

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee
July 20, 2016 @ 4:00 p.m.

Fresno Regional Workforce Development Board
2125 Kern Street, Suite 207
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.	June 1, 2016, Special Executive Committee Meeting Minutes	Konczal	Yes	Approve	4
2.	Items Referred by Other Committees	Konczal	Yes	Information	6
3.	May 2016 Agency Budget and Expenditures	Konczal	Yes	Accept	7
4.	May 2016 Financial Report	Konczal	Yes	Accept	9
5.	Workforce Innovation and Opportunity Act Title I One-Stop Operator/Adult and Dislocated Worker Request for Proposal Statement of Work for Program Year 2017-2018	Konczal	Yes	Authorize	15
6.	Workforce Innovation and Opportunity Act Regional and Local Strategic Plan	Konczal	Yes	Authorize	18
7.	Five County Craft Path Project Contract Award	Stogbauer	Yes	Approve	20
8.	Renewal of Human Resources Hotline and Business Workshops Contract	Nutting	Yes	Recommend to Approve	22
9.	Second Quarter Community Events	Konczal	Yes	Information	23

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

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Item	Description	Presented By	Enclosure	Action	Page #
10.	Director's Quarterly Update	Konczal	Yes	Information	24
11.	Referral of Agenda Items to Other Committees	Bauer	Yes	Direct	25
12.	Information Sharing	All	No	Discussion	--
13.	October 19, 2016, Agenda Items	Konczal	No	Discussion	--
14.	Meeting Feedback	Konczal	No	Discussion	--

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

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

A = Absent

P = Present

-- = Not a Committee member at time of meeting

* = Special Meeting

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	1
MEETING DATE:	June 1, 2016
ACTION:	APPROVE

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TO: Executive Committee

FROM: Blake Konczal, Executive Director

SUBJECT: June 1, 2016, Special Executive Committee Meeting Minutes

RECOMMENDATION:

Approve the minutes of the June 1, 2016, Special Executive Committee meeting minutes.

ATTACHMENT:

June 1, 2016, Special Executive Committee Meeting Minutes

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee SPECIAL MEETING June 1, 2016 SUMMARY MINUTES

The meeting was called to order at 3:30 p.m.

ROLL CALL: PRESENT – Paul Bauer, Aric Olson, Chuck Riojas, Lydia Zabrycki, and Legal Counsel Ken Price

ABSENT – Oliver Baines and Andreas Borgeas

AGENDA CHANGES: None

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

COMMITTEE CHAIR/STAFF None
COMMENTS:

PUBLIC COMMENTS: None

Item	Description/Action Taken
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1. **October 21, 2015, Executive Committee Meeting Minutes**

Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB), requested approval of the October 21, 2015, meeting minutes.

RIOJAS/ZABRYCKI – APPROVED THE OCTOBER 21, 2015, EXECUTIVE COMMITTEE MEETING MINUTES (UNANIMOUS).

2. **Program Year 2016-2017 Agency Budget and Personnel Plan**

Mr. Konczal presented the Program Year 2016-2017 Agency Budget and Personnel Plan for the Committee's recommendation to the FRWDB. He explained that due to the completion of two (2) grants, overall funding was decreased by approximately \$400,000. He added that the decreases were mitigated by the fact that the FRWDB had just been awarded a Workforce Accelerator 3.0 grant, along with receiving increased funding for the Slingshot and Prop 39 projects. Mr. Konczal also noted that the Rapid Response formula funding numbers had not been received yet, but anticipated receiving them in August.

Directing the Committee's attention the Staff Schedule, Mr. Konczal explained that most of the FRWDB staff's salary ranges had not changed in more than 12 years. After conducting a salary range review, and in light of the increase in California's minimum wage, it is being recommended that salary ranges be revised to allow for salary increases, as appropriate. Mr. Konczal noted that revising the salary ranges did not mean staff would automatically receive a salary increase, but rather it would give the FRWDB the option to increase staff salaries in the future, based on merit. Chair Bauer asked when the FRWDB conducts its annual reviews for staff and Mr. Konczal indicated that reviews take place at the end of each fiscal year.

ZABRYCKI/RIOJAS – RECOMMENDED THAT THE FRWDB APPROVE THE PROGRAM YEAR 2016-2017 AGENCY BUDGET AND PERSONNEL PLAN (UNANIMOUS).

Meeting adjourned at 3:39 p.m.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	2
MEETING DATE:	July 20, 2016
ACTION:	INFORMATION

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TO: Executive Committee
FROM: Blake Konczal, Executive Director
SUBJECT: Items Referred by Other Committees

INFORMATION:

The Fresno Regional Workforce Development Board (FRWDB) Executive Committee requires all committees to have two standing agenda items, "Items Referred by Other Committees" and "Referral of Agenda Items to Other Committees", in order to increase all committees' members' awareness of FRWDB programs and activities.

ITEMS REFERRED:

There were no items referred to the Executive Committee.

FRESNO REGIONAL WORKFORCE INVESTMENT BOARD

AGENDA ITEM:	3
MEETING DATE:	July 20, 2016
ACTION:	ACCEPT

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TO: Executive Committee
FROM: Blake Konczal, Executive Director
SUBJECT: May 2016 Agency Budget and Expenditures

RECOMMENDATION:

Accept the attached Agency Budget and Expenditures report for May 2016.

REASON FOR RECOMMENDATION:

The attached tables provide the status of the agency budgets as of May 31, 2016. The first table displays the line item budget versus expenditures and the second table shows budget versus expenditures by function. Staff costs are less than year-to-date budget primarily due to three (3) staff positions that were unfilled, which created a reduction in current expenses. The variance in rent and leases is due to timing differences in the payment of the rents. The integration of the new accounting software is substantially complete so reports and budget data are readily available. Staff has no concerns with expenditures at this time.

ATTACHMENT:

FRWIB Agency Budget and Expenditures – May 2016

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
AGENCY BUDGET AND EXPENDITURES**

May 2016

	Budget by Line Item	Total Budget	YTD Budget	YTD Expenditures	Variance	Percent Variance
51	Salaries	\$ 1,914,469	1,754,930	\$ 1,368,106	\$386,824	22.04%
52	Payroll Taxes	185,576	170,111	110,572	59,539	35.00%
53	Fringe Benefits	576,790	528,725	423,487	105,238	19.90%
55	Staff/Board/Service Provider Development	44,250	40,563	34,505	6,058	14.93%
56	Local Mileage	18,875	17,302	13,276	4,026	23.27%
60	Communications	32,220	29,535	9,050	20,485	69.36%
61	Insurance	25,400	25,026	22,337	2,689	10.75%
62	Maintenance	51,088	48,398	49,153	(755)	-1.56%
63	Memberships	19,060	18,488	17,542	946	5.12%
64	Miscellaneous	33,355	30,575	25,947	4,628	15.14%
65	Office Expense	26,034	23,865	14,174	9,691	40.61%
66	Professional Services	155,000	142,083	139,684	2,399	1.69%
67	Advertising	48,220	44,202	25,598	18,604	42.09%
68	Rent and Leases	186,800	171,233	163,913	7,320	4.27%
69	Utilities	18,000	16,500	11,720	4,780	28.97%
71	Furniture and Equipment	33,700	31,649	36,939	(5,290)	-16.71%
	Total	\$ 3,368,837	\$ 3,093,185	\$ 2,466,003	\$ 627,181	20.28%

	Summary by Budget	Total Budget	YTD Budget	YTD Expenditures	Variance	Per Cent Variance
	Administrative Services/Program Support	\$ 2,839,689	\$ 2,608,132	\$ 2,056,014	552,118	21.17%
	Information Technology	302,992	277,743	190,075	87,668	31.56%
	One-Stop Cost	226,157	207,310	219,915	(12,605)	-6.08%
	Total	\$ 3,368,837	\$ 3,093,186	\$ 2,466,004	\$ 627,182	20.28%

Note: Due to spreadsheet formula rounding calculations, total(s) may be \$1.00 off.

Prepared by Slater Moffat Associates

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	4
MEETING DATE:	July 20, 2016
ACTION:	ACCEPT

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TO: Executive Committee
FROM: Blake Konczal, Executive Director
SUBJECT: May 2016 Financial Report

RECOMMENDATION:

Accept the Fresno Regional Workforce Development Board (FRWDB) May 2016 Financial Report.

REASON FOR RECOMMENDATION:

The attached charts display year-to-date financial information through May 31, 2016. Staff has no concerns with grant expenditures at this time.

Obligation Requirements: The Workforce Innovation and Opportunity Act (WIOA) allows Local Workforce Investment Areas (Local Areas) two (2) years to expend the Adult, Dislocated Worker and Youth allocations, provided that 80 percent of the allocation is obligated at the end of the first year. Under Sections 128 (c) and 133 (c) of WIOA, the Governor may recapture funds from the Local Areas that fail to obligate at least 80 percent of their Title I allocations by the end of the first program year.

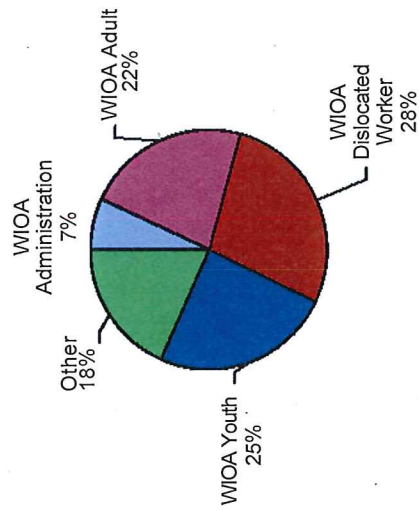
To maximize the resources available to Local Areas to continue their WIOA transition work, the requirement for Local Areas to obligate at least 80 percent of their WIOA program dollars by the end of the Program Year (PY) 2015-16 is being waived. This waiver only applies to PY 2015-16 funds, which must be fully expended by June 30, 2017, to avoid recapture; policy guidance on funds utilization requirements was issued in Directive WSD15-08 dated November 18, 2015.

ATTACHMENT:

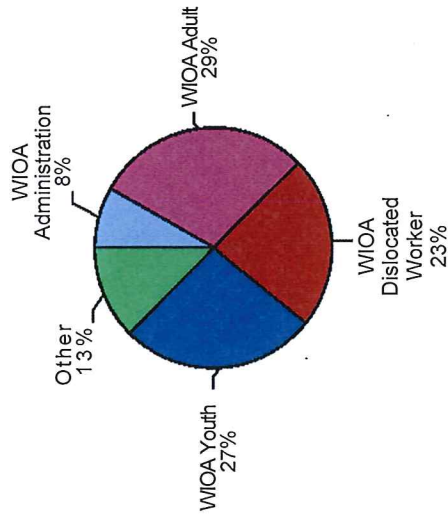
May 2016 Financial Report

May 2016

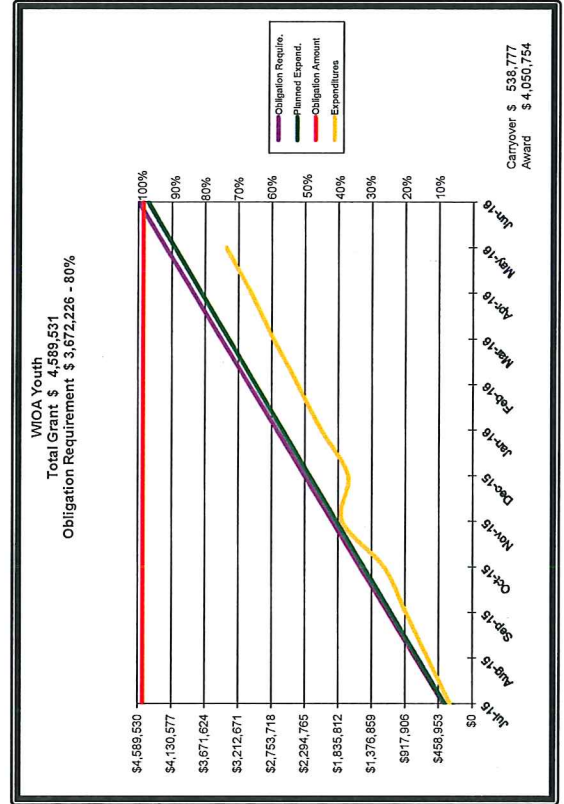
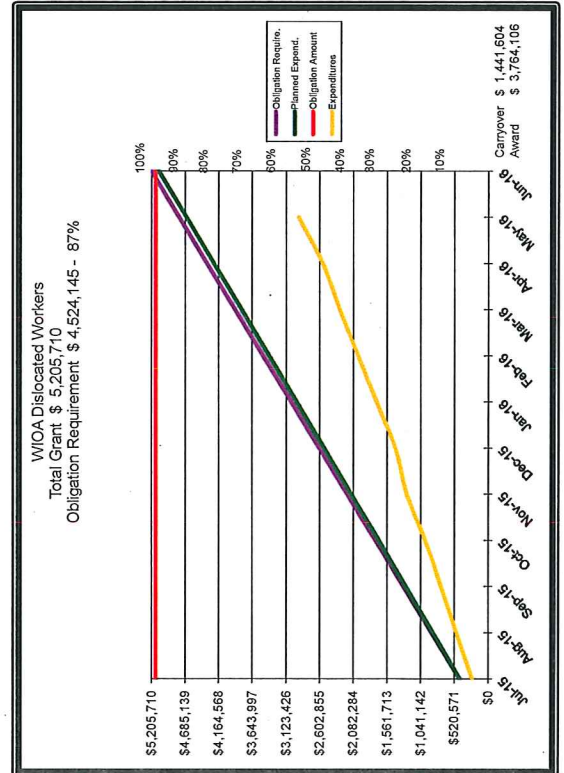
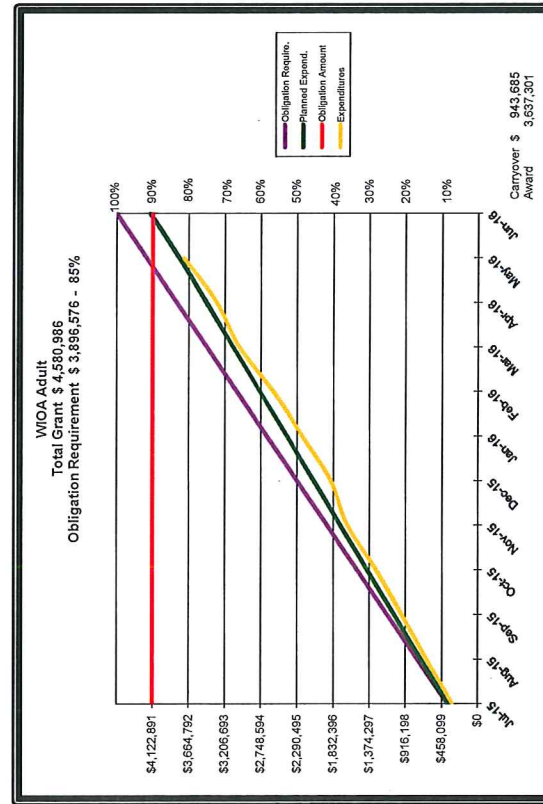
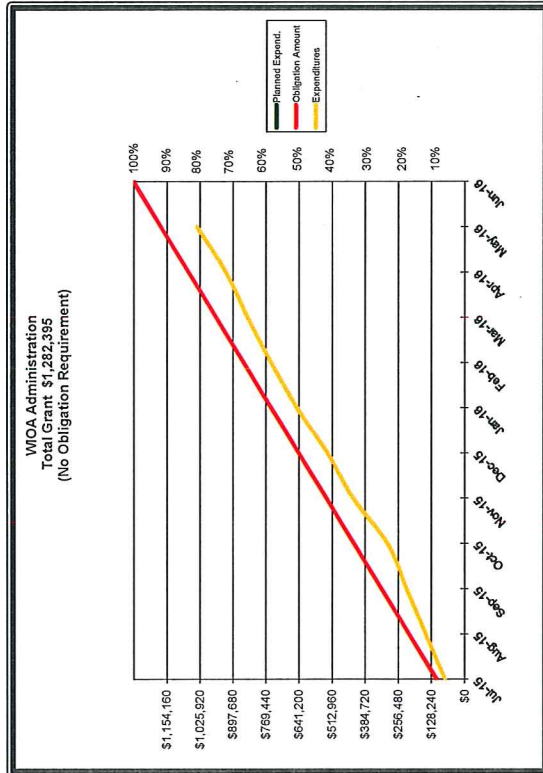
**FRWDB Committed Funds
Fiscal Year 2015-2016**



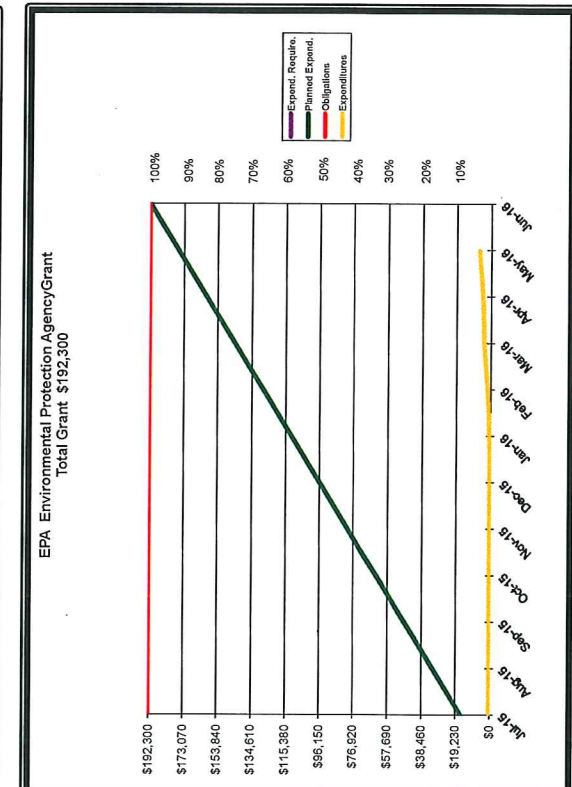
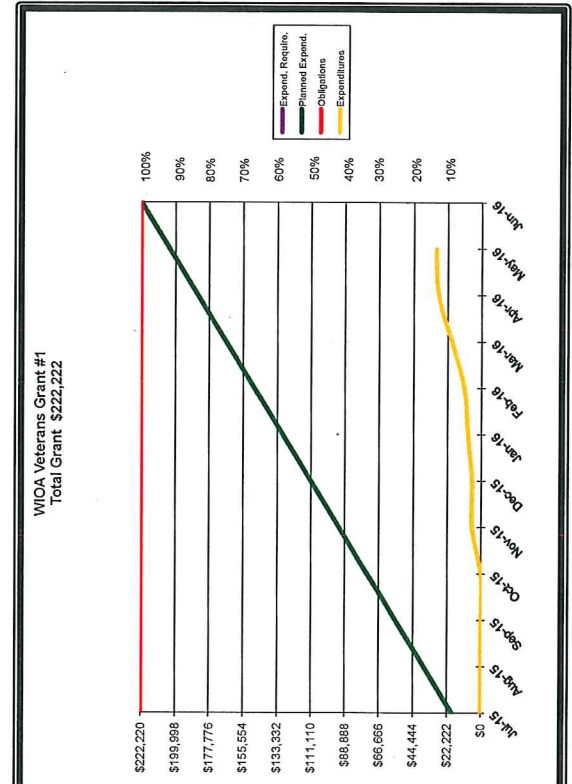
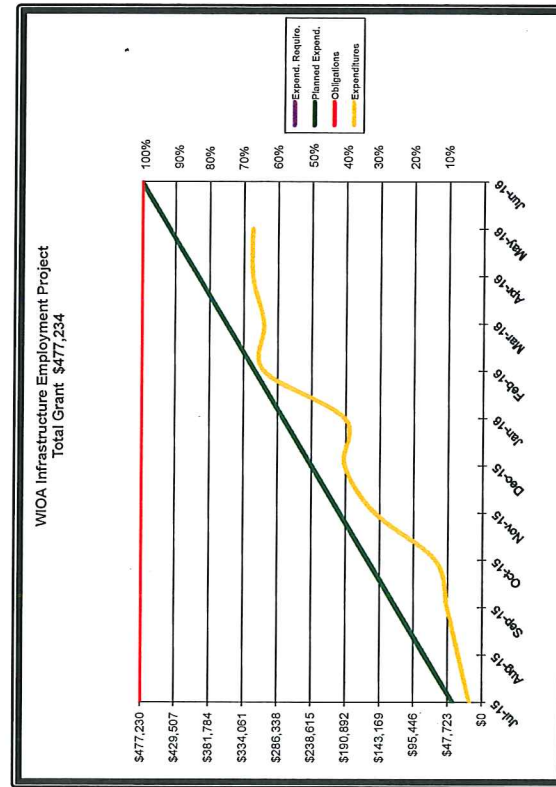
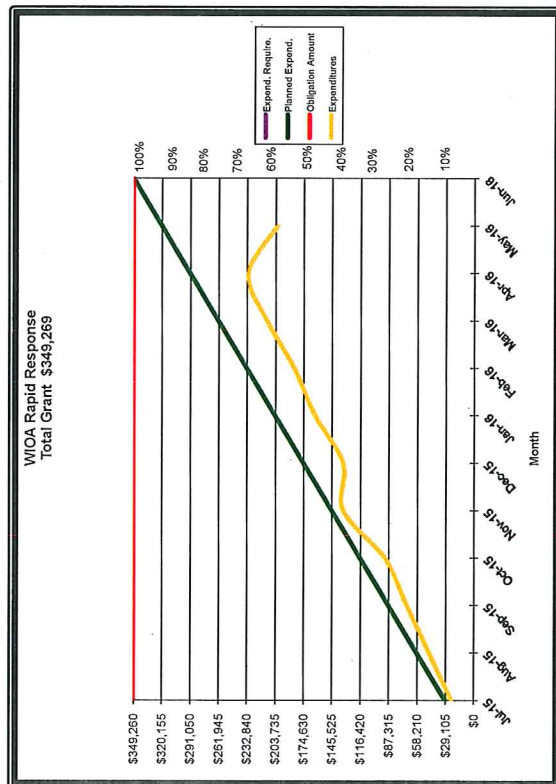
**FRWDB Expenditures
Fiscal Year 2015-2016**



May 2016

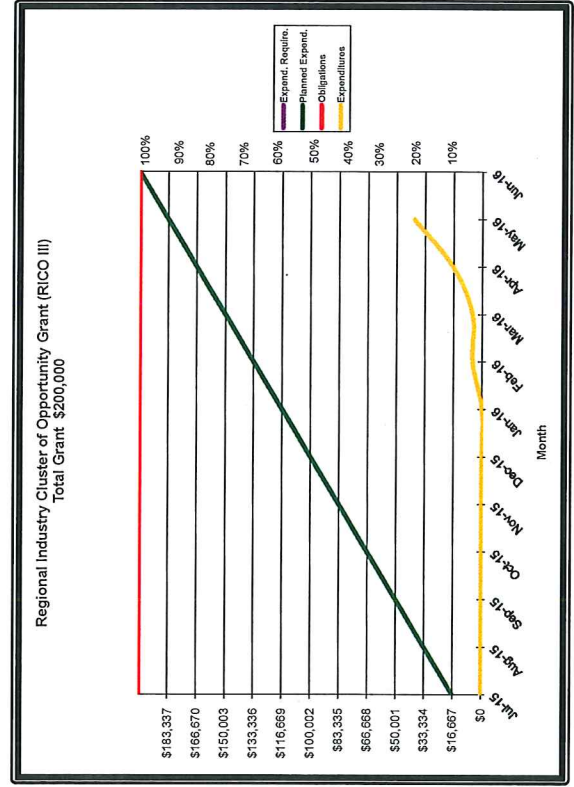
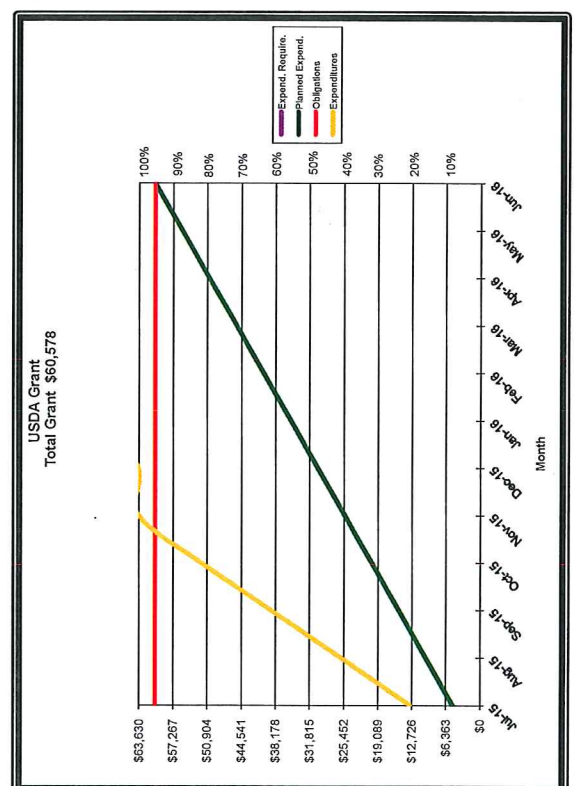
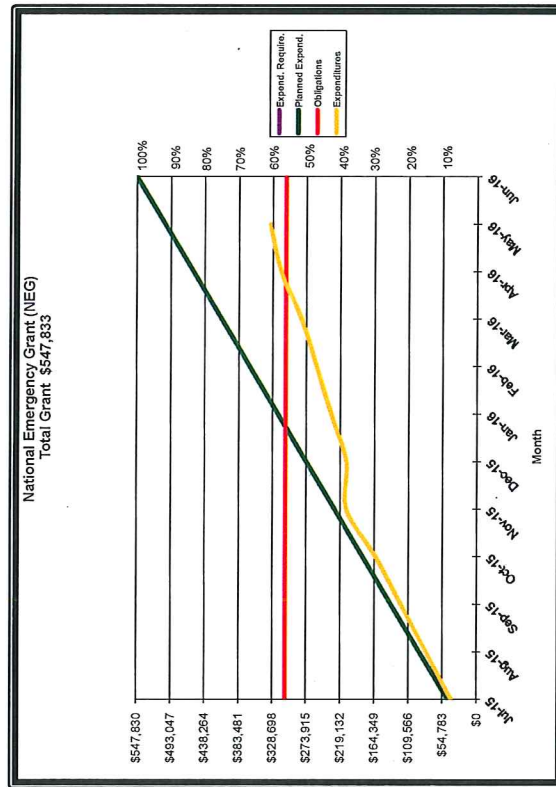
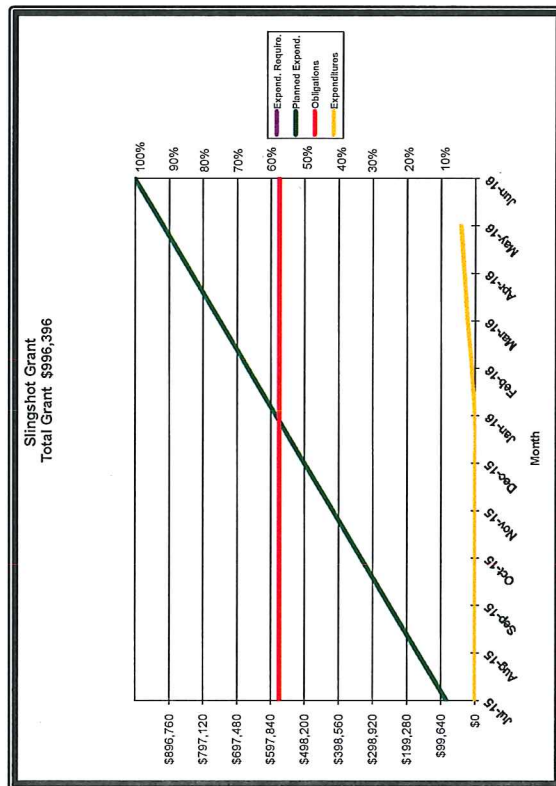


May 2016

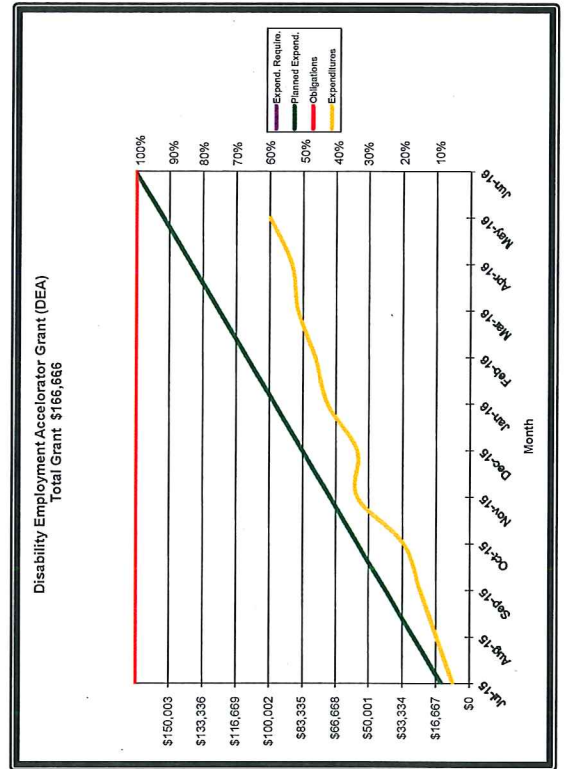
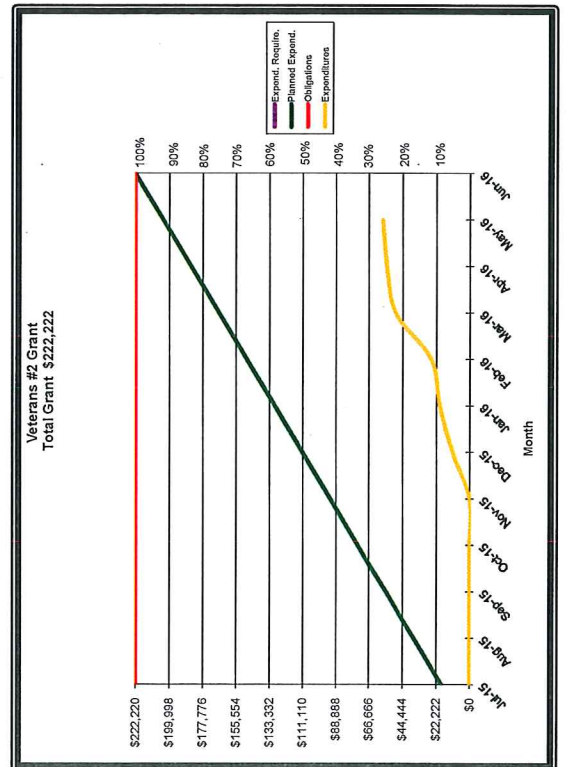
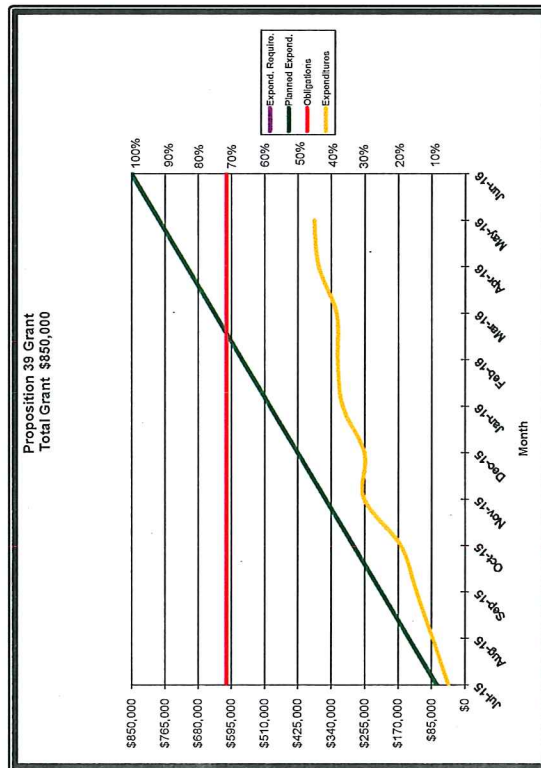


FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

May 2016



May 2016



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	5
MEETING DATE:	July 20, 2016
ACTION:	AUTHORIZE

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TO: Executive Committee

FROM: Blake Konczal, Executive Director

SUBJECT: Workforce Innovation and Opportunity Act Title I One-Stop Operator/Adult and Dislocated Worker Request for Proposal Statement of Work for Program Year 2017-2018

RECOMMENDATION:

Authorize Fresno Regional Workforce Development Board (FRWDB) staff to release the draft Workforce Innovation and Opportunity Act (WIOA) One-Stop Operator/Provider of Services Request for Proposal (RFP) for public comment.

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

Accordingly, FRWDB staff drafted an initial RFP procurement schedule (attached) and began drafting the RFP for the One-Stop Operator and Adult and Dislocated Worker services.

Under the local procurement process, the draft Statement of Work (SOW) is released for public comment prior to finalizing the RFP for release. In previous procurements, the draft SOW was submitted to the Adult Council and the FRWDB for approval prior to being released for public comment.

However, for this procurement, in order to ensure the process is completed in a timely manner to have fully executed contracts in place by July 1, 2017, the procurement schedule does not allow for the additional time for the draft SOW to be approved by the Adult Council and the FRWDB prior to being released for public comment. Therefore, FRWDB staff is requesting that the Executive Committee authorize staff to release the draft SOW, as reflected in the attached timeline.

Upon the completion of the public comment period, staff will bring the draft SOW and all comments received during the public comment period to the Adult Council and FRWDB for approval prior to the formal release of the RFP.

ATTACHMENT:

FRWDB WIOA PY 17-18 One-Stop Operator / Adult and Dislocated Worker Draft Procurement Schedule

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	8/22/16 to 9/23/16
4. Finalize Final Draft and Comments	9/26/16 to 9/30/16
5. Route Final Draft for Internal Approval	10/3/16 To 10/14/16
6. Adult Council Approval of Final Draft	10/27/16
7. FRWDB Approval of Final Draft	12/4/16
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	5/2017
13. WDB Approves Contract Award	6/7/17

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	6
MEETING DATE:	July 20, 2016
ACTION:	AUTHORIZE

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TO: Executive Committee

FROM: Blake Konczal, Executive Director

SUBJECT: Workforce Innovation and Opportunity Act Regional and Local Strategic Plan

RECOMMENDATION:

Authorize Fresno Regional Workforce Development Board (FRWDB) staff to release the draft Workforce Innovation and Opportunity Act (WIOA) Regional and Local Plan for public comment.

REASON FOR RECOMMENDATION:

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 outlined in the draft directive, the plan 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. WIOA mandates that the draft plan be released for a 30 day public comment period.

Accordingly, FRWDB drafted an initial timeline for the development and submission of the plan in order to meet the required deadlines. However, to ensure the process is completed and the Plan finalized in time to meet the initial submission deadline of March 15, 2017, the schedule does not allow for the additional time for the draft Plan to be approved by the various FRWDB Committees and Councils and the FRWDB prior to being released for public comment. Therefore, FRWDB staff is requesting that the Executive Committee authorize staff to release the draft Plan as reflected in the attached timeline.

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. Begin Drafting Local Plan	FRWDB Staff	7/1/2016
2. Regional Planning Meeting	Regional Partners	7/15/2016
3. Finalize Initial Local/Regional Plan Draft	FRWDB Staff/Regional Partners	7/18/2016 to 9/7/16
4. Release for Public Comment	FRWDB Staff	9/12/16 to 10/13/16
5. Finalize Draft Local/Regional Plan and compile Public Comments	FRWDB Staff/Regional Partners	9/11/16 to 12/31/16
6. Adult Council Approval	FRWDB Adult Council	1/26/17
7. B&I Committee Approval	FRWDB B&I Committee	2/1/17
8. Youth Council Approval	FRWDB Youth Council	2/16/17
9. FRWIB Approval	FRWDB	3/1/17
10. Submit Unsigned Plan to State Board	FRWDB Staff	3/15/17
11. Fresno County Board of Supervisors (BOS) Approval	Fresno County BOS	4/17
12. Fresno City Council Approval	Fresno City Council	4/17
13. Signatures	FRWDB Staff	4/17 to 5/17
14. FEDEX to State (deadline June 1, 2017)	FRWDB Staff	5/26/17

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	7
MEETING DATE:	July 20, 2016
ACTION:	RECOMMEND TO APPROVE

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TO: Executive Committee
FROM: Phyllis Stogbauer, Deputy Director of Program Services
SUBJECT: Five County Craft Path Project Contract Award

RECOMMENDATION:

Approve the allocation and award of additional funding in the amount of \$300,000 for the Five County Craft Path Project.

REASON FOR RECOMMENDATION:

In partnership with five (5) counties, the Fresno Regional Workforce Development Board (FRWDB) was awarded a grant through the California Workforce Development Board (CWDB), funded through the Proposition 39 Clean Energy Job Creation funds, for an initial amount of \$550,000 in Program Year 2014-2015. The purpose of the grant is to provide training to unemployed and underemployed clients (focusing on at-risk youth, veterans, disadvantaged job seekers, and the long-term unemployed) across the five (5) county areas of Fresno, Kings, Madera, Merced and Tulare counties. Partnering on this project are all five (5) local Workforce Development Boards (WDBs) that serve these five (5) counties, i.e., the FRWDB, Kings County Job Training Office, and the Madera, Merced and Tulare County WDBs.

Additionally, the Fresno Madera Tulare Kings Building Trades Council, the Building Trades Council serving Merced County, and four (4) community colleges (West Hills Community College District, State Center Community College District, Merced Community College District and the College of the Sequoias Community College District) are also partners on this five (5) county project, as are the Community Action Partnership of Madera County, Community Services and Employment Training, Fresno Economic Opportunities Commission, and the Kings Community Action Organization, Inc.

With the initial funding, the Five County Craft Path Project trained six (6) cohorts drawn from each of the counties partnered with for this grant application.

The state has awarded the FRWDB an additional \$300,000 to train an additional 66 participants in the pre-apprenticeship program. In working with the partners, Merced County WDB has the capacity to train an additional 44 participants and the Central Labor Council Partnership will serve the remaining 22 participants. Therefore, FRWDB staff is requesting that the Executive Committee recommend funding allocations as follows:

FRWDB Administrative Services	\$ 30,000
Fresno Madera Tulare Kings Building Trades Council	\$184,800
Merced County Workforce Development Board	\$ 56,800
Fresno Supportive Services Pool	<u>\$ 28,400</u>
Total	\$ 300,000

FRWDB staff has begun the contracting process to ensure contracts are in place in the timeframe required to meet the grant implementation timeline.

FISCAL IMPACT:

Approval of this item will allocate \$300,000 of Proposition 39 funds from the State of California as follows: \$30,000 to the FRWDB administrative budget and \$270,000 for contractual services and customer pools.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	8
MEETING DATE:	July 20, 2016
ACTION:	RECOMMEND TO APPROVE

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TO: Executive Committee

FROM: Christine Nutting, Deputy Director of Business Services

SUBJECT: Renewal of Human Resource Hotline and Business Workshops Contract

RECOMMENDATION:

Recommend the Fresno Regional Workforce Development Board (FRWDB) approve a contract renewal in the amount not to exceed \$20,000 to Sierra HR Partners to provide Human Resource (HR) Hotline and Business Leadership Workshops for Program Year (PY) 2016-2017.

REASON FOR RECOMMENDATION:

The initial contract for the HR Hotline and Business Workshops was procured and awarded to Sierra HR Partners in 2014. The terms of the procurement allowed for an initial contract for PY 2014-2015 with the option to renew for an additional four (4) years based on performance and availability of funds.

Sierra HR Partners has successfully met all of the required deliverables and performance requirements under the contract. From July-March, PY 2014-2015, they conducted 9 workshops with an average satisfaction score of 97.2%. The hotline received 78 calls over the same timeframe.

Therefore FRWIB staff is recommending that Sierra HR Partners be awarded contract renewals for PY 2016-2017, in the amount of up to \$20,000.

FISCAL IMPACT:

Approval of this item will allocate \$20,000 of Workforce Innovation and Opportunity Act administrative funds for Program Year 2016-2017.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	9
MEETING DATE:	July 20, 2016
ACTION:	INFORMATION

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TO: Executive Committee
FROM: Blake Konczal, Executive Director
SUBJECT: Second Quarter Community Events

INFORMATION:

The following event will occur in the second quarter of Program Year 2016-2017:

October	Fresno Chamber of Commerce Eggs & Issues Breakfast	Two (2) tickets to event.	Included in membership
November	Fresno Chamber of Commerce Ag Awards Luncheon	Four (4) VIP tickets and recognition on promotional materials	Included in membership

FISCAL IMPACT:

Funds have been budgeted in the Fresno Regional Workforce Development Board Agency Budget to attend these events.

FRESNO REGIONAL WORKFORCE INVESTMENT BOARD

AGENDA ITEM:	10
MEETING DATE:	July 20, 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: Director's Quarterly Update

INFORMATION:

Updates will be provided on various subjects.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	11
MEETING DATE:	July 20, 2016
ACTION:	DIRECT

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TO: Executive Committee
FROM: Paul Bauer, Chair
SUBJECT: Referral of Agenda Items to Other Committees

RECOMMENDATION:

Discuss and direct staff regarding the referral of agenda items from this meeting to one or more of the other standing committees of the Fresno Regional Workforce Development Board.

REASON FOR RECOMMENDATION:

This item is intended to allow the Executive Committee to collectively decide which of the items you just discussed should be referred to another committee(s) and the reason they are being referred (information, action, etc.).