far in the current program year, 2022-23, there have been a total of fifteen Rapid Responses conducted throughout San Luis Obispo County. Fourteen of which have resulted in layoffs or closures. Nine were received via media sources, three were reported by staff, and one was received from a WDB member. Two of the responses were received via WARN.

RAPID RESPONSES BY QUARTER

There have been a total of eleven Rapid Responses conducted to date. Seven responses took place in the 1st Quarter (Jul-Sep) of the current 2022-23 program year. Two were conducted in July, one in August, and four took place in September. In Q2r (Oct-Dec), there were six responses.

So far in the 3rd Quarter (Jan-Mar), there have been two responses.

Of the fifteen rapid responses conducted to date, fourteen have resulted in employee layoffs or business closures. One business had been reported as closing, but only shut down temporarily and has re-opened under new ownership and kept all staff.



3.3K

Unemployed civilians in San Luis Obispo County in December 2022

2.4%

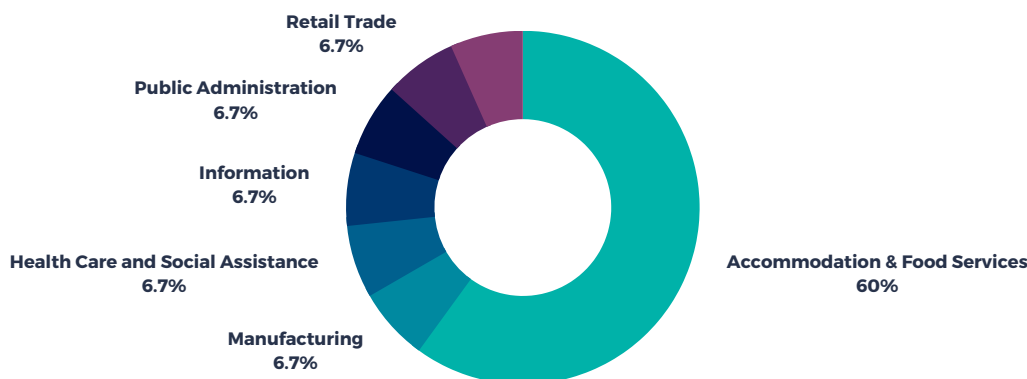
Latest Unemployment Rate in San Luis Obispo County

#5

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

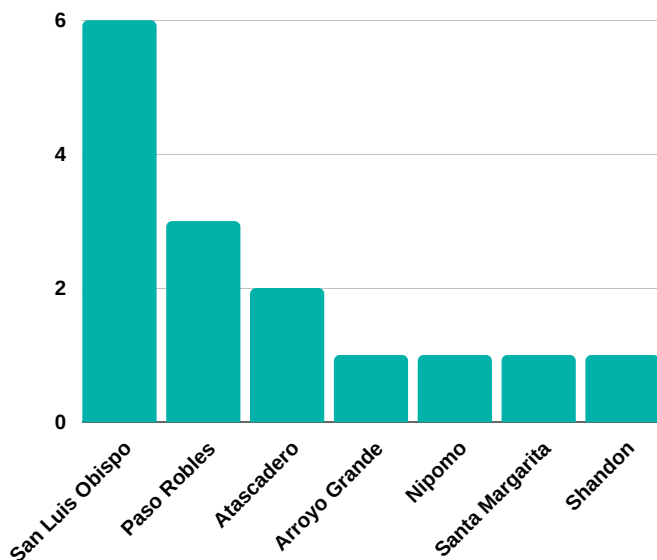
Rapid Response

PROGRAM YEAR 2022-2023



RAPID RESPONSE DATA BY INDUSTRY

The Rapid Response data recorded shows that the *Accommodation & Food Services* industry continues to be the most affected industry this program year. The sector accounted for 60% or 9 of the 15 Rapid Responses conducted in San Luis Obispo County. The *Information, Healthcare & Social Assistance, Public Administration, Retail Trade, Mining Quarrying Oil & Gas Extraction,* and the *Manufacturing* industries comprised another 6.7% each as there was 1 response conducted for businesses in each sector.



RAPID RESPONSE DATA BY LOCATION

Most of the Rapid Responses conducted to date have been for businesses located in the city of SLO. There were a total of 6 responses that took place in SLO. Three responses were for businesses located in Paso Robles. There were two responses conducted in Atascadero. Lastly, one response took place in each of the following cities: Arroyo Grande, Nipomo, Santa Margarita, and Shandon.

Please notify our team about any business closures or layoffs at (805) 781-1934 or SLOworkforce@co.slo.ca.us