

Fresno Regional Workforce Development Board

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OPERATIONAL DIRECTIVE

FRWDB OD # 15-15, Revision E

Date Released: December 13, 2017

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: December 13, 2017

Subject: Fresno Regional Workforce Development Board Recognition Awards Process

Applicable Program: All

Revision History: Initial Release – 8/12/15; Rev B - 1/20/16; Rev C – 6/27/17; Rev D – 8/30/17

This Revision E updates the forms and requirements.

This Operational Directive documents the process that will be followed for soliciting nominations and making decisions for Recognition Awards in the following categories: Youth Business of Excellence, Adult Business of Excellence, Outstanding Adult Participant, and Outstanding Youth Participant.

Each Provider of Service must submit at least one nomination for the business and participant award for each quarter.

FRWDB Youth Business of Excellence Award

This award is designed to recognize business in our community who has demonstrated a commitment to mentor our Youth while providing a positive work experience environment that allows them to thrive and grow in the workforce. Qualities of a Youth Business of Excellence include those that provide a work environment that allows employees to thrive and grow in the career, goes the extra mile to mentor, retain, and promote employees, and provides training and benefits.

The award will be given quarterly to the business that best demonstrates a commitment to the All Youth One System Youth. Of the four (4) **Youth Business of Excellence** award winners, one (1) Premiere Business will receive an annual award presented by the FRWDB Board of Directors.

Eligibility: Applicants must meet the following criteria:

- Be available to attend a Fresno County Board of Supervisors or Fresno City Council meeting to receive recognition.
- Be in good standing with the FRWDB for a minimum of two years (no failed work experiences, no unresolved employee complaints).
- Have been in business a minimum of two years.

- An inspirational role model for youth.
- Demonstrate a commitment to employee support and development.
- Must have hosted a youth in a work experience or hired within the most recent quarter.

FRWDB Adult Business of Excellence Award

This award is designed to recognize the important role business play in providing employment opportunities to our Job Seekers. Qualities of an Adult Business of Excellence include: those that provide a work environment that allows employees to thrive and grow in the career, those that go the extra mile to hire, retain, and promote employees, and those that provide training and benefits.

The *award* will be given quarterly to the business that best demonstrates a commitment to Workforce Connection Job Seekers. Of the four (4) **Adult Business of Excellence** award winners, one (1) Premiere Business will receive an annual award presented by the FRWDB Board of Directors.

Eligibility: Applicants must meet the following criteria:

- Be available to attend a Fresno County Board of Supervisors or Fresno City Council meeting to receive recognition.
- Be in good standing with the FRWDB for a minimum of two years (no failed OJTs, no unresolved employee complaints).
- Have been in business a minimum of two years.
- Be rated by the BAS as a "Platinum Business."
- Demonstrate a commitment to employee support and development.
- Demonstrate a commitment to utilizing FRWDB resources to help their business grow.
- Must have hired one of our participants within the most recent quarter.

WIOA Outstanding Achievement Award – Adult and Youth

This award is to recognize an Adult and a Youth who have demonstrated a commitment to making changes in their lives and have overcome personal barriers to achieve professional success.

The award will be given to an Adult and Youth participant each quarter. Of the four (4) award winners in each category, one awardee will receive an annual award presented by the FRWDB Board of Directors.

Eligibility: Applicants must meet the following criteria:

- Be available to attend a Fresno County Board of Supervisors or Fresno City Council meeting to receive recognition.
- Must be currently enrolled and have finished most of program goals or a current follow-up WIA/WIOA participant.
- They must have demonstrated a commitment to making changes in their lives and have overcome personal barriers to achieve professional success.
- Nominated adult participants: must be currently working (must have been hired within a year). Nominated youth participants: must be currently working (must have been hired within a year) or attending post-secondary education or training.

Awards Selection Process:

Quarterly

- There will be four (4) quarterly awards provided with one (1) winner per quarter.

- The quarterly timeframes are the following: Q1 - Jan., Feb., and March; Q2 – April, May, and June; Q3 – July, Aug., and Sept; Q4 – Oct., Nov., and Dec.
- The Application deadline is by the 5th of
 - April – Q1,
 - July – Q2,
 - October – Q3, and
 - January – Q4.
- The Award Committee (AC) staff will review the applications within 10 days after the quarterly deadline.
- The Program Manager will notify the provider via email. The nominating staff will present the award to the winning business, adult and youth within 2 weeks of the FRWDB Program Manager notification.
- In the case where two excellent applications are received in the same quarter, the Award Committee may allow the staff to hold the second application to be the winner for the next quarter.
- Winners cannot be nominated again for an award in the same category.

Annually

- The Award Committee will review the quarterly winners and select an overall annual winner.
- This annual award winner will be honored at the FRWDB Annual Event.

Please send questions and/or completed application forms to FRWDB Award Committee at frwdbawards@workforce-connection.com

Forms:

[GEN-007](#) – Youth Business of Excellence Award Application

[GEN-008](#) – Business of Excellence Award Application

[GEN-009](#) – WIOA Outstanding Achievement Award – Adult and Youth Application