



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Youth Council
February 15, 2018 @ 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.	November 16, 2017, Youth Council Meeting Minutes	Konczal	Yes	Approve	3
2.	Ratification of New Youth Council Member	Konczal	Yes	Recommend to Ratify	8
3.	Final 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	9
4.	Second Quarter Local Performance Results Report for Program Year 2017-2018	Stogbauer	Yes	Recommend to Accept	23
5.	Second Quarter Youth Satisfaction Report for Program Year 2017-2018	DeWitt	Yes	Recommend to Accept	29
6.	Second Quarter Providers of Services Monitoring Report for Program Year 2017-2018	DeWitt	Yes	Recommend to Accept	31
7.	Second Quarter Youth Customer Complaint Report for Program Year 2017-2018	DeWitt	Yes	Recommend to Accept	33
8.	Second Quarter Youth Demographics Reports for Program Year 2017-2018	Giles	Yes	Information	34
9.	One-Stop Tour Visits	Stogbauer	No	Discussion	--
10.	Agenda Items for May 17, 2018, Meeting	Montalbano	No	Discussion	--
11.	Meeting Feedback	Konczal	No	Discussion	--

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

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**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	P
Bauer	P	P	XX	A
Chambers	--	P	XX	P
Martindale	P	P	XX	P
Montalbano*	P	P	XX	P
Tutunjian	A	P	XX	A
Vuicich	P	A	XX	A
Watson	P	P	XX	P

* = 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:	February 15, 2018
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: November 16, 2017, Youth Council Meeting Minutes

RECOMMENDATION:

Approve the attached minutes of the November 16, 2017, Youth Council meeting.

ATTACHMENT:

November 16, 2017, Youth Council Meeting Minutes



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Youth Council Meeting
November 16, 2017

SUMMARY MINUTES

The meeting was called to order at 4:01 p.m.

ROLL CALL: PRESENT – Lacy Barnes, Paul Bauer, Brian Chambers, Katherine Martindale, Dennis Montalbano, and Rick Watson

ABSENT – Michelle Tutunjian 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.	<u>May 18, 2017, Youth Council Meeting Minutes</u>
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MARTINDALE/BARNES – APPROVED THE MAY 18, 2017, YOUTH COUNCIL MEETING MINUTES (UNANIMOUS).

2.	<u>Fresno Regional Workforce Development Board Outstanding Achievement Award</u>
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Nuvia Varela, Youth Program Manager, Fresno Regional Workforce Development Board (FRWDB), presented a short video that revealed the award recipient for the Third Quarter of Program Year (PY) 2016-2017 was California Teaching Fellows Foundation. The California Teaching Fellows Foundation promotes building lives and careers by mentoring and guiding youth.

Blake Konczal, Executive Director, FRWDB, reminded the Youth Council (Council) that award winners will be presented quarterly, and the annual award recipient will be selected from the quarterly award winners. The annual award winner will have their award presented to them at a Fresno County Board of Supervisors meeting.

This was an information item

3.	<u>Youth Council Vice Chair Selection</u>
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Mr. Konczal explained that according to the FRWDB Bylaws, the FRWDB's Councils and Committees must have both a Chair and Vice Chair identified.

After a brief discussion, Chair Montalbano announced that Director Barnes had accepted the appointment to serve as Vice Chair for the Youth Council, once the appointment is presented to and ratified by the FRWDB at its December 6th meeting.

CHAIR MONTALBANO RECOMMENDED DIRECTOR LACY BARNES AS VICE CHAIR OF THE YOUTH COUNCIL.

4. **Workforce Innovation and Opportunity Act Youth Program Funds for Program Year 2016-2017 Carryover and Funding Recommendations for Program Year 2017-2018**

Phyllis Stogbauer, Deputy Director of Program Services, FRWDB, reminded the Council that when Employment Development Department released the Workforce Innovation and Opportunity Act (WIOA) formula allocations for PY 2017-2018 in February 2017, the allocations were only an estimate.

Approval of the funding recommendation will allocate an additional \$669,308 of WIOA youth program funds and \$421,295 of unobligated carryover funds will be allocated to the Work Experience pools and operational budgets, and will place an additional \$20,076 into carryover for PY 2018-2019.

Director Barnes commented that it was a nice change of pace to have extra funding going into the next fiscal year.

MARTINDALE/BARNES – RECOMMENDED THAT THE FRWDB APPROVE THE WORKFORCE INNOVATION AND OPPORTUNITY ACT YOUTH PROGRAM FUNDS FOR PY 2016-2017 CARRYOVER AND FUNDING RECOMMENDATIONS FOR PY 2017-2018 (UNANIMOUS).

5. **Draft Workforce Innovation and Opportunity Act Title I Youth Request for Proposals Statement of Work for Program Year 2018-2019**

Ms. Stogbauer presented the initial draft of the WIOA Title I Youth Request for Proposals (RFP) Statement of Work for PY 2018-2019 for the Council's recommendation to the FRWDB. Ms. Stogbauer went over the timeline of the RFP and when the public comment meetings will take place. The final RFP package will be submitted for approval at the February 15, 2018, Youth Council meeting.

Ms. Stogbauer asked that the Council review the RFP during the public comment period and submit any questions they have. Ms. Stogbauer also urged the Council members to be a part of the rating team panel that will take place in May 2018.

BARNES/WATSON – RECOMMENDED THAT THE FRWDB APPROVE THE DRAFT WORKFORCE INNOVATION AND OPPORTUNITY ACT TITLE I YOUTH REQUEST FOR PROPOSALS STATEMENT OF WORK FOR PY 2018-2019 (UNANIMOUS).

6. **Fourth Quarter Local Performance Results Report for Program Year 2016 - 2017**

Ms. Stogbauer presented the Fourth 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.

Director Barnes asked if there were funds allocated for transportation that would allow the youth to be more engaged in the programs in rural areas. Ms. Stogbauer responded that transportation can be provided, if necessary.

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

7. **First Quarter Local Performance Results Report for Program Year 2017 - 2018**

Ms. Stogbauer presented the First Quarter Local Performance Results Report for PY 2017-2018. Ms. Stogbauer stated that the performance measures will no longer include the literacy/numeracy report. The report will be replaced with an in-program skills gain report that will be provided at a later date when FRWDB staff has more information on it.

WATSON/MARTINDALE – RECOMMENDED THAT THE FRWDB ACCEPT THE FIRST QUARTER LOCAL PERFORMANCE RESULTS REPORT FOR PY 2017-2018 (UNANIMOUS).

8. Fourth Quarter Youth Satisfaction Reports for Program Year 2016 - 2017

Stephen DeWitt, Quality Manager, FRWDB, presented the Fourth 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.

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

9. First Quarter Youth Satisfaction Reports for Program Year 2017 - 2018

Mr. DeWitt presented the First Quarter Youth Satisfaction Reports for PY 2017-2018 for the Council's recommendation to the FRWDB. Mr. DeWitt pointed out that some of the comments were about shortening the length of the assessment remediation. Director Montalbano asked for clarification and Mr. DeWitt explained that the length of remediation depended on how many assessments were needed, based on the clients' grade level coming into the program.

MARTINDALE/CHAMBERS – RECOMMENDED THAT THE FRWDB ACCEPT THE FIRST QUARTER YOUTH SATISFACTION REPORTS FOR PY 2017-2018 (UNANIMOUS).

10. Fourth Quarter Providers of Services Monitoring Report for Program Year 2016 - 2017

Mr. DeWitt presented the Fourth 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 regular follow-ups for West Hills College District were needed to make sure the corrective action plan put in place was effective.

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

11. First Quarter Providers of Services Monitoring Report for Program Year 2017 - 2018

Mr. DeWitt presented the First Quarter Providers of Services Monitoring Report for PY 2017-2018 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/CHAMBERS – RECOMMENDED THAT THE FRWDB ACCEPT THE FIRST QUARTER PROVIDERS OF SERVICES MONITORING REPORT FOR PY 2017-2018 (UNANIMOUS).

12. Fourth Quarter Youth Customer Complaint Report for Program Year 2016 - 2017

Mr. DeWitt presented the Fourth 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 the fourth quarter.

MARTINDALE/WATSON – RECOMMENDED THAT THE FRWDB ACCEPT THE FOURTH QUARTER YOUTH CUSTOMER COMPLAINT REPORT FOR PY 2016-2017 (UNANIMOUS).

13. First Quarter Youth Customer Complaint Report for Program Year 2017 - 2018

Mr. DeWitt presented the First Quarter Youth Customer Complaint Report for PY 2017-2018 for the Council's recommendation to the FRWDB. Mr. DeWitt reported that no youth program complaints were received during the first quarter.

MARTINDALE/CHAMBERS – RECOMMENDED THAT THE FRWDB ACCEPT THE FIRST QUARTER YOUTH CUSTOMER COMPLAINT REPORT FOR PY 2017-2018 (UNANIMOUS).

14. Fourth Quarter Youth Demographics Reports for Program Year 2016 - 2017

Tim Giles, Deputy Director of Information Systems, FRWDB, presented the Fourth 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.

This was an information item.

15. First Quarter Youth Demographics Reports for Program Year 2017 - 2018

Mr. Giles presented the First Quarter Youth Demographics Reports for PY 2017-2018. Mr. Giles explained that all clients who are exited from the current PY will continue to show up on the reports until the end of the fiscal year.

This was an information item.

16. West Hills One-Stop Tour Update

A request was made at the Youth Council meeting on May 18, 2017, to provide the Council members a tour of the West Hills One-Stop. Directors Montalbano and Barnes shared a brief overview on the tour that took place on July 24, 2017. Both felt it was a beneficial to see the One-Stop, as well as meeting the providers at that location.

This was an information item.

17. Agenda Items for February 15, 2018, Meeting

Director Montalbano suggested adding an agenda item to discuss taking a tour of another One-Stop or program location.

18. Meeting Feedback

No meeting feedback was provided.

Meeting adjourned at 4:55 p.m.

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	2
MEETING DATE:	February 15, 2018
ACTION:	RECOMMEND TO RATIFY

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: Ratification of New Youth Council Member

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) ratify the appointment of Araceli Holland to the Youth Council.

REASON FOR RECOMMENDATION:

Ms. Holland is the District Administrator at the State of California Department of Rehabilitation and has expressed interest in joining the Youth Council.

Article VI "Committees" of the FRWDB Bylaws indicates that committee chairs shall designate their committee members and present them to the local board for ratification.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	3
MEETING DATE:	February 15, 2018
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: Final 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 final draft of the Workforce Innovation and Opportunity Act (WIOA) Title I Youth Request for Proposals (RFP) Statement of Work (SOW) for services beginning in Program Year (PY) 2018-2019.

REASON FOR RECOMMENDATION:

At its November 16, 2017, meeting, the Youth Council approved the draft RFP SOW to procure for Youth program services for PY 2018-2019. To allow members of the public an opportunity to provide input, FRWDB staff released the draft SOW for a 30 day public comment period from December 8, 2017, through January 5, 2018.

FRWDB staff coordinated community-based public meetings in Fresno, Reedley, and Coalinga to solicit comments. In addition to the meetings, individuals had the opportunity to submit written comments. Based on the feedback received during the public comment period, there was one (1) suggested change to the RFP. FRWDB staff has attached the revised SOW and the public comment for your review and acceptance. Section B on page one was revised to address the public comment and staff made additional changes due to revised policies from the state.

FUTURE IMPLICATIONS:

Upon approval of this item by the FRWDB, FRWDB staff will finalize the RFP and prepare for final release in March, 2018. The procurement timeline is attached.

FISCAL IMPACT:

None.

ATTACHMENTS:

- ATTACHMENT I: FRWDB 2018-2019 WIOA Youth Procurement Schedule
- ATTACHMENT II: FRWDB 2018-2019 WIOA Youth Final Draft Statement of Work
- ATTACHMENT III: WIOA All Youth One System Program Year 2018-2019 Draft Statement of Work
Public Comments

FRWDB 2018-2019 Youth Services Procurement Timeline		
	Activity	Estimated Dates
1.	Release Request for Proposals	3/15/18
2.	Mandatory Bidders' Conferences	3/20/18 Manchester Center 3/27/18 Business Services Center
3.	Deadline for Submission of Questions	4/6/18 by 5:00 p.m.
4.	Submission of Proposals	4/13/18 by 4:00 p.m.
5.	Panel Review for Responsiveness and Quality	Phase I – 5/1/18 Phase II – 5/10/18
6.	Initial Award(s) Announcement (Rating Panel Review Summary)	5/10/18
7.	Written Protests Due (five (5) working days after announcement)	5/17/18
8.	Executive Director Conducts Protest Hearing (if needed)	TBD
9.	Youth Council Approves Award(s) Recommendation	5/17/18
10.	FRWDB Approves Contract Award(s)	6/6/18
11.	Contract Negotiations	6/7/18
12.	Contract Transition Period (if needed)	June 2018
13.	Executed Contract(s)	6/30/18

SECTION VI: SCOPE OF WORK

A. Program Goals

The ultimate goal of the 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 within the cities city limits of Fresno and Clovis.

Urban South: All Fresno County eligible youth residing ~~in areas~~ south of Shields Avenue within the cities city limits of Fresno and Clovis.

Rural East: All Fresno County eligible youth residing in areas east of the cities city limits of Fresno and Clovis and east of the 41 highway south of the Fresno city limits.

Rural West: All Fresno County eligible youth residing in areas west of the cities city limits of Fresno and Clovis and east of the 41 highway south of the Fresno city limits.

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 **Title 20 CFR § 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.

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 [Title 20 CFR §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. TEG 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.~~

~~Under WIOA, a youth who receives or is eligible to receive a free or reduced lunch under the Richard B. Russell National School Lunch Act, is considered to be low-income. While the free/reduced lunch low-income category primarily~~

applies to IS Youth, OS youth may also 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. However, not all youth who receive a free or reduced priced lunch automatically qualify as low-income for the WIOA youth program eligibility. In areas where a school district subsidizes all student meals under the Hunger-Free Kids Act of 2010, the Local Area must base low-income status on an individual student's eligibility to receive free or reduced price lunch or on the youth's ability to meet one of the other low-income categories under WIOA.

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 5 years using American Community Survey (ACS) 5-Year data. Local Areas may access ACS 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. **The academic and occupational education component refers to contextual learning that accompanies a work experience. It includes the information necessary to understand and work in specific industries or occupations.** 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 (section 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).
- l. 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 obtain two (2) Past Performance Questionnaires (pages 50-51) from current and/or previous funding source organizations/agencies with whom the bidder has had direct involvement with providing similar related services. The completed questionnaires must be submitted by the reviewing organizations/agencies to ythfrfp@workforce-connection.com. The questionnaires must be received by the FRWDB on or before 4:00 p.m., April 13, 2018. The organizations/agencies are not to send the completed questionnaires to the bidding agency/organization.

Workforce Innovation and Opportunity Act Youth Services
Draft Request for Proposals Scope of Work
Public Comments

Comment 1	No specific cities or school districts are mentioned in the Scope of Work. It's easier when you say this is the city or this is the zip code you're going to serve. When you start getting into the Fresno area (the urban area), it can get territorial.
FRWDB Response/Action	FRWDB staff expanded language to provide additional clarification.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	4
MEETING DATE:	February 15, 2018
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: Second 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 Second 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 is fully staffed and is in the process of submitting a budget modification to correct under expenditures.

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 and balance out the expenditures.

Proteus, Inc.: Staff has no concerns. Expenditures are below plan caused by unanticipated staff savings due to the hiring process. Provider is fully staffed and anticipates to be aligned with plan by the third 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 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: The Out of School Certificate of Attainment numbers are below due to the participants attaining full-time employment before attaining the academic goal. Provider will continue to engage youth during the follow-up services to encourage them to reengage, and receive a certificate. Provider is also projecting additional exits from participants that have completed all planned services to be aligned with goal by the end of the third quarter.

ResCare: Staff has no concerns.

Proteus, Inc.: Staff has no concerns.

WHCCD: Staff has no concerns. Provider is below goal due to two (2) participants attaining full-time employment before attaining their certificate. Provider will continue to encourage participants during twelve (12) month follow-up to work on their educational goals.

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

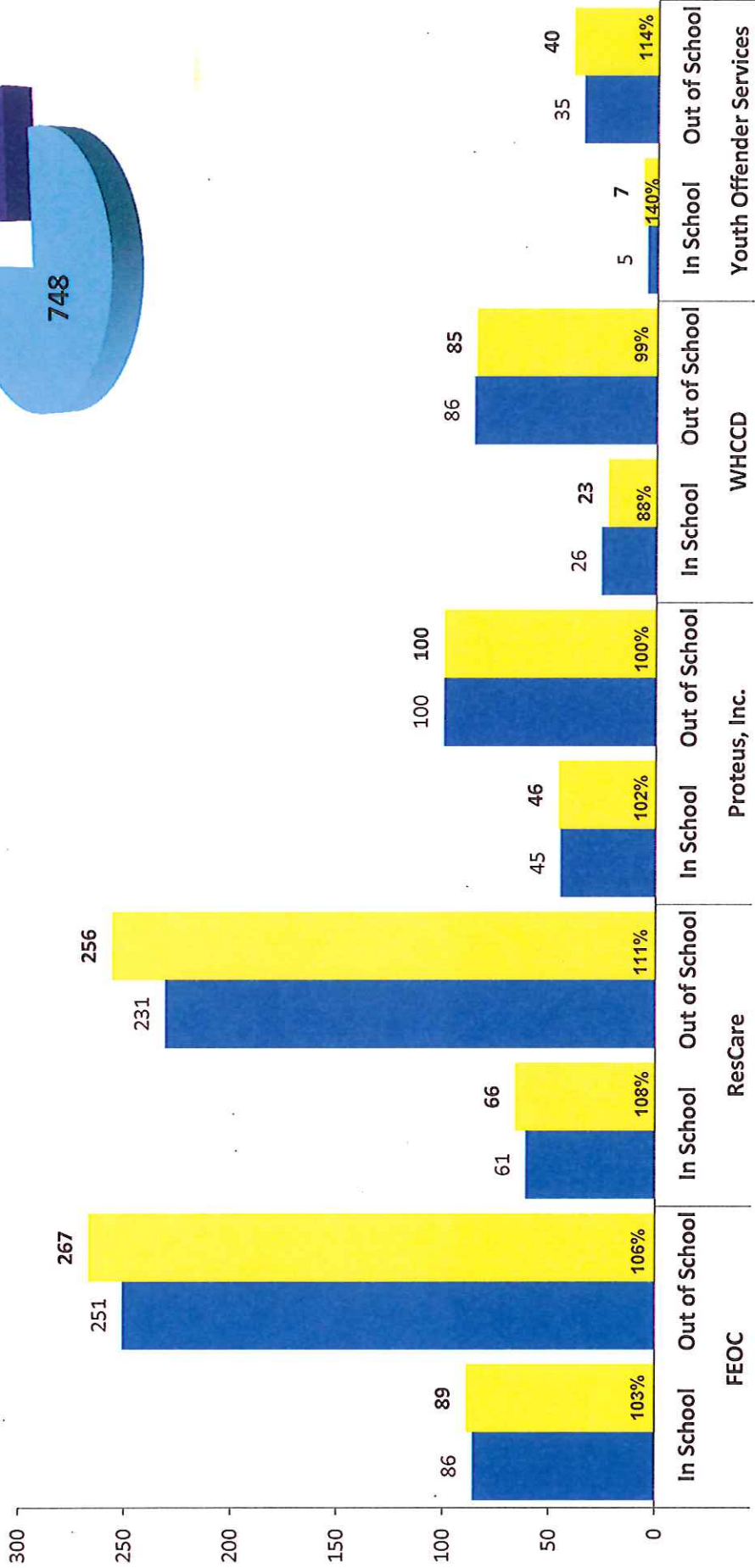
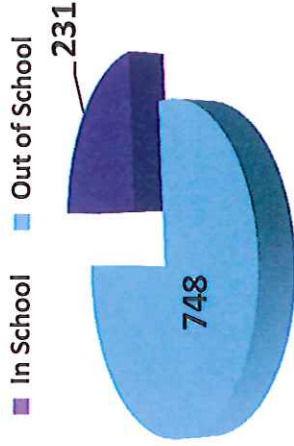
ATTACHMENT:

All Youth One System Providers of Services Local Performance Results Report for the Second Quarter of Program Year 2017-2018

Youth Served

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

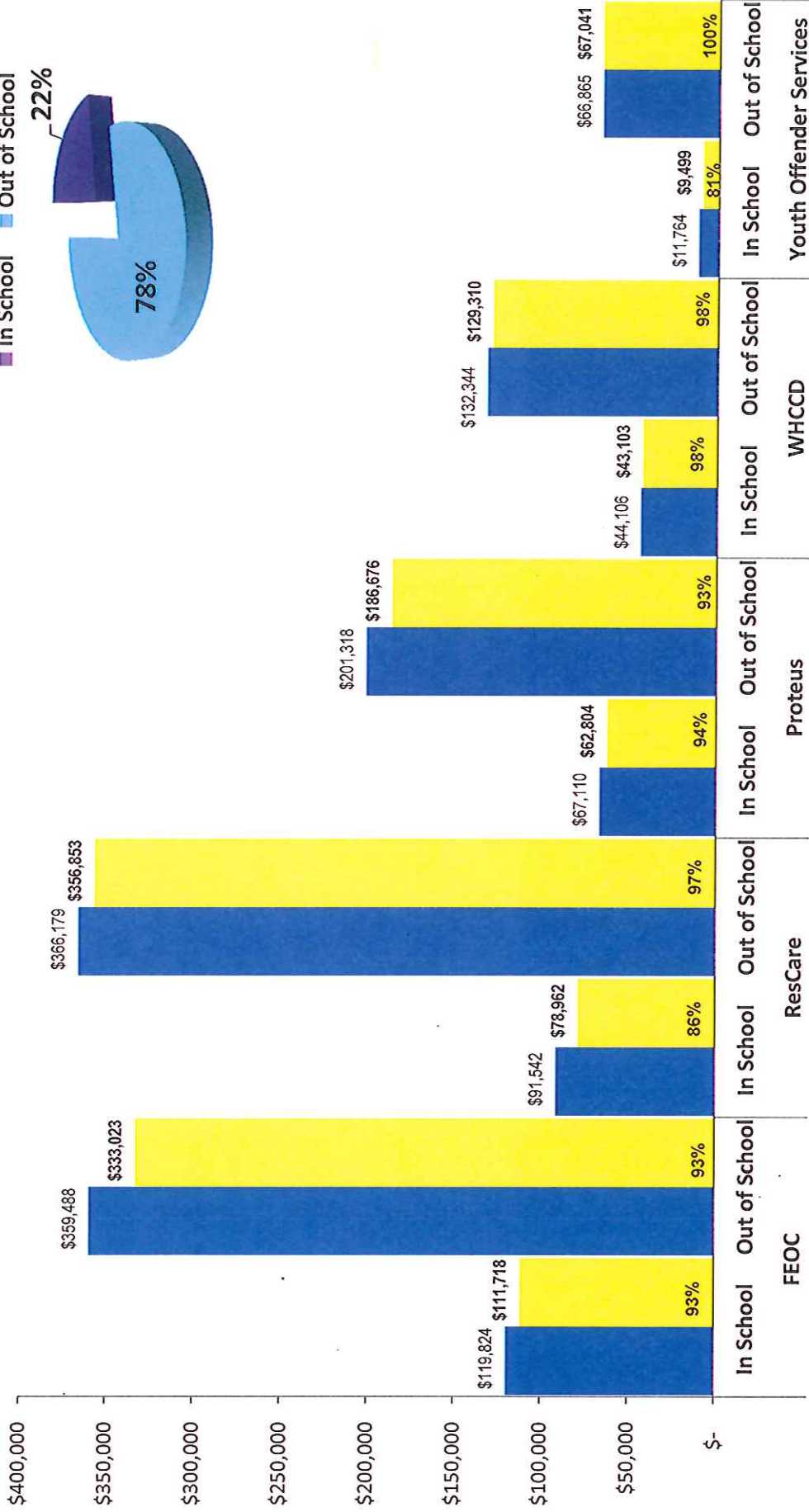
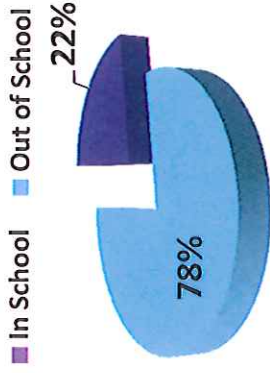
Total Served- 979



Note: Number served goal is 95%

Youth Expenditures

Total Expenditures

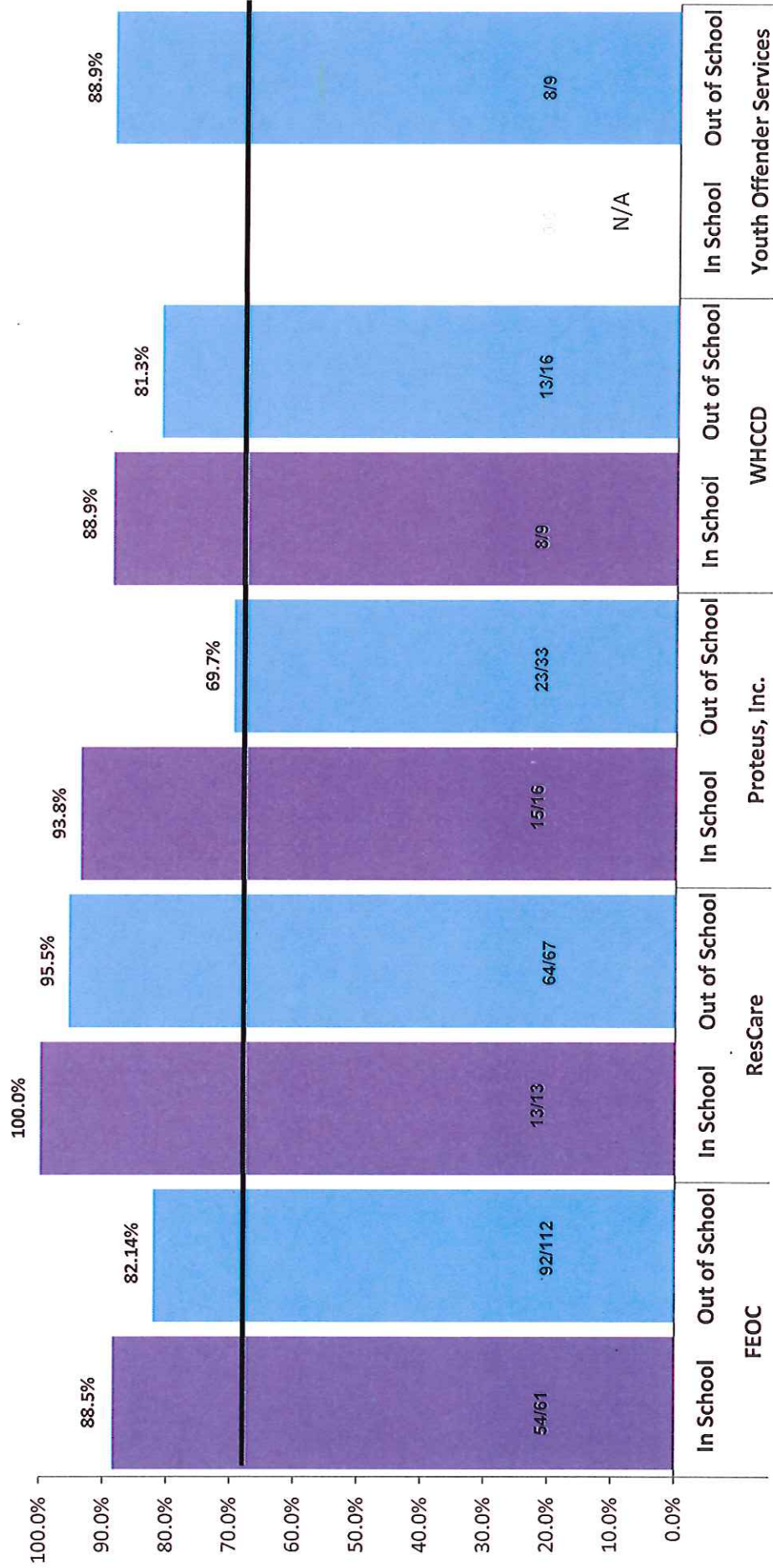


Note: WIOA mandates a minimum of 75% Out-of-School Expenditures and a maximum of 25% In school Expenditures. The expenditures goal range is 95% to 100%.

Youth Placement

Goals

Placement 68%

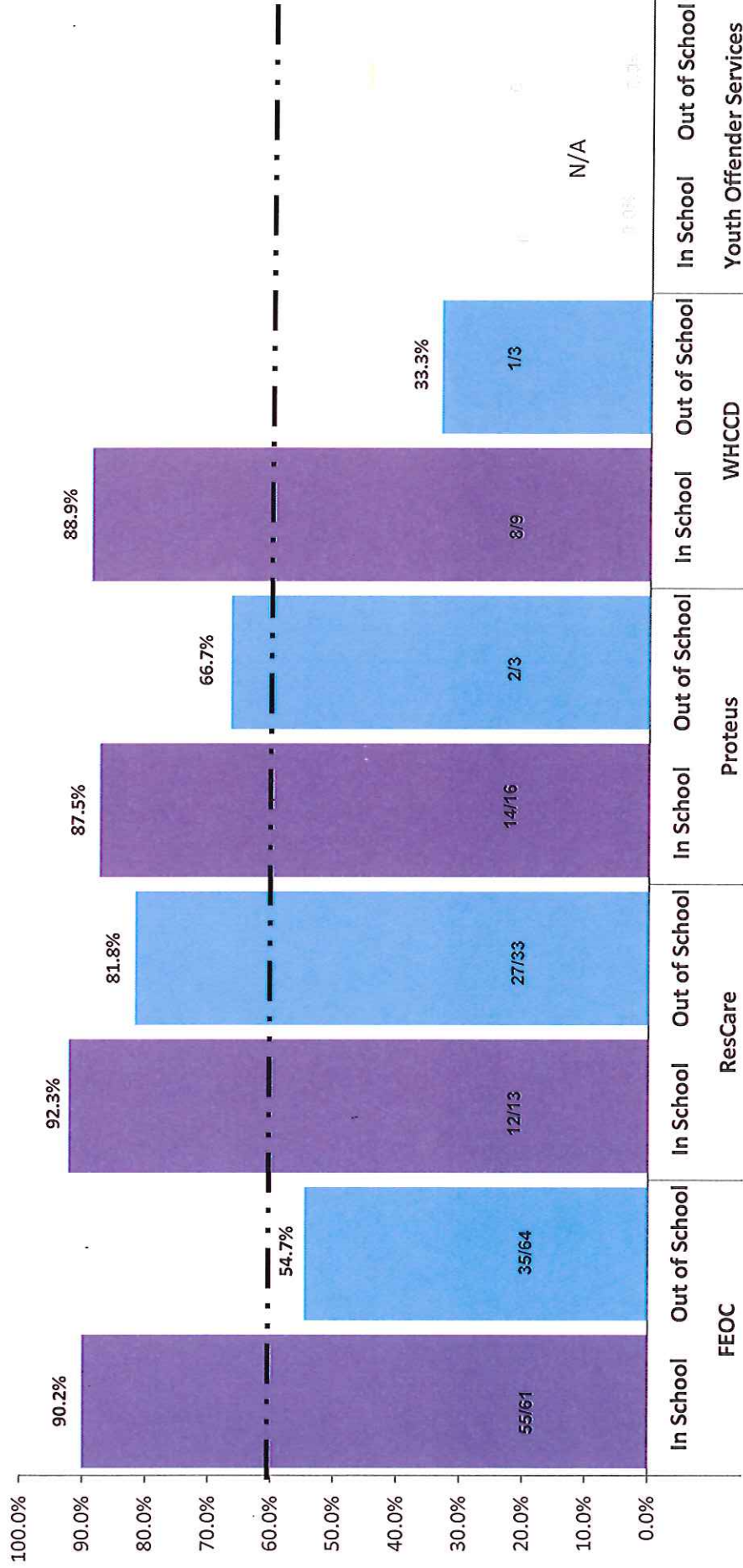


■ In School ■ Out of School

Youth Certificate of Attainment

Goals

Certificate of Attainment 60%



■ In School
 ■ Out of School

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	5
MEETING DATE:	February 15, 2018
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: Second Quarter Youth Satisfaction Report for Program Year 2017-2018

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) accept the Youth Customer Satisfaction Report for the Second 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.

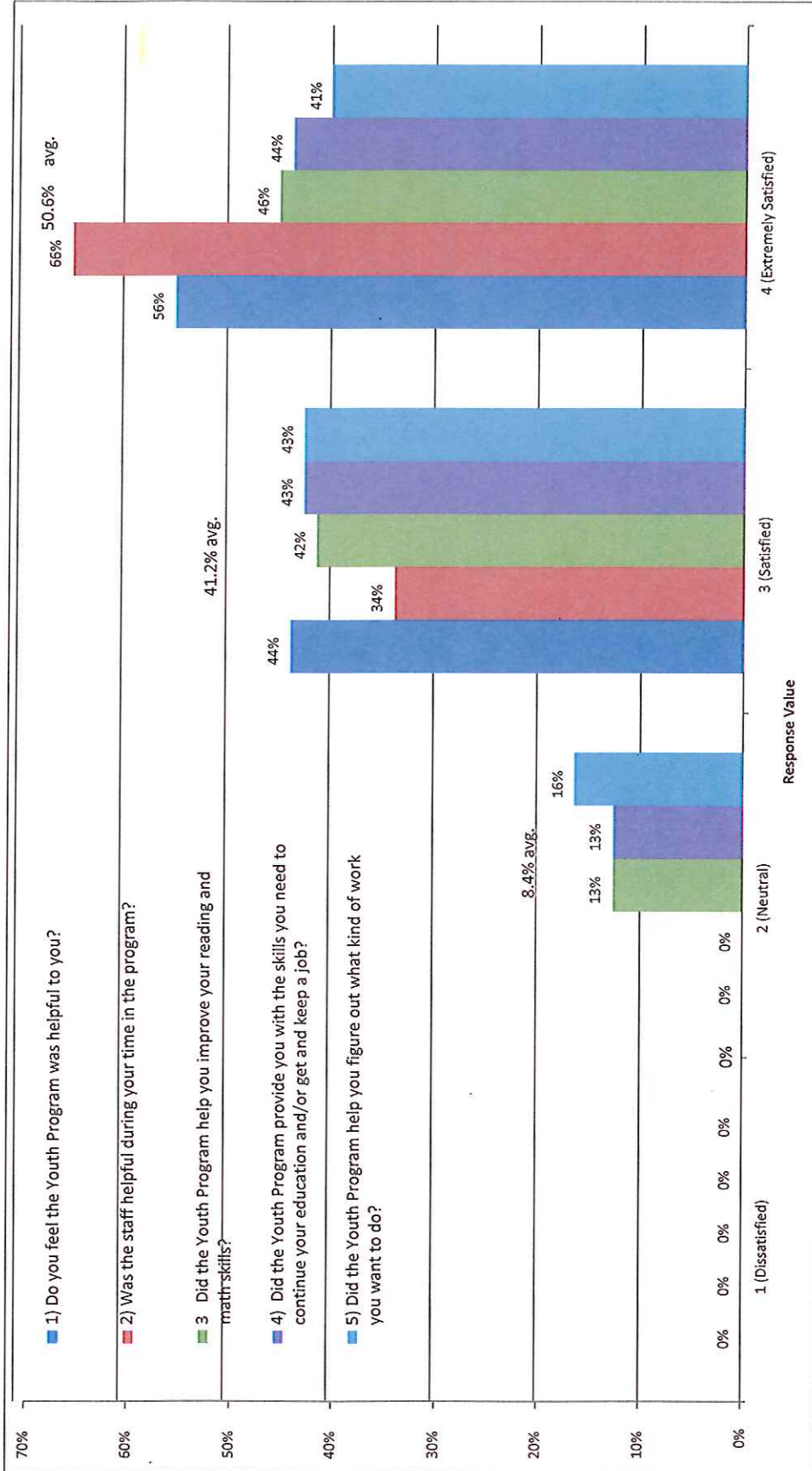
The data collected is intended to provide additional insight into possible improvements to the All Youth One System program, as perceived by our participants.

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:

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

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



Surveys Received	79
Participants Closed	115
Survey Response Rate	69.7%

Participant Comments:

Everyone's doing great; keep up the good work; no changes needed; I got my high school diploma; this program has helped me more than you can imagine; program was very helpful, allowed me to gain new working skills; tutorial lessons are too long; need more hours for work experience; need to provide snacks (brain food); driver training and food stamps assistance would be a good addition.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	6
MEETING DATE:	February 15, 2018
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: Second 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 Second 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 October 1, 2017, through December 31, 2017.

ATTACHMENT:

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

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

Program Monitoring:

Program monitoring of the following sub-recipients was completed:

Sub-Recipient	Contract #(s)	Results
ResCare Workforce Services Program Year (PY) 17-18	320	1) Missing waivers in files; 2) Release of Information issues; 3) Missing eligibility support documentation; 4) Obsolete forms used. All Findings Closed

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

Sub-Recipient	Contract # (s)
West Hills Community College District PY 16-17	390

Fiscal Monitoring:

Fiscal monitoring of the following sub-recipients was completed:

Sub-Recipient	Contract #(s)	Results
ResCare Workforce Services PY 16-17 Fiscal Close out	320, 324	No Findings
Fresno Economic Opportunities Commission PY 16-17 Fiscal Close out	310, 421	No Findings
Clovis Unified School District PY 16-17 Close out	593-RICO III	No Findings
Proteus, Inc. PY 16-17 Fiscal Close out	333	No Findings
West Hills Community College District – PY 16-17 Fiscal Close out	390	No Findings

Fiscal monitoring of the following sub-recipients is in process at the end of the second quarter: NONE

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	7
MEETING DATE:	February 15, 2018
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: Second 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 Second 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 Second Quarter of PY 2017-2018.

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	8
MEETING DATE:	February 15, 2018
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: Second Quarter Youth Demographics Reports for Program Year 2017-2018

INFORMATION:

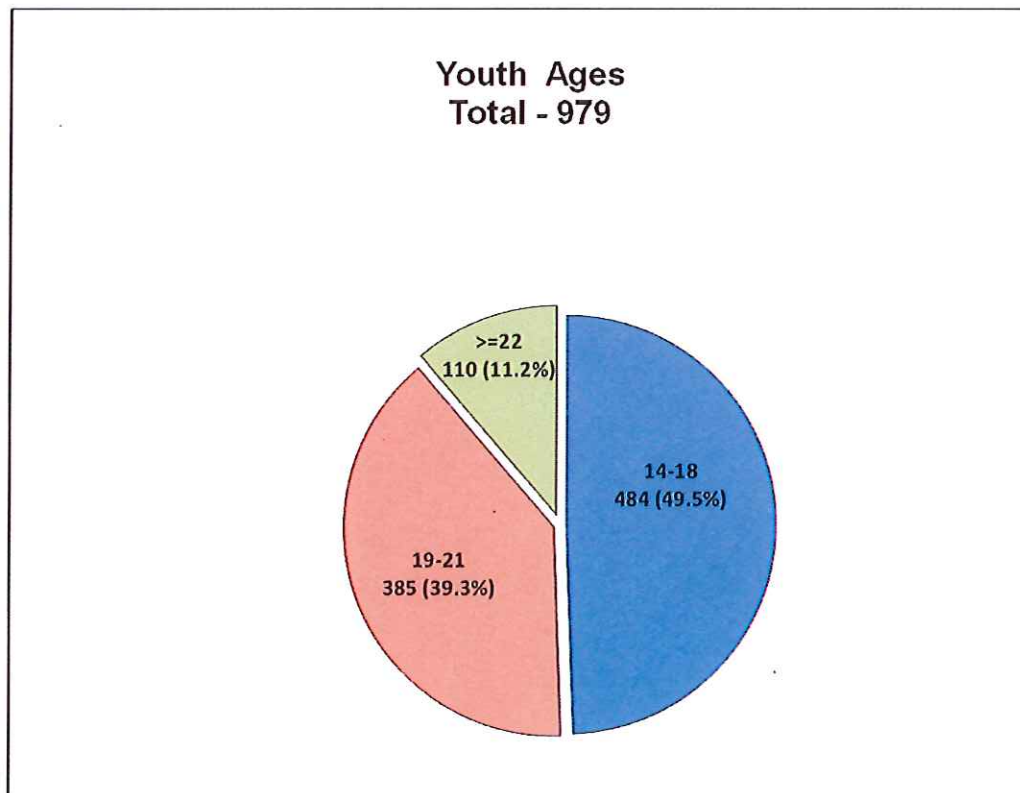
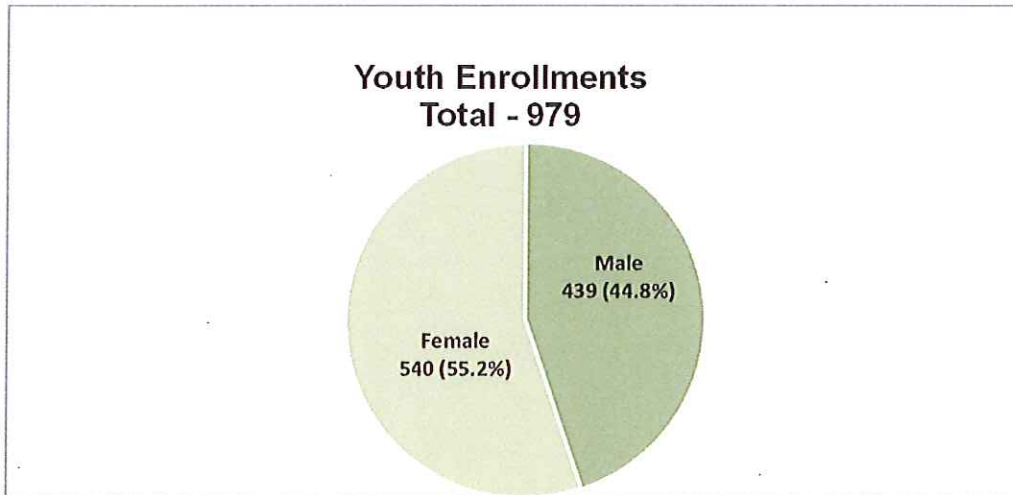
Per the Youth Council's direction, the Fresno Regional Workforce Development Board (FRWDB) staff provides cumulative quarterly reports of various demographics for the FRWDB's youth enrollments. Attached are the reports for the Second Quarter of Program Year 2017-2018.

ATTACHMENT:

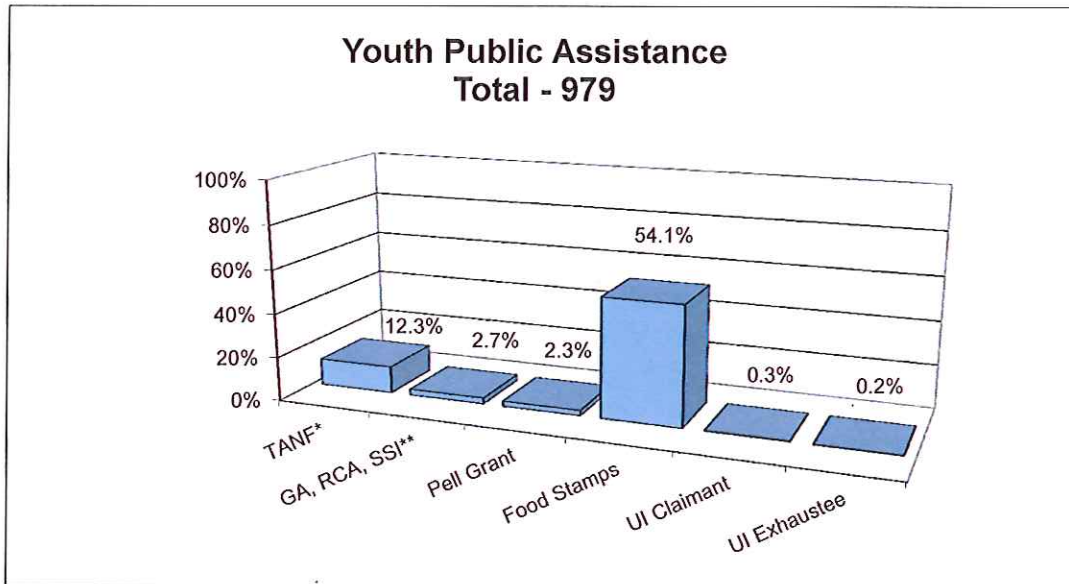
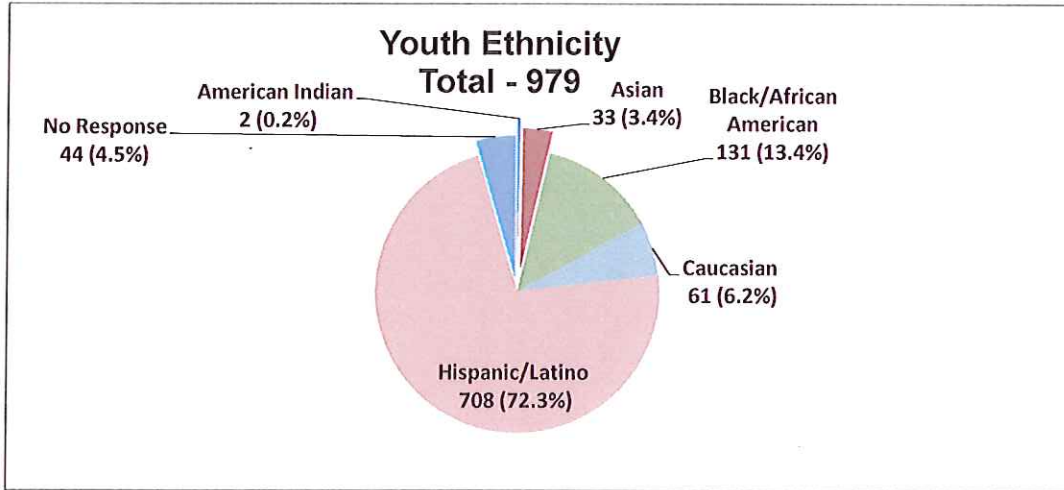
Youth Demographics Second Quarter, Program Year 2017-2018



Youth Demographics Second Quarter, Program Year 2017-2018

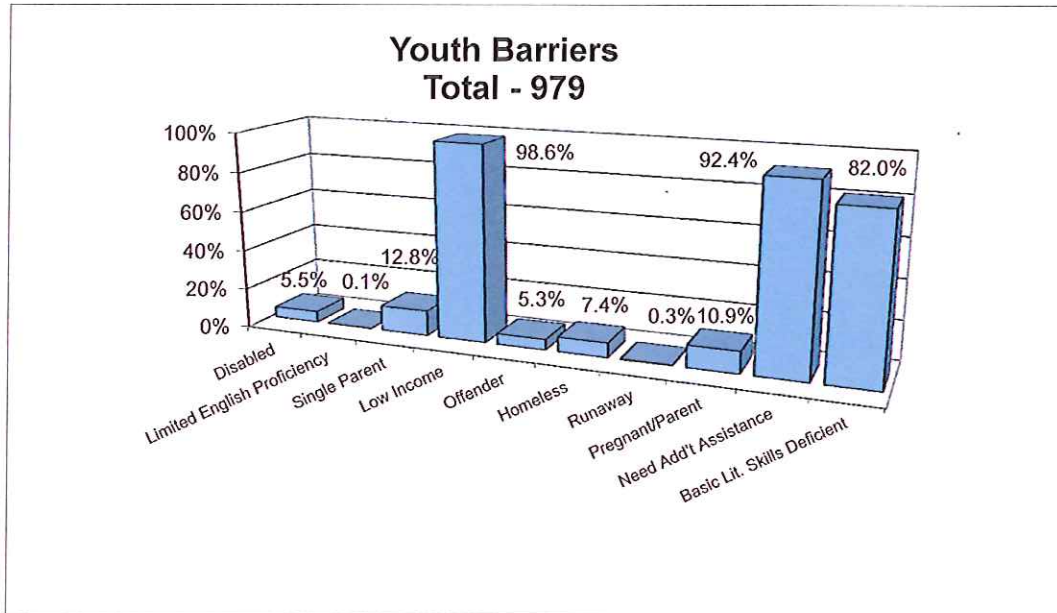


Youth Demographics Second Quarter, Program Year 2017-2018



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

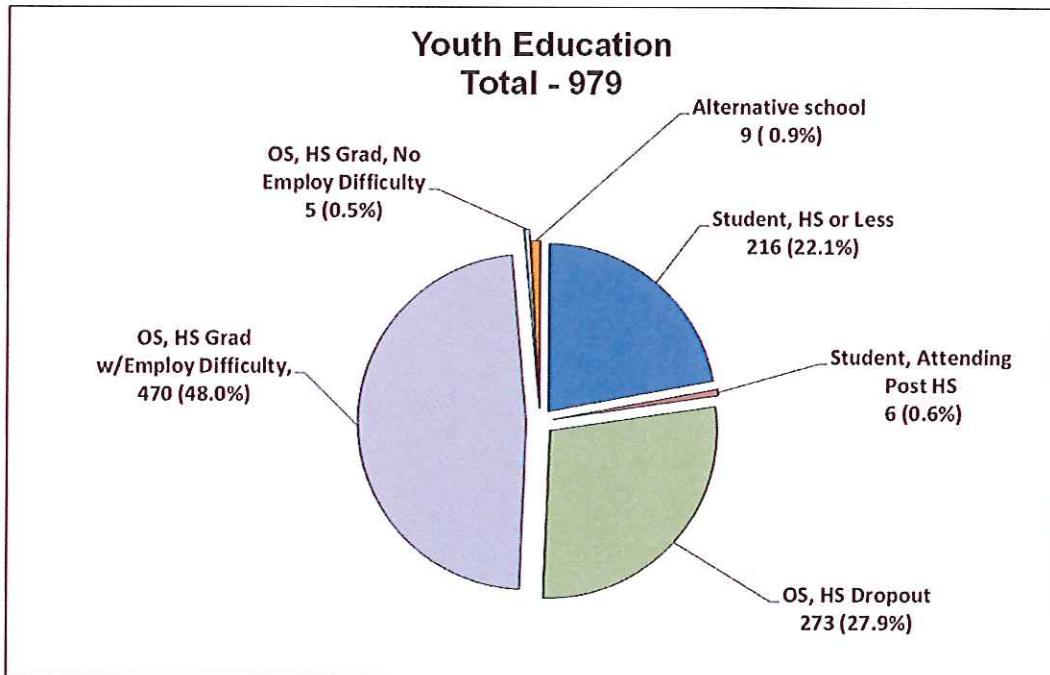
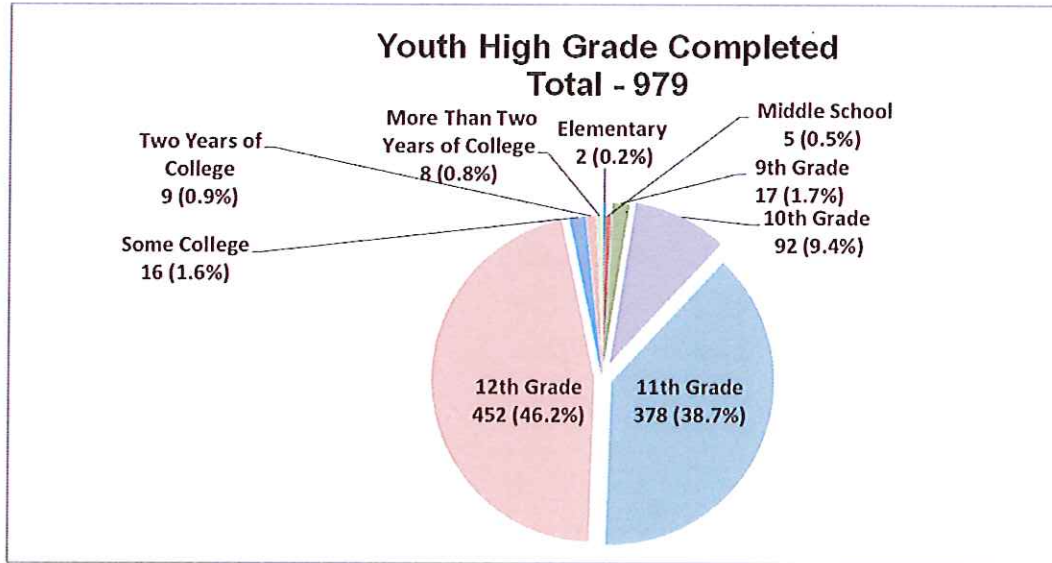
Youth Demographics Second Quarter, Program Year 2017-2018



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 (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 Second 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