

Existing Local Area

**Application for Initial Local Area Designation
Program Years 2015-17
and
Initial Local Board Certification
Program Year 2015-16**

Local Workforce Investment Area

San Luis Obispo County

Existing Local Area

Application for Initial Local Area Designation and Initial Local Board Certification

This application will serve as your request for Local Workforce Development Area (local area) initial designation for Program Years (PYs) 2015-17 and Local Workforce Development Board (local board) initial certification for PY 2015-16 under the Workforce Innovation and Opportunity Act (WIOA).

If the California Workforce Investment Board determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your Regional Advisor for technical assistance or questions related to completing and submitting this application.

San Luis Obispo County

Name of Local Area

PO Box 8119

Mailing Address

San Luis Obispo, CA 93403

City, State ZIP

March 26, 2015

Date of Submission

Reva G. Bear

Contact Person

805-781-1838

Contact Person's Phone Number

Local Area Levels of Performance

Instructions: Enter your local area's negotiated levels of performance and actual levels of performance for PYs 2012-13 and 2013-14.

Performance Table				
Name of Local Area: <u>San Luis Obispo County</u>				
Common Measure	Negotiated PY 2012-13	Actual PY 2012-13	Negotiated PY 2013-14	Actual PY 2013-14
Adult				
Entered Employment Rate	72.0%	70.7%	76.5%	58.6% ¹
Employment Retention Rate	83.5%	82.8%	80.9%	77.2%
Average Earnings	\$10,500	\$12,908	\$12,950	\$13,012
Dislocated Worker				
Entered Employment Rate	77.0%	77.4%	82.5%	64.0% ²
Employment Retention Rate	87%	87.2%	89.6%	87.1%
Average Earnings	\$14,500	\$16,083	\$15,975	\$14,805
Youth (ages 14-21)*				
Placement in Employment or Education	72.0%	76.1%	67.1%	61.2%
Attainment of a Degree or Certificate	60.0%	65.9%	68.7%	74.5%
Literacy and Numeracy Gains	54.0%	94.4%	78.7%	95.0%

*Note: For PY 2012-13, each local area's youth performance goals were the same as the State level goals.

1 & 2: *SLOWIB failed to meet the Entered Employment measure for both Adult and Dislocated Workers for program year (PY) 13-14. SLO missed the measure by 5 adults and 8 dislocated workers respectively. Please see the attached Local Workforce Investment Area Corrective Action and Technical Assistance Plan (Attachment A).*

Local Board Membership

Current Local Board Membership

Provide a list of individuals currently appointed to the local board and their respective membership category (e.g., business, local education entity, labor organization, community based organization, etc.) in the following chart (Workforce Investment Act [WIA] Section 117).

Name	Title	Membership Category
1. Kirk Coviello	Vice President	Business
2. Carl Dudley	Vice President	Business
3. Kristin Flynn	Chief Human Resources Officer	Business
4. Phillip Koziel	Branch Manager	Business
5. Kevin Kuhn	Managing Director	Business
6. Verena Latona-Tahlman	Human Resources Director	Business
7. Louise Matheny	Human Resources Director	Business
8. Patrick McGuire	Vice President	Business
9. Karen O'Brien	Human Resources Director	Business
10. Courtney Taylor	Attorney	Business
11. Thomas Wood	Human Resources Director	Business
12. Scott Smith	Director	Community Based Organization
13. Elizabeth Steinberg	Executive Director	Community Based Organization
14. Pam Avila	Director	Economic Development
15. Michael Manchak	President/Chief Executive Officer	Economic Development
16. Angelo Arevalos Jr.	President	Organized Labor
17. Chuck Headington	Training Director	Organized Labor
18. Mark Simonin	Business Manager	Organized Labor
19. Gil Stork	Superintendent/President	Education, Post Secondary
20. Scott Black	Supervisor	AJCC Partner
21. Lee Collins	Director	AJCC Partner
22. Aline Graham	Vice President/Director	AJCC Partner
23. Grace Schoch-Manzano	Cluster Manager	AJCC Partner

Plan for WIOA Local Board Compliance

Identify the actions the local chief elected official (CEO) will take in order to ensure WIOA local board membership compliance by June 30, 2016.

The San Luis Obispo County Board of Supervisors, as the CEO, will act on a formal recommendation from the SLOWIB for workforce development board composition and bylaws at a to be determined late summer board date. The SLOWIB's recommendation is based on recommendations received from the ad hoc workgroup it convened to address the structure of the workforce development board and its bylaws under the WIOA. The workgroup will meet throughout spring 2015, presenting its preliminary and final recommendations at WIB meetings in May and July 2015. This timeline allows for outreach, education, and recruitment of new business members as well as time to develop new bylaws to reflect new required duties and the more strategic role of the workforce development board operating under WIOA during the 2015-2016 transition year.

Sustained Fiscal Integrity

The local area hereby certifies that it has not been found in violation of one or more of the following during PYs 2012-13 or 2013-14:

- **Final determination of significant finding(s)** from audits, evaluations, or other reviews conducted by State³ or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIA requirement, such as failure to grant priority of service or verify participant eligibility; or
- **Gross negligence** - defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both; or
- **Failure to observe accepted standards of administration.** Local areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 Code of Federal Regulations (CFR) Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIA regulations, and State guidance.

Highlights of these responsibilities include:

- Timely reporting of WIA participant and expenditure data
- Timely completion and submission of the required annual single audit
- **Have not been placed on cash hold for longer than 30 days**

(In alignment with WIOA Section 106[e][2])

³ *The local area has a single open fiscal finding from the PY13-14 Fiscal & Procurement Review of the area by the Compliance Review Office of the State Employment Development Department (EDD). "Finding 1: (2 CFR Part 225 Appendix A(C) (1) (3) (a); and Department of Labor's Comprehensive Financial Management Technical Assistance Guide, Chapter II-8): A blanket purchase order from fiscal year 2012-2013 paid to Economic Vitality Corporation (EVC), in support of the countywide economic strategy project, did not have documentation to show how it benefitted the WIA Program. The scope of work and progress reports provided were determined by EDD to not show a measurable benefit to the WIA program, specifically the rapid response grant. As a result, EDD considers these costs, \$40,000, as not having benefit to the WIA program. EDD recommends that SLO DSS reverse these costs and charge them to a non-federal funding source. The issue has been assigned CATS number 14097. **SLO DSS Response:** The Administrative Entity to the WIB, San Luis Obispo County Department of Social Services (SLO DSS), will reverse the costs of \$40,000 in WIA Rapid Response funds and charge them to Social Services Realignment funds, a non-federal funding source. SLO DSS will provide the Compliance Review Office documentation of its actions once this process has been completed." This item is unresolved because the subgrant from which the \$40,000 was paid to EVC is closed; SLO DSS must wait to reverse Rapid Response cost until there are sufficient expenditures to reverse in this fiscal year. It is anticipated that this issue will be resolved by the close of this program year.*

Local Area Assurances

Through PY 2016-17, the local area assures that:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements included in the appropriate circulars or rules of the Office of Management and Budget (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include:

- The local area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The local area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the local area to potential cash hold (Title 2 CFR Section 200.338).

- B. All financial reporting will be done in compliance with federal and State regulations and guidance.

Highlights of this assurance include:

- Reporting will be done in compliance with Workforce Services Directive WSD12-3, Quarterly and Monthly Financial Reporting Requirements.
- All close out reports will comply with the policies and procedures listed in Workforce Services Directive WSD09-12, WIA Closeout Handbook.

Note that failure to comply with financial reporting requirements will subject the local area to potential cash hold. (Title 2 CFR Section 200.338)

- C. Funds will be spent in accordance with federal and State laws, regulations, and guidance.

Highlights of this assurance include:

- The local area will meet the requirements of State Senate Bill 734, to spend a minimum of 25 percent of combined total of adult and dislocated worker formula fund allocations on training services (*California Unemployment Insurance Code* Section, 14211).
- The local area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

- D. The local board will select the America's Job Center of CaliforniaSM (AJCC) Operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal (RFP), unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).
- E. The local board will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.
- F. The local board will comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. It will comply with State Board policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- H. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter 10-09*).

Application Signature Page

Instructions: The local CEO and local board chair must sign and date this form. Include the original signatures in the application package.

By signing the application below, the local CEO and local board chair request initial designation of the existing local area and initial certification of the existing local board. They certify that the local area has performed successfully and sustained fiscal integrity during PYs 2012-13 and 2013-14. Additionally, they agree to abide by the local area assurances included in this application.

Local Workforce Investment Board Chair

Local Chief Elected Official



Signature

Signature

Carl Dudley

Name

Name

Vice President

Title

Title

3/26/15

Date

Date