



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee
December 7, 2016 @ 3:00 p.m.

SPECIAL MEETING

Council of Fresno County Governments
2035 Tulare Street – 2nd Floor
Sequoia Room
Fresno, California 93721

Mission Statement: The Fresno Regional Workforce Development Board exists to oversee the optimal administration of Workforce Innovation and Opportunity Act funds in the Fresno region. In serving both the business community and the individual job seeker with the provision of human capital development services, we hope to foster the economic vitality of the Fresno region.

REMINDER: PLEASE TURN OFF CELL PHONE OR PUT IT ON VIBRATE

ROLL CALL

AGENDA CHANGES: REMOVAL OF ITEMS OR EMERGENCY ADDITIONS

ABSTENTIONS/RECUSALS/DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

COMMITTEE CHAIR/STAFF COMMENTS

PUBLIC COMMENTS

Item	Description	Presented By	Enclosure	Action	Page #
1.	July 20, 2016, Executive Committee Meeting Minutes	Konczal	Yes	Approve	4
2.	October 19, 2016, Executive Committee Meeting Minutes	Konczal	Yes	Approve	10
3.	Final Draft Workforce Innovation and Opportunity Act Title I One-Stop Operator, Adult and Dislocated Worker Request for Proposals Scope of Work for Program Year 2017-2018	Konczal	Yes	Recommend to Approve	14
4.	Workforce Innovation and Opportunity Act Adult and Dislocated Worker Carryover Funding Recommendations for Program Year 2016-2017	Stogbauer	Yes	Recommend to Approve	36
5.	Workforce Innovation and Opportunity Act Youth Carryover Funding Recommendations for Program Year 2016-2017	Stogbauer	Yes	Recommend to Approve	37
6.	Transfer of Dislocated Worker Program Funds to the Adult Program	Stogbauer	Yes	Recommend to Approve	38
7.	Allocation of Workforce Innovation and Opportunity Act Rapid Response Carryover Funds and Program Year 2016-2017 Funding Allocations	Stogbauer	Yes	Recommend to Approve	39

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 Investment 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.

Item	Description	Presented By	Enclosure	Action	Page #
8.	First Quarter Local Performance Results Report for Program Year 2016-2017	Stogbauer	Yes	Recommend to Accept	40
9.	First Quarter Youth Satisfaction Reports for Program Year 2016-2017	DeWitt	Yes	Recommend to Accept	46
10.	First Quarter Provider of Services Monitoring Report for Program Year 2016-2017	DeWitt	Yes	Recommend to Accept	48
11.	First Quarter Youth Customer Complaint Report for Program Year 2016-2017	DeWitt	Yes	Recommend to Accept	50
12.	Fourth Quarter Youth Federal Mandated Performance Results Report for Program Year 2015-2016	Giles	Yes	Recommend to Accept	51
13.	Workforce Innovation and Opportunity Act Local Strategic Plan Timeline	Konczal	Yes	Information	55

**FRESNO REGIONAL WORKFORCE INVESTMENT BOARD
EXECUTIVE COMMITTEE
2016 ATTENDANCE REPORT**

	Canceled 1/20/2016	Canceled 4/20/2016	Special 6/01/16*	7/20/2016	10/19/2016
Alves	XX	--	--	--	--
Baines	XX	XX	A	P	A
Bauer	XX	XX	P	P	P
Borgeas	--	--	A	A	A
Lovgren	XX	XX	--	--	--
Montalbano	XX	XX	--	P	P
Olson	XX	XX	P	A	P
Pacheco	XX	XX	--	--	--
Riojas	XX	XX	P	P	P
Zabrycki	XX	XX	P	P	A

A = Absent

P = Present

-- = Not a Committee member at time of meeting

* = Special Meeting

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	1
MEETING DATE:	December 7, 2016
ACTION:	APPROVE

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

TO: Executive Committee
FROM: Blake Konczal, Executive Director
SUBJECT: July 20, 2016, Executive Committee Meeting Minutes

RECOMMENDATION:

Approve the minutes of the July 20, 2016, Executive Committee meeting minutes.

ATTACHMENT:

July 20, 2016, Executive Committee Meeting Minutes



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee
July 20, 2016

SUMMARY MINUTES

The meeting was called to order at 4:08 p.m.

ROLL CALL: PRESENT – Oliver Baines, Paul Bauer, Dennis Montalbano, Chuck Riojas, Lydia Zabrycki (arrived at 4:19 p.m.), and Legal Counsel Ken Price

ABSENT – Andreas Borgeas and Aric Olson

AGENDA CHANGES: None

ABSTENTIONS/RECUSALS/
DISCLOSURES OF
POTENTIAL CONFLICTS OF
INTEREST:

Oliver Baines, Item 1; Dennis Montalbano, Item 1; and Chuck Riojas, Item 7

COMMITTEE CHAIR/STAFF
COMMENTS: None

PUBLIC COMMENTS:

City Manager Vince DiMaggio, Mayor Robert Silva, and Economic Development Director Matt Flood, from the City of Mendota, addressed the Executive Committee (Committee). They explained that with the implementation of the Workforce Innovation and Opportunity Act (WIOA), the State of California has prohibited single standing Employment Development Department (EDD) offices, which means that the EDD office located in Mendota will have to close. The gentlemen asked for the Committee's consideration to have a member of the Fresno Regional Workforce Development Board's (FRWDB's) partner staff co-locate at the Mendota EDD to prevent it from closing. Blake Konczal, Executive Director, FRWDB, stated that FRWDB staff had already been in conversations with EDD about the co-location of staff.

Mr. DiMaggio indicated that in order to stave off the Mendota office's closure, EDD would accept a letter from the FRWDB regarding its intent to co-locate staff at the Mendota office and Mr. Konczal stated that he will prepare such a letter by Friday.

Director Zabrycki arrived (4:19 p.m.)

Item	Description/Action Taken
1.	<p><u>June 1, 2016, Special Executive Committee Meeting Minutes</u></p> <p>Blake Konczal, Executive Director, FRWDB, requested approval of the June 1, 2016, special meeting minutes.</p> <p>RIOJAS/ZABRYCKI – APPROVED THE JUNE 1, 2016, SPECIAL EXECUTIVE COMMITTEE MEETING MINUTES (UNANIMOUS, WITH THE ABSTENTIONS NOTED ABOVE).</p>

2. **Items Referred by Other Committees**

There were no items referred by other Committees.

3. **May 2016 Agency Budget and Expenditures**

Mr. Konczal presented the May 2016 Agency Budget and Expenditures report for the Committee's acceptance. He indicated that all expenditures were on track and staff had no concerns. Director Montalbano asked about the large variance in the Communications line item. Tim Giles, Deputy Director Information Technology, FRWDB, explained that Communications encompasses telephones and data, and indicated that with the relocation of the FRWDB's data center, there has been some stopping and starting of services. He encouraged the Committee to watch this line item over the rest of the year and that it will return to expected levels. Phyllis Stogbauer, Deputy Director Program Services, FRWDB, added that FRWDB staff cell phone stipends were previously on the Communication line item, but should have been part of the Salary line item. She indicated that this expense has been moved to the correct category, which resulted in a savings to Communications.

BAINES/RIOJAS – ACCEPTED THE MAY 2016 AGENCY BUDGET AND EXPENDITURES REPORT (UNANIMOUS).

4. **May 2016 Financial Report**

Mr. Konczal, referencing the May 2016 Financial Report, indicated that FRWDB staff has no concerns with expenditures. He reminded the Committee of the WDB's obligation to expend 80% of its funds to avoid recapture, and of the 20% allowable rollover from one program year to the next.

MONTALBANO/ZABRYCKI – ACCEPTED THE MAY 2016 FINANCIAL REPORT (UNANIMOUS).

5. **Workforce Innovation and Opportunity Act Title I One-Stop Operator/Adult and Dislocated Worker Request for Proposals Statement of Work for Program Year 2017-2018**

Mr. Konczal explained that the FRWDB had begun drafting the Request for Proposals (RFP) to procure for its One-Stop Operator, a procurement which must occur every four (4) years under the WIOA.

To ensure the procurement process is completed in a timely manner to have fully executed contracts in place by July 1, 2017, FRWDB staff requested that the Committee authorize FRWDB staff to put out the draft Statement of Work for the One-Stop Operator/Adult and Dislocated Worker RFP. Once released, the draft will go out for public comment throughout Fresno County. With all comments aggregated, the final RFP will go to the Adult Council and then to the full FRWDB for their approval to release the final document.

RIOJAS/MONTALBANO – AUTHORIZED FRWDB STAFF TO RELEASE THE DRAFT WIOA ONE-STOP OPERATOR/ADULT AND DISLOCATED WORKER RFP STATEMENT OF WORK FOR PROGRAM YEAR 2017-2018 (UNANIMOUS).

6. **Workforce Innovation and Opportunity Act Regional and Local Strategic Plan**

Mr. Konczal explained that under the WIOA, the FRWDB not only has to submit its Local Strategic Plan to the state, but it now must also be part of a regional planning process with the eight (8) Valley counties from San Joaquin to Kern. In order to ensure that the plans are submitted to the state by the deadline, FRWDB staff requested the Committee's authorization to release the draft plans for public comment.

RIOJAS/BAINES – AUTHORIZED FRWDB STAFF TO RELEASE THE WIOA REGIONAL AND LOCAL PLANS FOR PUBLIC COMMENT (UNANIMOUS).

7. **Five County Craft Path Project Contract Award**

Ms. Stogbauer presented for the Committee's approval, the allocation and award of additional funding in the amount of \$300,000 for the Five County Craft Path Project. Ms. Stogbauer explained that in Program Year (PY) 2014-2015, the FRWDB received a grant in the amount of \$550,000 to provide training to unemployed and underemployed clients across a five (5) county area. The state has awarded the FRWDB an additional \$300,000 to train an additional 66 participants in this program. Approval of this item would allocate \$184,800 to the Fresno Madera Tulare Kings Building Trades Council, \$56,800 to the Merced County Workforce Development Board, and the remaining \$58,400 for administration and supportive services.

Mr. Konczal added that at the suggestion of FRWDB Director LeeAnn Eager, FRWDB staff is in the process of creating a unified training calendar for Fresno that will cover construction training that is being funded by a number of sources. Various partnering agencies will have access to this master calendar that will cover an 18 month period.

RIOJAS/ZABRYCKI – APPROVED THE FIVE COUNTY CRAFT PATH PROJECT CONTRACT AWARD (UNANIMOUS, WITH ABSTENTION NOTED ABOVE).

8. **Renewal of Human Resources Hotline and Business Workshops Contract**

Christine Nutting, Deputy Director Business Services, FRWDB, explained that in 2014, the FRWDB Business and Industry Committee approved a contract with Sierra HR Partners, a certified Human Resources (HR) consulting firm, to provide an HR Hotline and HR-related workshops for employers. These services have been very successful and well-used during the initial contract and first renewal periods. FRWDB staff requested that the Committee recommend that the FRWDB approve a contract for PY 2016-2017 to Sierra HR Partners to continue the HR hotline and workshop services.

Director Montalbano asked how the FRWDB gets the word out about these services and Janis Parker, Marketing and Communications Manager, FRWDB, indicated that the FRWDB maintains a database of over 3,200 businesses and that e-blasts are sent out to these businesses twice a week about the HR services and workshops, among other items, that are available.

Director Zabrycki, who chairs the Business and Industry Committee, indicated that the workshops are well attended.

RIOJAS/MONTALBANO. – RECOMMENDED THAT THE FRWDB APPROVE THE RENEWAL OF HUMAN RESOURCES HOTLINE AND BUSINESS WORKSHOPS CONTRACT (UNANIMOUS).

9. **Second Quarter Community Events**

Mr. Konczal presented a list of events that FRWDB Directors and staff have the opportunity to attend during the months of October through December 2016. For the Second Quarter, there were two (2) events on the list: The Greater Fresno Area Chamber of Commerce's Eggs and Issues Breakfast in October and the Ag Awards Luncheon in November.

This was an information item.

10. **Director's Quarterly Update**

Mr. Konczal provided the Committee with an overview of his activities for the months of April through June 2016. He stated that the biggest project he has recently been involved with is the Department of Labor's America's Promise Grant, which is being funded by H1B Visa fees. This grant will provide for training 1,200 workers in the manufacturing sector. The FRWDB is assisting in writing an eight (8) county grant in which the FRWDB would act as fiscal agent for \$6,000,000 over four (4) years.

Mr. Konczal continued his update, stating that efforts continue to ensure that the multi-craft construction training taking place from San Joaquin to Kern county is being done in an expeditious way.

Mr. Konczal stated that he, along with other FRWDB staff and partners, have had a number of speaking proposals accepted for upcoming conferences. Groups will be presenting at the California Workforce Association's Meeting of the Minds conference in Monterey, and also at the National Community College conference taking place in Atlanta.

Mr. Konczal stated that he also continues to work on getting all FRWDB appointments completed through the Fresno County Board of Supervisors.

Mr. Konczal concluded his update by informing the Committee that lease negotiations for the Manchester Center comprehensive One-Stop location have been finalized. The negotiation involves moving some of the One-Stop facilities to another site on the first floor of the mall, and a reduction of approximately 10,000 square feet on the second floor, which will result in a savings for the FRWDB.

This was an information item.

11. **Referral of Agenda Items to Other Committees**

None.

12. **Information Sharing**

Director Baines shared with the Committee that in April, the Fresno City Council passed its version of the national targeted hiring policy. He stated that he wanted to publicly acknowledge the hard work of Mr. Konczal and Director Riojas on getting the policy passed at the state level for High Speed Rail. He indicated that the staff at the City of Fresno are very excited about this new local policy.

Director Zabrycki shared that while at a High Speed Rail meeting in Sacramento, the FRWDB was recognized for its work surrounding apprenticeship programs. She indicated that she was very proud of that recognition.

Mr. Konczal shared that as a direct result of the FRWDB's Valley Grow grant project, the owner of a small valley farm was able to obtain a loan from the United States Department of Agriculture for a new water system that cost \$48,000. Mr. Konczal indicated that this is the first of about a dozen small farms that have been assisted by the FRWDB's program to navigate the USDA system.

13. October 19, 2016, Agenda Items

None.

14. Meeting Feedback

None.

Meeting adjourned at 4:47 p.m.

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	2
MEETING DATE:	December 7, 2016
ACTION:	APPROVE

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

TO: Executive Committee
FROM: Blake Konczal, Executive Director
SUBJECT: October 19, 2016, Executive Committee Meeting Minutes

RECOMMENDATION:

Approve the minutes of the October 19, 2016, Executive Committee meeting minutes.

ATTACHMENT:

October 19, 2016, Executive Committee Meeting Minutes



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee
October 19, 2016

SUMMARY MINUTES

The meeting was called to order at 4:03 p.m.

ROLL CALL: PRESENT – Paul Bauer, Dennis Montalbano (arrived at 4:36 p.m.), Aric Olson, Chuck Riojas, and Legal Counsel Ken Price

ABSENT – Oliver Baines, Andreas Borgeas and Lydia Zabrycki

AGENDA CHANGES: Legal Counsel Price indicated that an item concerning the Fresno Regional Workforce Development Board's (FRWDB's) Conflict of Interest Code needed to be added to the agenda.

ABSTENTIONS/RECUSALS/
DISCLOSURES OF
POTENTIAL CONFLICTS OF
INTEREST: Aric Olson, Item 1

COMMITTEE CHAIR/STAFF
COMMENTS: Blake Konczal, Executive Director, FRWDB, shared that he was recently in Georgia for a conference and that people from a number of different states knew about the FRWDB and its construction training program.

PUBLIC COMMENTS: None

Item	Description/Action Taken
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2. Items Referred by Other Committees

There were no items referred by other Committees.

5. Economic Sector and Skills Gap Analysis Presentation

Mr. Konczal introduced Doug Svensson, President, Applied Development Economics (ADE), who provided a PowerPoint Presentation on the regional economic sector and skills gap analysis that was performed by ADE. ADE did similar analyses for each of the counties represented in the Central California Workforce Collaborative (CCWC), which is comprised of the eight (8) Workforce Development Boards (WDBs) from Fresno, Kern-Inyo-Mono, Kings, Madera, Merced, San Joaquin, Stanislaus and Tulare Counties. ADE will aggregate the data from each of the county reports into a regional report.

Mr. Svensson highlighted key information from the three (3) parts of the Fresno County study: Economic Trends and Job Growth, Labor Force Characteristics, and Matching Job Opportunities with the Labor Force.

Economic Trends and Job Growth: This portion of the analysis showed trends in job growth, labor force and unemployment in Fresno County, which has been at about ten percent (10%) on an annual average basis over the past 15 years. The analysis reflected that the population growth for Fresno County is expected to exceed the state growth levels, due to the affordable housing and the anticipation of the High Speed Rail project being up and running by 2025. It also showed the five (5) year history of job growth in key industry sectors, along with the projected growth in these sectors over the next ten (10) years.

Labor Force Characteristics: This part of the analysis showed a number of characteristics of the current labor force such as age distribution, ethnic breakdown, citizenship status, and educational attainment (no high school diploma, high school diploma/GED, some college, and college), including veterans and disabled persons. Mr. Konczal noted that for a majority of good entry level jobs, having a high school diploma is a pre-requisite. He stated that it makes sense that the FRWDB continue to have programs in place to assist and encourage its job seekers to obtain their high school diploma or GED.

Director Montalbano arrived (4:36 p.m.). Quorum established.

Matching Job Opportunities with the Labor Force: Mr. Svensson indicated that projected over the next ten (10) years, there will be approximately 140,000 job openings in Fresno County across the major occupational groups. Mr. Konczal noted that ADE's report is in sync with the FRWDB's adoption of an industry sector focus.

Director Montalbano indicated that there is a substantial shortage of automotive mechanics and suggested that this occupation be included in the analysis. The Committee received a copy of the presentation.

This was an information item.

Emergency Addition

Legal Counsel Price indicated that the FRWDB's Conflict of Interest Code needed to be modified to reflect the agency's name change from Fresno Regional Workforce Investment Board to Fresno Regional Workforce Development Board. The FRWDB's Bylaws did not need to be changed, only the Conflict of Interest Code.

RIOJAS/OLSON – RECOMMENDED THAT THE FRWDB APPROVE THE MODIFIED CONFLICT OF INTEREST CODE (UNANIMOUS).

1. July 20 2016, Executive Committee Meeting Minutes

Blake Konczal, Executive Director, FRWDB, requested approval of the July 20, 2016, meeting minutes. Director Montalbano questioned the notation of his abstention from Item 1. Legal Counsel Price asked FRWDB staff to review the recording from the July 20, 2016, meeting and indicated that the July 20, 2016, minutes would be presented for approval and correction, if needed, at the January 18, 2017, Executive Committee meeting.

3. August 2016 Agency Budget and Expenditures

Mr. Konczal presented the August 2016 Agency Budget and Expenditures report for the Committee's acceptance. He indicated that there were some variances in the personnel and lease line items, but that FRWDB staff had no concerns. The Committee had no questions about the report.

RIOJAS/OLSON – ACCEPTED THE AUGUST 2016 AGENCY BUDGET AND EXPENDITURES REPORT (UNANIMOUS).

4. August 2016 Financial Report

Mr. Konczal presented the August 2016 Financial Report for the Committee's acceptance and indicated that FRWDB staff had no concerns with the regular funding stream or the grants.

OLSON/MONTALBANO – ACCEPTED THE AUGUST 2016 FINANCIAL REPORT (UNANIMOUS).

6. Third Quarter Community Events

Mr. Konczal presented a list of events that FRWDB Directors and staff have the opportunity to attend during the months of January through March 2017. For the Third Quarter, there was one (1) event on the list: The Greater Fresno Area Chamber of Commerce's Annual Installation Dinner in January.

This was an information item.

7. Director's Quarterly Update

Mr. Konczal provided the Committee with an overview of his activities for the months of July through September 2016. He stated that of major note was the grant application the FRWDB submitted for the Department of Labor's America's Promise Grant. The FRWDB submitted its application in partnership with the eight (8) WDBs, six (6) community college districts, community action agencies, and the Building Trades Councils across the Valley. The Department of Labor plans to announce the grant award by December 31, 2016. Mr. Konczal also indicated that the first manufacturing training cohort, funded by the Slingshot grant, will begin in the first quarter of 2017.

Mr. Konczal shared that the multi-craft construction training will have another cohort beginning at the end of October and that there will be opportunities for further construction skills training when the new funding rounds start in February.

Mr. Konczal concluded his update by informing the Committee that in addition to writing the FRWDB's new five (5)-year plan, the FRWDB is being mandated by the state to write a regional plan with the other eight (8) valley WDBs.

This was an information item.

8. Referral of Agenda Items to Other Committees

None.

9. Information Sharing

None.

10. January 18, 2017, Agenda Items

None.

11. Meeting Feedback

None.

Meeting adjourned at 5:02 p.m.

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	3
MEETING DATE:	December 7, 2016
ACTION:	RECOMMEND TO APPROVE

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

TO: Executive Committee
FROM: Phyllis Stogbauer, Deputy Director of Program Services
SUBJECT: Final Draft Workforce Innovation and Opportunity Act Title I One-Stop Operator, Adult and Dislocated Worker Request for Proposals Scope of Work for Program Year 2017-2018

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) approve the final draft of the Workforce Innovation and Opportunity Act (WIOA) Title I One-Stop Operator, Adult and Dislocated Worker Scope of Work (SOW) and authorize the FRWDB staff to release the Request for Proposals (RFP) in January 2017.

REASON FOR RECOMMENDATION:

The WIOA states that per Public Law 113-128, Section 121(d)(2)(A):

- (A) The local board with the agreement of the Chief Elected Official for the local area: (i) shall designate or certify One-Stop Operators. The local Workforce Development Board must select the One-Stop operator through a competitive process at least once every four (4) years.
- (B) The local board shall identify eligible providers of WIOA career services in the local area by awarding contracts.

The contracts for the current Adult and Dislocated Worker One-Stop Operators stipulate a maximum five (5) year contract period, which ends June 30, 2018. The WIOA, however, mandates that the One-Stop Operator(s) be procured every four (4) years. Based on this mandate, FRWDB staff has begun the procurement process to select the One-Stop Operator(s) and provider of Adult and Dislocated career services.

At the July 20, 2016, meeting, your committee approved the draft SOW and authorized FRWDB staff to release the draft for public comment to allow members of the public an opportunity to provide input. Accordingly, FRWDB staff released the draft for a 30-day public comment period from October 26, 2016, to November 25, 2016.

FRWDB staff coordinated community-based meetings in Fresno, Reedley, Coalinga, and Mendota to solicit comments. In addition to the meetings, individuals had the opportunity to submit written comments via email. Based on the feedback received during the public comment period, there were no significant changes made to the SOW.

Upon FRWDB approval, FRWDB staff will finalize the RFP and prepare for final release in January 2017.

ATTACHMENT:

ATTACHMENT I: 2016-2017 WIOA OSO, Adult and Dislocated Worker Procurement Schedule
ATTACHMENT II: 2016-2017 WIOA OSO, Adult and Dislocated Worker Final Draft RFP SOW
ATTACHMENT III: 2016-2017 WIOA OSO, Adult and Dislocated Worker Draft RFP SOW Public
Comments

FRWDB WIOA One-Stop Operator / Adult and Dislocated Worker Draft Procurement Schedule	
ACTIVITIES	ESTIMATED DATES
1. Develop Initial RFP	7/1/16 to 8/1/16
2. Route Initial Draft for Internal Approval	8/2/16 to 8/19/16
3. Public Comment Period	10/26/16 to 11/25/16
4. Finalize Draft and Comments	11/28/16
5. Route Final Draft for Internal Approval	11/28/16
6. Special Executive Committee Meeting	12/7/16
7. FRWDB Approval of Final Draft	12/7/16
8. Release RFP	1/16/17
9. Submission of Proposals	2/15/17
10. Panel Review For Responsiveness and Quality	3/15/17
11. Post Initial Award Announcement	4/3/17
12. Adult Council Approves Award Recommendation	4/27/17
13. FRWDB Approves Contract Award	6/7/17

**WORKFORCE INNOVATION AND OPPORTUNITY ACT TITLE I
ONE-STOP OPERATOR
ADULT and DISLOCATED WORKER PROGRAMS
REQUEST FOR PROPOSALS
DRAFT SCOPE OF WORK**

A. Workforce Innovation and Opportunity Act Overview

The Workforce Innovation and Opportunity Act (WIOA) seeks to deliver a broad array of integrated services to customers of the public workforce system, which include both individuals seeking jobs and skills training and employers seeking skilled workers.

The law improves the public workforce system by more closely aligning it with regional economies providing participant access to a seamless system of high-quality services through coordination of programs, services, and governance structures.

The WIOA builds closer ties among key workforce partners—business leaders, State and Local Workforce Development Boards (WDBs), labor unions, community colleges, non-profit organizations, youth-serving organizations, and state and local officials—in striving for a more job-driven approach to training and skills development.

B. Program Goals

The WIOA will help participants and workers access employment, education, training, and support services to succeed in the labor market and match employers with the skilled workers they need to compete in the global economy. The purposes of WIOA described in the statute include:

- Increasing access to and opportunities for the employment, education, training, and support services that individuals need, particularly those with barriers to employment.
- Supporting the alignment of workforce investment, education, and economic development systems, in support of a comprehensive, accessible, and high-quality workforce development system.
- Improving the quality and labor market relevance of workforce investment, education, and economic development efforts.
- Promoting improvement in the structure and delivery of services.
- Increasing the prosperity of workers and employers.

- Providing workforce development activities that increase employment, retention, and earnings of participants; that increase postsecondary credential attainment and, as a result, improve the quality of the workforce; reduce welfare dependency; increase economic self-sufficiency; meet skill requirements of employers; and enhance productivity and the competitiveness of our nation.

C. Eligible Applicants

Qualified bidders will have a minimum of two (2) years documented, successful experience within the last five (5) years in providing employment and training services to adults. Eligible organizations may fall within any of the following categories:

1. Established Community-Based Organizations
2. Public Agencies
3. Private For-Profit Businesses
4. Private Non-Profit Organizations
5. Educational Entities
6. Faith-Based Organizations

The eligibility requirements cited above apply to the bidder, whether applying individually, or as a lead agency for a consortium. The “bidder” is defined as the organization submitting the proposal requesting a direct contract with the Fresno Regional Workforce Development Board (FRWDB). The bidder will be responsible for ensuring compliance with all terms and conditions of the contract, for the administration and fiscal management of the contract, and will be held accountable for program results.

D. Geographic Area

For purposes of this proposal, the Fresno County Local Workforce Investment Area has been subdivided into three (3) Service Delivery Areas (SDA) as follows:

- Urban – Fresno One-Stop Comprehensive Site: The urban SDA includes all areas within the Fresno and Clovis city limits including unincorporated areas.
- East – Reedley One-Stop Satellite: The East SDA includes all areas outside the Fresno and Clovis city limits and east of the 41 highway.
- West – Coalinga One-Stop Satellite: The West SDA includes all areas outside the Fresno and Clovis city limits and west of the 41 highway.

The contractor will be required to provide Basic Career Services, Individualized Career Services and Training Services in at least one (1) physical location within their SDA.

In addition to providing services at the main One-Stop location in the SDA, bidders must demonstrate how they will utilize non-traditional service delivery models, such as low cost or no cost co-location(s) at community sites and facilities or mobile services, to provide a comprehensive array of services to universal and registered participants throughout the SDA they are proposing to serve.

The bidder must identify in their proposal the location of each proposed satellite office(s) in the SDA where they will provide WIOA services.

Bidders must demonstrate how staff will work effectively with local communities, Community Based Organizations and/or local educational facilities to ensure better utilization of WIOA resources, leveraging non-WIOA resources, and service deliverables throughout Fresno County.

E. One-Stop Delivery System

The One-Stop delivery system provides universal access to career services to meet the diverse needs of adults and dislocated workers.

Career and training services, tailored to the individual needs of participants, form the backbone of the One-Stop delivery system. While some participants may only need self-service or other Basic Career Services like job listings, labor market information, labor exchange services or information about other services, some participants will need services that are more comprehensive and tailored to their individual career needs. These services may include comprehensive skills assessments, career planning, and development of an individual employment plan that outlines the needs and goals of successful employment.

Under the Workforce Investment Act, career services were identified as core and intensive services and participants generally would follow through each level of service to eventually receive training. WIOA provides an individual receiving services in One-Stop centers the opportunity to receive the service needed to help him/her meet his/her employment and career goals. WIOA clarifies that an individual does not need to follow a fixed sequence of services that may not be necessary to meet his or her needs. Under WIOA, career services are classified into two (2) categories: Basic and Individualized Career Services. This grouping is not designed to create barriers to training, but rather identifies the importance that these two (2) types of career services can have in helping individuals obtain employment.

The WIOA delivery system is based on the “One-Stop” concept, where information about and access to a wide array of job training, education, and employment services is available for participants at a single location where participants will be able to easily:

1. Receive a preliminary assessment of their skill levels, aptitudes, abilities, and supportive service needs.
2. Obtain information on a full array of employment-related services, including information about local education and training providers of services.
3. Receive help filing claims for Unemployment Insurance (UI) and evaluating eligibility for job training and education programs or student financial aid.
4. Obtain job search and placement assistance and receive career counseling.
5. Have access to local job banks for participants and employers.
6. Have access to up-to-date labor market information that identifies job vacancies, skills necessary for local high-demand, high-growth occupations, and provides information about local, regional, and national employment trends.

To create innovative workforce development strategies for participants, the FRWDB is developing an innovative “sector focus” strategy based on the following high-demand industries within Fresno County of:

- Healthcare
- Construction/Trades
- Manufacturing / Water Technology
- Government
- Logistics / Distribution
- Information Technology cross industry occupations

This “sector focus” incorporates the following concrete steps:

- Develop sector focused staff training;
- Identify and utilize specialized assessments;
- Allocate training resources;
- Identify qualified training providers;
- Work with sector employers to vet FRWDB screening and training policies; and
- Identify potential office locations dedicated to specific sectors.

As part of this model, the FRWDB is developing innovative strategies by revising its provision of One-Stop services to include specialized sector One-Stops for locally-identified demand sectors. Under the initial implementation of this model,

the FRWDB will focus on Healthcare, Manufacturing, Construction/Trades, and Government.

These sector One-Stops will be staffed with specially trained dedicated staff who are experts in the sector, knowledgeable in labor market information, and understand the minimum qualifications, training opportunities, application process, and interview process for a particular sector.

The first sector One-Stop was the Government sector, located at the FRWDB administrative office.

F. Target Populations

Adults and Dislocated Workers 18 years and older.

G. Adult and Dislocated Workers Eligibility Criteria

1. Eligibility for Title I WIOA Adult Program:

Adults must meet the following eligibility criteria for WIOA Individualized Career and Training Services:

- a. Fresno County resident, or employed by a Fresno County employer,
- b. Age 18 or older,
- c. U.S. citizen or otherwise legally entitled to work in the U.S., and
- d. Selective Service Registration (males 18 or older and born on or after January, 1960.
- e. **Meet one (1) or more Priority of Service criteria listed in Section H.**

2. Eligibility for Title I WIOA Dislocated Worker Program:

- a. Fresno County resident or was dislocated from employment within Fresno County,
- b. Age 18 and older, and:
- c. Has been terminated or laid off, or has received a notice of termination or layoff from employment, is eligible for or has exhausted entitlement to unemployment compensation, and is unlikely to return to a previous industry or occupation;

- d. Has been terminated or laid off, or has received notice of termination or layoff from employment as a result of any permanent closure of, or significant layoff at a plant, facility, or enterprise; or
- e. Is employed at a facility at which the employer has made a general announcement that such facility will close in 180 days; or
- f. Was self-employed; or
- g. Is a displaced homemaker; or
- h. Is the spouse of a member of the Armed Forces on active duty (as defined in Section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or is the spouse of a member of the Armed Forces on active duty and who meets the criteria of the displaced homemaker definition; or
- i. Is a dislocated member of the Armed Forces (service members who are transitioning to the civilian workforce, are within 12 months of separating or 24 months of retirement, expect to be discharged with other than a dishonorable discharge, and are unlikely to return to a previous industry or occupation) as defined in TEGl 22-04: "Serving Military Service Members. For this category the DD214 or separation orders may document both the layoff and UI eligible; or
- j. Recently separated veterans who are within 48 months of discharge (other than dishonorable) or release from active military, naval, or air service. For this category, the DD214 may document both the layoff and UI eligible.

The contractor is required to have a FRWDB approved procedure that ensures that all prospective WIOA participants are first screened for Dislocated Worker eligibility and enrolled accordingly, prior to being enrolled as an Adult.

H. Priority of Service

WIOA mandates priority of services for individualize career and training services for adult participants must be given to: (OD#11-15, Rev C1)

1. Public assistance recipients,
2. Low-income individuals, and
3. Individuals who are basic skills deficient (reading or math grade level below 9th grade)

Veterans and eligible spouses that meet the WIOA eligibility criteria must receive priority for services provided in compliance with the Jobs for Veterans Act (Public Law 107-288)/(20 Code of Federal Regulations (CFR) 1010).

I. Allowable Activities

Services being solicited under this Request for Proposals (RFP) are Basic and Individualized Career Services (Joint WIOA Final Rule 20 CFR §678.430), Training, and follow-up services intended to prepare low-skilled adults and/or Dislocated Workers to successfully enter and complete post-secondary education and/or a career in an approved cluster/sector, and improve long-term employment outcomes for individuals accessing services.

Bidders seeking funds under this RFP must demonstrate that the proposed Basic and Individualized Career Services, and/or Training, and follow-up services will align, coordinate, integrate and support the FRWDB One-Stop delivery system. Proposed services must support skills development, the attainment of industry-recognized and stackable credentials and must prioritize career pathways in high-demand sectors.

Bidders must demonstrate their ability to recruit and identify low-skilled participants and at-risk vulnerable population, and provide them with services necessary for entry into career pathways in high-demand or high-growth industry sectors in Fresno County. In addition, bidders must demonstrate their ability to provide follow-up services for 12 months after a participant's entry into unsubsidized employment, which is critical to ensuring long term employment success.

J. One-Stop Contract Coordinator Roles and Responsibilities

20 CFR §678.600 requires Local Boards to enter into an agreement with a One-Stop Operator (referred to in this RFP as One-Stop Contract Coordinator (OSCC)) that specifies the operator's locally defined role.

Each Bidder will be required to submit proposals that clearly define their role as the OSCC. The first and primary responsibility of the OSCC is to ensure performance of the WIOA Adult and Dislocated Worker programs. In doing so, they concomitantly ensure that the FRWDB, County of Fresno and the City of Fresno will be in compliance with their contract with the State of California.

Under this RFP, the OSCC is required to have a dual role (as OSCC and Provider of Services) therefore; bidders must clearly define their roles as OSCC and provider of service, and must show that a clear separation of duties between the OSCC and the Career Services Staff exists. The firewalls must conform to the specifications in Title 20 CFR section 679.430.

The following defines the locally required activities and responsibilities of the OSCC.

1. Provide functional supervision of the One-Stop Career Center required services, including all services provided by One-Stop partners and other entities that have entered into Memorandums of Understanding (in accordance with WIOA).
2. Manage the resource room and provide and/or manage Basic Career Services outlined in section J, throughout their SDA.
3. Ensure that One-Stop partners follow all policies of the One-Stop.
4. Manage the One-Stop site councils and work in collaboration with FRWDB staff and One-Stop partners to facilitate site council meetings. The existing network of site councils is to be maintained at each One-Stop site. Membership is open to all One-Stop partners co-located or providing service at a given location.
5. Conduct outreach and recruitment to adequately inform individuals, community groups and partners of the services available through the One-Stop system. Outreach and recruitment shall also be conducted in order to attract a sufficient number of individuals who are in need of the services provided and who meet the requirements to receive such services that allow the Contractor to meet the contract's performance deliverables.
 - a. Participate, in cooperation with FRWDB, in targeted outreach efforts to recruit qualified candidates for local employers in need of workers. The OSCC will institute a targeted outreach strategy and process to identify participants who may be viable candidates for internal (preferred) job postings who are not current customers and may or may not be registered in WIOA.
 - b. Collaborate with educational institutions to recruit recent graduates and students nearing completion of approved training programs for job placement service.
 - c. Outreach and recruitment methods may include formal advertising, use of reciprocal agreements with other agencies, flyers, brochures, word-of-mouth or other methods of program information dissemination. The Contractor must ensure that the outreach and recruitment is conducted within communities where potentially eligible customers reside and through on-going coordinated efforts with other community-based organizations.

Note: All marketing activities, materials, and publications must be approved by FRWDB.

6. Oversee and document the referral of participants from Basic Career Services into WIOA registered services shall be maintained. The first duty of each is to ensure that a given One-Stop site will meet its WIOA contractual performance numbers as they pertain to enrollments, placements, wage at placement, and retention.
7. Manage the Self-Reliance Teams (SRT) (OD #38-08) to conduct program eligibility. The SRT is a consortium of the OSCC and One-Stop partners, which will meet with universal participants in need of additional services and determine whether WIOA is the most appropriate service for the interested individual. It may be that WIOA services are not compatible with the individual's needs and, therefore, not the appropriate option. The SRT will review the skill levels and supportive service needs and will make the most appropriate One-Stop System referral. All direct referrals will be made and documented by the SRT.

K. Basic Career Services

The OSCC must ensure that the following Basic Career Services be made available to all individuals seeking services offered by the one-stop delivery system, and include the following:

1. **Program Eligibility** - Determinations of whether the individual is eligible to receive assistance from the adult or dislocated worker programs.
2. **Outreach, Intake, and Orientation** - Orientations to provide information on the services available through the One-Stop delivery system.
3. **Sector Based Orientations** – Sector based orientations provided at the comprehensive One-Stop location to provide information on the various occupations in demand sectors, such as wages, minimum hiring requirements, the application process, and how to access services at the specialized sector One-Stops based on their career goal.
4. **Initial Assessment** - The assessment of skill levels (including literacy, numeracy, and English language proficiency), and supportive service needs.
5. **Partner Referrals** - Referrals to, and coordination of activities with, other programs and services, including programs and services within the One-Stop delivery system and other workforce development programs.
6. **Labor Market Information** - Workforce and labor market employment statistics information, including information relating to local, regional, and national labor market areas, including the following:
 - a. Job vacancy listings and the job skills necessary to obtain them.

- b. Information on local in demand occupations and the earnings, skill requirements, and opportunities for advancement that accompany them.
- 7. **Training Provider Performance and Cost Information** - Information on performance and program cost of eligible providers of training services, youth workforce investment activities, adult education, career and technical education activities at the postsecondary level, career and technical education activities available to school dropouts, and vocational rehabilitation services.
- 8. **Local Performance** - Information regarding how the local area is performing on the local performance accountability measures and any additional performance information with respect to the one-stop delivery system in the local area.
- 9. **Supportive Services Information** - Information on, and referral to, supportive services or assistance, including the following:
 - a. Child care, child support, medical or child health assistance under title XIX or XXI of the Social Security Act.
 - b. Benefits under the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008.
 - c. Assistance through the earned income tax credit under section 32 of the Internal Revenue Code of 1986.
 - d. Assistance under a state program for temporary assistance for needy families funded under part A of title IV of the Social Security Act, and
 - e. Other supportive services and transportation available in the local area.
- 10. **Unemployment Insurance Information Assistance** - Information and assistance regarding filing claims for unemployment compensation.
- 11. **Financial Aid Information** - Assistance in establishing eligibility for programs of financial aid assistance for training and education programs that are not funded under WIOA.

L. Intake and Enrollment Activities

- 1. **Intake** - Eligibility documentation gathering and certification of eligibility. It is the Provider of Services' responsibility to ensure that all documents needed to substantiate WIOA eligibility are gathered (OD #23-07). It is at this point that the applicant is registered. Enrollment cannot occur until the applicant has met the WIOA eligibility criteria, and has been officially certified as WIOA eligible.
- 2. **Enrollment** - If it has been determined that a participant is WIOA eligible and would benefit from Individualize Career and/or Training Services, the participant should be enrolled into the WIOA system. The participant becomes enrolled into the FRWDB WIOA programs at the time he or she is

determined eligible. At this point the participant becomes a registered participant.

ENROLLMENT INTO THE PROGRAM BEGINS AT INTAKE. THE REGISTERED PARTICIPANT WILL BE SUBJECT TO PERFORMANCE CRITERIA.

M. Individualized Career Services

In addition to One-Stop Operator responsibilities, the Provider of Services will be responsible for providing staff to manage and oversee the WIOA services delivery process including the following provision of Individualized Career Services, and Training Services in accordance with the regulations and requirements of WIOA, state and local policies and directives. Copies of all applicable policies and directives are available on the FRWDB website at http://www.workforce-connection.com/fcwib/index.cfm?pg=policy_bulletins.

Individualized Career Services (enrolled services) as outlined in the local WIOA Adult Service Flow outlined in OD#12-15. These services are subject to priority of service, and consist of the following:

1. Comprehensive and specialized assessments of the skill levels and service needs of Adults and Dislocated Workers, which include the following:
 - WorkKeys – Job Skills Assessments
 - Applied Math
 - Locating Information
 - Reading for Information
 - O*Net™ Career Exploration Tools
 - Ability Profiler
 - Interest Profiler
 - Work Importance Locator / Profiler
2. Development of an Individual Employment Plan: an in-depth interview and evaluation to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, includes providing information on eligible providers of training services and career pathways to attain career objectives.
3. Group counseling.
4. Individual counseling.
5. Career coaching. The expectation is that all participants will have the opportunity to make an informed career choice. Staff must follow the direction outline in OD 18-12 Rev C, to assist the participant in conducting in-depth career exploration.
6. Job search assistance.

7. Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.
8. Internships and work experiences linked to careers.
9. Workforce preparation activities.
10. Financial literacy services.
11. Out-of-area job search assistance and relocation assistance.
12. English language acquisition and integrated education and training programs.
13. Referrals to vocational training services

Bidders must identify their strategy for a wide variety of registered participants with various levels of employment experience, educational backgrounds, and other individual needs.

N. Training Services

Upon completion of orientation and assessments, customers may be deemed appropriate for Training Services if the customer is unlikely to obtain or retain self-sufficient employment (Training Services are open to those persons who meet the eligibility requirements for WIOA and successfully complete any locally-defined prerequisites). Movement to Training Services must be documented and justified in case notes, detailing the method(s) used to determine the need for Training Services. Training Services are subject to priority of service, and consist of the following:

1. Occupational skills training, including training for non-traditional employment.
2. On-the-job training (OJT).
3. Incumbent worker training.
4. Programs that combine workplace training with related instruction, which may include cooperative education programs.
5. Training programs operated by the private sector.
6. Skill upgrading and retraining.
7. Entrepreneurial training.
8. Transitional jobs (Work Experience (WEX)).
9. Job readiness training provided in combination with another training service.
10. Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with another training service.
11. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

The State of California mandates the FRWDB allocate and expend a minimum of 30% of Adult and Dislocated Worker funding to provide Training Services to eligible participants. The bidder must outline training programs that they intend to offer will ensure that participants are enrolled in appropriate occupations skills and work-based training services in order to ensure the FRWDB meets the state mandated training expenditure rate.

Training programs must focus on in-demand industry sectors or occupations in demand in Fresno County. All types of occupational skills training programs will be provided through Individual Training Accounts from an approved FRWDB Eligible Training Provider. The list of approved training providers is available at <https://www.it-frs.net/v2/pub/JobSeeker/ProviderList.aspx>.

O. Job Search Assistance:

The Providers of Services will be responsible for providing qualified staff to provide the following job search and placement assistance to all eligible participants:

1. Conduct job readiness interviews with the Employment Readiness Specialist to verify that the participant is job ready and meets the work readiness requirements and expectations for their chosen occupation path.
2. Work directly with each of their assigned participants to verify and understand the participant's skills and career goals prepare them for interviews and provide appropriate job referrals.
3. Conduct specific employer outreach to identify employment opportunities for job ready participants. All employer and employment information must be entered into the I-Train Employer Profile.
4. Locate appropriate jobs for all job ready participants to ensure job placement.
5. Work directly with their assigned participants and employers, to identify and develop appropriate OJT, Limited Internships, Transitional Jobs and/or WEX opportunities for high-demand jobs in locally defined industry sectors.

P. Post Closure Process

Post closure begins once all activities have been closed and a closure form has been completed. Provider staff must maintain contact with the participant for 90 days after the date of the closure form to ensure the participant does not need any additional WIOA services. The Post Closure Process is defined in OD #04-15.

Q. Follow-up Process

Closely tracking follow-up services can contribute to more successful long-term outcomes for WIOA registered participants and allow for the ongoing data collection that is required to measure performance for the Adult and Dislocated Worker program.

The provider will be responsible for conducting follow-up on all participants for 90 days from the date of closure during the 90 day closure period (OD #04-15). and must complete post exit follow-up for a period of 12 months from the date of exit as outline in OD #05-15.

Identification of multiple family/friend contact information, and frequent contact with registered participants is required to increase access to these individuals during the twelve (12) month follow-up period. (OD #05-15)

R. Performance and Accountability

Bidders must exhibit desired qualifications, including the experience, demonstrated track record, and current capacity to:

- Align service models with FRWDB goals and strategies;
- Deliver workforce services for Adult and Dislocated Workers that lead to credential attainment and employment;
- Deliver high quality services resulting in high customer satisfaction;
- Work effectively with participants and business in their SDA, and in particular with the priority population identified in this RFP;
- Work effectively with WIOA mandated partners and other entities key to addressing the workforce needs of Fresno County;
- Manage contacts to achieve objectives and meet or exceed WIOA and local performance standards;
- Conduct self-monitoring for contract performance and regulatory compliance;
- Proactively manage contract performance and develop action plans to address any issues that could affect program outcomes during the performance of the contract.
- Maintain appropriate and auditable records;
- In the case of a collaborative proposal, manage and demonstrate results as the lead in a collaborative service delivery model;

In addition, the performance of successful responders to this RFP will be measured against the goals, objectives and performance standards attached to the Adult and Dislocated Worker funding streams that support participant services and activities that they will deliver under the contract if awarded.

Below are the performance outcomes for WIOA Adult and Dislocated Worker:

1. Entered Employment Rate Second Quarter – The number of participants who are employed in the Second quarter after exit.

2. Entered Employment Rate Fourth Quarter – The number of participants who are employed in the Fourth quarter after exit.
3. Median Earnings Second quarter after exit.
4. Credential Attainment within four (4) quarters after exit.

The percentage rates for each of the outcomes are established by the state and the FRWDB's Board of Directors. Specific levels of outcomes and performance that will be deemed as successful will be identified and discussed during the contract negotiations that precede the final contract awards.

Each bidder must be able to demonstrate its ability to monitor these outcomes by utilizing FRWDB reporting and analysis tools and services. Contractors will be expected to meet or exceed negotiated levels of performance.

S. Fiscal Compliance

Organizations submitting proposals must be able to provide the fiscal services necessary to support the delivery of WIOA services. Contractors shall be responsible for implementing procedures and internal financial controls governing the management and utilization of contracted funds. The procedures and financial controls must be established in accordance with Generally Accepted Accounting Principles.

Contractors must maintain separate accounting records for all funds expended under the contract to ensure compliance with all federal and state laws and to ensure that the funds have not been unlawfully spent. All expenditures must be allowable, allocable, necessary and reasonable for proper and efficient operation of the program under the appropriate funding source.

Contractors must be able to respond effectively to changes in fund availability and ensure that all accounting records are available upon request for examination, audit and determination of compliance.

General Responsibilities

The bidder must:

1. Concomitantly ensure that the FRWDB, the County of Fresno and the City of Fresno will be in compliance with their contract with the State of California.
2. Contract with the FRWDB and comply with all terms and conditions of that agreement for the delivery of services.
3. Work under the direction of, and in cooperation with, FRWDB staff.

4. Educate the larger One-Stop partner group as to the primacy of the FRWDB in all policy-making decisions for WIOA funded activities in Fresno County.
5. Assist in the integration of One-Stop governance structures under the FRWDB umbrella.
6. Under the direction of FRWDB staff, assist in the development and implementation of the local adult workforce development system.
7. Ensure the One-Stop System addresses all cultural and language differences.
8. Under the direction of FRWDB staff, ensure that the services provided are readily accessible to the individuals to be served.
9. Under the direction of FRWDB staff, ensure that the program is fully staffed with qualified individuals.
10. Develop and maintain training plans for all management and front-line positions, which includes specific competencies and training resources.
11. Under the direction of FRWDB staff, collaborate with organizations identified in the proposal and those mandated by the FRWDB and/or state, including:
 - a. One-Stop centers and system;
 - b. Local education agencies;
 - c. Social service agencies, public housing agencies, Probation Department, CalWORKs/TANF, foster care, and other related programs; and/or
 - d. Business and industry.
12. Review and ensure the accuracy of all Management Information System (MIS) documentation to the FRWDB.
13. Under the direction of FRWDB staff, coordinate with partners in program design, implementation, and capacity building/staff development.
14. Ensure full accountability and responsibility for all outcomes of WIOA state and local performance measures.

T. Proposal Mandates

Bidders must submit proposals for the OSCC and both Adult and Dislocated Worker programs in the SDA(s) for which they are applying. The proposal must define their role as the OSCC and must show sufficient firewalls and conflict of interest policy to show clear separation of roles as OSCC and/or Adult and Dislocated Worker service provider.

Bidders must demonstrate how they will ensure that an appropriate management staff to direct line staff ratio is maintained. This ratio is to be maintained to ensure the maximum number of direct line staff is available to provide appropriate services to WIOA registered participants and meet WIOA performance goals. A copy of the bidder's organizational chart with job titles must be included with their proposal.

1. Bidders must demonstrate how they will ensure that they have qualified staff that is knowledgeable in the delivery of quality career guidance/counseling and job search services and in high-growth, high-demand occupations and industries to registered participants.
2. Bidders must describe how their internal processes will ensure compliance with all local policies and procedures.

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.

Contract performance will be evaluated monthly by FRWDB staff, and reported to the Adult Council and FRWDB each quarter. **Providers of Services will be required to meet minimum performance goals outlined in OD #17-13 in order to be considered in contract compliance.**

Providers of Services must ensure that all required program and/or financial reports are submitted to the FRWDB by the due date.

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

1. WIOA mandates a One-Stop service delivery system. This system incorporates a site where all WIOA services, mandated partners, and mandated non-duplication of services are available.
2. 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 our participants.

3. 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.
4. Collaborations and linkages can help minimize the effects of decreased funding availability and generate the possibility of greater sustainability in program services.
5. For purposes of this 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 participant.

WIOA OSO Adult and Dislocated Worker
 Draft RFP Scope of Work
 Public Comments

Comment 1	It appears that low income is not included in the Adult and Dislocated Workers Eligibility Criteria.
FRWDB Response/Action	Staff revised Scope of Work Section G, Item 1 (page 5)

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	4
MEETING DATE:	December 7, 2016
ACTION:	RECOMMEND TO APPROVE

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

TO: Executive Committee

FROM: Phyllis Stogbauer, Deputy Director of Program Services

SUBJECT: Workforce Innovation and Opportunity Act Adult and Dislocated Worker Carryover Funding Recommendations for Program Year 2016-2017

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) approve the allocation of additional Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker unobligated carryover funding in the amount of \$312,286, as outlined below.

REASON FOR RECOMMENDATION:

Expenditures for Program Year 2015-2016 have been finalized and the WIOA Adult and Dislocated Worker programs have \$312,286 of unobligated funds.

As of July 1, 2016, the State of California mandates a minimum of 30% of the total funding allocations for Adult and Dislocated Worker be expended on training services; however, we have been seeing a decrease in the number of individuals that are interested in training services. In addition, over the last few years we have seen a decrease in the number of Dislocated Workers enrolling into the program. In an effort to address these issues, FRWDB staff has been conducting more aggressive marketing campaigns to recruit Dislocated Workers and other individuals who are interested in receiving training services. To assist in these efforts, FRWDB staff is recommending additional funding for marketing to expand the recruitment efforts for Dislocated Worker and other special priority populations, such as veterans, and conduct special marketing campaigns for training opportunities in the local high demand sector occupations.

With the relocation of the Manchester first floor resource room, FRWDB staff is recommending allocation of funding to the One-Stop budget to cover any unforeseen moving costs that may be incurred.

FRWDB staff is recommending that the remaining carryover funds be set aside for special projects, to be identified at a later date.

The following table provides an overview of the current allocations and the recommended allocations:

Allocation	Original 2016-2017 Allocation	Program Year 2015-2016 Carryover	Revised 2016-2017 Allocation
Marketing	\$25,000	\$20,000	\$45,000
One-Stop Facility Moving Cost	\$0	\$150,000	\$150,000
Special Projects	\$0	\$142,286	\$142,286

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	5
MEETING DATE:	December 7, 2016
ACTION:	RECOMMEND TO APPROVE

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

TO: Executive Committee

FROM: Phyllis Stogbauer, Deputy Director of Program Services

SUBJECT: Workforce Innovation and Opportunity Act Youth Carryover Funding Recommendations for Program Year 2016-2017

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) approve the allocation of additional Workforce Innovation and Opportunity Act (WIOA) Youth program unobligated carryover funding in the amount of \$253,725, as outlined below.

REASON FOR RECOMMENDATION:

Expenditures for Program Year 2015-2016 have been finalized and the WIOA Youth program has \$253,725 of unobligated funds. With the 20% set aside for Work Experience mandated under WIOA, the Youth Customer Pools for supportive services and vocational training have been reduced over the last couple of years. However, with the age limit being expanded up to age 24, the program is seeing an increase in the number of older youth in need of soft skills and vocational training in order to become employable. Therefore, to meet these needs, FRWDB staff is recommending that the carryover funds be allocated to the Customer Pools to provide additional funding for these services. In addition, FRWDB staff is recommending additional funding be allocated to marketing to conduct outreach and recruitment for this older population.

The following table provides an overview of the current allocations and the recommended allocations:

Allocation	Original 2016-2017 Allocations	Program Year 2015-2016 Carryover	Revised 2016-2017 Allocations
Vocational Training	\$100,000	\$145,000	\$245,000
Supportive Services	\$75,000	\$83,725	\$158,725
Soft Skills Training	\$0	\$10,000	\$10,000
Marketing/Outreach	\$10,000	\$15,000	\$25,000

FISCAL IMPACT:

Approval of this item will allocate \$253,725 of WIOA Youth funds to the Youth Customer Pools.

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	6
MEETING DATE:	December 7, 2016
ACTION:	RECOMMEND TO APPROVE

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

TO: Executive Committee
FROM: Phyllis Stogbauer, Deputy Director of Program Services
SUBJECT: Transfer of Dislocated Worker Program Funds to the Adult Program

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) approve the transfer of \$980,000 of Dislocated Worker program funds to the Adult program.

REASON FOR RECOMMENDATION:

Section 133(b)(4) of the Workforce Innovation and Opportunity Act (WIOA) states that up to and including 100 percent of the funds allocated to the Title I Adult and Dislocated Worker programs may be transferred between these two (2) funding streams. The Employment Development Department (EDD), Workforce Services Division (WSD), has been given the authority to approve transfers on behalf of the Governor.

FRWDB staff has reviewed grant amounts and obligations between the Adult and Dislocated Worker funding streams for Program Year 2015-2016. At the present time, the One-Stop system is serving a higher ratio of Adult than Dislocated Worker customers, resulting in increased obligations in the Adult program. Therefore, FRWDB staff is recommending that \$980,000 of Dislocated Worker funds be transferred to the Adult program.

Upon approval of this item by the FRWDB, a transfer request will be sent to the California EDD-WSD.

FISCAL IMPACT

Approval of this item will increase available Adult program funds by \$980,000 and decrease Dislocated Worker program funds by the same amount.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	7
MEETING DATE:	December 7, 2016
ACTION:	RECOMMEND TO APPROVE

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

TO: Executive Committee

FROM: Phyllis Stogbauer, Deputy Director of Program Services

SUBJECT: Allocation of Workforce Innovation and Opportunity Act Rapid Response Carryover Funds and Program Year 2016-2017 Funding Allocations

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) approve the allocation of Workforce Innovation and Opportunity Act (WIOA) Rapid Response Funds for Program Year (PY) 2016-2017 and carryover funds from PY 2015-2016, as outlined in this item.

REASON FOR RECOMMENDATION:

The FRWDB has received \$263,109 of WIOA Rapid Response and Layoff Aversion funds for PY 2016-2017. This is a decrease of approximately 24.67% from PY 2015-2016. FRWDB staff has also completed closeout for PY 2015-2016, and the WIOA Rapid Response program has \$92,000 of unobligated funds. With the unobligated funds, total funding to be allocated is \$355,109.

Under the previous program design, local Rapid Response funds were allocated to providers to provide reactive services only. The state now mandates that the majority of the funds be expended for proactive and layoff aversion business services. Based on this mandate, staff is recommending that the available funds be allocated to provide administrative and programmatic oversight and proactive business services as follows:

- | | |
|---|-----------|
| a. California Manufacturing Technology Consulting | \$50,000 |
| b. Special Projects | \$22,927 |
| c. FRWDB Admin/Program Oversight | \$282,182 |

FISCAL IMPACT

\$263,109 of PY 2016-2017 and \$92,000 of carryover funds from PY 2015-2016 will be allocated to layoff aversion business services and to the FRWDB Administrative, Program Support budget.

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	8
MEETING DATE:	December 7, 2016
ACTION:	RECOMMEND TO ACCEPT

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

TO: Executive Committee
FROM: Phyllis Stogbauer, Deputy Director of Program Services
SUBJECT: First 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 First 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: No concerns.

ResCare: No concerns.

Proteus, Inc.: No concerns.

WHCCD: Provider is in the process of submitting a contract modification for the Performance Management Plan (PMP) to correct Plan Enrollment caused by unforeseen retro-active system closures. Provider had anticipated a higher number of carryovers. Provider expects to be in line with the updated plan by the second quarter.

Youth Offender Services: No concerns.

Youth Expenditures:

FEOC: Staff has no concerns; expenditures are below plan caused by unforeseen staff savings due to hiring process. Provider is in the process of submitting a budget modification to correct under expenditures. Provider expects to be in line with the updated plan by the second quarter.

ResCare: Staff has no concerns; expenditures are below plan caused by unanticipated staff savings due to a staff member on a Leave of Absence. Provider expects to be in line with plan by the second quarter.

Proteus, Inc.: Staff has no concerns; expenditures are below due to staff saving caused by staffing allocations. Provider will be adjusting staffing allocations to correct under expenditures and expect to be aligned by second quarter.

WHCCD: No Concerns.

Youth Offender Services: Staff has no concerns; low expenditures are due to subcontractor not invoicing provider in a timely manner, plus staff savings due to a staff member being on a Leave of Absence. Provider will be adjusting staffing allocations to correct under expenditures and expect to be aligned by the second quarter.

Youth Placement / Certificate of Attainment:

FEOC: No concerns.

ResCare: No concerns.

Proteus, Inc.: No concerns.

WHCCD: No concerns.

Youth Offender Services: No concerns.

Youth Literacy Attainment:

FEOC: Provider has achieved a 71% of the planned Reading Literacy goal, and 75% of the planned Math Literacy goal under the In School Youth (ISY) category was caused due to unanticipated retro-active system closures. Provider anticipates to be aligned by the second quarter.

ResCare: No concerns.

Proteus, Inc.: No concerns.

WHCCD: ISY and OYS Reading and Math attainments are below goal due to youth that were closed out of the program without obtaining literacy goals. Provider is working diligently with youth to ensure that the youth increase the required grade levels in timely manner. Provider anticipates being in compliance by the second quarter.

Youth Offender Services: No concerns.

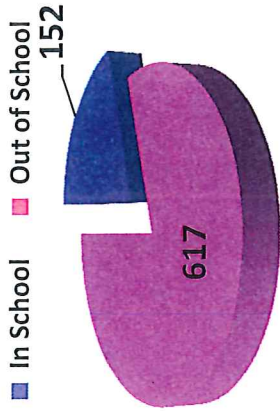
ATTACHMENT:

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

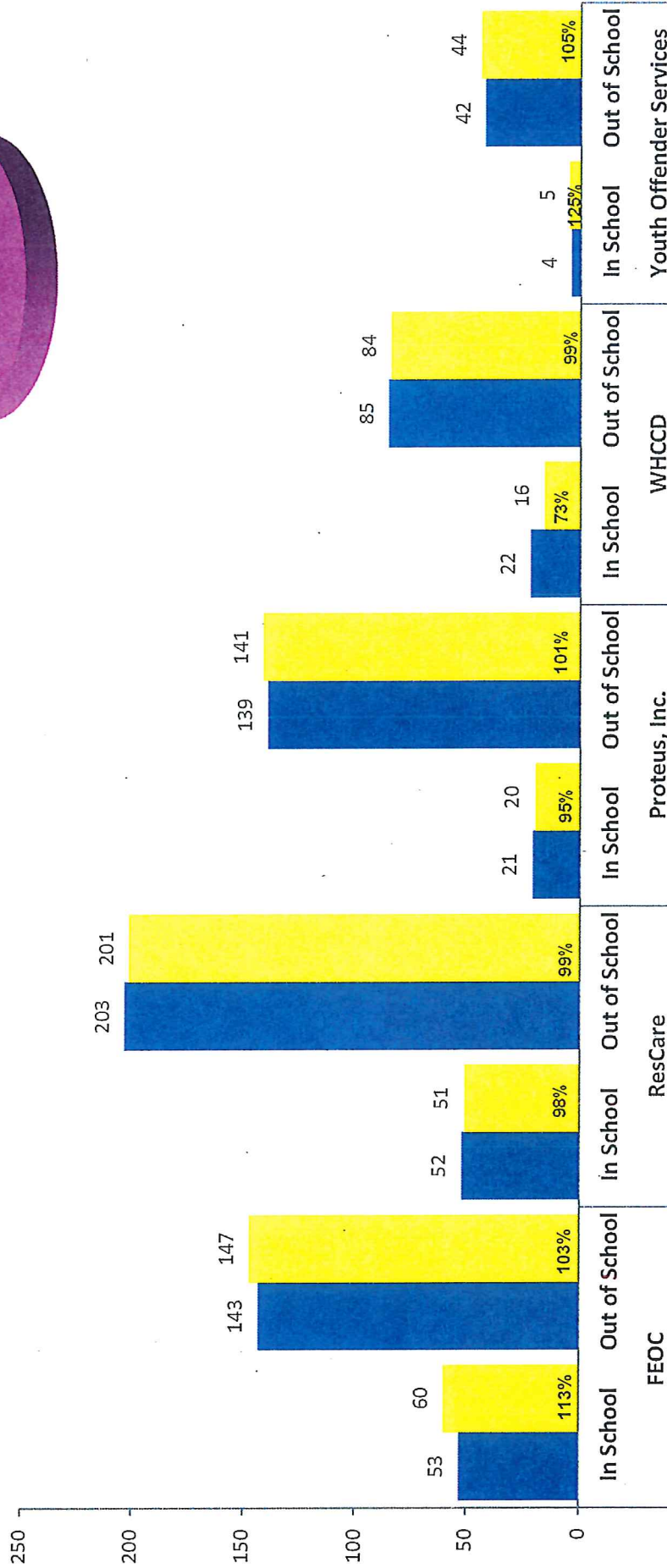


Youth Served

Total Served- 769



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

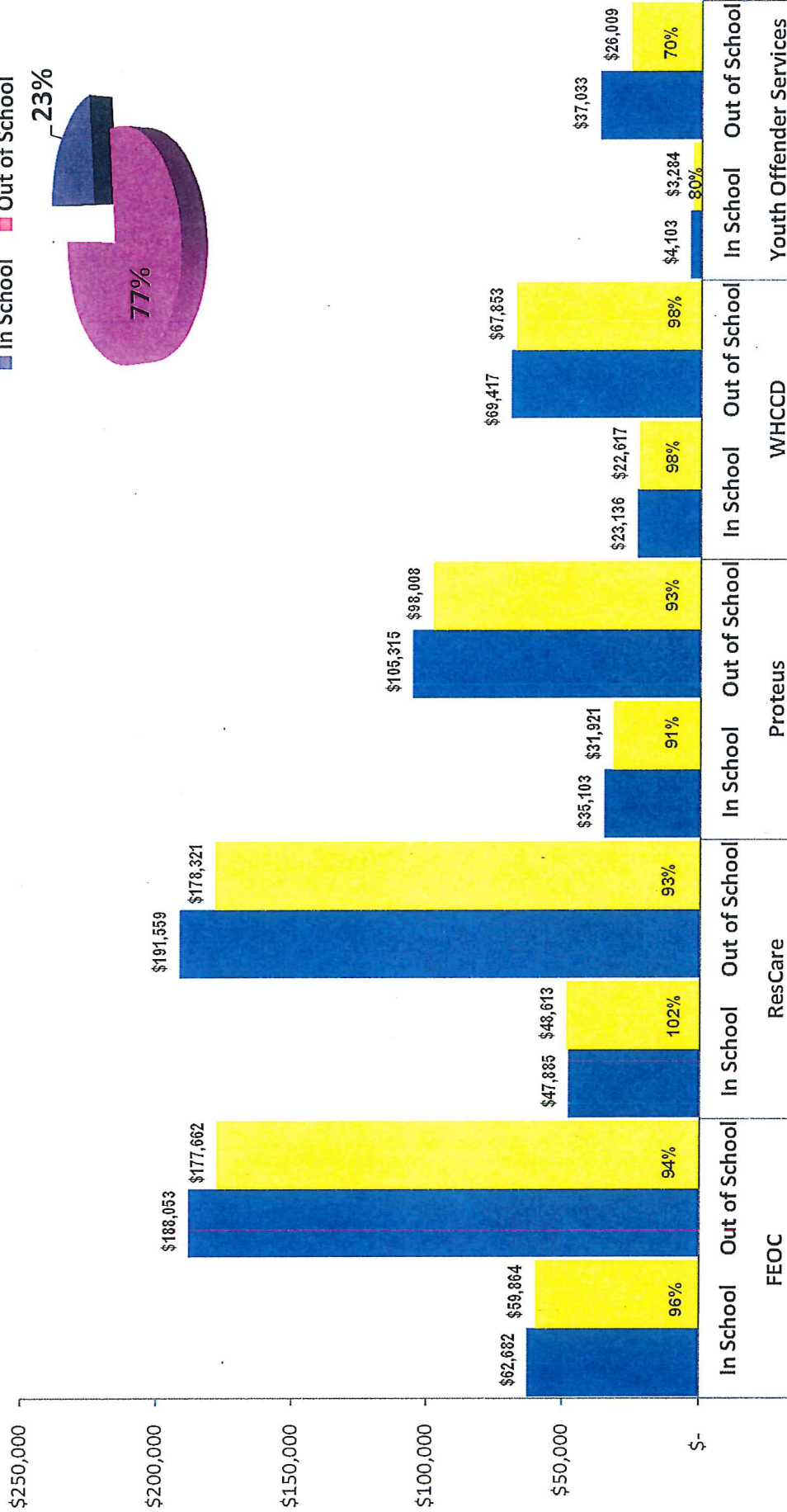
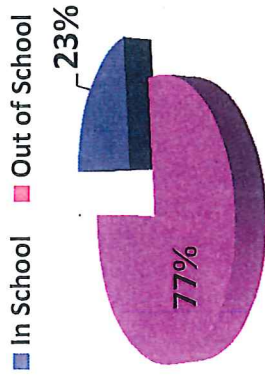


■ Plan ■ Actual



Youth Expenditures

Total Expenditures



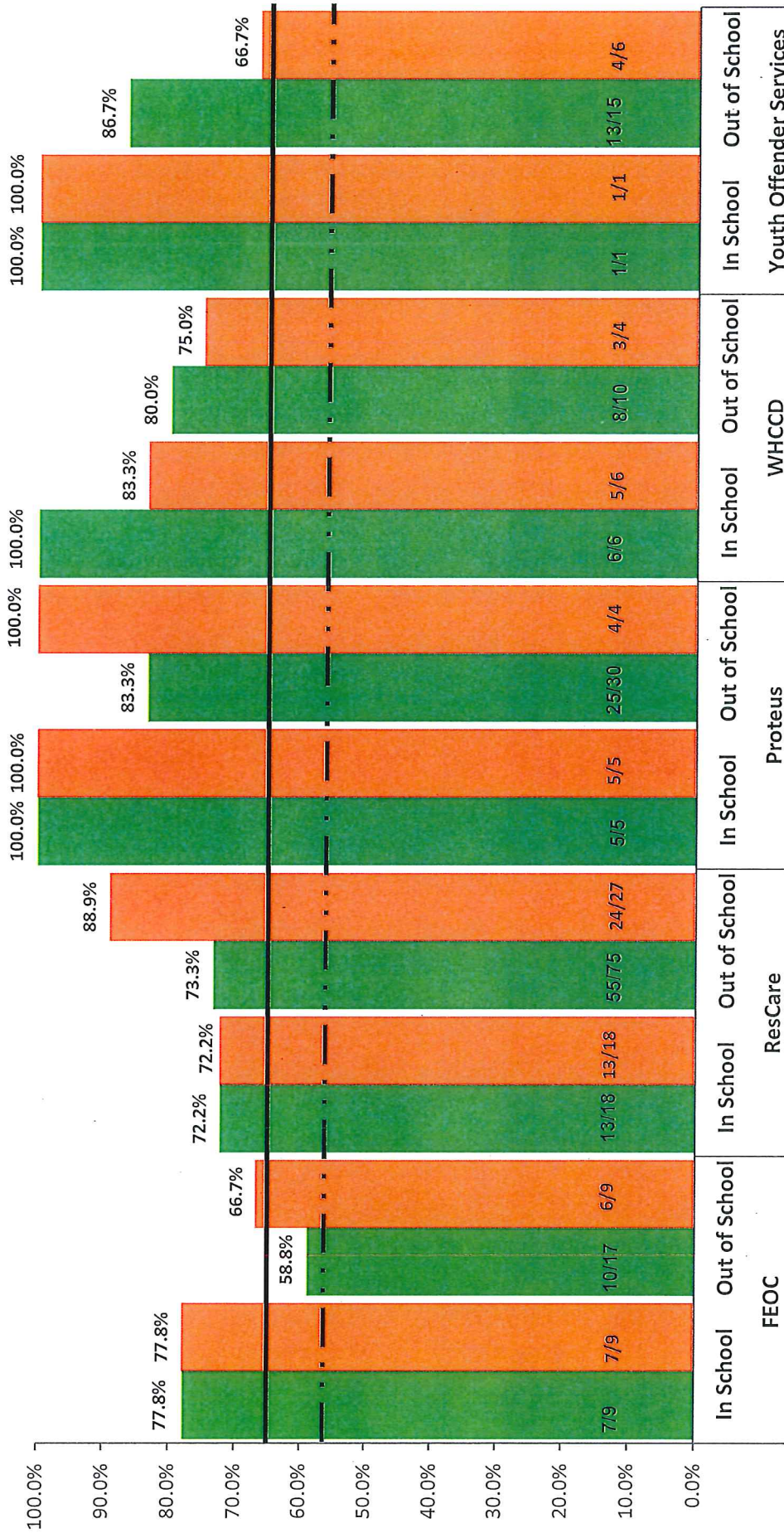
Note: WIOA mandates a minimum of 75% Out-of-School Expenditures and a maximum of 25% In-school Expenditures.

Goals

Placement 65%

Certificate of Attainment 57%

Youth Placement/ Certificate of Attainment

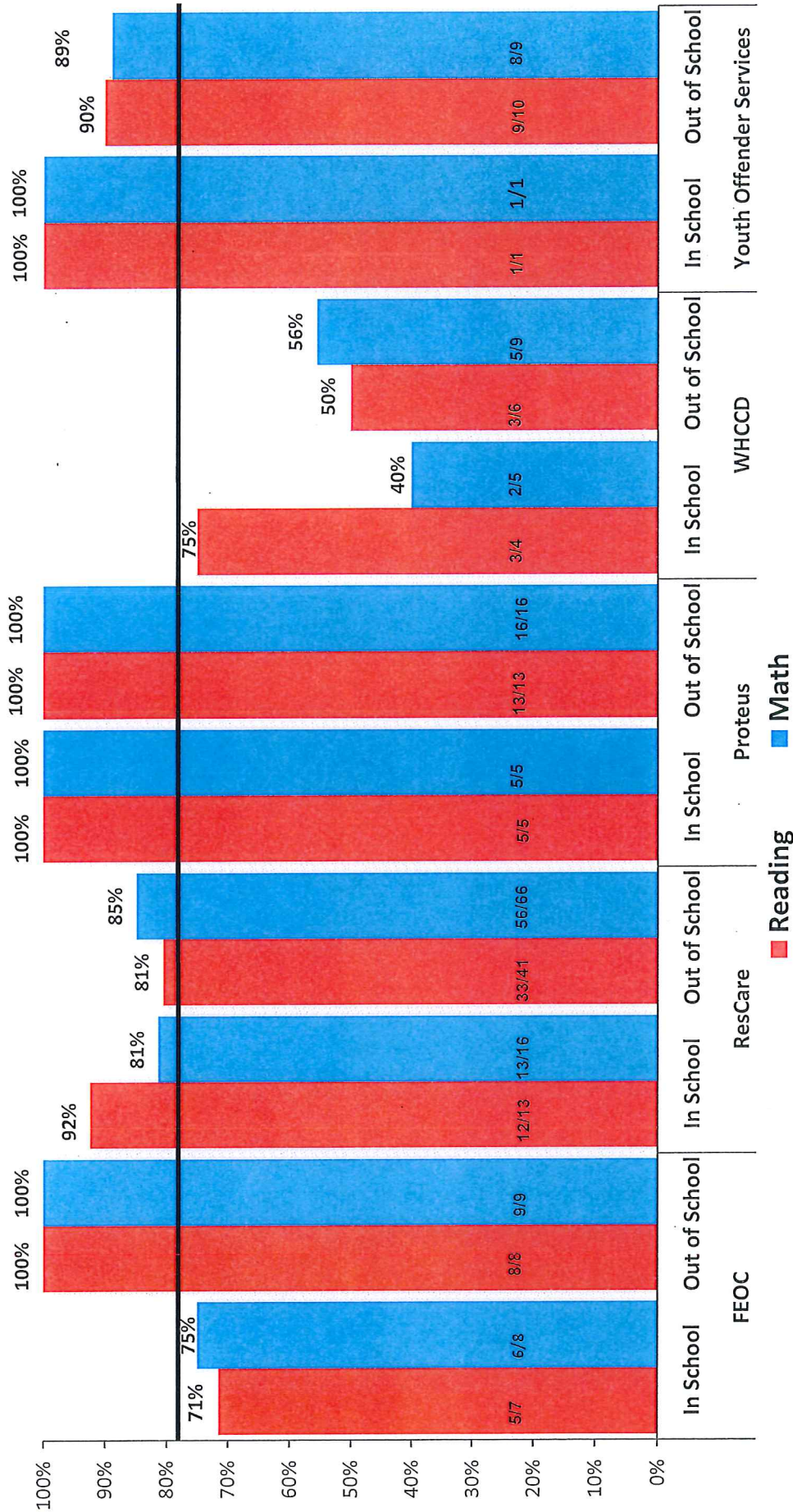


■ Placement ■ Certificate of Attainment

Youth Literacy Attainment

Goal

Literacy Attainment 78%



Note: Literacy Attainment is successful attainment of a second grade level increase or reaching tenth grade in either math or reading, in whichever subject(s) they are deficient.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	9
MEETING DATE:	December 7, 2016
ACTION:	RECOMMEND TO ACCEPT

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

TO: Executive Committee
FROM: Stephen DeWitt, Quality Systems Manager
SUBJECT: First 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 First 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.

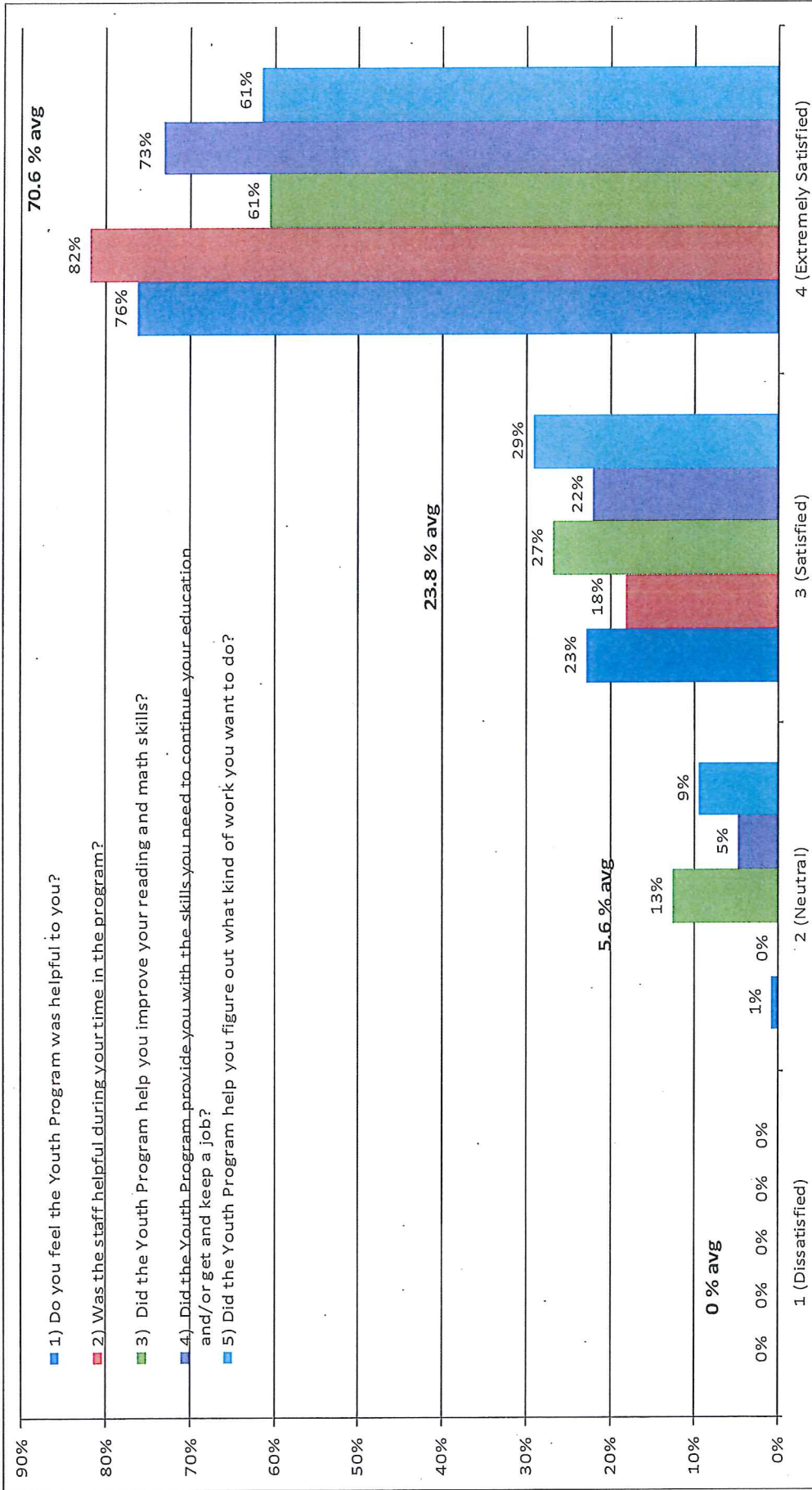
The data collected is intended to provide additional insight into possible improvements to the All Youth One System program, as perceived by our participants.

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:

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

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



Surveys Received	127
Participants Closed	189
Survey Response Rate	67.2%

Participant Comments:

Great program and glad to be a part of it; program has helped me get my life back on track, I am no longer homeless; staff assisted me with career choice and to continue my education; program impacted my life in a good way; motivated me to move outside my comfort zone; my life has changed for the better as a result of this program; the process was a bit too long; there should be snacks because I get hungry when I'm working; should have a driver's training program; more work experience hours.

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	10
MEETING DATE:	December 7, 2016
ACTION:	RECOMMEND TO ACCEPT

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

TO: Executive Committee
FROM: Stephen DeWitt, Quality Systems Manager
SUBJECT: First 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 First 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 July 1, 2016, through September 30, 2016.

ATTACHMENT:

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

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

Program Monitoring:

Program monitoring of the following providers was completed: NONE

Program monitoring of the following providers are in process at the end of the first quarter: NONE

Fiscal Monitoring:

Fiscal monitoring of the following providers was completed:

Service Provider	Contract #(s)	Results
Arbor Employment & Training, LLC (dba Rescare Workforce Services) Program Year 2015-2016 Fiscal Closeout	320,324	No Findings

Fiscal monitoring of the following providers is in process at the end of the first quarter:

Service Provider	Contract # (s)
Proteus, Inc.	333
West Hills Community College District	390

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	11
MEETING DATE:	December 7, 2016
ACTION:	RECOMMEND TO ACCEPT

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

TO: Executive Committee
FROM: Stephen DeWitt, Quality Systems Manager
SUBJECT: First 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 First 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 First Quarter of PY 2016-2017.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	12
MEETING DATE:	December 7, 2016
ACTION:	RECOMMEND TO ACCEPT

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

TO: Executive Committee
FROM: Tim Giles, Deputy Director of Information Systems
SUBJECT: Fourth Quarter Youth Federal Mandated Performance Results Report for Program Year 2015-2016

RECOMMENDATION:

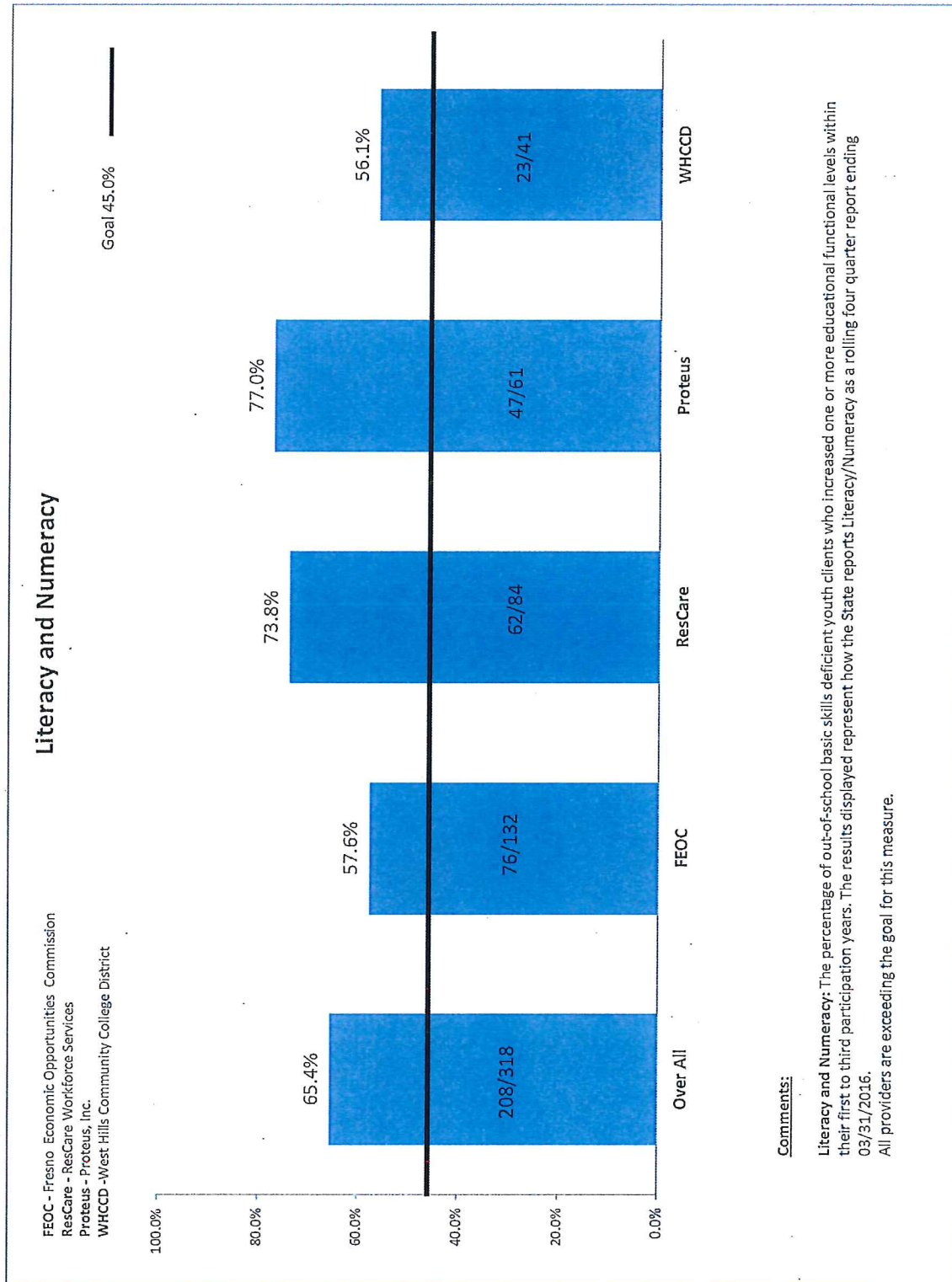
Recommend that the Fresno Regional Workforce Development Board (FRWDB) accept the attached Workforce Innovation and Opportunity Act (WIOA), All Youth One System – Fourth Quarter Federal Mandated Performance Results Report for Program Year 2015-2016.

REASON FOR RECOMMENDATION:

The FRWDB Joint Powers Agreement states, in part, that FRWDB staff shall fulfill administrative responsibilities as set forth in the 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. The FRWDB staff will submit both upon request, but not less often than every quarter.

ATTACHMENT:

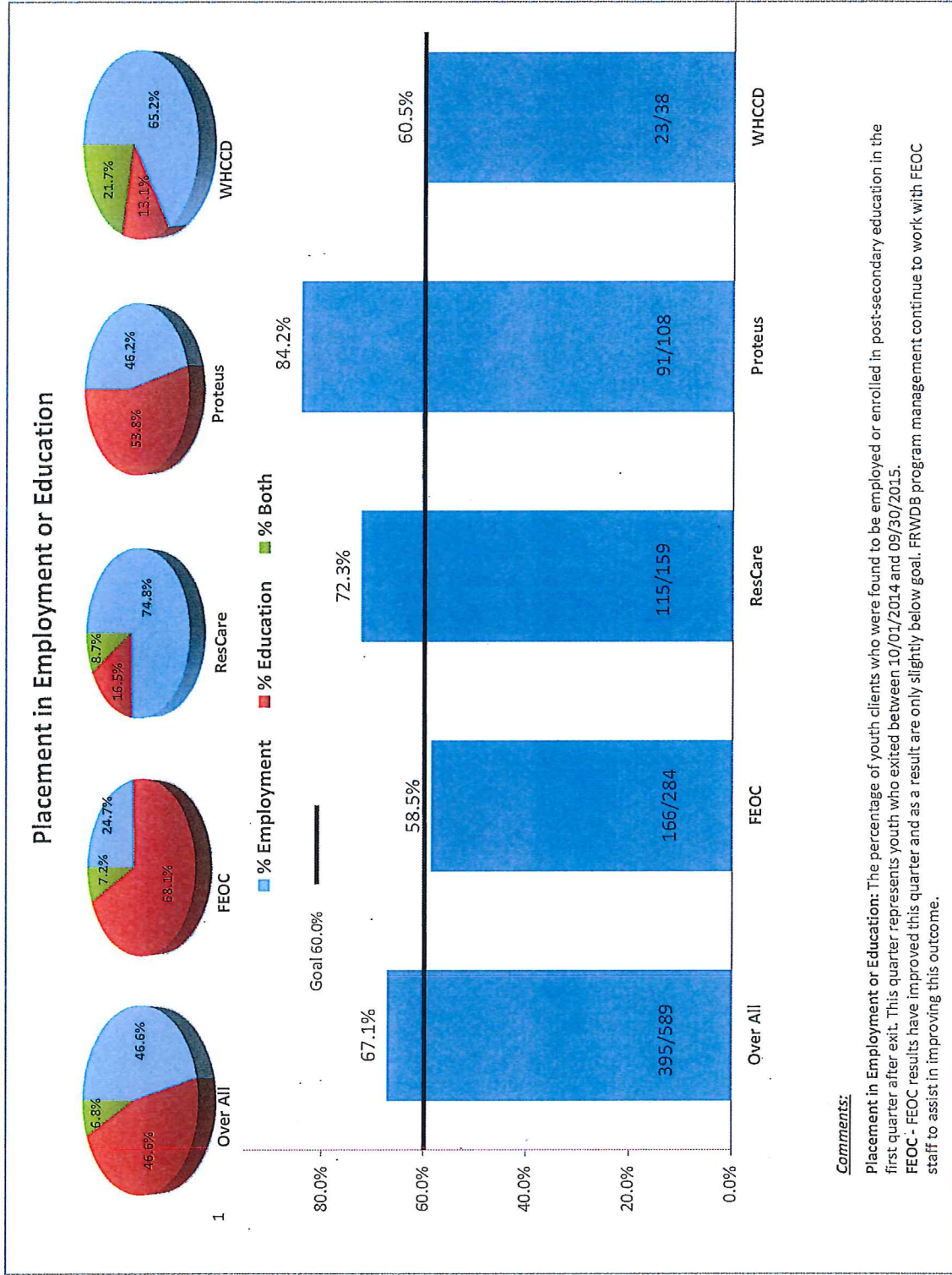
Federal Mandated Performance Results – Youth Program, Program Year 2015-2016 Fourth Quarter



Comments:

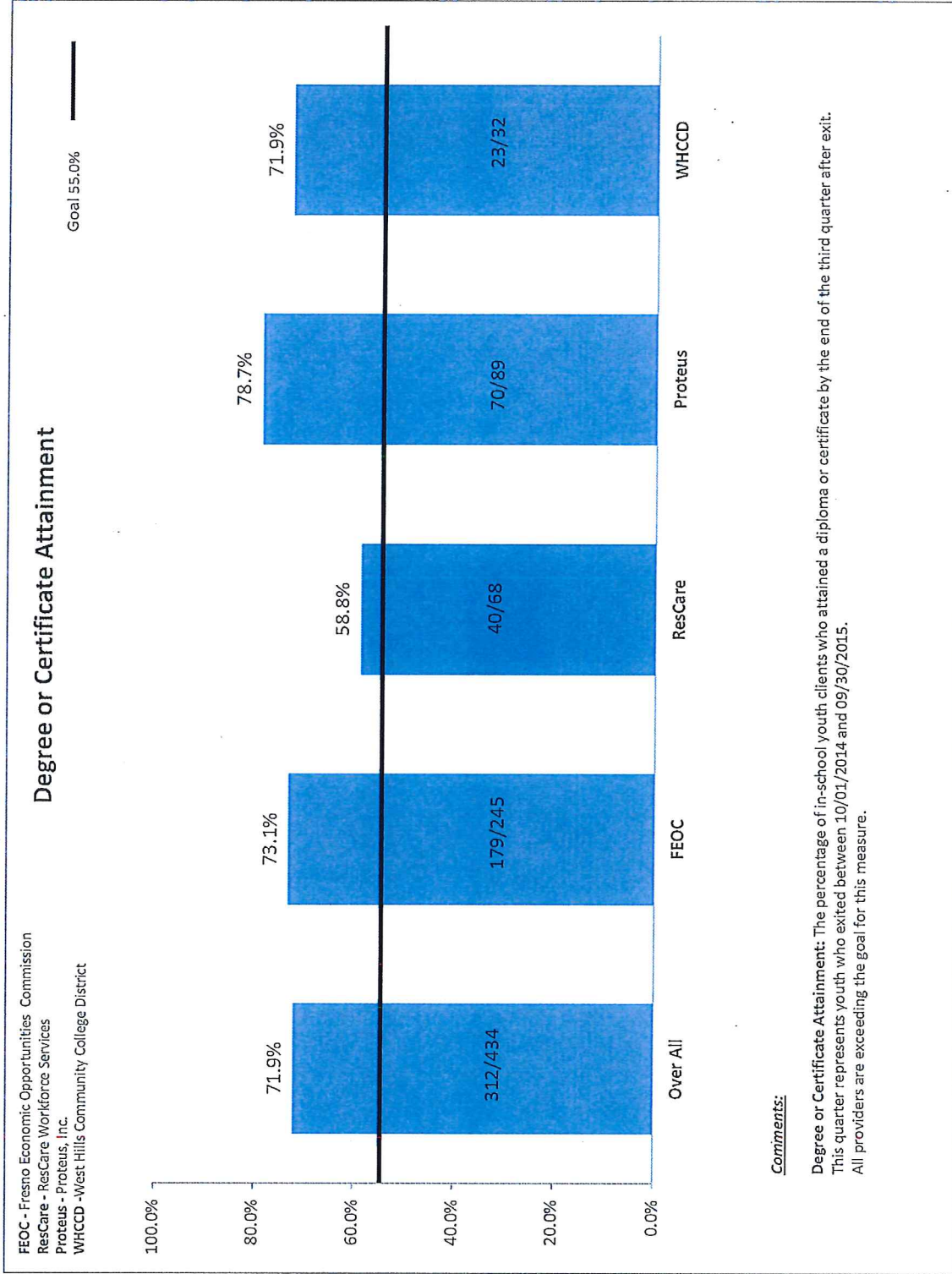
Literacy and Numeracy: The percentage of out-of-school basic skills deficient youth clients who increased one or more educational functional levels within their first to third participation years. The results displayed represent how the State reports Literacy/Numeracy as a rolling four quarter report ending 03/31/2016.

All providers are exceeding the goal for this measure.



Comments:

Placement in Employment or Education: The percentage of youth clients who were found to be employed or enrolled in post-secondary education in the first quarter after exit. This quarter represents youth who exited between 10/01/2014 and 09/30/2015.
FEOC - FEOC results have improved this quarter and as a result are only slightly below goal. FRWDB program management continue to work with FEOC staff to assist in improving this outcome.



Comments:

Degree or Certificate Attainment: The percentage of in-school youth clients who attained a diploma or certificate by the end of the third quarter after exit. This quarter represents youth who exited between 10/01/2014 and 09/30/2015. All providers are exceeding the goal for this measure.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	13
MEETING DATE:	December 7, 2016
ACTION:	INFORMATION

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

TO: Executive Committee
FROM: Blake Konczal, Executive Director
SUBJECT: Workforce Innovation and Opportunity Act Local Strategic Plan Timeline

INFORMATION:

Workforce Innovation and Opportunity Act (WIOA) Sections 106 and 107 and California UI Code Sections 14221-14222 require that local boards submit a comprehensive Four (4)-Year Regional and Local Plan (Plan) to the state board.

On July 1, 2016, the state released the draft Regional and Local Planning Guidance for 2017-2020 (WSDD-146), which provides guidance for the preparation and submission of both the local and regional workforce plans required by WIOA.

As required under WIOA Section 106, the Governor has identified regional planning units (RPUs) within the state. The main purpose of the RPUs is to align workforce development activities and resources with larger regional economic development areas and available resources to provide coordinated and efficient services to job seekers and employers. Fresno is part of the San Joaquin Valley and Associated Counties ten county planning unit, which also includes the following Workforce Boards: Kern-Inyo-Mono, Kings, Madera, San Joaquin County, Stanislaus and Tulare Counties

As outlined in the draft directive, the RPU is responsible for drafting the region plan and each local area must draft the local plan, which must be submitted to the state board no later than March 15, 2017. In the event local approval cannot be achieved by the submission deadline, the local board must submit one (1) copy of the unsigned plan by the due date and a signed copy must be submitted no later than June 1, 2017. To ensure the FRWDB meets all of the required deadlines, the Executive Committee authorized staff to release the draft Plans for a 30-day public comment period. Accordingly, FRWDB staff drafted the attached timeline for the public comment period and final submission to the state.

The final plans will be presented to the FRWDB for final approval at the March 1, 2017 FRWDB meeting.

ATTACHMENT:

Fresno Regional Workforce Development Board Workforce Innovation and Opportunity Act 2017-2020 Regional and Local Plan Timeline

**Fresno Regional Workforce Development Board
Workforce Innovation and Opportunity Act
2017-2020 Regional and Local Plan Timeline**

Activities	Responsible Party	Dates
1. Finalize Initial Local/Regional Draft Plans	FRWDB Staff/Regional Partners	1/3/17
2. Public Comment Period	FRWDB Staff	1/23/17 – 2/21/17
3. Finalize Draft Local/Regional Plan and compile Public Comments	FRWDB Staff/Regional Partners	2/22/17 – 2/24/17
4. FRWDB Approval	FRWDB	3/1/17
5. Submit Unsigned Plan to State Board	FRWDB Staff	3/15/17
6. Fresno County Board of Supervisors (BOS) Approval	Fresno County BOS	4/17
7. Fresno City Council Approval	Fresno City Council	4/17
8. Signatures	FRWDB Staff	4/17 – 5/17
9. FEDEX to State (deadline June 1, 2017)	FRWDB Staff	5/26/17