

Local Workforce Development Board Recertification Request

Program Years 2016-18

**Local Workforce Development Board
San Luis Obispo County Workforce
Development Board**

Local Board Recertification Request

This will serve as our request for Local Workforce Development Board (Local Board) recertification for Program Years (PYs) 2016-18 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the California Workforce Development Board (State Board) determines the request 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 request.

San Luis Obispo Workforce Development
Board

Name of Local Board

PO Box 8119

Mailing Address

San Luis Obispo

93403

City, State

Zip

Tammy Aguilera

Contact Person

805-781-1838

Contact Person's Phone Number

Date of Submission

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Instructions

If additional pages were added to the *Local Workforce Development Board Recertification Request*, the page numbers may be updated by hovering over the gray box above, clicking, and then selecting “Update Table” on the top left corner.

Local Board Membership

Instructions

Enter the names of the Local Board members in the appropriate membership categories found in the tables below. If the Chief Local Elected Official (CEO) has approved additional members, enter the information under the "ADDITIONAL MEMBERS" table. If an individual represents multiple categories, after the first time s/he is identified (subsequent to the first notation), please asterisk his/her name at all subsequent entries. Address any vacancies under "CORRECTIVE ACTION COMMENTS." If additional rows are needed, add a table following the membership type.

BUSINESS

WIOA Section 107(b)(2)(A) – a **majority** of the members of each Local Board shall be representatives of business in the Local Workforce Development Area (Local Area), who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; (ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the Local Area; and (iii) are appointed from among individuals nominated by local business organizations and business trade associations.

- WIOA Section 107(b)(3) – the members of the Local Board shall elect a chairperson for the Local Board from among the representatives described in Section 107(b)(2)(A).
- Must include **two or more** members that represent small business as defined by the U.S. Small Business Administration.

Name	Title	Entity	Appointment Date	Term End Date
Carl Dudley	Chairperson/ Senior Vice President	Pacific Western Bank	7/14/2009	6/30/2017
Patrick McGuire	Small Business/ Vice President	Mid-State Precision Inc.	7/14/2009	6/30/2017
Thomas Wood	Small Business/ Human Resources Director	Martin Resorts Inc.	1/29/2014	6/30/2016
Kirk Coviello	IT Operations Manager	SunRun, Inc.	4/13/2000	6/30/2018
Kevin Kuhn	Managing Director	Westport International	1/20/2012	6/30/2018
Kristin Flynn	Chief Human Resources Officer	Seirra Vista Regional Medical Center	11/05/2013	6/30/2018
Louise Matheny	Human Resources Business Consultant	Morris & Garritano	7/14/2009	6/30/2017
Karen O'Brien	Human Resources Director	Pearce Services	6/04/2013	6/30/2016
Courtney Taylor	Attorney	Kirk & Simas	8/12/2014	6/30/2018
Verna Latona-Tahlman	Human Resources Director	Cannon Corporation	1/29/2013	6/30/2017
Pam Avila	Founder	Sierra Summit Group	8/12/2014	6/30/2017
Vacant				

Vacant				
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WORKFORCE

WIOA Section 107(b)(2)(B) – not less than **20 percent** of the members of each Local Board shall be representatives of the workforce within the Local Area, who— (i) shall include representatives of labor organizations (for a Local Area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a Local Area in which no employees are represented by such organizations) other representatives of employees; (ii) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists; (iii) 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 organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and (iv) may include 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.

- Must include **two or more** representatives of labor organizations, where such organizations exist in the Local Area. Where labor organizations do not exist, representatives must be selected from other employee representatives.
- Must include **one or more** representatives of a joint labor- management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists.

California Unemployment Insurance Code (CUIC) Section 14202(c) further requires and specifies that at least **15 percent** of Local Board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. If this occurs, then at least 10 percent of the Local Board members shall be representatives of labor organizations.

Name	Title	Entity	Appointment Date	Term End Date
Mark Simonin	Labor Organization/ Business Manager	IBEW Local 69	8/12/2014	6/30/2018
Tony Ray Hoffman	Labor Organization/ Mentor	Tri-Counties Labor Council	11/17/2015	6/30/2019
Roy Monsibais	Registered Apprenticeship/ Apprenticeship Coordinator	Local 220 – Southern California Laborers	11/17/2015	6/30/2019
Dr. James Brescia	SLO County Superintendent of Schools	County Office of Education	11/17/2015	6/30/2017

Scott Black	M.S. Supervisor	Department of Rehabilitation	7/14/2009	6/30/2017
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EDUCATION AND TRAINING

WIOA Section 107(b)(2)(C) – each Local Board shall include representatives of entities administering education and training activities in the Local Area, who— (i) shall include a representative of eligible providers administering adult education and literacy activities under title II; (ii) shall include a representative of institutions of higher education providing workforce investment activities (including community colleges); (iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

- Must include **at least one** eligible provider administering adult education and literacy activities under WIOA title II.
- Must include **at least one** representative from an institution of higher education providing workforce investment activities, including community colleges.

Name	Title	Entity	Appointment Date	Term End Date
Dr. Gilbert Stork	Institution Higher Education Superintendent / President	Cuesta College	8/22/2012	6/30/2017
*Dr. Gilbert Stork	Adult Education and Literacy Superintendent / President	Cuesta College	8/22/2012	6/30/2017

GOVERNMENTAL AND ECONOMIC AND COMMUNITY DEVELOPMENT

WIOA Section 107(b)(2)(D) – each Local Board shall include representatives of governmental and economic and community development entities serving the Local Area, who— (i) shall include a representative of economic and community development entities; (ii) shall include an appropriate representative from the State employment service office under the *Wagner-Peyser Act* (29 U.S.C. 49 et seq.) serving the Local Area; (iii) shall include an appropriate representative of the programs carried out under title I of the *Rehabilitation Act of 1973* (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the Local Area; (iv) may include representatives of agencies or entities administering programs serving the Local Area relating to transportation, housing, and public assistance; and (v) may include representatives of philanthropic organizations serving the Local Area.

- Must include **at least one** representative of economic and community development entities.
- Must include **at least one** representative from the state Employment Service Office (EDD) under the *Wagner-Peyser Act* (29 U.S.C. 49 et seq.) serving the Local Area.

- Must include **at least one** representative from programs carried out under title I of the *Rehabilitation Act of 1973*, other than Section 112 or Part C of that title.

Name	Title	Entity	Appointment Date	Term End Date
Michael Manchak	Economic & Community Dev/ President/CEO	Economic Vitality Corporation of SLO	7/14/2009	6/30/2017
Grace Schoch-Manzano	Employment Service / Cluster Manager	EDD-Workforce Service	1/20/2012	6/30/2018
*Scott Black	Rehabilitation Act of 1973/ M.S. Supervisor	Department of Rehabilitation	7/14/2009	6/30/2017
Vacant	Economic & Community Dev			

ADDITIONAL MEMBERS

WIOA Section 107(b)(2)(E) – each Local Board may include such other individuals or representatives of entities as the chief elected official (CEO) in the Local Area determines to be appropriate.

Name	Title	Entity	Appointment Date	Term End Date
Vacant	Small Business Develop. Center			

CORRECTIVE ACTION COMMENTS

Explain any vacant appointment(s) regarding the required membership composition only. Include the length of time the appointment(s) has been vacant, efforts made to fill the vacant appointment(s), and dates by which the vacant appointment(s) should be filled.

On September 22, 2015, the San Luis Obispo Board of Supervisors, acting as the Chief Elected Official (CEO) approved a formal recommendation from the SLOWIB for the workforce development board composition and bylaws, in compliance with WIOA. The resolution approved a new structure with 25 seats on the San Luis Obispo Workforce Development Board. We currently have 19 members (Scott Black and Dr. Gilbert Stork each represent 2 seats) with 4 vacancies. The approved structure and vacancies are as follows:

Type of Seat	Number of Seats
Business	13 (2 vacant)
Economic Development	2 (1 vacant)
Local Education	2 (Title II and Higher education represented by Cuesta College)
Labor/Workforce	5 (0 vacant)
Mandated:	3 (comprised of the following):
DOR	1 (0 vacant)
EDD	1 (0 vacant)
Small Business Development Center	1 (1 vacant)
Total WDB Seats	25 (4 vacant)

WDB staff release periodic press releases to notify the public and recruit business members to the Board. Vacancies are also posted on the Workforce Development Board website at www.sloworkforce.com. Staff is currently working with the Clerk of the Board of Supervisors to post the openings on the Board/Commissions section of the San Luis Obispo BOS website. Staff is also preparing correspondence for various economic development focused agencies to outreach for additional members for business representation as well as economic development. The Business Council is actively recruiting for business members with a focus on the targeted clusters as well as assisting with general on-going recruitment for board and committee members. Previously, SLOWDB received several referrals for Labor representatives from the Tri-Counties Central Labor Council, however, no additional Labor representatives were willing to be appointed. Therefore, the Tri-Counties Central Labor Council provided a letter to the SLOWDB indicating its acceptance of 10% Labor representation (3 total Labor representatives). Staff will contact the Tri-Counties Central Labor Council to inquire as to the options of getting another labor representative or obtaining another letter of concurrence for the 10% Labor representation. It is anticipated with further outreach strategies all vacancies will be filled by August 30, 2016.

COMPLIANCE WITH MAJORITY OF BUSINESS REPRESENTATIVES

The table below will assist Local Boards determine compliance with WIOA Section 107(b)(2)(A), which requires that a **majority** of the members be representatives of business in the Local Area.

Instructions – Double click the table below to open in Excel.

Total number of individuals currently sitting on local board =	19
Number of vacancies currently on local board =	4
Total local board membership =	<u>23</u>
Total number of Business Representatives currently sitting on local board =	11
Number of Business Representative vacancies currently on local board =	2
Total local board Business Representatives =	<u>13</u>
Divide total local board Business Representatives by total local board membership =	<u>56.52%</u>
	(Must be greater than 50%)

COMPLIANCE WITH 20% OF WORKFORCE REPRESENTATIVES AND 15% LABOR ORGANIZATION REPRESENTATIVES

The table below will help Local Boards determine compliance with WIOA Section 107(b)(2)(B), which requires not less than **20 percent** of the members be representatives of the workforce within the Local Area and compliance with CUIA Section 14202 which requires that at least **15 percent** of Local Board members be representatives of labor organizations unless the local labor federation fails to nominate enough members, in which case it is **10 percent**.

Instructions – Double click the table below to open in Excel.

Total number of individuals currently sitting on local board =	19
Number of vacancies currently on local board =	4
Total local board membership =	<u>23</u>
Total number of Workforce Representatives currently sitting on local board =	5
Number of Workforce Representatives vacancies currently on local board =	0
Total local board Workforce Representatives =	<u>5</u>
Divide total local board Workforce Representatives by total local board membership =	<u>21.74%</u>
	(Must not be less than 20%)
Total number of Labor Organization Representatives currently sitting on local board =	2
Total number of Apprenticeship Program Representatives currently sitting on local board =	1
Number of Labor Org/Apprenticeship Program Representatives vacancies =	0
Total local board Labor Representatives =	<u>3</u>
Divide total local board Labor Representatives by total local board membership =	<u>13.04%</u>
	(Must be at least 15%)

Local Board Performance Accountability Measures

Instructions

Enter your Local Board's negotiated levels of performance and actual levels of performance for PYs 2013-14 and 2014-15.

Performance Table				
Name of Local Area: <u>San Luis Obispo County</u>				
Common Measure	Negotiated PY 2013-14	Actual PY 2013-14	Negotiated PY 2014-15	Actual PY 2014-15
Adult				
Entered Employment Rate	76.5	58.4 ¹	63	59
Employment Retention Rate	80.9	77.2	75	82.5
Average Earnings	\$12,950	\$13,073	\$12,750	\$11,744
Dislocated Worker				
Entered Employment Rate	82.5	63.9 ²	65	69.7
Employment Retention Rate	89.6	87.1	77	85.8
Average Earnings	\$15,975	\$14,805	\$14,250	\$17,290
Youth (ages 14-21)				
Placement in Employment or Education	67.1	61.2	65	80.2
Attainment of a Degree or Certificate	68.7	74.5	64	82.1
Literacy and Numeracy Gains	78.7	95	55	51.1

¹ SLOWDB failed to meet the EER for Adults by 5 people. CAP is in place and attached.

² SLOWDB failed to meet the EER for Dislocated Worker by 8 people. CAP is in place and attached.

Local Board Sustained Fiscal Integrity

The Local Board hereby certifies that it has not been found in violation of one or more of the following during PYs 2013-14 or 2014-15:

- **Final determination of significant finding(s)** from audits, evaluations, or other reviews conducted by state 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 *Workforce Investment Act (WIA)* requirement, such as failure to grant priority of service or verify participant eligibility.

The local area has two minor issues in recent Fiscal and Procurement monitoring. We anticipate both will be resolved during the upcoming Fiscal and Procurement Review of the area by the Compliance Review Office of the State Employment Development Department (EDD). Summary of the issues are below:

Finding 1: Fiscal and Procurement Review 2014-2015, WIA Section 184(a)(1); 29 CFR Section 97.20(a)(2); and 2 CFR Part 225, Appendix A, Section (C)(1)(j): An invoice paid to Economic Vitality Corporation (EVC) for a purchase order for Rapid Response Business Outreach Services did not contain supporting documentation (receipts) to substantiate per diem expenses and a registration fee.

San Luis Obispo Department of Social Services (SLO DSS) Response:

While SLO DSS did not have the requested documentation/receipts on file, SLO DSS was able to provide the documentation requested during the monitoring that demonstrated the allowable use of the WIA.

Finding 2: Fiscal and Procurement Review 2013-2014, (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.

SLO DSS Response: SLO DSS reversed the costs of \$40,000 in WIA Rapid Response funds and charged them to Social Services Realignment funds, a non-federal funding source.

- **Gross negligence**, which is 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.
- **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 the following:

- 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])

Local Board WIOA Implementation

Using the questions below, describe your Local Board's efforts toward implementing the following key WIOA implementation provisions and designing a better system for customers.

- a. What activities have you undertaken to design a better system for customers? Specifically, describe any actions you have taken, or actions you plan to take, for the following topics:

The San Luis Obispo Workforce Development Board (SLOWDB) recognizes that to develop a better system for the customer, we must continue to promote a system that focuses on putting the customers at the center of the system and design services that encourage development of career pathways, lifelong learning, attainment of industry recognized credentials and promote income mobility. As finding employment is not as much of a challenge as finding employment that pays enough for housing and provides opportunity for career growth, SLOWDB will continue to explore innovative opportunities to provide training that leads to economic self-sufficiency.

The SLOWDB currently contracts with Goodwill Central Coast as the America's Job Center of California (AJCC) operator and WIOA Title I Adult and Dislocated Worker Services provider. There is a single comprehensive AJCC in the city of San Luis Obispo, with multiple "community-based" access points in the northern and southern portions of the county.

The SLOWDB contracts with Henkels & McCoy (H&M) for WIOA Title I Youth Services. H&M has three locations in San Luis Obispo County. H&M offers the GreenSmart program, designed to engage and empower at-risk youth while offering the opportunity to earn stackable occupational skills credentials. H&M currently operates from the cities of San Luis Obispo, Arroyo Grande and Paso Robles.

Both providers have implemented new aspects to their program and will be further developing innovative services in the coming year.

- a. Developing new services

The SLOWDB is developing new services for adult, dislocated worker and youth customers by:

- Focusing on development of services and training opportunities that support the SLOWDB identified Industry Clusters of Opportunity. The clusters identified are:
 - Building, Design and Construction (represents 8,700 jobs in the County)
 - Green Energy (1,400 jobs)
 - Health Services (12,100 jobs) with Allied Health representing three-fifths (7,550 jobs) of the employment in the cluster.
 - Knowledge and Innovation (5,300 jobs)
 - Specialized Manufacturing (3,400 jobs)
 - Uniquely SLO County – this is the largest cluster with nearly 21,800 jobs. The cluster is split into the following industry sub-groups
 - Recreation and Accommodation (17,380)
 - Wine and Agriculture (4,400)
- Development of customer-led networking groups to facilitate job search activities for career services participants.
- Implementation of community-based services. This approach brings services into the community in collaboration with other community based partners. This is the first year of such services and we are in the process of developing metrics to determine effectiveness of the services and identifying potential sites for expansion.
 - Currently in North County, AJCC staff partner with the Housing Authority of San Luis Obispo (HASLO) to provide services on-site at a mixed income housing facility. The full array of services are available to residents of the facility, in addition to the public, in a convenient location in Paso Robles.
 - In the southern portion of the county, staff partner with various sober-living facilities to assist participants in their transition from intensive drug and alcohol programming to enter the labor force. The AJCC services, particularly the one-on-one career planning, case management and CalJobs access are provided in locations convenient to the participants and are an invaluable support to the women in these transitional facilities.
- Braiding resources to provide basic career services such as:
 - Basic computer literacy skills – recently funded with PG&E grant, these services have been determined by the AJCC to be a critical need for jobs seekers. AJCC staff are exploring options to make this a sustainable activity for job seekers accessing basic career services.
- Building internal staff capacity to provide new services - Both service providers have built internal programs to provide customers with the skills needed to obtain employment. AJCC staff attended train-the-trainer courses through the Consumer Financial Protection Bureau's "Your Money, Your Goals" program to integrate financial wellness workshops and guidance to WIOA-enrolled adults and dislocated workers. H&M is working with local colleges to seek short training programs that would assist the youth in earning continuing education units.

They are also looking to develop a transportation or power pathway model for their enrolled youth.

- Exploring additional training opportunities with braided funding: San Luis Obispo County, as a community, offers tremendous support for small, local businesses. With that in mind, AJCC staff offered a pilot project to assist individuals looking to open their own business. Entrepreneurial training, funded through CalWorks, provided job seekers with the tools to develop a business plan, obtain a business license and access mentors to help maneuver through business start-up challenges. Several participants in the training have launched and expanded their small businesses. AJCC staff will continue to monitor the success of these participants to evaluate the training and possibility of future similar courses. Successful models such as this will continue in the future so services outside of WIOA funded services may be made available, based on local demand, to enhance the needs of the AJCC customers.
- Redesigned business services - The AJCC redesigned staffing structure to form the creation of a Business Services Team that includes WIOA and partner agency staff including EDD and Veteran's program staff. The team integrates use of CalJOBS data and local area labor market information provided via the Administrative Entity for the WDB into its strategic planning for employer outreach/engagement and development of employment placement opportunities for job-seekers.
- Implementation of specialization team model - Staff received training pertinent to meeting the needs of individuals with specific barriers to employment. This supported the AJCC in having point-persons that possess more in-depth knowledge in particular areas (i.e. re-entry; individuals with disabilities, long-term unemployed) to better meet the varying and individualized needs of job seekers.
- Building training opportunities and stackable credentials for youth - H&M utilizes local labor market information and feedback from the employer community to develop services to help youth transition to the labor market. With a focus on employer demand, H&M included QuickBooks and various online training courses to ensure the youth in their program have the tools needed to compete successfully for jobs. H&M is currently building two new trainings for Certified Medical Assistant and Certified Medical Office Assistant to help young adults gain access to higher wage jobs and meet local demand. As new employer needs are identified H&M will continue to build their training catalog to provide participants with new skills.
- Expanding youth outreach - H&M has engaged in extensive outreach efforts to inform the community of the expansion of WIOA services to young adults up to 24 years of age and the expanded eligibility opportunities to out-of-school youth through the elimination of income criteria for most out-of-school youth. H&M targets outreach to youth through social media and resources/locations locally identified as prominently accessed by the County's youth/young adult population. All H&M WIOA staff receive training regarding use of social

media as an outreach tool and maintaining professional approaches when utilizing social media.

b. Entering into collaborative partnerships

The SLOWDB recognizes and embraces the need for strong collaborative partnerships to enhance the service delivery system for all users of the system, including youth, adult and dislocated workers, businesses and other stakeholders. The WDB has established Memorandums of Understanding with the California Employment Development Department, Community Action Partnership of San Luis Obispo County, Housing Authority of San Luis Obispo, Goodwill Industries of Santa Cruz, Monterey & San Luis Obispo Counties, San Luis Obispo County Community College District (Cuesta College), San Luis Obispo County Department of Social Services, Path Point, and California Polytechnic State University Small Business Development Center for Innovation. All of the partners in the MOU are responsible for creating a one-stop system with a single point of entry at the comprehensive America's Job Center of California. The MOU's will be revised and updated to reflect changes implemented in alignment with WIOA.

The Workforce Development Board staff, AJCC operator/service provider and the youth program service provider participate on multiple committees to enhance collaborative partnerships in the community. These committees include corrections and probation, economic development (with the Economic Vitality Corporation), Career Pathways, Business and Youth Committee through the WDB, and partner meetings at the AJCC with a focus on service delivery for all partners in the AJCC. The WIOA Ad hoc Committee is meeting to develop and further enhance service delivery through the MOU process.

The WDB also appointed a sub-committee, the WIOA Youth Committee, which began meeting in July 2015 and is bringing together community partners to address workforce development services to youth throughout the County. Through these regular meetings, the WDB has active engagement in communication with partners programs regarding the expanded services to out-of-school youth, older youth and work experience opportunities emphasized under WIOA. This has led to further development of the workforce system partnerships required to best meet the needs of our local area's young adult population. Thus far the WIOA youth program services have benefitted through the identification of service gaps wherein partnerships were developed to enhance each program's capacity to provide services by eliminating duplication of services to co-enrolled participants.

Regional collaboration

SLOWDB is part of the Central Coast Regional Planning Unit with Santa Cruz, Monterey and Santa Barbara counties. As a region, the Workforce Board Collaborative (WBC) applied for and was awarded a Slingshot project from the State Workforce Development Board to develop policy and practices to support community and economic development by better aligning education and workforce development efforts through demonstration of a skilled workforce region wide. To

accomplish this task, the Central Coast will focus efforts on developing “Work Ready Communities” utilizing the National Career Readiness Certificate (NCRC), region wide, to provide evidence-based credentials to individuals, certifying essential skills such as reading for information, applied mathematics and locating information. Focusing on the long-term unemployed Dislocated Worker population, the regional partners will implement and further develop the NCRC process and business knowledge of the community certification.

San Luis Obispo and Santa Barbara staff is participating in the second round of Human Centered Design projects to improve processes with local businesses and develop regional approaches and strategies for business engagement. Staff are developing their “how might we” questions to determine what services may be needed to engage business on a higher regional level. As part of this approach, an ad hoc survey committee is being formed from the Business Committee partners to seek information from business customers. This survey will help form the foundation for future business services. Current efforts will be shared with the other partners in the regional planning unit for possible expansion into their respective areas.

c. Creating innovative workforce development strategies in alignment with WIOA

SLOWDB is working to develop creative workforce development strategies focused on the following areas of opportunity identified for San Luis Obispo County. Those areas are:

- Building, Design and Construction
- Green Energy
- Health Services
- Knowledge and Innovation
- Specialized Manufacturing
- Uniquely SLO County

SLOWDB appointed a WIOA Implementation Ad-Hoc Committee that has been meeting regularly since January 2015, typically on a bi-monthly basis. The group members are comprised of AJCC system partners (required and strategic). These partner agency representatives have had an active role in identifying needs/gaps in services that lead to design changes in staffing and service delivery at the AJCC. The partners continue to identify strategies for expanding AJCC system services through the partner agencies they represent and are beginning to operate as a workforce development *system* with access to WIOA services through means other than entering the AJCC center itself.

Innovation in San Luis Obispo County also focuses on finding new ways to deliver training services where opportunities for traditional occupational skills resources (such as ETPL vendors) are limited. With an unemployment rate of 4.5% it is not necessarily hard to get a job, but it is difficult to get a job that leads to economic self-sufficiency in an area where housing costs are 50% higher than the

national average. This issue led the AJCC to try an innovative approach to assist job seekers with either developing or expanding a small business. Entrepreneurial training, funded through CalWorks with co-enrolled AJCC participants, was successful in providing individuals with tools to build a business plan, obtain a business license and access to mentors for business advice. We are looking to replicate this training in collaboration with Cuesta College, the Small Business Development Center and other community partners. Other training options, such as incumbent worker training and contracts with higher education are being evaluated as possible strategies to provide training services in our area.

Providing services to incarcerated individuals to assist with their transition to the community is of utmost importance to our community. The AJCC, in collaboration with the Sheriff and Plumbers and Pipefitters Local 403, partnered to provide in-demand apprenticeship training to inmates. Utilizing ETPL training, this collaboration provides inmates with welding training and an established link to the apprenticeship program so they have a connection to the labor market and relevant occupational skills upon release from incarceration.

To further enhance services to incarcerated individuals, Henkels & McCoy partners with the SLO Jail to provide mini-workshops to incarcerated youth, providing the youth with a familiar resource upon release. H&M is co-located with Restorative Partners, an agency that provides counseling and employment services to previously incarcerated individuals. This co-location and partnership allows enrolled individuals to take advantage of a wide array of service to transition to the labor force.

d. Redesigning service delivery

The redesign of service delivery was primarily addresses under Section A, Developing new services (which leads to redesigned service delivery). During the past year, AJCC staff focused on providing responsive, individualized services to Job Center customers and participants enrolled in WIOA. This is the first year that AJCC staff is delivering services in "community-based" format, taking services out of the center and providing them in the various communities where they are needed. Staff currently work out of a mixed-income housing authority property in Paso Robles, delivering workshops and other services on-site. Additionally, staff is working with individuals who have completed a comprehensive substance abuse program in South County, providing services to assist graduates of the program to re-enter the workforce. We are currently developing metrics and analyzing the effectiveness of this approach at service delivery and intend to expand to additional locations as feasible.

The youth provider, Henkels & McCoy designed tracks to help youth set a career goal and provide both academic and career pathway curriculum to assist youth in achieving their goals. The tracks are:

1. Short-term training, needs a little guidance, need credentials, and would like a job.

2. Needs more help, shorter work history, required credential training, and one-on-one support and work readiness skills. May need a GED.
3. This individual maybe looking for a part-time job, but really wants to go to college. We provide help with an onsite visit, help with applications, FAFSA, and navigating education system.

e. Other WIOA transitional activities to design a better system for customers

Recognizing the need for customers to access services outside of the traditional 8 to 5 business hours, the AJCC has increased their capacity to deliver virtual services through the build out of enhanced web tools. Staff is working on a retooling of workshop curricula and materials to meet the needs of internet users. As mentioned previously, staff is also providing community based services, bringing WIOA services to the areas showing the greatest need.

To ensure staff had a solid understanding of the new WIOA requirements, AJCC staff participated in a "book club" format to review materials including the NPRM's, Biden's "Ready to Work/Job Driven Training Initiative" and TEGL 15-10. This process allowed staff to thoroughly examine the materials, provide feedback and ask questions relating to the implementation of WIOA. It provided the opportunity for staff to provide feedback on how best to implement WIOA locally to benefit the customers in the AJCC.

f. What steps have you taken to implement the new WIOA youth program requirements, including the 75 percent out-of-school youth and 20 percent work experience minimum expenditure requirements?

In 2015, prior to an update from WIOA, the SLO Workforce Development leadership and H&M had made a decision to try to build the relationships with High schools and Alternative schools, as a viable pipeline for WIOA programs. We built a program based on 65% of funding to serve OSY and the remainder to ISY. Late 2015, additional funds were made available through carry-over, so with the advisement of SLO workforce leadership, the expenditure rate was raised from 65% to 75%. Currently we are at 79% OSY expenditures. The youth contractor is at approximately 66% of their work experience goal and is on track to attain the required work experience expenditures by end of the fiscal year.

g. Describe your efforts to comply with the Uniform Guidance requirements.

Fiscal and program staff attended DOL-provided training on Uniform Guidance requirements. SLOWDB's procurement, contracting and fiscal guidelines are in compliance with Uniform Guidance requirements and policies and procedures are in process of being updated to include all appropriate citations. Uniform Guidance requirements will be reviewed during the subrecipient monitoring process to further ensure compliance.

- h. Describe your efforts to develop sector initiatives and career pathways in high demand industries in coordination with community colleges, apprenticeship programs, adult basic education, and other training providers.

The SLOWDB is working with the numerous community partners to collaborate on the development of sector initiatives and career pathways in high demand industries. In July 2014, BW Research Partnership prepared an economic and workforce development analysis of SLO County. This report built upon an early study by Collaborative Economics and the San Luis Obispo County Economic Vitality Corporation (EVC) establishing original industry clusters. Clusters identified for SLO County are:

- Building, Design and Construction
- Green Energy
- Health Services
- Knowledge & Innovation
- Specialized Manufacturing
- Uniquely SLO County

To accomplish part of this task, WDB staff prepared reports based on local labor market information as the starting point for conversation with critical partners. Taking into consideration the report from BW Research Partnership and using a variety of tools such as the State LMID and EMSI data, staff conducted a deeper dive into the data to exclude several industries within the clusters that do not exist within SLO County, ensuring the data we are working with is relevant and accurate. This information, particularly identification of skill gaps and potential areas for curriculum development, was shared with the WDB, Executive Committee, Business Council and various partner agencies to build awareness of areas of opportunity. This data has formed the base for recent discussions on development of career pathway initiatives in SLO County. Most recently, the Business Council established an ad hoc committee to conduct an employer survey to obtain further information on skill gaps as recognized by local employers as a prelude to development of further strategies.

As further support of sector initiatives, the SLOWDB Business Council, at their August 18, 2015 meeting reviewed and identified industry sectors to focus on for the 2015-2016 Program Year. This selection is not intended to eliminate attention on all clusters, but instead is to target staff attention and gain momentum in industry/sectoral work. The Council ranked in order of importance: Health Services, a tie between Specialized Manufacturing and Building, Design Construction, and ICT Array. The recommended regional industry focus for the Central Coast Regional Planning Unit is Health Services, specifically Allied Health. The strategies for business services as defined by the Business Council include:

- Determining employer needs in the local and regional area
- Integrating business services through the AJCC system

- Leveraging and braiding other resources through education, economic development and industry associations to support On-the-Job training and other customized training ventures
- Industry Led Training, including (but not limited to)
 - Partnership with priority sector employers to develop OJT's and customized training.
 - Business partners to drive the demand-driven strategy through joint planning, competency and curriculum development; and determining appropriate length of training.
 - Foster collaboration between community college and Department of Industrial Relations – Division of Apprenticeship Standards (DIR-DAS) approved/registered apprenticeship programs.
 - Use of innovative training strategies to fill skill gaps/identify skill gaps that contribute to the lack of local business competitiveness

The Business Council identified the following steps and are convening partners to begin sector initiative work:

- Presentation discussion from subject matter experts on needs of:
 - Businesses
 - Workforce
 - Training
 - Needs now vs. projected needs
- Present data to clusters and businesses and get input
- Identify partners already involved and identify their role
- Curriculum partnerships and support partner career pathway projects
- Encourage work-based learning through incumbent worker training and on-the-job training
- Determine reportable outcomes/efforts
- Understand the profile of individuals in the system and determine skill upgrade needs.

Tackling sector initiatives and career pathway development from a variety of approaches, SLOWDB staff is also participating with the California Career Pathways Trust (AB86) initiative bringing together school districts, county offices of education, regional occupational programs, community college and business in an effort to design career pathways. SLOWDB recently provided CCPT partners with a local LMI presentation to provide awareness of WDB identified clusters of opportunity. WDB staff is participating in CCPT committee meetings and will be attending the CCPT Grantee Network Institute in May, 2016 as part of the San Luis Obispo County team to further develop career pathways for SLO County.

i. Describe your efforts to adopt, implement, and promote the AJCC brand.

SLOWDB and contracted service providers adopted, implemented and promote the AJCC brand in outreach materials, Web sites (including social media), posters and other communications. Goodwill, as

the AJCC operator, has used the AJCC brand exclusively since 2014. The AJCC operator provided all staff located in the Job Center with AJCC-branded business cards (EDD, DSS, Goodwill staff funded through other aligned programs). Promotional materials, fliers and advertisements are reviewed by WDB staff to ensure compliance with recommended style guides and AJCC branding requirements.

- j. Describe your efforts to complete Phase I of the MOU development process. What challenges are you facing?

SLOWDB staff attended MOU development training with regional and local partners in February, 2016. SLOWDB currently has MOUs and Resource Sharing Agreements (RSA) in place with all mandated partners. Anticipating the need to revise formal MOU's and RSA's with AJCC partners, WDB staff has been meeting with the partners in an ad hoc committee focusing on services and referral processes in the AJCC. Staff identified additional individuals to include in the MOU development process and is scheduling more frequent meetings to ensure the MOU is completed in a timely manner. The committee will utilize the State MOU template as the framework for the local MOU, incorporating successful elements of the current MOU's as appropriate. We are awaiting information regarding the partnership with EDD (anticipated in March, 2016) as this is an integral part of the MOU process particularly in relation to Wagner Peyser services.

Local Board Assurances

For PYs 2016-18, the Local Board assures that it will do the following:

- A. Comply with the applicable uniform administrative requirements, cost principles, and audit requirements included in Title 2 CFR Parts 200 and 2900 (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- 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. Do financial reporting in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- 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. Expend funds 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 30 percent of combined total of adult and dislocated worker formula fund allocations on training services (CUIC Section 14211).
- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

- D. Select AJCC operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal, unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).

- E. Collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.
- F. Comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. 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. Give priority of service 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*).
- I. Comply with Assembly Bill (AB) 1234 and ensure that local members receive ethics training every two years. AB 1234 requires Local Boards to consult with the California Fair Political Practice Commission (FEPC) and the California Attorney General's office regarding the content of the ethics training course they can use. Local Boards may consider using the free, two-hour, on-line ethics training course available from the FPPC: [AB 1234 Ethics Training for Local Officials](#).
- J. Comply with the conflict of interest provisions of WIOA Section 107(h).

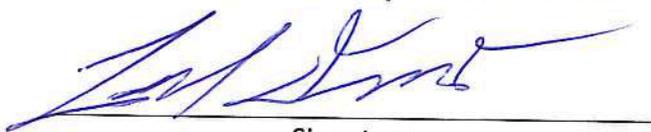
Signature Page

By signing below, the local CEO and Local Board chair request Local Board recertification. We certify that the Local Board appointed members as described in WIOA Section 107(a), (b), and (c), performed successfully and sustained fiscal integrity during PYs 2013-14 and 2014-15, and developed and implemented strategies to improve and continuously strengthen the workforce development system in accordance with WIOA. Additionally, we agree to abide by the Local Area assurances included in this document.

Instructions

The Local Board chairperson and local CEO must sign and date this form. Include the original signatures with the request.

Local Workforce Development Board Chair



Signature

CARL DUDDY

Name

CHAIRPERSON

Title

3/16/16

Date

Local Chief Elected Official

Signature

Name

Title

Date