



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Youth Council
November 16, 2017 @ 4:00 p.m.

Workforce Connection - Manchester Center
3302 N. Blackstone, Room 209
Fresno, CA 93726

Mission Statement: To design, procure, and oversee Workforce Innovation and Opportunity Act youth services to ensure all available resources serve the needs of Fresno County youth.

PLEASE TURN OFF CELL PHONES OR PUT ON VIBRATE

ROLL CALL

AGENDA CHANGES: REMOVAL OF ITEMS OR EMERGENCY ADDITIONS

ABSTENTIONS/RECUSALS/DISCLOSURES OF POTENTIAL CONFLICTS OF INTEREST

CHAIR/STAFF REPORT

PUBLIC COMMENTS

Item	Description	Presented By	Enclosure	Action	Page #
1.	May 18, 2017, Youth Council Meeting Minutes	Konczal	Yes	Approve	4
2.	Fresno Regional Workforce Development Board Outstanding Achievement Award	Varela	Yes	Information	8
3.	Youth Council Vice Chair Selection	Konczal	Yes	Discuss and Recommend	9
4.	Workforce Innovation and Opportunity Act Youth Program Funds for Program Year 2016-2017 Carryover, and Funding Recommendations for Program Year 2017-2018	Stogbauer	Yes	Recommend to Approve	10
5.	Draft Workforce Innovation and Opportunity Act Title I Youth Request for Proposals Statement of Work for Program Year 2018-2019	Stogbauer	Yes	Recommend to Approve	18
6.	Fourth Quarter Local Performance Results Report for Program Year 2016-2017	Stogbauer	Yes	Recommend to Accept	31
7.	First Quarter Local Performance Results Report for Program Year 2017-2018	Stogbauer	Yes	Recommend to Accept	37
8.	Fourth Quarter Youth Satisfaction Reports for Program Year 2016-2017	DeWitt	Yes	Recommend to Accept	43
9.	First Quarter Youth Satisfaction Reports for Program Year 2017-2018	DeWitt	Yes	Recommend to Accept	45
10.	Fourth Quarter Providers of Services Monitoring Report for Program Year 2016-2017	DeWitt	Yes	Recommend to Accept	47

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

Disabled individuals who need special assistance to attend or participate in this meeting may request assistance by contacting the Fresno Regional Workforce Development Board, at 2125 Kern Street, Suite 208, Fresno, California, or by calling (559) 490-7100. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting materials available in alternative formats. Requests for assistance should be made at least two (2) working days in advance of the meeting.

11.	First Quarter Providers of Services Monitoring Report for Program Year 2017-2018	DeWitt	Yes	Recommend to Accept	49
12.	Fourth Quarter Youth Customer Complaint Report for Program Year 2016-2017	DeWitt	Yes	Recommend to Accept	51
13.	First Quarter Youth Customer Complaint Report for Program Year 2017-2018	DeWitt	Yes	Recommend to Accept	52
14.	Fourth Quarter Youth Demographics Reports for Program Year 2016-2017	Giles	Yes	Information	53
15.	First Quarter Youth Demographics Reports for Program Year 2017-2018	Giles	Yes	Information	58
16.	West Hills One-Stop Tour Update	Stogbauer	Yes	Information	63
17.	Agenda Items for February 15, 2018, Meeting	Montalbano	No	Discussion	--
18.	Meeting Feedback	Konczal	No	Discussion	--

**Fresno Regional Workforce Development Board
Youth Council
2017 Attendance Roster**

	2/16/2017	5/18/2017	8/17/2017	11/16/2017
Abshere**	A	A	XX	
Barnes	P	P	XX	
Bauer	P	P	XX	
Chambers	--	P	XX	
Martindale	P	P	XX	
Montalbano*	P	P	XX	
Tutunjian	A	P	XX	
Vuicich	P	A	XX	
Watson	P	P	XX	

* = Chairperson

** = Vice Chairperson

P = Present

A = Absent

-- = Not a Ratified Member at Time of Meeting

XX = Meeting Cancelled

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	1
MEETING DATE:	November 16, 2017
ACTION:	APPROVE

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Youth Council
FROM: Blake Konczal, Executive Director
SUBJECT: May 18, 2017, Youth Council Meeting Minutes

RECOMMENDATION:

Approve the attached minutes of the May 18, 2017, Youth Council meeting.

ATTACHMENT:

May 18, 2017, Youth Council Meeting Minutes



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Youth Council Meeting
May 18, 2017

SUMMARY MINUTES

The meeting was called to order at 4:02 p.m.

ROLL CALL: PRESENT – Lacy Barnes, Paul Bauer, Katherine Martindale (arrived at 4:14 p.m.), Dennis Montalbano, Michelle Tutunjian, and Rick Watson (arrived at 4:08 p.m.),

ABSENT – Tom Abshere and Valerie Vuicich

AGENDA CHANGES: None

ABSTENTIONS/RECUSALS/
DISCLOSURES OF
POTENTIAL CONFLICTS
OF INTEREST: None

CHAIR/STAFF None

PUBLIC COMMENTS: None

Item	<u>Description/Action Taken</u>
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1. February 16, 2017, Youth Council Meeting Minutes

BARNES/BAUER – APPROVED THE FEBRUARY 16, 2017, YOUTH COUNCIL MEETING MINUTES (UNANIMOUS).

2. Workforce Innovation and Opportunity Act Youth Funding Recommendations for Program Year 2017-2018

Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB), reported that the State of California Employment Development Department released the Workforce Innovation and Opportunity Act (WIOA) formula allocations for Program Year (PY) 2017-2018. The FRWDB received an overall 4.42% decrease when compared to the allocations received in PY 2016-2017.

Council Member Watson arrived (4:08 p.m.)

Approval of the recommended funding allocation will result in the following: a 4.42% net reduction for FRWDB Administration/Program support, youth contracted services, vocational training and customer pools; and a \$21,975 decrease to the estimated carryover from PY 2016-2017. The allocation would also maintain a three percent (3%) carryover to PY 2018-2019; and maintain the mandated 20% to the Youth Work Experience pool.

Council Member Martindale arrived (4:14 p.m.)

The allocation was an estimate, and if there are any changes FRWDB staff will provide revised allocations for the Youth Council's approval at the August 17, 2017, Youth Council (Council) meeting.

BAUER/BARNES – RECOMMENDED THAT THE FRWDB APPROVE THE WORKFORCE INNOVATION AND OPPORTUNITY ACT YOUTH FUNDING RECOMMENDATIONS FOR PY 2017-2018 (UNANIMOUS).

3. Manufacturing Internship Pilot Program Presentation

A request was made at the Council meeting on February 16, 2017, to have youth involved with the Manufacturing Internship Pilot Program attend the Council meeting to discuss their experiences with the program. Nuvia Varela, Adult/Youth Program Manager, FRWDB, provided a brief video about the Manufacturing Internship Pilot Program.

Chu Hue Vang and Marci Lee, two (2) youth involved in the program visited the Council meeting. The Council was excited to have a chance to interview them concerning their experiences. Both Mr. Vang and Mr. Lee had positive feedback about the program, and discussed some of the new skills they had learned.

The Council members congratulated the youth and told them to keep up the good work.

This was an information item.

4. Third Quarter Local Performance Results Report for Program Year 2016 - 2017

Phyllis Stogbauer, Deputy Director of Program Services, FRWDB, presented the Third Quarter Local Performance Results Report for PY 2016-2017 for the Council's recommendation to the FRWDB. Ms. Stogbauer stated that the Provider staff continues to work on bringing in more Out-of-School youth to the program. Ms. Stogbauer added that the performance measures have changed, and will no longer include the literacy/numeracy report. The report will be replaced with an In-Program Skills Gain report and more information will be provided at the next Council meeting.

BARNES/TUTUNJIAN – RECOMMENDED THAT THE FRWDB ACCEPT THE THIRD QUARTER LOCAL PERFORMANCE RESULTS REPORT FOR PY 2016-2017 (UNANIMOUS).

5. Third Quarter Youth Satisfaction Reports for Program Year 2016 - 2017

Stephen DeWitt, Quality Manager, FRWDB, presented the Third Quarter Youth Satisfaction Reports for PY 2016-2017 for the Council's recommendation to the FRWDB. Mr. DeWitt stated that the reports continued to have a great survey response rate. Council Member Tutunjian commented that it was great to see such a large amount of participation, as well as positive feedback in the comments section.

BARNES/CHAMBERS – RECOMMENDED THAT THE FRWDB ACCEPT THE THIRD QUARTER YOUTH SATISFACTION REPORTS FOR PY 2016-2017 (UNANIMOUS).

6. Third Quarter Providers of Services Monitoring Report for Program Year 2016 - 2017

Mr. DeWitt presented the Third Quarter Providers of Services Monitoring Report for PY 2016-2017 for the Council's recommendation to the FRWDB. Mr. DeWitt indicated that all findings have been addressed and FRWDB staff had no issues or concerns.

BARNES/WATSON – RECOMMENDED THAT THE FRWDB ACCEPT THE THIRD QUARTER PROVIDERS OF SERVICES MONITORING REPORT FOR PY 2016-2017 (UNANIMOUS).

7. Third Quarter Youth Customer Complaint Report for Program Year 2016 - 2017

Mr. DeWitt presented the Third Quarter Youth Customer Complaint Report for PY 2016-2017 for the Council's recommendation to the FRWDB. Mr. DeWitt was pleased to report that no youth program complaints were received during third quarter.

BARNES/CHAMBERS – RECOMMENDED THAT THE FRWDB ACCEPT THE THIRD QUARTER YOUTH CUSTOMER COMPLAINT REPORT FOR PY 2016-2017 (UNANIMOUS).

8. Third Quarter Youth Demographics Reports for Program Year 2016 - 2017

Mr. Giles presented the Third Quarter Youth Demographics Reports for PY 2016-2017. Mr. Giles stated that the report was broken down by enrollments based on gender, age, ethnicity and barriers to employment. Mr. Giles reminded the Youth Council that the reports are based on when the client was enrolled into the program.

This was an information item.

9. Agenda Items for August 17, 2017, Meeting

Chair Montalbano asked if there were any more One-Stops that the Council members could visit. Mr. Konczal responded that FRWDB would work on getting a tour lined up for any interested members to visit the West Hills One-Stop location before the next Council meeting on August 17, 2017.

10. Meeting Feedback

Chair Montalbano commented that he enjoyed the manufacturing presentation and getting to speak with the two (2) youth from the Manufacturing Pilot Program. He also commented he would like to see more individuals going through the program. Ms. Stogbauer responded that the plan is to expand the program to other industries such as automotive, and possibly provide classes in Fresno, in addition to Reedley.

Meeting adjourned at 4:51 p.m.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	2
MEETING DATE:	November 16, 2017
ACTION:	INFORMATION

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Youth Council
FROM: Nuvia Varela, Youth Program Manager
SUBJECT: Fresno Regional Workforce Development Board Outstanding Achievement Awards

INFORMATION:

The Fresno Regional Workforce Development Board Outstanding Business Achievement Award for the Third Quarter has been awarded to California Teaching Fellows Foundation. A video presentation will be provided at the meeting.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	3
MEETING DATE:	November 16, 2017
ACTION:	DISCUSS AND RECOMMEND

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Youth Council
FROM: Blake Konczal, Executive Director
SUBJECT: Youth Council Vice Chair Selection

INFORMATION:

As outlined in the following Section of the Fresno Regional Workforce Development Board's (FRWDB) Bylaws, the FRWDB's Councils and Committees must have both a Chair and Vice Chair identified.

Section 6.01 Creation of Standing Committees. Subject to the provisions of the Joint Powers Agreement and the Workforce Investment Act, the Board shall have the authority to create and disband one or more standing committees of the FRWIB. Each standing committee shall consist of two (2) or more Directors, and other persons that the Directors may appoint to serve at the pleasure of the Board, including individuals who are not members of the Board. The appointments to such standing committees shall be by majority vote of the Directors then in office. Each standing committee shall have a chair and a vice chair, both of whom must be a member of the Board. The chair of each standing committee shall be appointed by the Chair, subject to ratification by majority vote of the Directors then in office. The vice chair of each standing committee shall be appointed by the committee chair, subject to ratification by majority vote of the Directors then in office. The standing committee vice chair shall assume the duties of the standing committee chair in his or her absence. Any standing committee, to the extent provided in the Board motion by which it is formed, shall only have the authority delegated by the Board. All standing committees shall observe strict compliance with the Ralph M. Brown Act.

The Youth Council will discuss the process and recommendations.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	4
MEETING DATE:	November 16, 2017
ACTION:	RECOMMEND TO APPROVE

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Youth Council
FROM: Phyllis Stogbauer, Deputy Director of Program Services
SUBJECT: Workforce Innovation and Opportunity Act Youth Program Funds for Program Year 2016-2017 Carryover, and Funding Recommendations for Program Year 2017-2018

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) approve the allocation of additional Workforce Innovation and Opportunity Act (WIOA) Youth funds for Program Year (PY) 2017-2018 in the amount of \$669,308, and the PY 2016-2017 unobligated carryover funds in the amount of \$421,295 as outlined below.

REASON FOR RECOMMENDATION:

The Employment Development Department (EDD), Workforce Services Division, released estimated WIOA formula allocations for PY 2017-2018 on February 8, 2017 (Attachment I). The FRWDB received \$4,434,754 (Attachment II), which was allocated by the FRWDB at the June 7, 2017, meeting. Then on June 27, 2017, EDD released the revised allocations, which increased the estimated award by \$669,308, bringing the total allocation of Youth funds for PY 2017-2018 to \$5,104,062.

The Fiscal closeout for PY 2016-2017 has been finalized. The WIOA Youth program has a total of \$899,320 of carryover funds, a difference of \$421,295 from the initial estimated amount.

FRWDB staff recommends that the Youth Council approve the proposed revised budget allocations for the additional funding and carryover funds as outlined in Attachment III. Approval of the recommended funding allocations will result in the following:

- Increases carryover for PY 2018-2019 by \$20,076, to maintain the three percent (3%) allocation of total funding.
- Increases current plan year 2017-2018 Work Experience (WEX) pool by \$120,453 to meet the minimum 20% allocation as mandated by the State of California.
- Allocates an additional reserve of \$432,858 of unexpended WEX funds from PY 2016-2017 to ensure full expenditure of mandated WEX funds.
- Consolidates the One-Stop Marketing budget and adds additional marketing funds into the One-Stop Sites budget.
- Consolidates all FAWIC staffing and operational cost from One-Stop Sites budget into the FAWIC Administration and Program Support budget.

FISCAL IMPACT:



Approval of this item will allocate an additional \$669,308 of WIOA Youth program funds and \$421,295 of unobligated carryover funds. The \$1,090,603 will be allocated to the WEX pools and operational budgets, and places an additional \$20,076 into carryover for PY 2018-2019.

ATTACHMENTS:

ATTACHMENT I: EDD Information Notice WSIN 16-37, WIOA Formula Planning Estimate Allocations for PY 2017-2018

ATTACHMENT II: EDD Information Notice WSIN 16-60, WIOA Formula Allocations for PY 2017-2018

ATTACHMENT III: WIOA Youth Program Allocations Spreadsheet for PY 2017-2018

 Employment Development Department State of California Workforce Services	<h1 style="margin: 0;">INFORMATION NOTICE</h1> <p style="margin: 0; font-size: small;">Date: February 8, 2017 Expiration Date: 03/08/2019 Number: WSIN16-37</p>	
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WIOA FORMULA PLANNING ESTIMATE ALLOCATIONS – PY 17-18

This provides *Workforce Innovation and Opportunity Act* (WIOA) Title I formula estimate allocations for each Local Workforce Development Area (Local Area), for the Adult, Youth, and Dislocated Worker funding streams for Program Year (PY) 2017-18. These allocations are based on the estimated allotment levels issued by the U.S. Department of Labor, Employment and Training Administration to the states in Training and Employment Guidance Letter 14-16, dated January 13, 2017. These allotment levels are provided as an estimate for planning purposes and will change based on the enacted PY 2017 full-year appropriation expected in April 2017. The planning estimates in this notice can provide Local Areas with a general idea of how their funding will change in PY 2017, assuming there are no major increases or decreases enacted by Congress.

The WIOA prescribes a specific method to calculate sub-state hold harmless levels. These hold harmless provisions were established to help mitigate year-to-year volatility in funding levels. Under WIOA, hold harmless provisions ensure that each Local Area receives no less than 90 percent of their average percentage share from the two prior years. The Local Areas that receive more than 100 percent of their average percentage share from the previous two years will be proportionately reduced by the amount of total funding necessary to ensure that all Local Areas receive at least 90 percent of their average percentage share from the two prior years.

The allotment to California and the amounts available for the formula allocation to its Local Areas are listed below. Attachment 1 reflects the total amount Local Areas will receive for each of the funding streams for PY 17-18. Additionally, Attachment 2 provides a breakdown of how each of the three funding streams is allocated.

PY 17-18 Title I	Total Federal Allotment	Amount Available for Formula Allocation
Youth Program	\$123,092,430	\$104,628,566
Adult Program	\$118,028,427	\$100,324,163
Dislocated Worker Program	\$152,634,373	\$91,580,625

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

If you have any questions, please contact Laura Caputo from the Financial Management Unit at Laura.Caputo@edd.ca.gov or by phone at 916-653-9150.

/S/ JAIME L. GUTIERREZ, Chief
Central Office Workforce Services Division

Attachment is available on the internet:

1. [Youth, Adult, and Dislocated Worker Activities Program Estimate Allotments](#)
2. [WIOA Estimate Funding SFY 17-18](#)



WIOA FORMULA ALLOCATIONS – PY 17-18

The *Workforce Innovation and Opportunity Act* (WIOA) formula fund allocations for each Local Workforce Development Area (Local Areas), for the Adult, Youth, and Dislocated Worker (DW) funding streams for Program Year (PY) 2017-18, have been released. These allocations are based on the allotments issued by the U.S. Department of Labor (DOL) to the states (refer to DOL Training and Employment Guidance Letter (TEGL) 27-16, dated June 09, 2017).

The WIOA prescribes a specific method to calculate sub-state hold harmless levels for DW Program funds. As a result, there is an alignment in the WIOA hold harmless provisions across the Adult, Youth, and DW programs. These hold harmless provisions were established to help mitigate year-to-year volatility in funding levels. Under the WIOA, hold harmless provisions ensure that each area receives no less than 90 percent of their average percentage share from the two prior years. The local areas that receive more than 100 percent of their average percentage share from the previous two years will be proportionately reduced by the amount of total funding necessary to ensure that all local areas receive at least 90 percent of their average percentage share from the two prior years.

Please be aware that this notice is being issued for planning and budgeting purposes only because the state has not yet received the federal *Notice of Award* (NOA) for any of the funding streams. Once the NOA has been received, Youth allocations will be released to Local Areas immediately. The Adult and DW allocations will be released as soon as we receive federal and state spending authority for these funds.

The allotment to California and the amounts available for the formula allocation to the local areas are listed below. Attachment 1 reflects the total amount local areas will receive for each of the funding streams during the PY 17-18. Additionally, Attachment 2 provides a breakdown of how each of the three funding streams is allocated.

<u>PY 2017-18 Title I</u>	<u>Total Federal Allotment</u>	<u>Amount Available for Formula Allocation</u>
Adult Program	\$117,464,601	\$99,844,911
Youth Program	\$122,708,017	\$104,301,815
Dislocated Worker Program	\$151,913,910	\$91,148,347

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Youth allotments to the states will be issued in one sum with an April 1, 2017, effective date under grant code 301.

If you have any questions about this notice, please contact Laura Caputo at Laura.Caputo@edd.ca.gov or by phone at 916-653-9150.

/S/ JAIME L. GUTIERREZ, Chief
Central Office Workforce Services Division

Attachments are available on the internet:

1. [Youth , Adult, and Dislocated Worker Activities Program Allocations](#)
2. [WIOA Funding SFY 2017-18](#)

Workforce Innovation and Opportunity Act
Youth, Adult, and Dislocated Worker Activities Program Allocations
Program Year 2017-18

Local Area	Round 1			Round 2		Grand Total
	Youth	Adult	Dislocated Worker	Adult	Dislocated Worker	
Alameda	\$1,578,957	\$189,069	\$318,832	\$1,295,681	\$1,698,765	\$5,081,304
Anaheim City	\$771,661	\$94,497	\$99,712	\$647,584	\$531,278	\$2,144,732
Contra Costa	\$1,462,809	\$184,035	\$289,608	\$1,261,186	\$1,543,058	\$4,740,696
Foothill	\$539,933	\$71,033	\$80,922	\$486,786	\$431,161	\$1,609,835
Fresno	\$5,104,062	\$615,194	\$673,977	\$4,215,904	\$3,591,012	\$14,200,149
Golden Sierra	\$891,045	\$111,006	\$167,803	\$760,720	\$894,070	\$2,824,644
Humboldt	\$340,824	\$37,963	\$43,828	\$260,162	\$233,520	\$916,297
Imperial	\$2,253,775	\$282,154	\$341,524	\$1,933,593	\$1,819,672	\$6,630,718
Kern, Inyo, Mono	\$4,733,093	\$580,121	\$640,728	\$3,975,549	\$3,413,858	\$13,343,349
Kings	\$706,557	\$99,939	\$95,787	\$684,877	\$510,361	\$2,097,521
Los Angeles	\$10,354,267	\$1,262,710	\$1,201,428	\$8,653,298	\$6,401,320	\$27,873,023
Los Angeles City	\$13,304,252	\$1,641,240	\$1,339,025	\$11,247,341	\$7,134,460	\$34,666,318
Madera	\$717,894	\$92,512	\$94,952	\$633,979	\$505,912	\$2,045,249
Mendocino	\$213,735	\$27,609	\$31,397	\$189,203	\$167,287	\$629,231
Merced	\$1,490,188	\$179,850	\$203,332	\$1,232,504	\$1,083,372	\$4,189,246
Monterey	\$1,691,875	\$217,547	\$319,203	\$1,490,841	\$1,700,742	\$5,420,208
Mother Lode	\$387,028	\$57,393	\$58,725	\$393,311	\$312,890	\$1,209,347
NCC	\$1,139,866	\$134,940	\$162,858	\$924,739	\$867,723	\$3,230,126
NoRTEC	\$2,409,764	\$295,242	\$314,173	\$2,023,282	\$1,673,942	\$6,716,403
North Bay	\$668,246	\$93,245	\$126,140	\$639,003	\$672,085	\$2,198,719
NOVA-San Mateo	\$1,392,728	\$179,393	\$288,793	\$1,229,372	\$1,538,719	\$4,629,005
Oakland City	\$1,293,484	\$162,061	\$149,875	\$1,110,598	\$798,550	\$3,514,568
Orange	\$2,948,268	\$348,796	\$628,483	\$2,390,287	\$3,348,618	\$9,664,452
Pacific Gateway	\$1,751,989	\$203,059	\$169,039	\$1,391,558	\$900,658	\$4,416,303
Richmond City	\$340,178	\$45,335	\$38,052	\$310,680	\$202,745	\$936,990
Riverside	\$6,432,195	\$788,413	\$885,180	\$5,402,965	\$4,716,325	\$18,225,078
Sacramento	\$3,695,179	\$449,240	\$511,382	\$3,078,624	\$2,724,692	\$10,459,117
San Benito	\$206,482	\$24,858	\$33,580	\$170,354	\$178,916	\$614,190
San Bernardino	\$5,796,594	\$699,962	\$722,788	\$4,796,816	\$3,851,081	\$15,867,241
San Diego	\$6,869,887	\$800,496	\$1,016,361	\$5,485,771	\$5,415,267	\$19,587,782
San Francisco	\$1,165,054	\$163,706	\$248,885	\$1,121,871	\$1,326,082	\$4,025,598
San Joaquin	\$2,986,903	\$356,154	\$393,105	\$2,440,710	\$2,094,503	\$8,271,375
San Jose - Silicon Valley	\$2,221,198	\$267,257	\$357,542	\$1,831,500	\$1,905,016	\$6,582,513
San Luis Obispo	\$598,863	\$58,545	\$74,935	\$401,208	\$399,261	\$1,532,812
Santa Ana City	\$934,602	\$116,531	\$83,213	\$798,585	\$443,366	\$2,376,297
Santa Barbara	\$1,205,671	\$111,723	\$148,196	\$765,636	\$789,603	\$3,020,829
Santa Cruz	\$1,059,492	\$119,656	\$151,383	\$820,001	\$806,581	\$2,957,113
SELACO	\$976,189	\$117,994	\$140,672	\$808,609	\$749,513	\$2,792,977
Solano	\$956,802	\$133,613	\$165,990	\$915,648	\$884,408	\$3,056,461
Sonoma	\$847,883	\$101,825	\$138,213	\$697,802	\$736,414	\$2,522,137
South Bay	\$1,510,888	\$198,206	\$220,879	\$1,358,299	\$1,176,865	\$4,465,137
Stanislaus	\$2,398,795	\$294,318	\$330,737	\$2,016,947	\$1,762,200	\$6,802,997
Tulare	\$2,745,334	\$333,057	\$384,653	\$2,282,425	\$2,049,470	\$7,794,939
Ventura	\$1,815,841	\$211,627	\$323,595	\$1,450,275	\$1,724,146	\$5,525,484
Verdugo	\$676,606	\$92,208	\$108,351	\$631,901	\$577,304	\$2,086,370
Yolo	\$714,879	\$68,967	\$85,922	\$472,627	\$457,798	\$1,800,193
TOTAL	\$104,301,815	\$12,714,299	\$14,403,758	\$87,130,612	\$76,744,589	\$295,295,073

	A	B	C	D	E	F	G
1	WORKFORCE INNOVATION AND OPPORTUNITY ACT YOUTH ALLOCATIONS FOR PROGRAM YEAR 2017-2018						
2							
3							
4							
5			PROPOSED	REVISED			
6			5.18.17	9.30.17			
7			Youth	Youth			
8			Allocation	Allocation	Increase/	%	
9			2017-18	2017-18	(Decrease)	Change	
10							
11							
12							
13	Actual/Estimated Carryover		478,025	899,320	421,295	88.13%	
14	Award		4,434,754	5,104,062	660,308	15.09%	
15	Total Available		4,912,779	6,003,382	1,090,603	22.20%	
16							
17							
18	Operational Costs						
19	One-Stop Sites Budget		144,046	192,933	48,887	33.94%	
20	FRWDB Admin Support		489,972	584,256	94,284	19.24%	
21	FRWDB Program Support		217,522	591,567	374,045	171.96%	
22	Assessment Materials		47,790	47,790	0	0.00%	
23	Carryover to Following Year	3%	133,046	153,122	20,076	15.09%	
24	Total Operational Costs		1,032,376	1,569,668	537,292	52.04%	
25							
28							
29							
30	Contractors & Participant Pools						
31	Incarcerated Youth		156,046	156,046	0	0.00%	
32	FEOC Urban Area Younger		958,645	958,645	0	0.00%	
33	Arbor Urban Older		907,988	907,988	0	0.00%	
34	Proteus - East Younger/Older		536,850	536,850	0	0.00%	
35	West Hills - West Younger/Older		355,331	355,331	0	0.00%	
36	Current Plan Year Work Experience Pool		798,278	918,731	120,453	15.09%	
37	Prior Plan Year 16-17 Work Experience Reserve		0	432,858	432,858		
38	Vocational Training Pool		95,580	95,580	0	0.00%	
39	Supportive Services		71,685	71,685	0	0.00%	
40	Total Contractors & Participant Pools		3,880,403	4,433,714	553,311	14.26%	
41							
42							
43	Total Allocations		4,912,779	6,003,382			
44				0			
45							
46			886,951	918,731			
47	Work Experience Training Percentage		20%	20%			
48							
49							
50	Note: Due to spreadsheet formula rounding calculations, total(s) may be \$1.00 off.						
56							
57							

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	5
MEETING DATE:	November 16, 2017
ACTION:	RECOMMEND TO APPROVE

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Youth Council
FROM: Phyllis Stogbauer, Deputy Director of Program Services
SUBJECT: Draft Workforce Innovation and Opportunity Act Title I Youth Request for Proposals Statement of Work for Program Year 2018-2019 .

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) approve the initial draft of the Workforce Innovation and Opportunity Act (WIOA) Title I Youth Request for Proposals (RFP) Statement of Work (SOW) for Program Year 2018-2019, and authorize FRWDB staff to release the draft SOW for public comment

REASON FOR RECOMMENDATION;

The WIOA states that per Public Law 113-128, 29 USC 3101, Section 107, (d)(10)(B)(i):

- (B) SELECTION OF YOUTH PROVIDERS.—Consistent with section 123, the local board—
 - (i) shall identify eligible providers of youth workforce investment activities in the local area by awarding grants or contracts on a competitive basis (except as provided in section 123(b)), based on the recommendations of the youth standing committee...

The Joint Powers Agreement between the County of Fresno and the City of Fresno states that FRWDB staff is responsible for administering programs as described in the WIOA. The RFP for the current Youth services contracts stipulated a maximum five (5) year contract period, which ends on June 30, 2018.

Accordingly, FRWDB staff drafted the initial RFP timeline and began the process of developing the draft RFP for WIOA Youth Services. A copy of the timeline and the SOW from the RFP have been attached for your review and recommendation for approval to the FRWDB at their December 6, 2017, Board meeting. Upon final approval by the FRWDB, and in order to allow members of the public an opportunity to provide input, FRWDB staff will release the draft RFP for a 30 day public comment period beginning December 8, 2017. The final RFP package will be submitted for approval at your February 15, 2018, Council meeting.

FISCAL IMPACT:

None

ATTACHMENTS:

- Attachment I: FRWDB 2018-2019 WIOA Youth Procurement Schedule
- Attachment II: FRWDB 2018-2019 WIOA Youth Draft Request for Proposals Statement of Work

FRWDB 2018-2019 Youth Services Procurement Timeline		
Activity		Estimated Dates
1.	Draft Statement of Work (SOW) & RFP package	Start 8/1/2017 Complete 11/27/17
2.	Youth Council Approves Draft SOW	11/16/17
3.	WDB Approves Draft SOW	12/6/17
4.	Notice of Public Comment Period for draft SOW (2 day minimum)	12/4/17 (run 12/7-8/17)
	Post Draft SOW to website	12/8/17
5.	Public Comment Period (30 Days)	12/8/17 – 1/5/18 1 meeting per SDA Urban - 1/3/18 Rural East – 1/4/18 Rural West - 1/5/18
6.	Finalize Statement of Work and RFP Package	Start 1/8/18 Complete 1/12/18
7.	Route Final Draft RFP Package for Internal Approval	Start 1/12/18 Complete 1/26/18
8.	Youth Council Approves Final RFP Package	2/15/18
9.	WDB Approves Final RFP Package	3/7/18
10.	Publish Public Notice of RFP Release (2 day minimum)	3/8/18 Runs 3/13-15/18
11.	Release RFP	3/15/18
12.	Mandatory Bidders' Conferences	3/20/18 Manchester Center 3/27/18 Business Services Center
	Deadline for submission of questions	4/6/18
13.	Submission of Proposals	4/13/18
14.	Panel Review for Responsiveness and Quality	Phase I – 5/1/18 Phase II – 5/10/17 (deliver packages 5/3/18)
15.	Initial Award(s) Announcement (Rating Panel Review Summary)	5/10/18
16.	Written Protests Due (5 working days after announcement)	5/17/18
17.	Executive Director Conducts Protest Hearing (if needed)	TBD
18.	Youth Council Approves Award(s) Recommendation	5/17/2018
19.	WDB Approves Contract Award(s)	6/6/2018
20.	Contract Negotiations	6/7/2018
21.	Contract Transition Period (if needed)	6/2018
22.	Executed Contract(s)	6/30/2018

SECTION VI: SCOPE OF WORK

A. Program Goals

The ultimate goal of the Fresno Regional Workforce Development Board (FRWDB) Workforce Innovation and Opportunity Act (WIOA) Youth program is to provide a comprehensive array of services that promote and ensure that all youth served will have the skills needed to enter and succeed in higher education and future career opportunities of their choice.

To reach this goal, emphasis is placed on quality and effective year-round youth services that focus on career guidance, meaningful job training and education.

B. Program Service Delivery Areas

Services are being requested for the entire Fresno County Local Workforce Development Board Area (LWDA), which has been divided into the following four (4) Service Delivery Areas (SDAs):

- | | |
|--------------|--|
| Urban North: | All Fresno County eligible youth residing in areas north of Shields Avenue in the cities of Fresno and Clovis. |
| Urban South: | All Fresno County eligible youth residing in areas south of Shields Avenue in the cities of Fresno and Clovis. |
| Rural East: | All Fresno County eligible youth residing in areas east of the cities of Fresno and Clovis. |
| Rural West: | All Fresno County eligible youth residing in areas west of the cities of Fresno and Clovis. |

C. Eligibility for Youth Services

To be eligible to receive youth services, an individual must meet the Out of School (OS) Youth or In School (IS) Youth WIOA eligibility criteria as follows:

OS Youth Eligibility

In order to receive services as an OS youth, an individual must meet the following eligibility criteria:

1. Resident of Fresno County.
2. Not attending any secondary or postsecondary school (not including Title II adult education, YouthBuild, Job Corps, high school equivalency programs

[exceptions in definitions], non-credit bearing postsecondary classes, dropout reengagement programs or charter schools with federal and state workforce partnerships).

3. Age 16-24 years old.
4. One (1) or more of the following barriers:
 - a. A school dropout;
 - b. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year quarter;
 - (i) Note: If the school does not use school year quarters, LWDA's must use calendar quarters;
 - c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual **and** is either basic skills deficient or an English language learner;
 - d. An offender;
 - e. A homeless individual or a runaway;
 - f. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the Social Security Act, or in an out-of-home placement;
 - g. An individual who is pregnant or parenting (custodial and non-custodial parent including non-custodial fathers);
 - h. An individual with a disability;
 - i. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

Note: OS youth qualify as low income if the youth is a parent living in the same household as a child who receives, or is eligible to receive, free or reduced price lunch based on their income level.

(Reference: WIOA Section 129[a][1][B] and CFR 20 § 681.210)

IS Youth Eligibility

In order to receive services as an IS youth, an individual must meet the following eligibility criteria:

1. Attending school, including secondary and post-secondary schools in Fresno County.
2. Age 14-21 years old (A youth with disabilities who is in an individualized education program at the age of 22 may be enrolled as an IS youth [TEGL 21-16 and EC 56026]).
3. Low income individual. Youth who receive or are eligible to receive a free or reduced lunch under the Richard B. Russell National School Lunch Act,

are considered to be low-income. However, in areas where a school district subsidizes all student meals under the Hunger-Free Kids Act of 2010, the Service Provider must base low-income status on an individual student's eligibility to receive free or reduced price lunch.

4. Meets one (1) or more of the following barriers:
 - a. Basic skills deficient;
 - b. An English language learner;
 - c. An offender;
 - d. A homeless individual or a runaway;
 - e. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the Social Security Act, or in an out-of-home placement;
 - f. Pregnant or parenting (custodial and non-custodial parent including non-custodial fathers);
 - g. Individual with disability;
 - h. An individual who requires additional assistance to complete an educational program or secure and hold employment.
 - i. Limitation: No more than five percent (5%) of the total local newly enrolled IS youth in a given program year may be eligible under this barrier.

(Reference: WIOA Section 129[a][1][C] and §681.220)

Low Income

A youth living in a high-poverty area is automatically considered to be a low-income individual. A high-poverty area is a census tract or county that has a poverty rate of at least 25 percent, as set every five (5) years using American Community Survey (ACS) Five (5)-Year data. Local Areas may access ACS Five (5)-Year data on the U.S. Census Fact Finder website to determine the poverty rate. TEGL 21-16, Attachment 2 - Determining Whether Youth are living in a High Poverty Area, provides step-by-step instruction on how to calculate the poverty rate.

A referral system must be in place for youth who are determined not eligible for WIOA services.

D. Mandated WIOA Youth Services

The successful applicant must clearly demonstrate how the following core services of the WIOA Youth Year-Round Program will be provided.

WIOA Youth service provision is based on strong case management that includes, but is not limited to, regular contact with the participant; the provision and tracking of supportive services; tracking participation in appropriate services as defined in the Individual Service Strategy (ISS); and attainment of goals.

1. **Outreach/Recruitment:** Provider staff must work directly with local educational entities and other related community organizations that focus on providing services to OS youth to conduct ongoing recruitment.
2. **Orientation:** An orientation must be provided to each youth utilizing the FRWDB orientation presentation, which is provided in OD 01-14. Orientations may be provided in a group setting or one-on-one and must include information on the full services that are available through the FRWDB WIOA Youth Program.
3. **Eligibility:** The provider of services is responsible to ensure that all documents needed to substantiate WIOA eligibility are gathered. Enrollment cannot occur until the individual has met the WIOA youth eligibility criteria outlined in the local Technical Assistance Guide (OD 03-15) and has been officially certified as WIOA eligible.
4. **Objective Assessment:** An Objective Assessment interview must be completed and document the results in the ISS for each youth.
5. **Assessment:** Each youth must be provided a basic skills assessment to determine academic skill levels prior to intake/eligibility and career assessments, to determine career interest and goals. Providers must use locally approved assessment tools: Comprehensive Adult Student Assessment System (CASAS) for basic skills assessments, and O*NET and WorkKeys for career assessments (OD 20-13).
6. **Individual Services Strategy (ISS):** An ISS must be developed for each youth to plan for academic services, career exploration, and job placement services to participants under the WIOA. The plan must include the appropriate combination and sequence of services for the participants, based on the results of the initial academic assessment, objective assessment, and other comprehensive career assessments (OD 17-15).
7. **Job Readiness Workshop:** All youth are required to complete the entire Job Readiness two (2) week (four (4) hours per day for a total of eight (8) days)

facilitated workshop using IMAGO Job Readiness Curriculum as outlined in OD 05-17.

8. **Work Experience:** WIOA places a priority on providing youth with occupational learning opportunities through Work Experience. Work Experience must include academic and occupational education. Bidders must demonstrate their ability to monitor work experience as outlined in OD 22-13 and expend their full allocation of Work Experience funds.
9. **Training Services:** OS youth may be eligible for skills training services. Bidders must demonstrate how they will implement the local skills training process as outlined in Skills Training Process, OD 12-06.
10. **Job Ready Preparation Process:** All youth must complete the Job Ready Process as outlined in OD 04-17.
11. **Information/Referral:** All youth must be provided information on the full array of applicable or appropriate services that are available through the local board or other eligible providers or One-Stop partners. Youth must be provided with referrals to appropriate training and educational programs that have the capacity to serve the participant or applicant either on a sequential or concurrent basis as outlined in OD 01-14.
12. **Follow-Up Services:** Closely tracking follow-up services can contribute to more successful long-term outcomes for youth and allow for the ongoing data collection that is required to measure performance for youth. Active case management, identification of multiple family/friend contact information, and frequent contact with the youth will increase access to these youth during the 12 month follow-up period as outlined in OD 05-15.

All WIOA Year-Round Youth PBs, ODs and IBs, are available on the FRWDB website at: www.workforce-connection.com/fcwib/index.cfm?pg=policy_bulletins

E. Required WIOA Youth Program Elements

The successful applicant must clearly demonstrate how they will accomplish the year-round youth services identified above within the scope of the following 14 required program elements that must be provided to participating youth. Proposals must show how the services will help youth meet the primary objectives established by the LWDA, state and federal performance standards.

1. Tutoring, study skills training, and instruction leading to secondary completion, including dropout prevention strategies.
2. Alternative secondary school offerings or dropout recovery services.

3. Paid/unpaid work experiences with an academic and occupational education component.
4. Occupational skills training with a focus on recognized postsecondary credentials and in-demand occupations.
5. Leadership development activities (e.g. community service, peer centered activities).
6. Supportive services.
7. Adult mentoring.
8. Follow-up services for at least 12 months after program completion.
9. Comprehensive guidance and counseling, including drug and alcohol abuse counseling.
10. Integrated education and training for specific occupation or cluster.
11. Financial literacy education.
12. Entrepreneurial skills training.
13. Services that provide labor market information about in-demand industry sectors and occupations.
14. Post-secondary preparation and transition activities.

Contracted providers will have the discretion to determine what specific program elements will be provided to a youth participant, based on each participant's objective assessment and individual needs.

F. Mandated Program Design Components

All bidders must specifically demonstrate their current and future ability, if awarded contract funds, to provide the WIOA year-round youth services (D items 1-12 above) and the provision of appropriate 14 WIOA youth program elements (E items 1-14 above), as appropriate, based on the individual needs of the youth.

All proposals must specifically demonstrate bidder's ability to serve both IS and OS youth and how the bidder will ensure that a minimum 75% of all youth served will be OS youth.

The bidder must demonstrate the ability to develop and maintain relationships with education and community organizations to conduct ongoing outreach/recruitment and orientation services.

The bidder must demonstrate their ability to establish communication and coordination procedures for serving youth simultaneously with partner agency staff. A triage of care process must be developed to allow sharing of information in order to minimize duplication of services and determine the best option(s) available to meet the needs of the youth so that they can successfully integrate into post-secondary education and/or job placement.

All proposals must include strategies on how to help meet employment and training needs.

G. Performance Measures

Programs, at a minimum, will be measured on their success in achieving each of the prescribed performance outcomes under the WIOA. The percentage rates for each of the outcomes are established by the state and the FRWDB Board of Directors.

The WIOA performance measures for youth are:

1. Placement in Employment or Education (Second Quarter post exit)
2. Placement in Employment or Education (Fourth Quarter post exit)
3. Median Earnings
4. Credential Rate
5. Measurable Skills Gain

Each bidder must be able to demonstrate its ability to monitor these outcomes by utilizing FRWDB reporting and analysis tools and services.

H. Program Design Mandates

Bidders must demonstrate how they will utilize non-traditional service delivery models, such as co-location at community sites and facilities or mobile services, to provide a comprehensive array of services to all eligible youth they are proposing to serve.

Requested program services and their minimum requirements have been defined in the preceding sections. These outlined programs are the only services being requested at this time. Should unsolicited activities be received, they will be rejected at the discretion of the FRWDB.

Provider of Service will be required to meet the minimum approved performance goals in order to be considered in contract compliance.

Contract performance will be evaluated monthly by FRWDB staff and reported to the FRWDB Youth Council and the FRWDB Board of Directors each quarter.

Displacement Policy – A youth in a program or activity authorized under Title I of the WIOA must not displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages or employment benefits) any currently employed employee.

A program or activity authorized under Title I of the WIOA must not impair an existing contract for services or collective bargaining agreement.

A youth in a program or activity under Title I of the WIOA may not be employed in, or assigned to, a job if:

1. Any other individual is on layoff from the same or any substantially equivalent job;
2. The employer has terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy so created with the WIOA youth; or
3. The job is created in a promotional line that infringes in any way on the promotional opportunities of currently employed workers.

The FRWDB will require collaborations and linkages for the following reasons:

1. Collaboration and linkages will enhance communication and cooperation among the various agencies that provide overlapping and/or complimentary services. These partnerships encourage personnel from various organizations to work together to provide expanded opportunities for youth.
2. Each organization is unique and excels in certain aspects of service provision. Combining the strengths of all partners will ultimately lead to better overall programs.
3. Collaborations and linkages can help minimize the effects of decreased funding availability and generate the possibility of greater sustainability in program services.
4. For purposes of this Request for Proposals (RFP), the following definitions apply:

- a. Collaboration means a temporary alliance of groups or organizations that come together to work jointly on a specific endeavor. Collaboration is strengthened by a formal written agreement which delineates the responsibilities of each group, organization, or entity.
- b. Linkage means any mechanism that connects or ties services together. This linkage enhances overall services to the youth.

I. General Responsibilities

1. The bidder must:

- a. Concomitantly ensure that the FRWDB, the City of Fresno, and the County of Fresno are in compliance with their contract with the State of California.
- b. Contract with the FRWDB and comply with all of the terms and conditions of that contract for the delivery of services.
- c. Work under the direction of, and in cooperation with, FRWDB staff.
- d. Have clearly defined roles and internal communication processes regarding the goals and purpose of the program as outlined in this RFP.
- e. Cooperate with other funded providers of services.
- f. Under the direction of FRWDB staff, ensure that the services provided are readily accessible to the individuals to be served.
- g. Under the direction of FRWDB staff, ensure that the program is fully staffed with qualified Academic Career Advisors who will act as coaches and facilitators to enrolled youth (OD #04-08).
- h. Under the direction of FRWDB staff, ensure that all staff is fully trained and knowledgeable of WIOA regulations, state directives, local policies and ODs
- i. Under the direction of FRWDB staff, ensure that all local standardized processes and procedures are implemented and complied with as outlined in the local policies and ODs.
- j. Under the direction of FRWDB staff, provide oversight and monitoring of all program activities, including collaborative partners.
- k. Under the direction of FRWDB staff, administer all funds paid to the year-round youth service program(s).

- i. Under the direction of FRWDB staff, collaborate with organizations identified in the proposal and those mandated by the FRWDB and/or state, including, but not limited to:
 - (i) One-Stop centers and system;
 - (ii) Local education agencies;
 - (iii) Social service agencies, public housing agencies, Temporary Assistance for Needy Families (TANF), foster care, and other related programs; and
 - (iv) Business and industry.
 - m. Input all required data into the CalJOBS system per FRWDB staff and State of California direction.
 - n. Provide services to individuals eligible for participation in the program, including those with barriers to employment such as: individuals with disabilities, offenders, school dropouts, individuals deficient in basic skills and parenting, pregnant, runaway, or homeless youth.
 - o. Under the direction of FRWDB staff, coordinate with partners in the program design, implementation and capacity building/staff development.
 - p. Be fully accountable and responsible for all outcomes including WIOA state and local performance measures.
 - q. Conduct customer satisfaction surveys of youth, parents of youth, and employers and use the results to develop and implement a continuous improvement plan for Work Experience.
 2. Funds for Skills Training, Work Experience, and Supportive Services will be held in a centralized voucher bank managed by the FRWDB and should not be included in the proposed budget. A minimum of 20% of total funding will be allocated to the pools.
 3. Funds for assessment and tutorial materials should not be included in the proposed budget.
 4. Funds for computer equipment and/or software should not be included in the proposed budget.

Successful bidders will be required to submit a copy of their internal procedures manual at the time of contract negotiations to document their ability to comply with all of the items listed above.

J. Past Performance

The primary consideration in selecting agencies or organizations to deliver services will be an evaluation of the bidder's past experience in providing the services being requested or similar services.

Qualified bidders will have a minimum of two (2) years documented, successful performance within the last five (5) years in providing academic, skills-based workforce development services to youth.

Bidders will be required to provide two (2) complete Past Performance Questionnaires (Exhibit X). The completed questionnaire must be submitted from organizations/agencies that the bidder has had direct involvement in projects similar in scope.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	6
MEETING DATE:	November 16, 2017
ACTION:	RECOMMEND TO ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Youth Council
FROM: Phyllis Stogbauer, Deputy Director of Program Services
SUBJECT: Fourth Quarter Local Performance Results Report for Program Year 2016-2017

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) accept the attached Youth Program Providers of Services Local Performance Results Report for the Fourth Quarter of Program Year (PY) 2016-2017.

REASON FOR RECOMMENDATION:

The FRWDB Joint Powers Agreement states, in part, that FRWDB staff shall fulfill administrative responsibilities as set forth in the Workforce Innovation and Opportunity Act (WIOA), including the administering of programs as described in the WIOA, as well as developing budgets and administrative plans. Additional administrative responsibilities and authorities shall include assessing the performance and evaluating the benefit, productivity, and impact of all programs funded under the WIOA, as amended or superseded, and submitting progress reports. FRWDB staff will submit both upon request, but not less often than every quarter.

Staff comments on performance issues for each provider are provided below:

Youth Served:

FEOC: Staff has no concerns.

ResCare: Staff has no concerns.

Proteus, Inc.: Staff has no concerns.

WHCCD: Staff has no concerns.

Youth Offender Services (ResCare): Staff has no concerns.

Youth Expenditures:

FEOC: Staff has no concerns.

ResCare: Staff has no concerns and expenditures are below plan caused by unanticipated staff savings.

Proteus, Inc.: Staff has no concerns. In School Youth (ISY) expenditures are slightly below plan caused by unanticipated staff savings due to a staff member on Leave of Absence.

WHCCD: Staff has no concerns.

Youth Offender Services (ResCare): Staff has no concerns and expenditures are below plan caused by unanticipated staff savings due to a staff member on Leave of Absence. Provider is fully staffed.

Youth Placement / Certificate of Attainment:

FEOC: Staff has no concerns.

ResCare: Staff has no concerns.

Proteus, Inc.: Staff has no concerns.

WHCCD: Staff has no concerns.

Youth Offender Services (ResCare): Staff has no concerns.

Youth Literacy/Numeracy Attainment:

FEOC: Staff has no concerns and provider is below goal for Out of School (OSY) due to disengaged participants.

ResCare: Staff has no concerns.

Proteus, Inc.: Staff has no concerns.

WHCCD: Provider is below goal for the ISY math skills attainment, and below goal for the OSY reading and math skills attainment. This is primarily due to the number of youth being closed out of the program due to lack of participation, or finding employment without obtaining their required grade gain to meet their literacy/numeracy goals. FRWDB staff has worked with the provider to implement a corrective action plan to assist provider on engagement strategies to improve youth participation and increase literacy/numeracy attainments.

Youth Offender Services (ResCare): Provider is below benchmark due to disengaged participants from academic services and online tutorial program. Staff will continue to tutor one-on-one with basic skills deficient young offenders to meet benchmark.

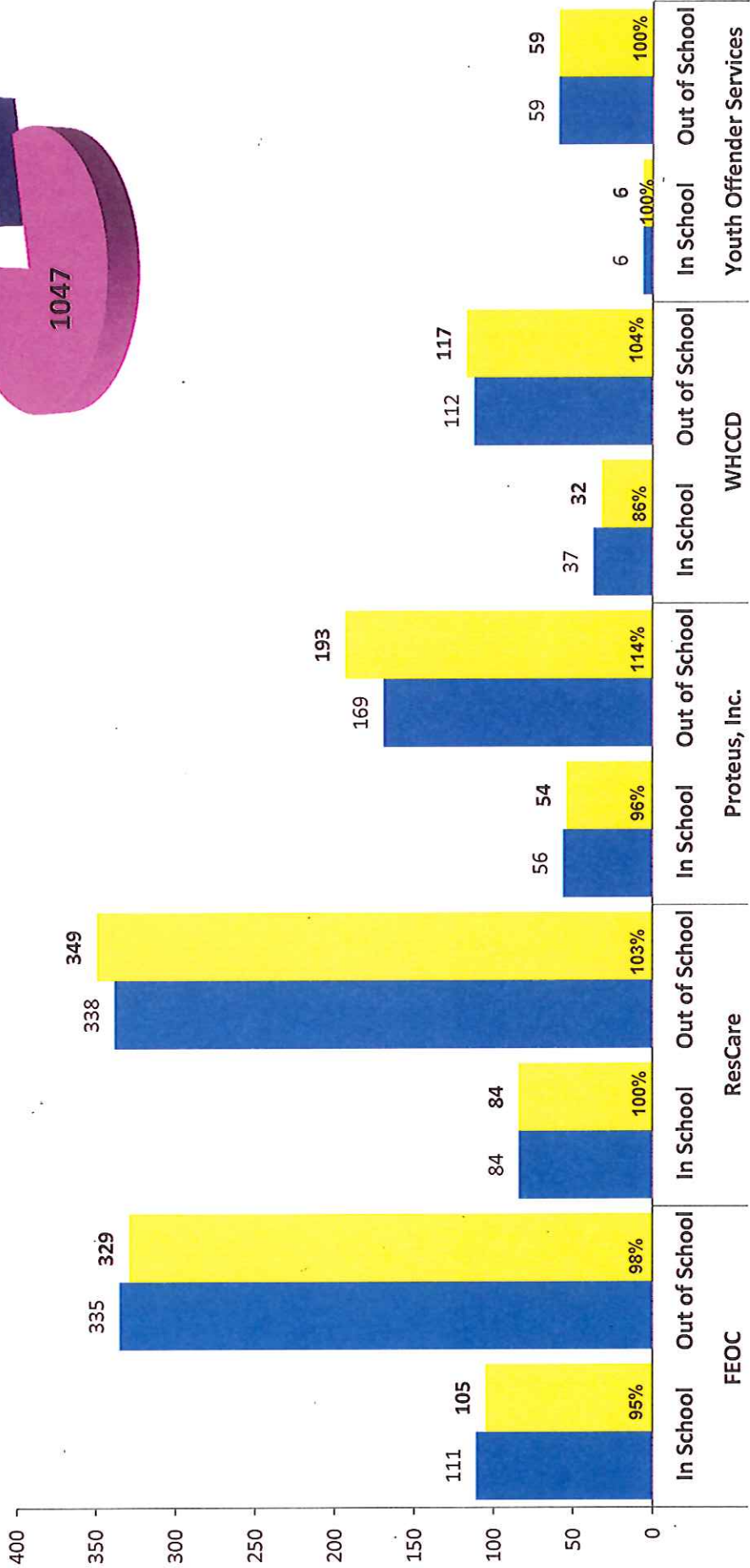
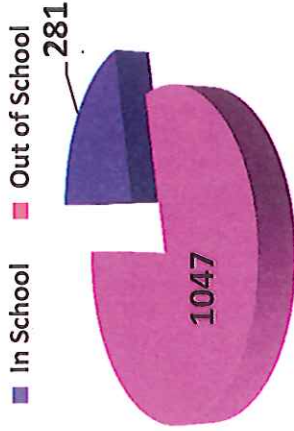
ATTACHMENT:

All Youth One System Providers of Services Local Performance Results Report for the Fourth Quarter of Program Year 2016-2017

Youth Served

FEOC - Fresno Economic Opportunities Commission
 ResCare - ResCare Workforce Services
 Proteus - Proteus, Inc.
 WHCCD -West Hills Community College District

Total Served- 1328



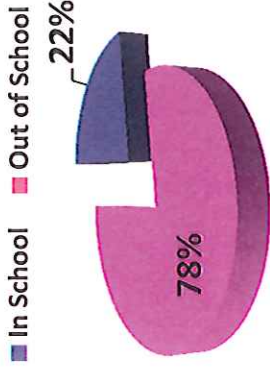
■ Plan ■ Actual

Note: Number served goal is 95%

Youth Expenditures



Total Expenditures



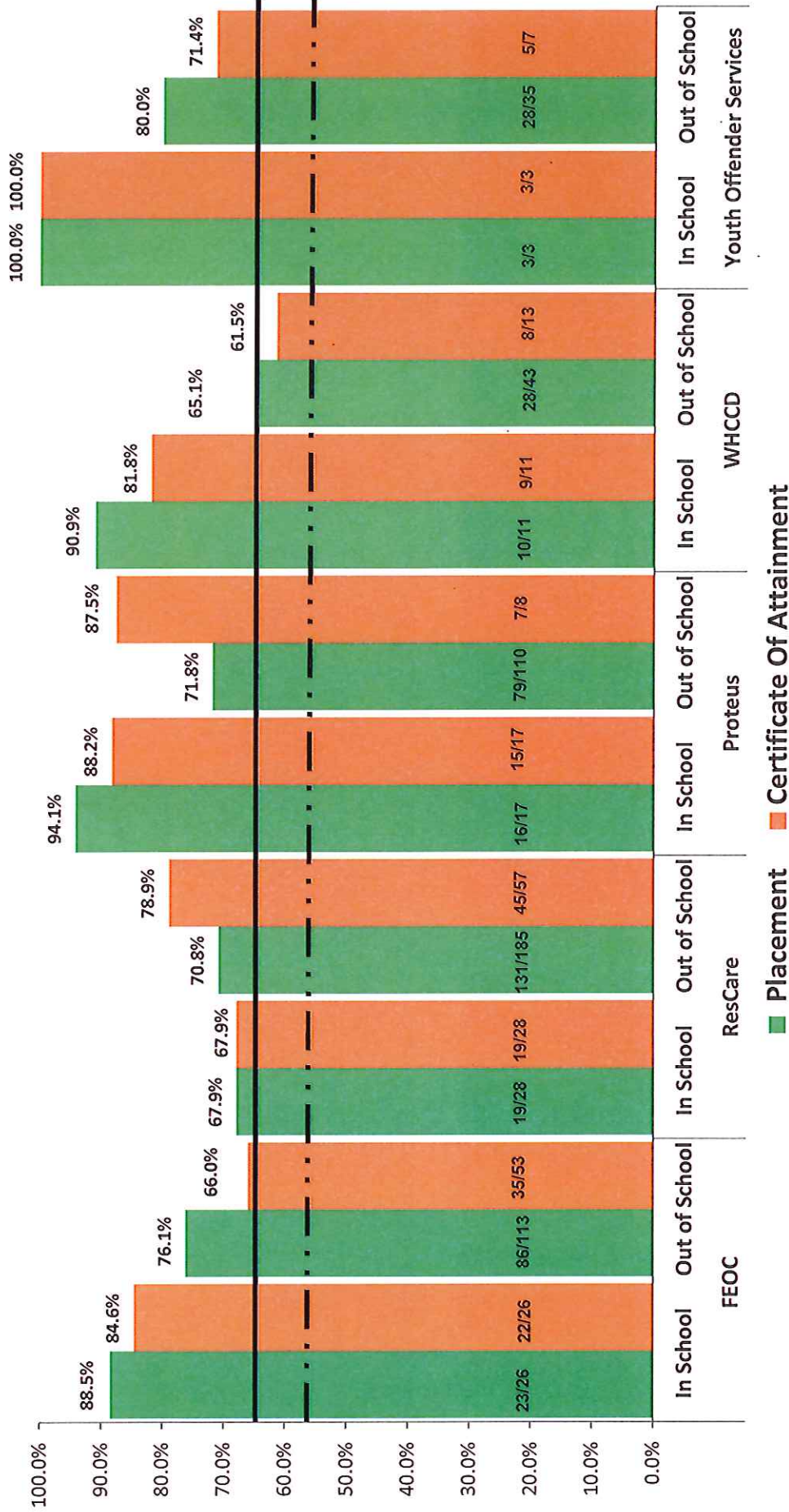
Note: WIOA mandates a minimum of 75% Out-of-School Expenditures and a maximum of 25% In-school Expenditures. The expenditures goal range is 95% to 100%.

Youth Placement/ Certificate of Attainment

Goals

Placement 65%

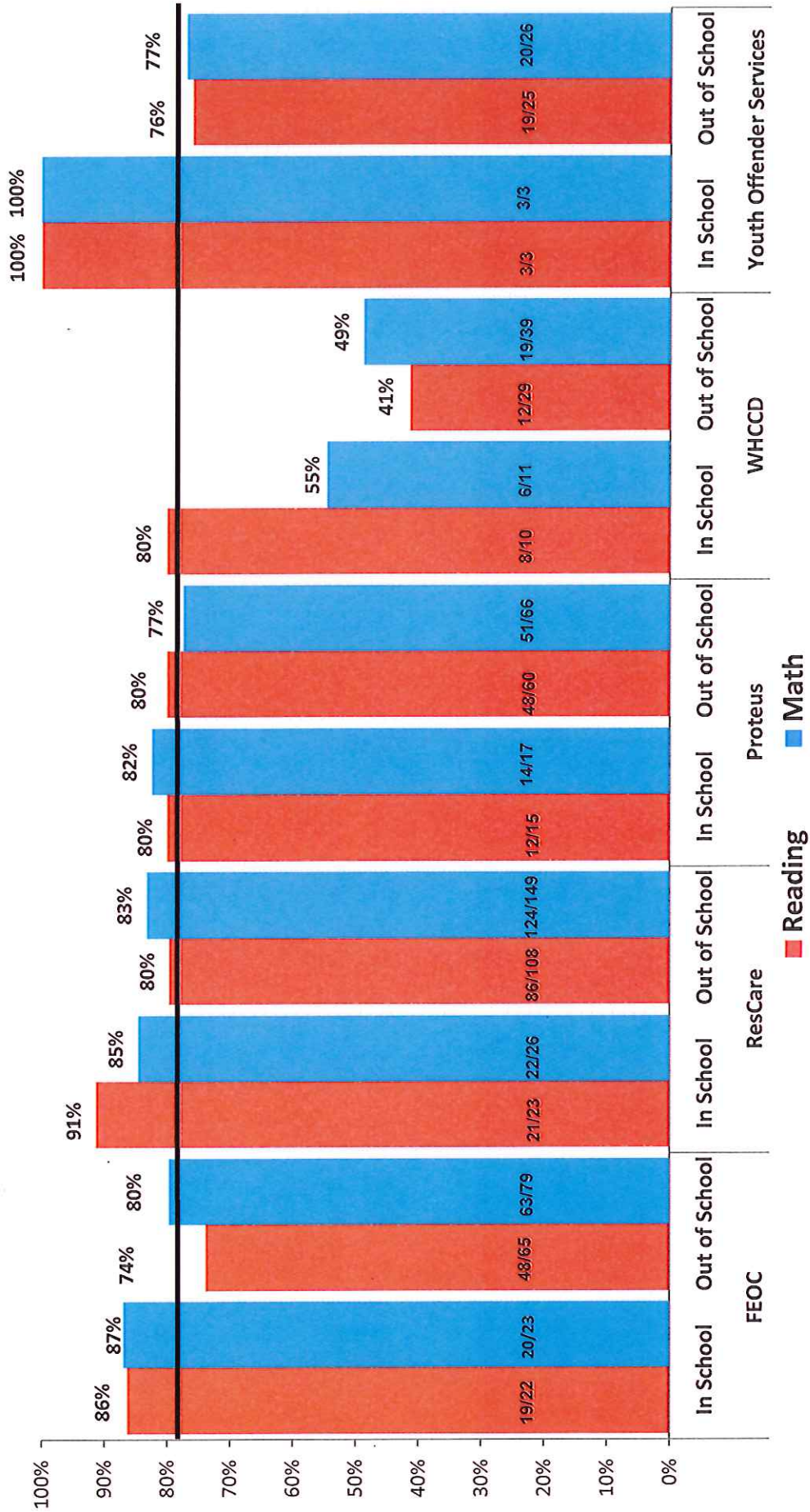
Certificate of Attainment 57%



Goal

Literacy Attainment 78%

Youth Literacy / Numeracy Attainment



Note: Literacy / Numeracy Attainment is successful attainment of a two(2) grade level increase or reaching 10th grade in either math or reading, in whichever subject(s) they are deficient.

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	7
MEETING DATE:	November 16, 2017
ACTION:	RECOMMEND TO ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Youth Council
FROM: Phyllis Stogbauer, Deputy Director of Program Services
SUBJECT: First Quarter Local Performance Results Report for Program Year 2017-2018

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) accept the attached Youth Program Providers of Services Local Performance Results Report for the First Quarter of Program Year (PY) 2017-2018.

REASON FOR RECOMMENDATION:

The FRWDB Joint Powers Agreement states, in part, that FRWDB staff shall fulfill administrative responsibilities as set forth in the Workforce Innovation and Opportunity Act (WIOA), including the administering of programs as described in the WIOA, as well as developing budgets and administrative plans. Additional administrative responsibilities and authorities shall include assessing the performance and evaluating the benefit, productivity, and impact of all programs funded under the WIOA, as amended or superseded, and submitting progress reports. FRWDB staff will submit both upon request, but not less often than every quarter.

Staff comments on performance issues for each provider are provided below:

Youth Served:

- FEOC:** Staff has no concerns.
- ResCare:** Staff has no concerns.
- Proteus, Inc.:** Staff has no concerns.
- WHCCD:** Staff has no concerns.
- Youth Offender Services (ResCare):** Staff has no concerns.

Youth Expenditures:

- FEOC:** Staff has no concerns and expenditures are below plan caused by unanticipated staff savings due to the hiring process. The provider expects to be fully staffed and aligned by the second quarter.
- ResCare:** Staff has no concerns and expenditures are below plan caused by lower In School Youth (ISY) allocations. Provider plans to maximize ISY enrollments for the year to increase the ISY allocations.
- Proteus, Inc.:** Staff has no concerns and ISY expenditures are below plan caused by unanticipated staff savings due to the hiring process. Provider is fully staffed as of August 2017 and will be aligned by the second quarter.
- WHCCD:** Staff has no concerns.

Youth Offender Services (ResCare): Staff has no concerns and expenditures are below plan caused by lower ISY allocations. Provider plans to maximize ISY enrollments for the year and to increase the ISY allocations.

Youth Placement:

FEOC: Staff has no concerns.

ResCare: Staff has no concerns.

Proteus, Inc.: Staff has no concerns.

WHCCD: Staff has no concerns.

Youth Offender Services (ResCare): Staff has no concerns.

Certificate of Attainment:

FEOC: Staff has no concerns.

ResCare: Staff has no concerns.

Proteus, Inc.: Staff has no concerns.

WHCCD: Staff has no concerns and provider is slightly below goal.

Youth Offender Services (ResCare): Staff has no concerns.

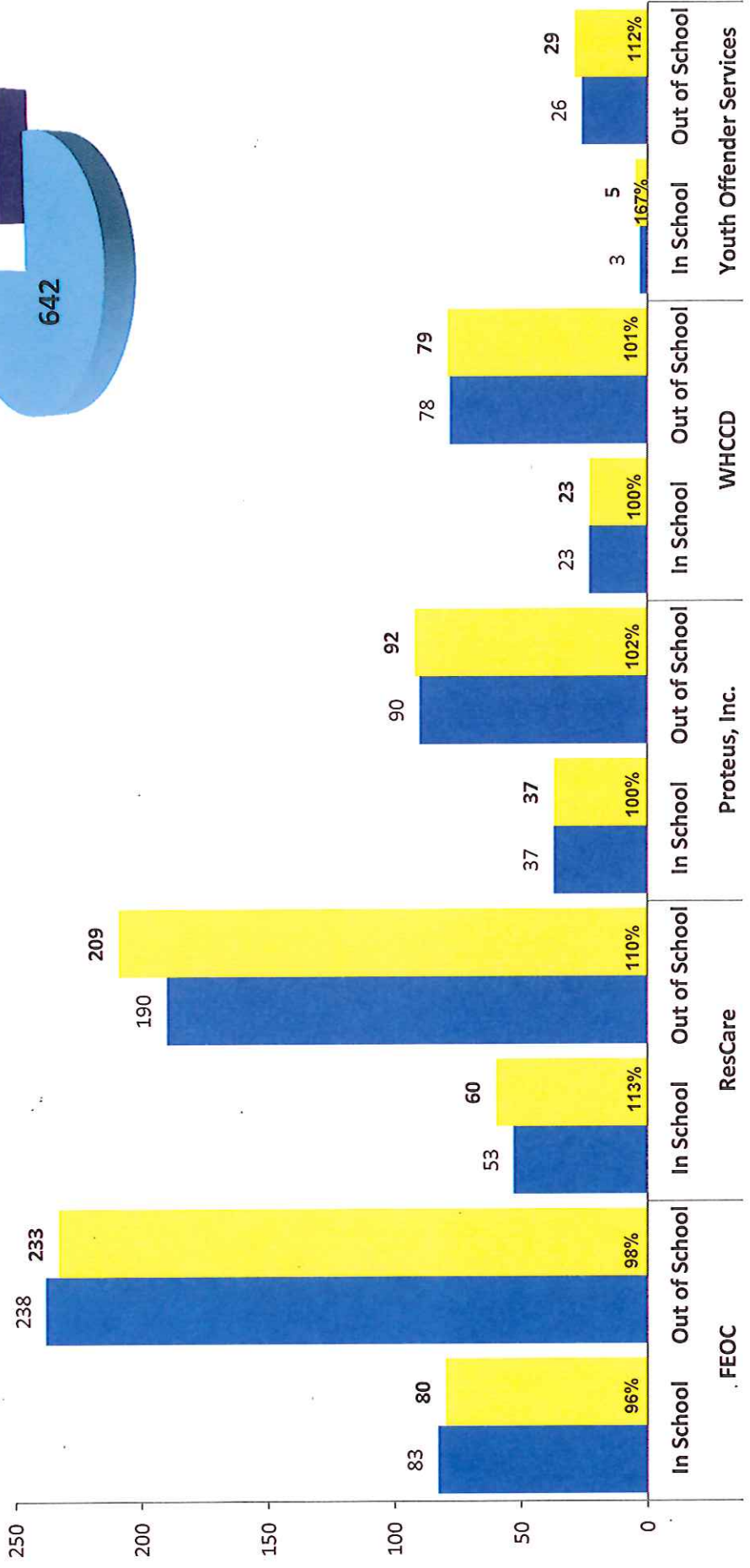
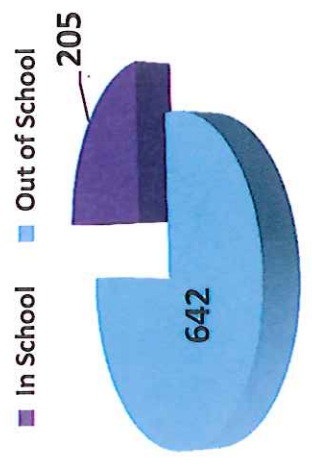
ATTACHMENT:

All Youth One System Providers of Services Local Performance Results Report for the Fourth Quarter of Program Year 2016-2017

Youth Served

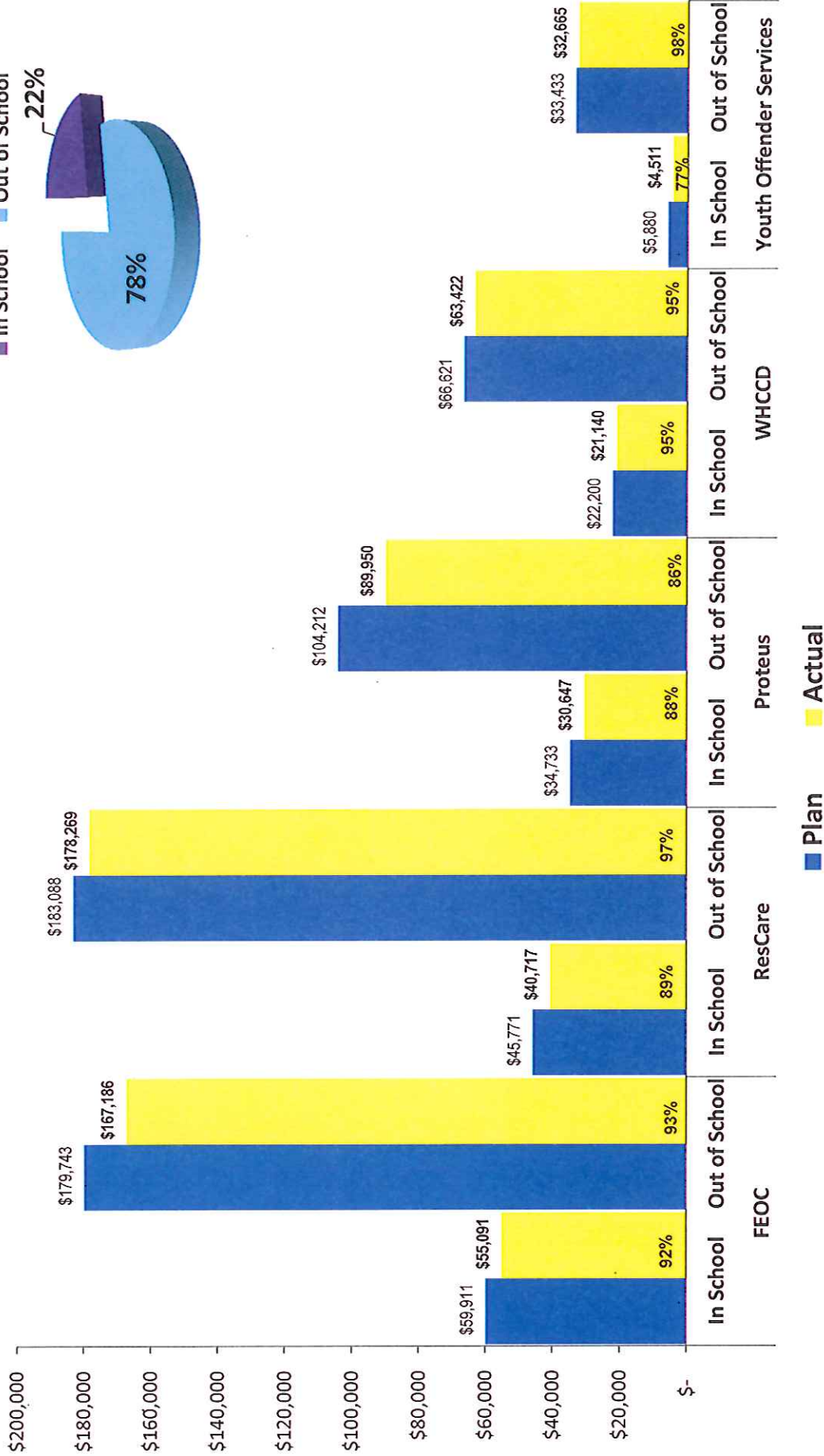
FEOC - Fresno Economic Opportunities Commission
 ResCare - ResCare Workforce Services
 Proteus - Proteus, Inc.
 WHCCD - West Hills Community College District

Total Served- 847



Note: Number served goal is 95%

Youth Expenditures

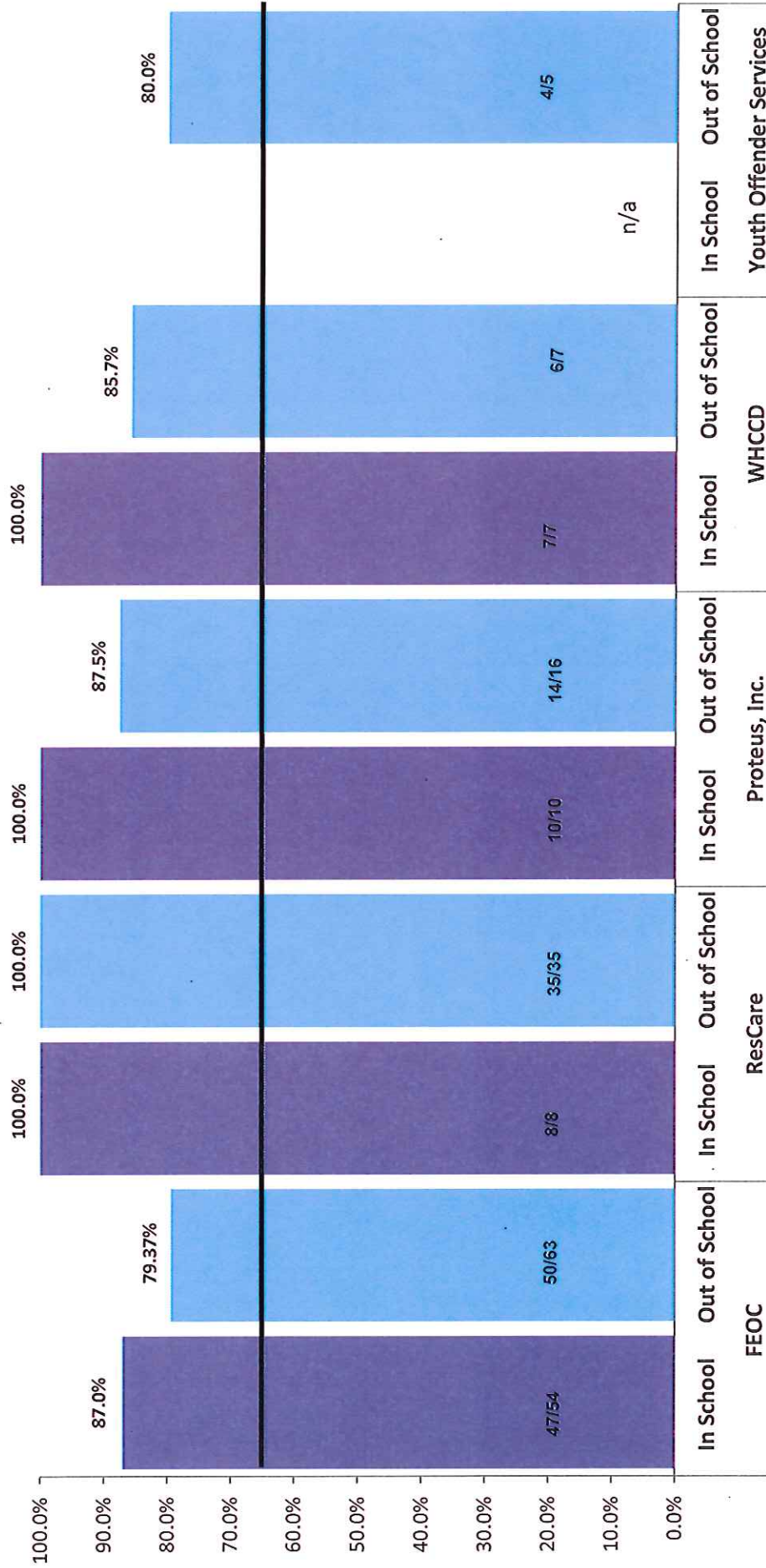


Note: WIOA mandates a minimum of 75% Out-of-School Expenditures and a maximum of 25% In-school Expenditures. The expenditures goal range is 95% to 100%.

Youth Placement

Goals




Placement 65%

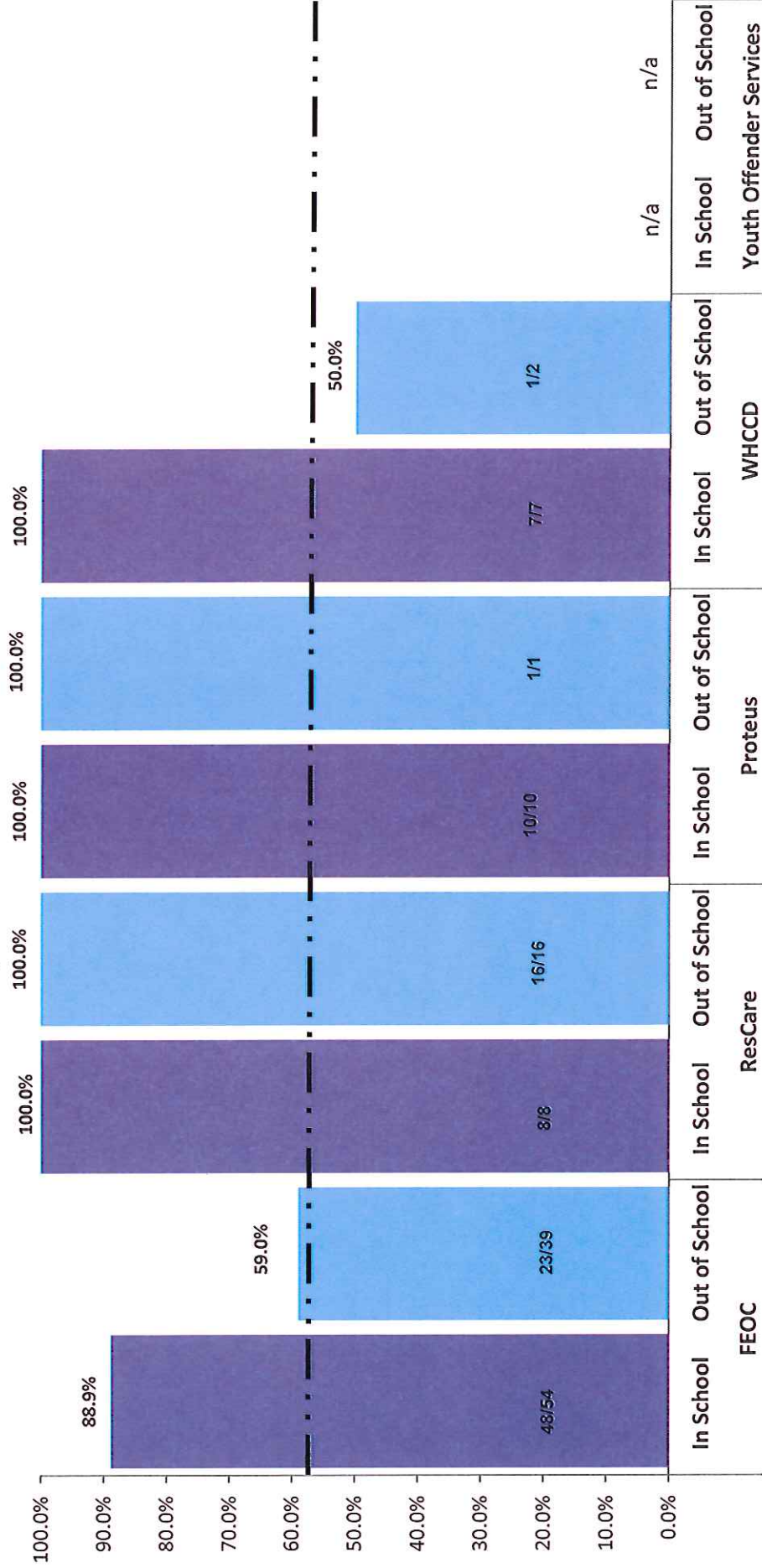


■ In School ■ Out of School

Youth Certificate of Attainment

Goals

Certificate of Attainment 57%   



 In School  Out of School

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	8
MEETING DATE:	November 16, 2017
ACTION:	RECOMMEND TO ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Youth Council
FROM: Stephen DeWitt, Quality Systems Manager
SUBJECT: Fourth Quarter Youth Satisfaction Reports for Program Year 2016-2017

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) accept the Youth Customer Satisfaction Report for the Fourth Quarter of Program Year (PY) 2016-2017.

REASON FOR RECOMMENDATION:

In the Five Year Plan, approved by the FRWDB at its meeting on June 5, 2013, the Youth Council had included the action that the FRWDB would develop and implement the measurement and reporting of our youth participants' satisfaction beginning in PY 2013-2014.

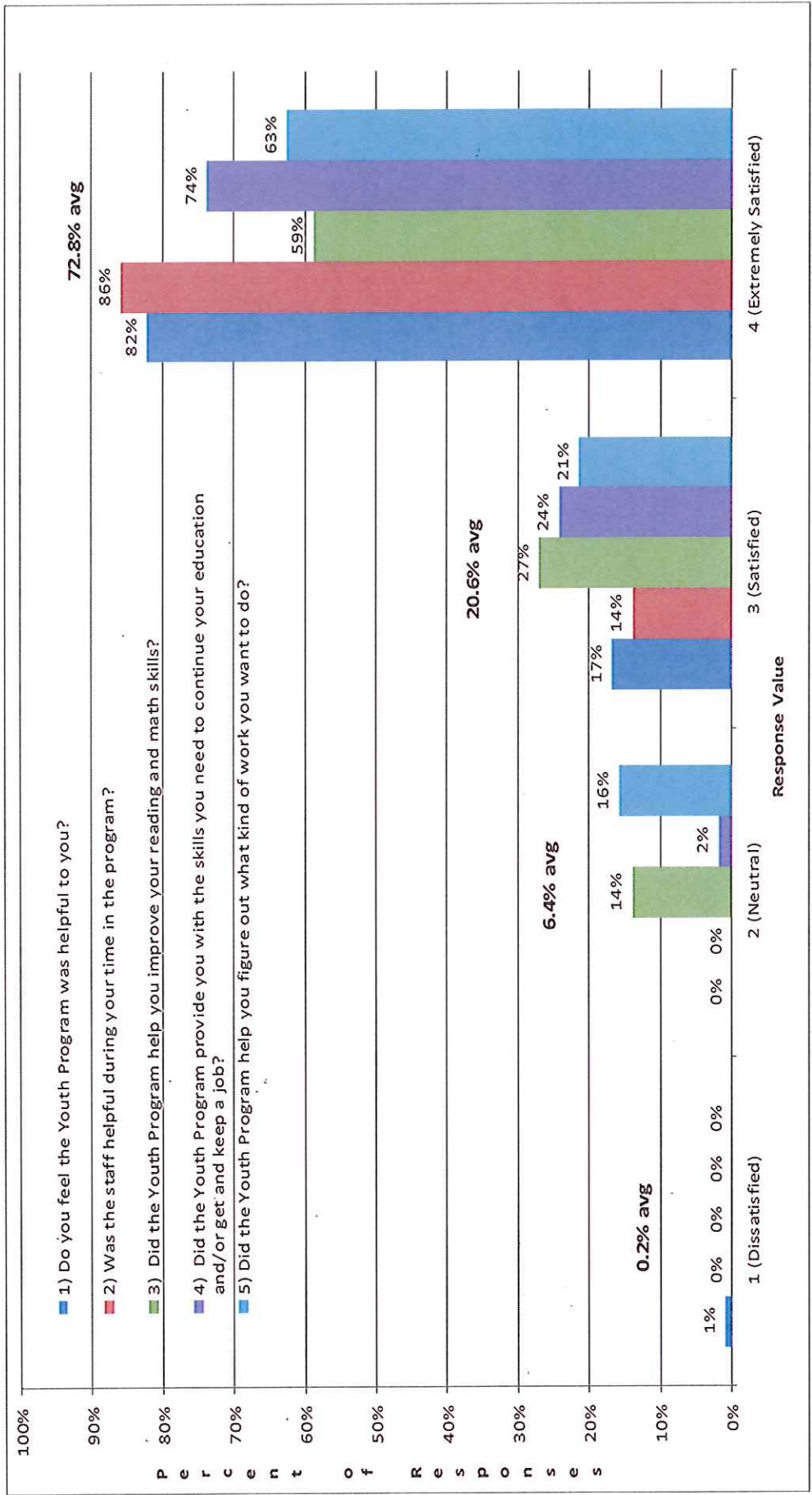
The data collected is intended to provide additional insight into possible improvements to the All Youth One System program, as perceived by our participants.

In collaboration with the sub-contracted Youth Service Providers, FRWDB staff designed the tools and process that would be used. Since that time, the process, tools and reports have been updated to reflect input from the Youth Council and FRWDB.

ATTACHMENT:

Fourth Quarter Youth Customer Satisfaction Report for Program Year 2016 - 2017

Fourth Quarter Youth Customer Satisfaction Report for Program Year 2016 – 2017



Surveys Received	107
Participants Closed	143
Survey Response Rate	74.8%

Participant Comments:

More Work Experience hours; Program is great, don't change anything; program has helped me become Job Ready; great staff; thankful for the support and guidance received; I feel stronger for interviews; show more interview videos; excellent information provided; how about a potluck for completion; bring more pizza to keep me coming; would like to get driving jobs or ride along jobs; this program has given me much more than I thought it would; tutorial was too long, duplicated what I was doing in school.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	9
MEETING DATE:	November 16, 2017
ACTION:	RECOMMEND TO ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Youth Council
FROM: Stephen DeWitt, Quality Systems Manager
SUBJECT: First Quarter Youth Satisfaction Reports for Program Year 2017-2018

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) accept the Youth Customer Satisfaction Report for the First Quarter of Program Year (PY) 2017-2018.

REASON FOR RECOMMENDATION:

In the Five Year Plan, approved by the FRWDB at its meeting on June 5, 2013, the Youth Council had included the action that the FRWDB would develop and implement the measurement and reporting of our youth participants' satisfaction beginning in PY 2013-2014.

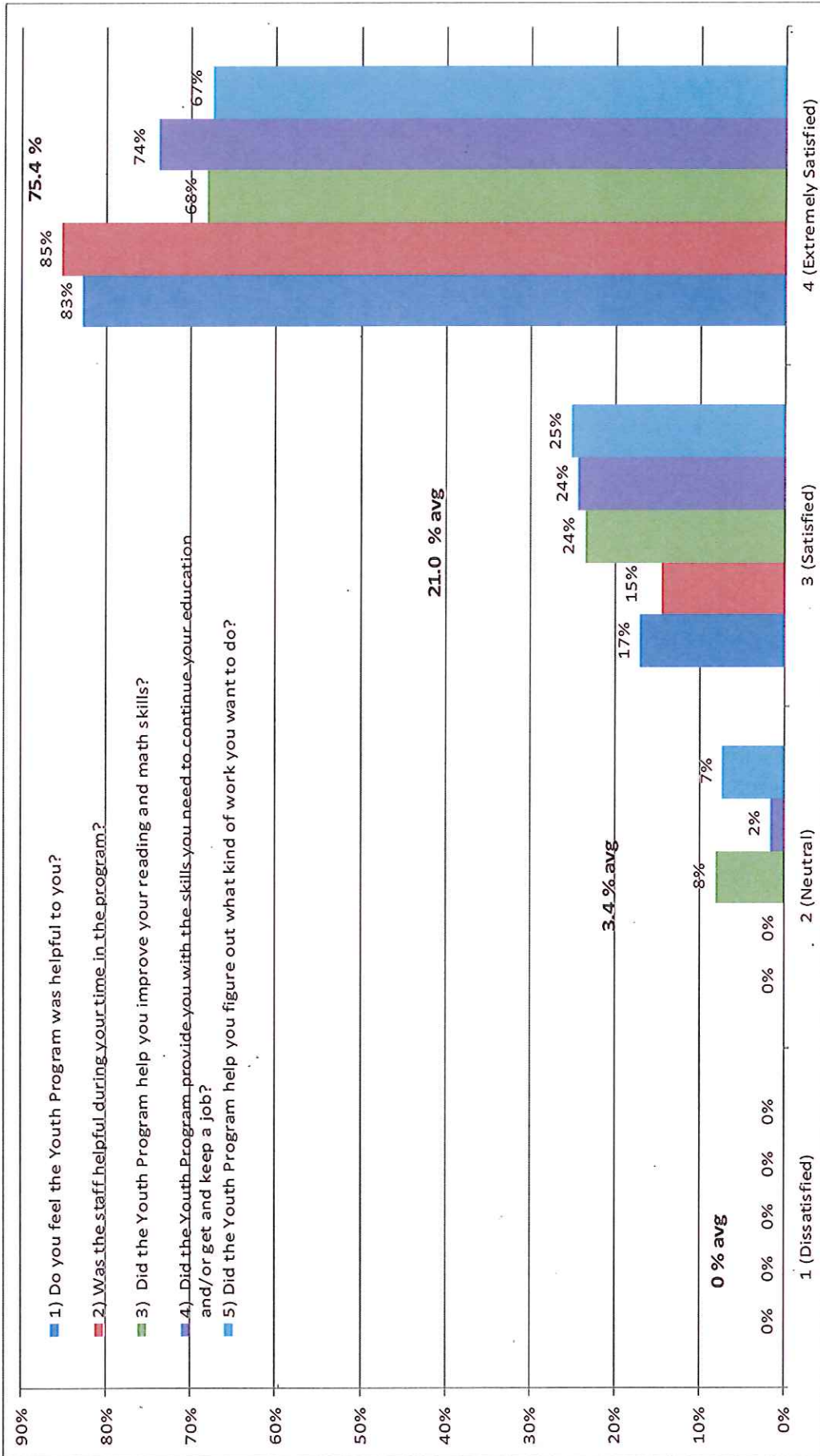
The data collected is intended to provide additional insight into possible improvements to the All Youth One System program, as perceived by our participants.

In collaboration with the sub-contracted Youth Service Providers, FRWDB staff designed the tools and process that would be used. Since that time, the process, tools and reports have been updated to reflect input from the Youth Council and FRWDB.

ATTACHMENT:

First Quarter Youth Customer Satisfaction Report for Program Year 2017 - 2018

First Quarter Youth Customer Satisfaction Report for Program Year 2017 – 2018



Surveys Received	123
Participants Closed	201
Survey Response Rate	61.1%

Participant Comments:

The program and training provided was of great assistance, now employed and doing well; the program helped me decide to enter post-secondary education; the program is great, snacks and water would be good to have; don't change a thing; shorten the length of the assessment remediation; tutorial is long & work experience is short; awesome staff.

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	10
MEETING DATE:	November 16, 2017
ACTION:	RECOMMEND TO ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Youth Council
FROM: Stephen DeWitt, Quality Systems Manager
SUBJECT: Fourth Quarter Providers of Services Monitoring Report for Program Year 2016-2017

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) accept the following Providers of Services Monitoring Report for the Fourth Quarter of Program Year 2016-2017.

REASON FOR RECOMMENDATION:

FRWDB staff conducts programmatic and fiscal monitoring of all contracts to ensure compliance with federal, state and local regulations and/or policies. The attached is an overview of the Youth contracts that were monitored during the period of April 1, 2017, through June 30, 2017.

ATTACHMENT:

Youth Providers of Services Monitoring Report Fourth Quarter, Program Year 2016-2017

**Youth Providers of Services Monitoring Report
Fourth Quarter, Program Year 2016-2017**

Program Monitoring:

Program monitoring of the following providers was completed:

Service Provider	Contract #(s)	Results
Fresno Economic Opportunities Commission	310	1) Service Codes Use Issues 2) Closure Notification Issues 3) Regular Participant Contact Issues 4) Missing support documents for Job Ready process 5) Timely Data Entry Issues Findings Closed
West Hills Community College District	390	1) Youth Assessment Issues 2) Regular Participant Contact Issues 3) Closure Notification Issues Closure pending outcome of monthly follow-up reviews

Program monitoring of the following providers are in process at the end of the fourth quarter:

Service Provider	Contract # (s)
ResCare Workforce Services – Youth Offender Program	324
Proteus, Inc.	333

Fiscal Monitoring:

Fiscal monitoring of the following providers was completed: None

Fiscal monitoring of the following providers is in process at the end of the fourth quarter: None

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	11
MEETING DATE:	November 16, 2017
ACTION:	RECOMMEND TO ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Youth Council
FROM: Stephen DeWitt, Quality Systems Manager
SUBJECT: First Quarter Providers of Services Monitoring Report for Program Year 2017-2018

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) accept the following Providers of Services Monitoring Report for the First Quarter of Program Year 2017-2018.

REASON FOR RECOMMENDATION:

FRWDB staff conducts programmatic and fiscal monitoring of all contracts to ensure compliance with federal, state and local regulations and/or policies. The attached is an overview of the Youth contracts that were monitored during the period of July 1, 2017, through September 30, 2017.

ATTACHMENT:

Youth Providers of Services Monitoring Report First Quarter, Program Year 2017-2018

**Youth Providers of Services Monitoring Report
First Quarter, Program Year 2017-2018**

Program Monitoring:

Program monitoring of the following sub-recipients was completed:

Sub-Recipient	Contract #(s)	Results
ResCare Workforce Services – Youth Offender Program	324	No Findings
Proteus, Inc.	333	1) Data Entry Timeliness Issues 2) Data Entry Issues 3) Service Codes Entry Issues Findings Closed

Program monitoring of the following sub-recipients are in process at the end of the first quarter:

Sub-Recipient	Contract # (s)
ResCare Workforce Services	320

Fiscal Monitoring:

Fiscal monitoring of the following sub-recipients was completed: None

Fiscal monitoring of the following sub-recipients is in process at the end of the first quarter:

Sub-Recipient	Contract # (s)
West Hills Community College District – PY 16-17 Fiscal Close out	390
Proteus, Inc. – PY 16-17 Fiscal Close out	333

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	12
MEETING DATE:	November 16, 2017
ACTION:	RECOMMEND TO ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Youth Council
FROM: Stephen DeWitt, Quality Systems Manager
SUBJECT: Fourth Quarter Youth Customer Complaint Report for Program Year 2016-2017

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) accept the following Youth Customer Complaint Report for the Fourth Quarter of Program Year (PY) 2016-2017.

REASON FOR RECOMMENDATION:

Under the FRWDB Joint Powers Agreement, the FRWDB develops and manages systems to hear and resolve grievances brought by participants, vendors, or other interested parties, and to provide quarterly reports to the FRWDB regarding such grievances.

No Youth program complaints were received during the Fourth Quarter of PY 2016-2017.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	13
MEETING DATE:	November 16, 2017
ACTION:	RECOMMEND TO ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Youth Council
FROM: Stephen DeWitt, Quality Systems Manager
SUBJECT: First Quarter Youth Customer Complaint Report for Program Year 2017-2018

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) accept the following Youth Customer Complaint Report for the First Quarter of Program Year (PY) 2017-2018.

REASON FOR RECOMMENDATION:

Under the FRWDB Joint Powers Agreement, the FRWDB develops and manages systems to hear and resolve grievances brought by participants, vendors, or other interested parties, and to provide quarterly reports to the FRWDB regarding such grievances.

No Youth program complaints were received during the First Quarter of PY 2017-2018.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	14
MEETING DATE:	November 16, 2017
ACTION:	INFORMATION

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Youth Council
FROM: Tim Giles, Deputy Director of Information Technology
SUBJECT: Fourth Quarter Youth Demographics Reports for Program Year 2016-2017

INFORMATION:

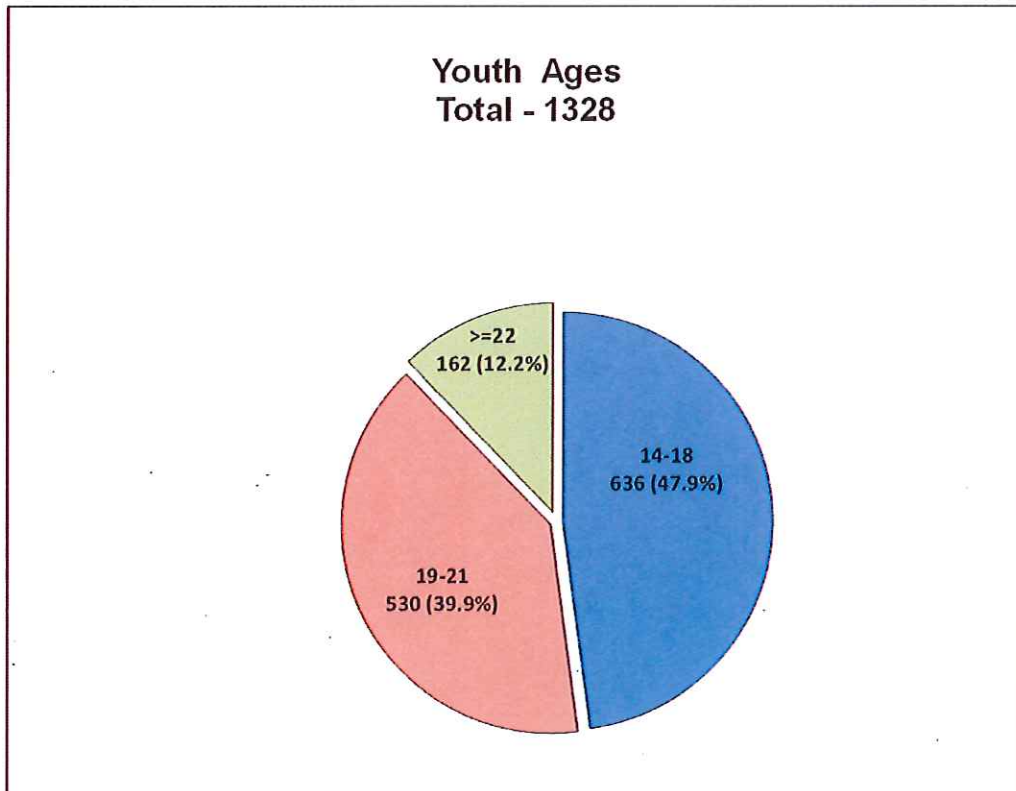
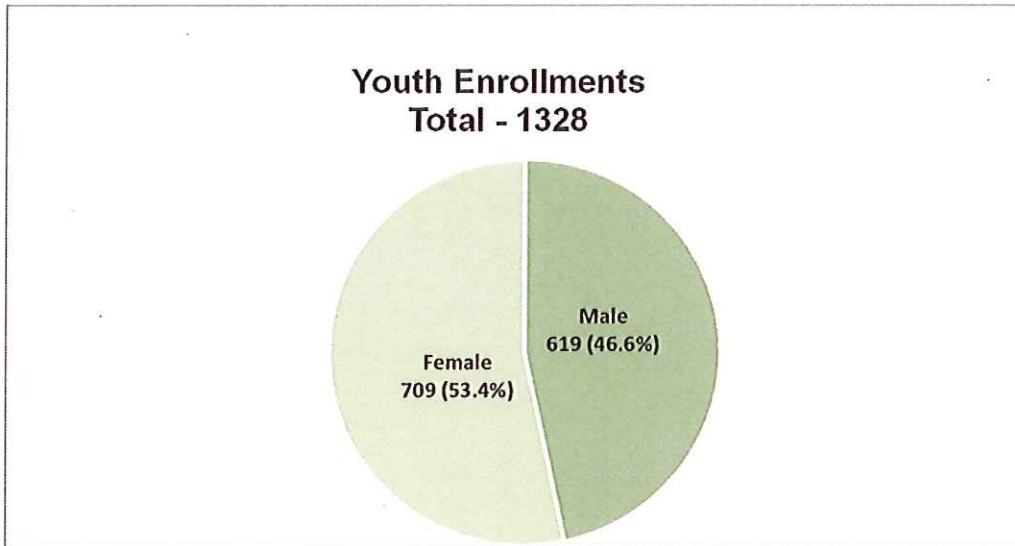
Per the Youth Council's direction, the Fresno Regional Workforce Development Board (FRWDB) staff provides cumulative quarterly reports of various demographics for the FRWDB's youth enrollments. Attached are the reports for the Fourth Quarter of Program Year 2016-2017.

ATTACHMENT:

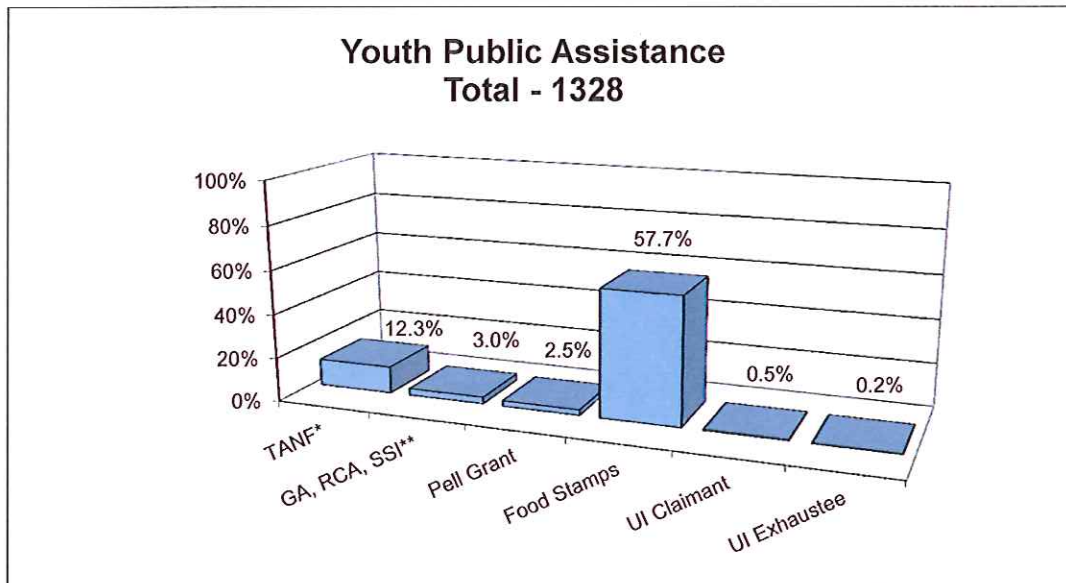
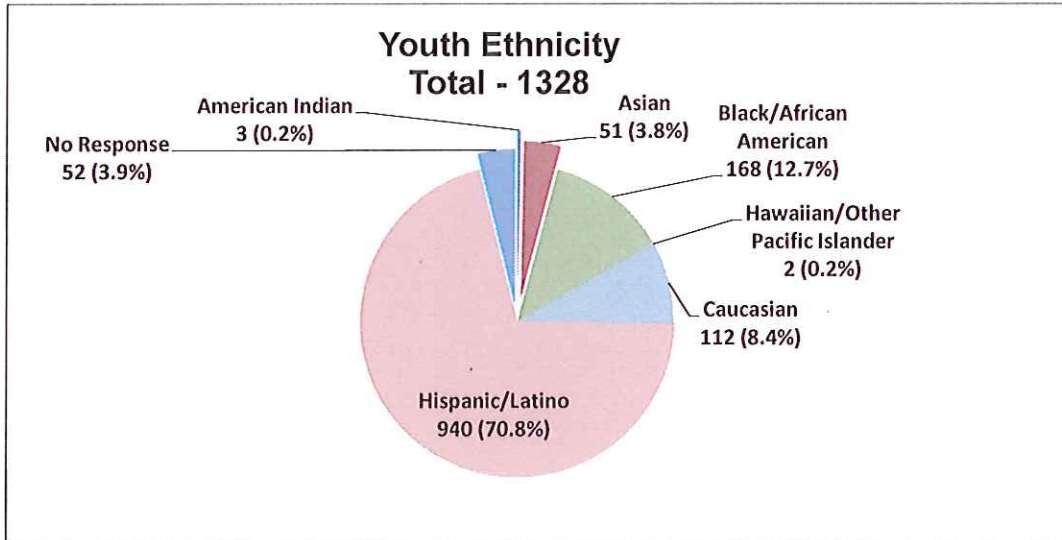
Youth Demographics Fourth Quarter, Program Year 2016-2017



Youth Demographics Fourth Quarter, Program Year 2016-2017



Youth Demographics Fourth Quarter, Program Year 2016-2017

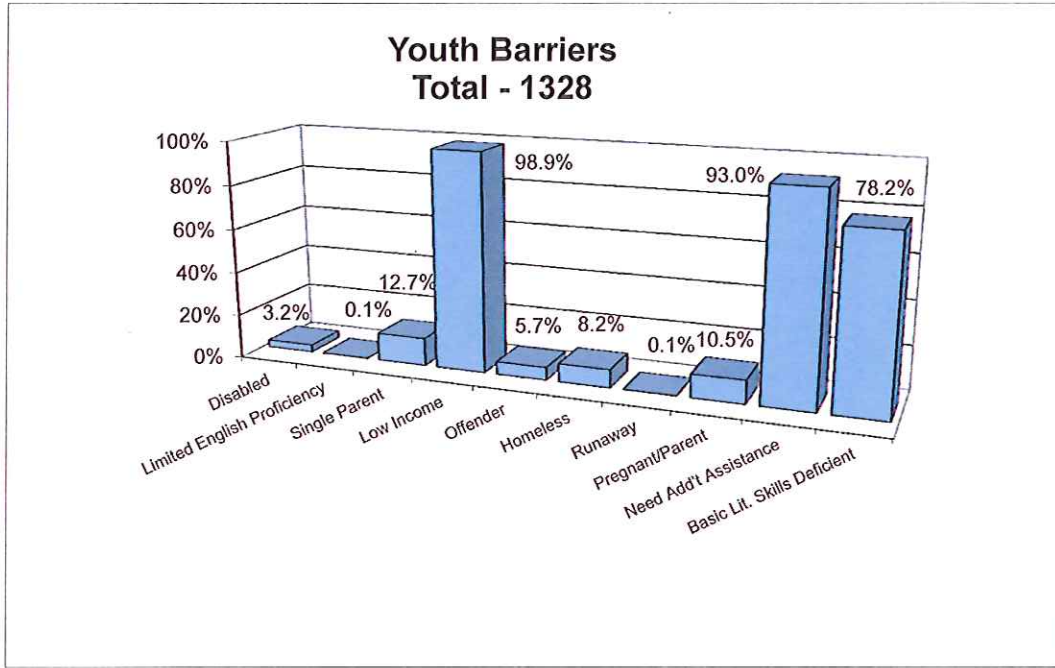


TANF - Temporary Assistance for Needy Families

GA - General Assistance, RCA - Refugee Cash Assistance, SSI - Supplemental Security Income

UI - Unemployment Insurance

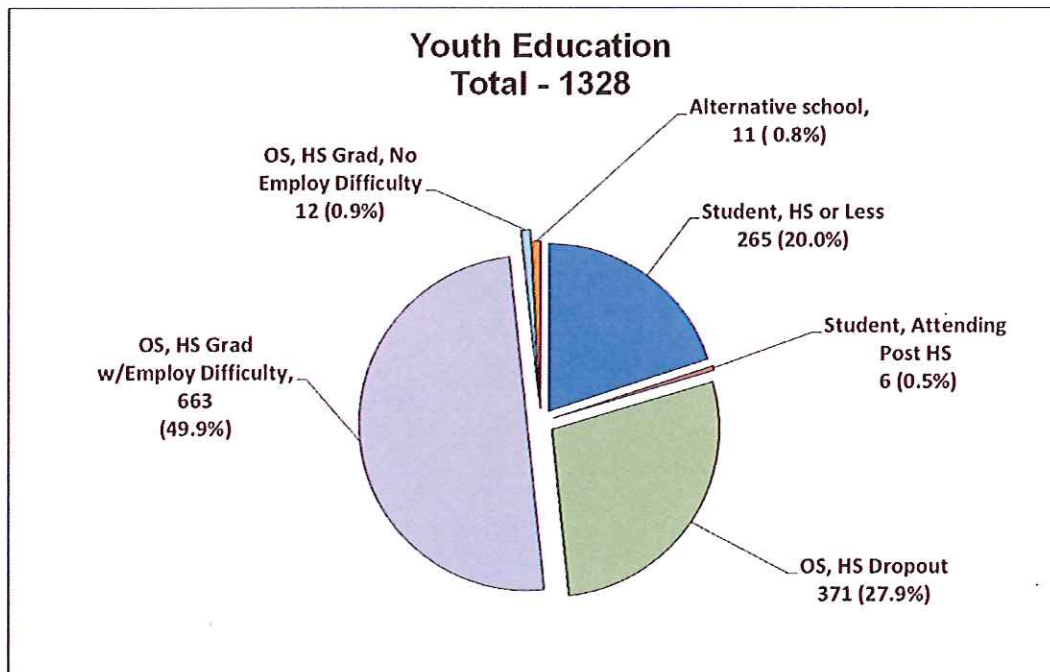
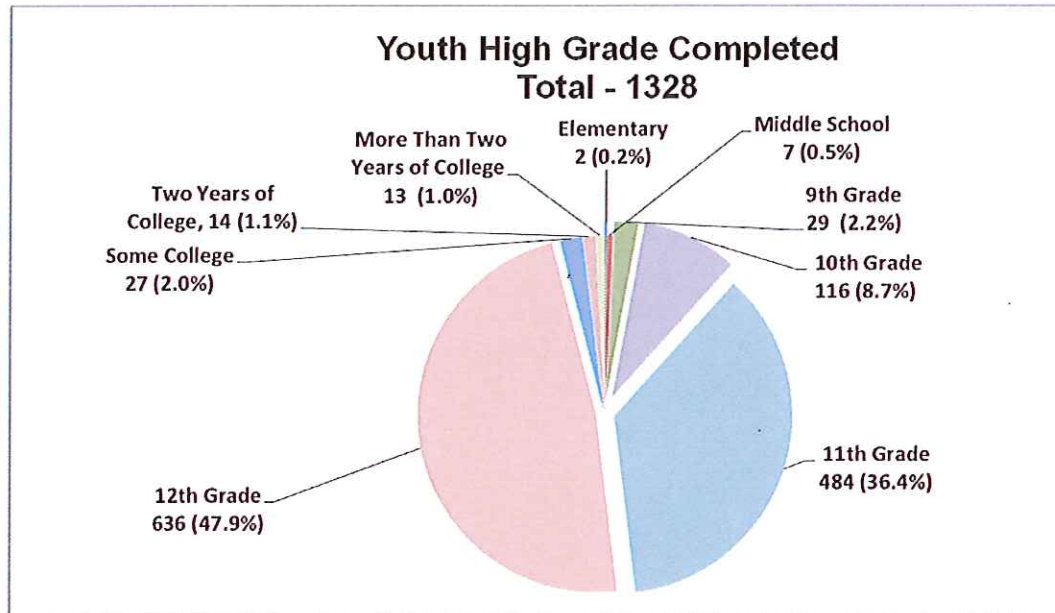
Youth Demographics Fourth Quarter, Program Year 2016-2017



Additional Assistance Barriers

1. Is at risk of dropping out of school
2. Gang Involved
3. Has experienced recent traumatic events, is a victim of abuse, or resides in an abusive environment
4. Has completed a substance abuse program
5. Poor Employment History (Older Youth ONLY)
6. Family Barriers (any one of the following):
 - a. Has a family history of long term unemployment;
 - b. During the past two (2) years, parents/guardians have been unable to find and maintain full time stable employment;
 - c. Has a family history of long-term public assistance
7. Resides in a non-traditional family setting (any one of the following):
 - a. Being raised in a single parent household, without access to the financial and parenting support of another adult in the home;
 - b. Being raised by a guardian, relative or non-parent responsible for youth's care;
 - c. Parent is currently in jail or in prison or has been in jail or in prison for six (6) months of the past two (2) years

Youth Demographics Fourth Quarter, Program Year 2016-2017



OS, HS Grad - Out-of-School, High School Graduate
 OS, HS Grad, No Employ Difficulty - Out-of School, High School Graduate with no employment difficulty
 OS, HS Grad w/Employ Difficulty - Out-of School, High School Graduate with employment difficulty
 OS, HS Dropout - Out-of-School, High School Dropout

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	15
MEETING DATE:	November 16, 2017
ACTION:	INFORMATION

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Youth Council
FROM: Tim Giles, Deputy Director of Information Technology
SUBJECT: First Quarter Youth Demographics Reports for Program Year 2017-2018

INFORMATION:

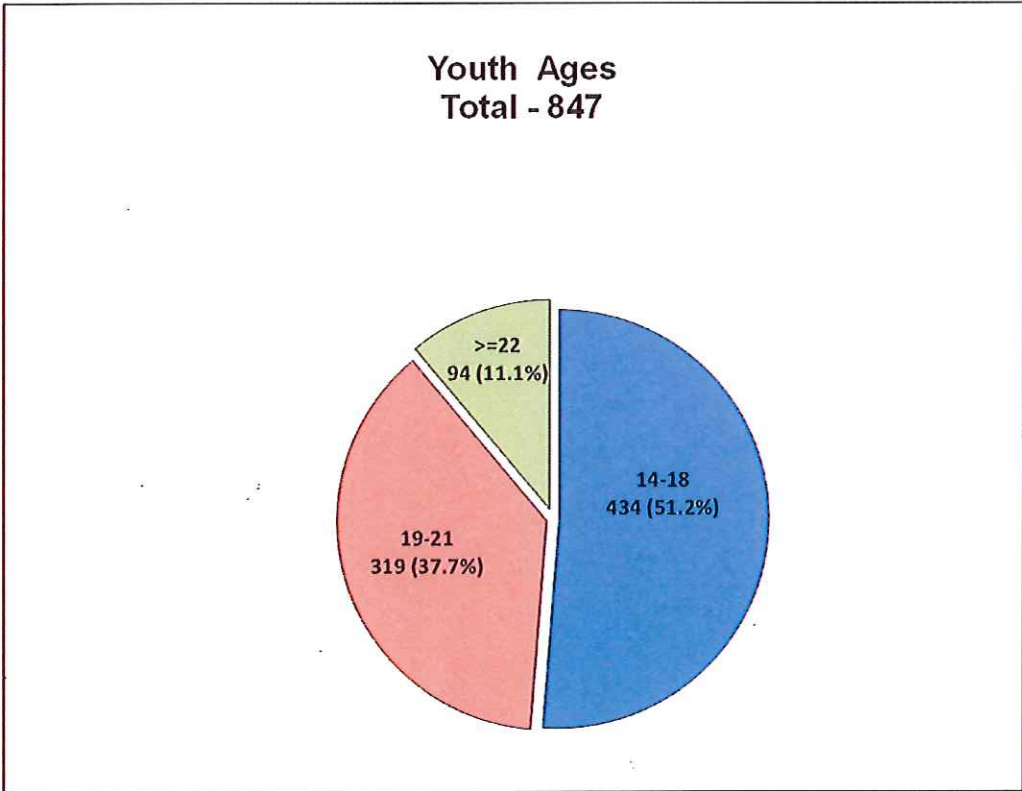
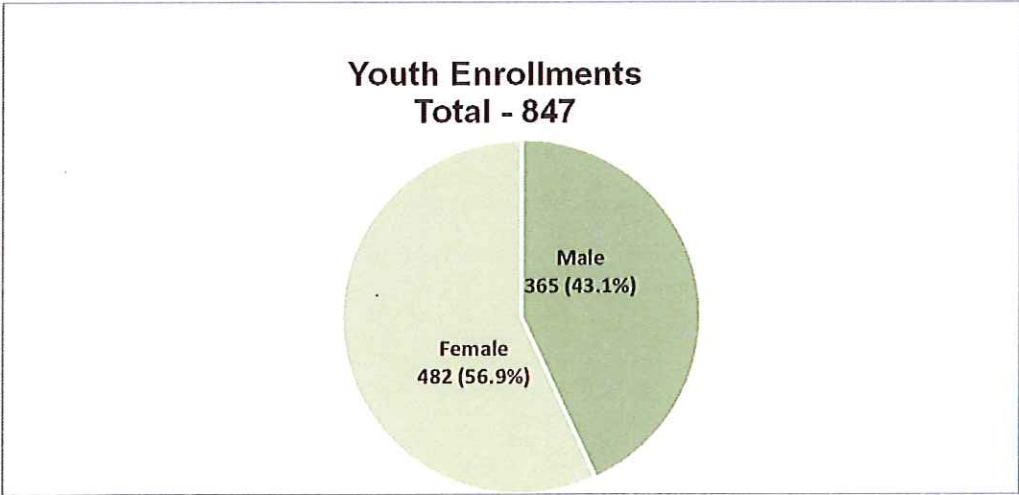
Per the Youth Council's direction, the Fresno Regional Workforce Development Board (FRWDB) staff provides cumulative quarterly reports of various demographics for the FRWDB's youth enrollments. Attached are the reports for the First Quarter of Program Year 2017-2018.

ATTACHMENT:

Youth Demographics First Quarter, Program Year 2017-2018

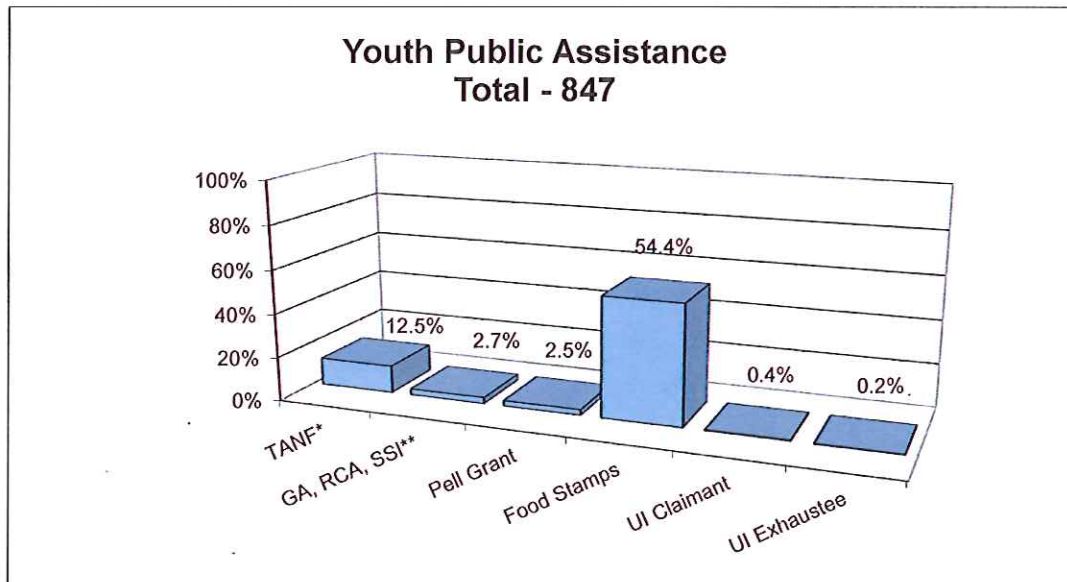
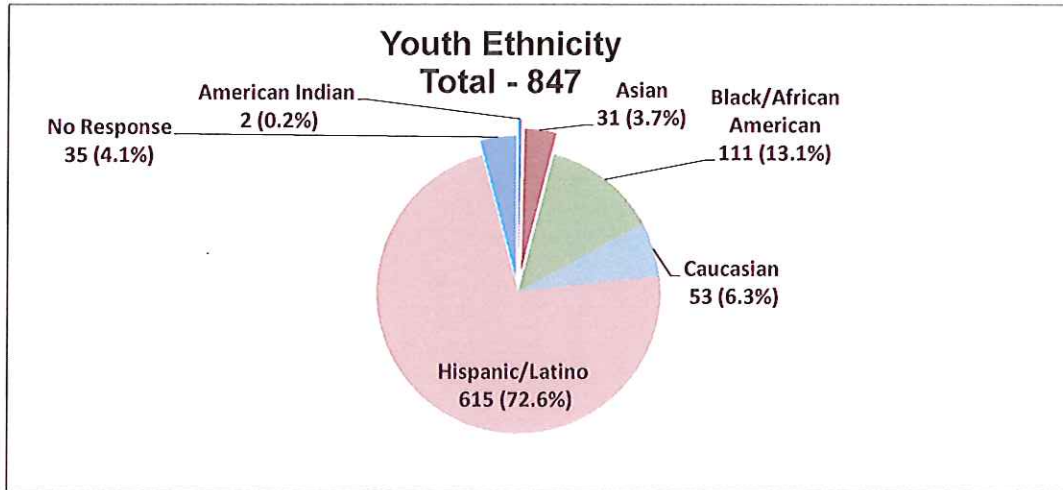


Youth Demographics First Quarter, Program Year 2017-2018



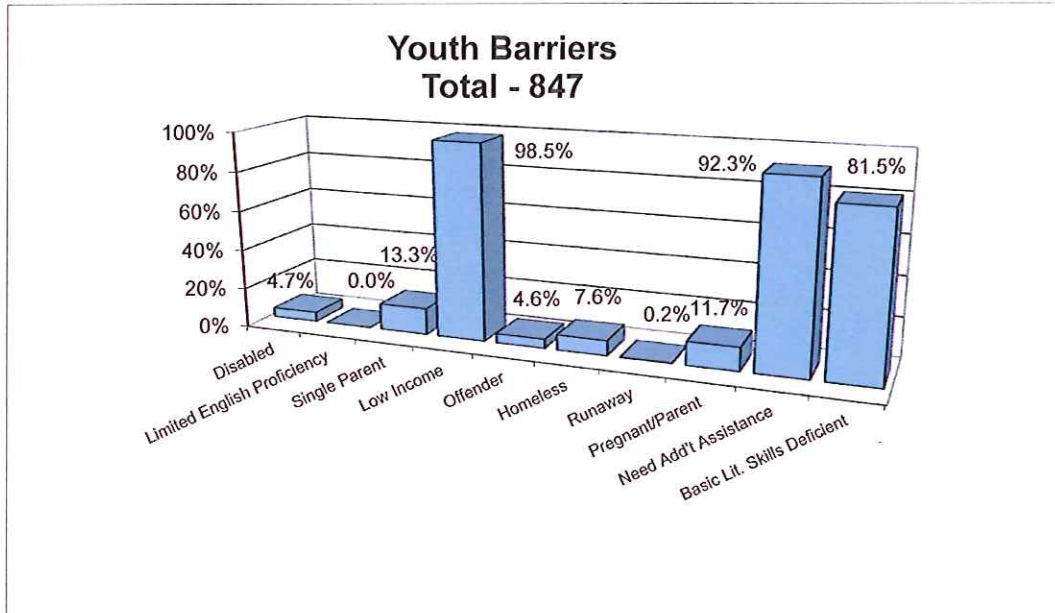
Youth Demographics

First Quarter, Program Year 2017-2018



TANF - Temporary Assistance for Needy Families
 GA - General Assistance, RCA - Refugee Cash Assistance, SSI - Supplemental Security Income
 UI - Unemployment Insurance

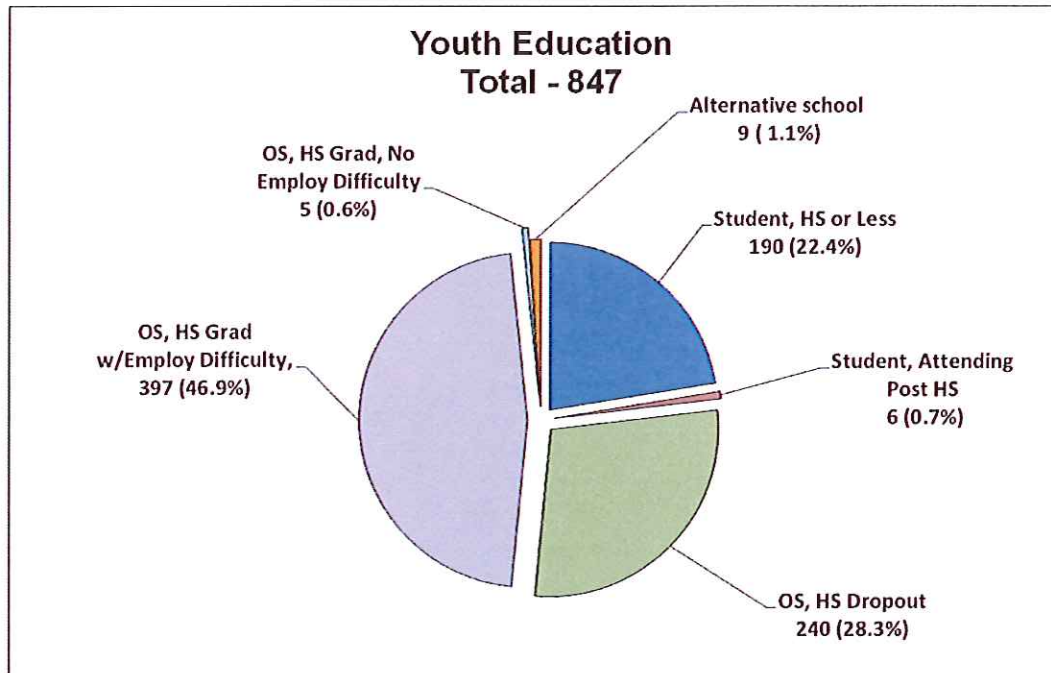
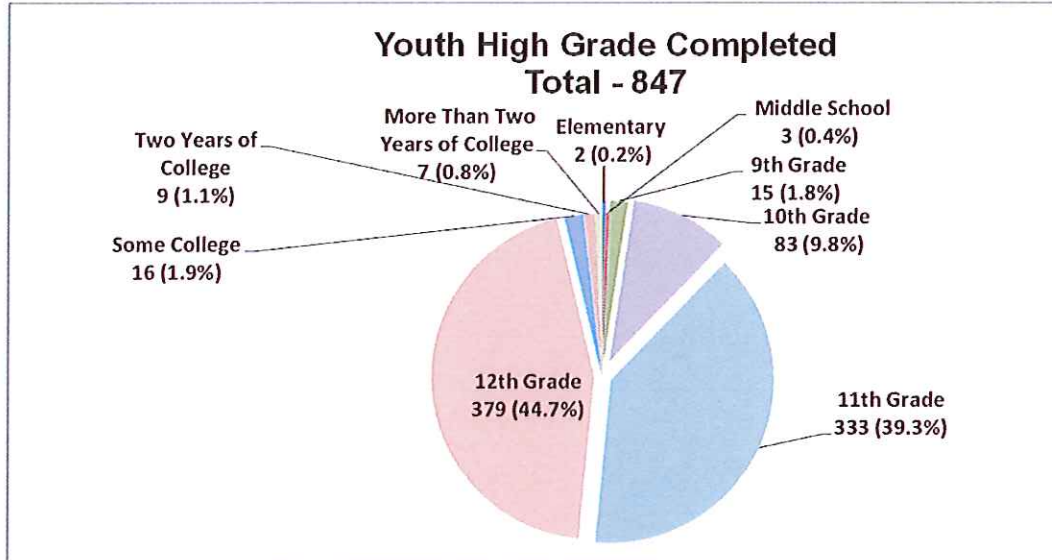
Youth Demographics First Quarter, Program Year 2017-2018



Additional Assistance Barriers

1. Is at risk of dropping out of school
2. Gang Involved
3. Has experienced recent traumatic events, is a victim of abuse, or resides in an abusive environment
4. Has completed a substance abuse program
5. Poor Employment History (Older Youth ONLY)
6. Family Barriers (any one of the following):
 - a. Has a family history of long term unemployment;
 - b. During the past two years, parents/guardians have been unable to find and maintain full time stable employment;
 - c. Has a family history of long-term public assistance
7. Resides in a non-traditional family setting (any one of the following):
 - a. Being raised in a single parent household, without access to the financial and parenting support of another adult in the home;
 - b. Being raised by a guardian, relative or non-parent responsible for youth's care;
 - c. Parent is currently in jail or in prison or has been in jail or in prison for six months of the past two years

Youth Demographics First Quarter, Program Year 2017-2018



OS, HS Grad - Out-of-School, High School Graduate
 OS, HS Grad, No Employ Difficulty - Out-of School, High School Graduate with no employment difficulty
 OS, HS Grad w/Employ Difficulty - Out-of School, High School Graduate with employment difficulty
 OS, HS Dropout - Out-of-School, High School Dropout

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	16
MEETING DATE:	November 16, 2017
ACTION:	INFORMATION

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Youth Council
FROM: Phyllis Stogbauer, Deputy Director of Program Services
SUBJECT: West Hills One-Stop Tour Update

INFORMATION:

A request was made at the Youth Council meeting on May 18, 2017, to provide the Youth Council members a tour of the West Hill Community College One-Stop.

Phyllis Stogbauer, Deputy Director of Program Services, Fresno Regional Workforce Development Board, will provide a brief update on the tour that took place on July 24, 2017.