



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Workforce Development Board

March 6, 2019 @ 4:00 p.m.
Council of Fresno County Governments
2035 Tulare Street – 2nd Floor
Sequoia Room
Fresno, CA 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 PHONES OR PUT ON VIBRATE

1. ROLL CALL
2. COMMENTS BY FRWDB CHAIR AND/OR EXECUTIVE STAFF
3. AGENDA CHANGES: REMOVAL OF ITEMS OR EMERGENCY ADDITIONS
4. ABSTENTIONS/RECUSALS/DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST
5. PUBLIC COMMENT

Item #	Description	Presenter	Enclosure	Action	Page #
6.	Update on Fresno Regional Workforce Development Board Sponsored Trainings	Konczal	Yes	Information	5
7.	Committee Reports Adult Council – Jeff Hensley Business and Industry Committee – Lydia Zabrycki Youth Council – Dennis Montalbano		No	Information	--
8.	Approval of the December 5, 2018, Meeting Minutes	Konczal	Yes	Approve	7
9.	Fresno Regional Workforce Development Board Procurement Policy	Konczal	Yes	Approve	12
10	America's Job Center of California Partner Memorandum of Understanding	Konczal	Yes	Authorize	35
11.	January 2019 Financial Report	Konczal	Yes	Accept	37

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

Disabled individuals and individuals who are limited English proficient who need special assistance to attend or participate in this meeting may request assistance by contacting the Fresno Regional Workforce Development Board, at 2125 Kern Street, Suite 208, Fresno, California, or by calling (559) 490-7100. Every effort will be made to reasonably accommodate individuals with disabilities or who are limited English proficient by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance of the meeting.

Item #	Description	Presenter	Enclosure	Action	Page #
CONSENT ITEMS					
12.	Approve Consent Items (A1 through C8). <i>Items pulled from consent will be handled with the other regular items at the end of the agenda, including any information items that are pulled.</i>			Approve	
<u>CONSENT ITEMS SUBMITTED BY ADULT COUNCIL</u>					
A1	Professional Driver Training Cap	Stogbauer	Yes	Approve	43
A2	Transfer of Dislocated Worker Program Funds to the Adult Program	Stogbauer	Yes	Approve	44
A3	Construction Pre-Apprenticeship Pipeline for Ex-Offenders	Stogbauer	Yes	Approve	45
A4	Fourth Quarter On-the-Job Training Report for Program Year 2017-2018	Stogbauer	Yes	Accept	46
A5	First and Second Quarters On-the-Job Training Report for Program year 2018-2019	Stogbauer	Yes	Accept	47
A6	Fourth Quarter Local Performance Results Reports for Program Year 2017-2018	Stogbauer	Yes	Accept	48
A7	First Quarter Local Performance Results Reports for Program Year 2018-2019	Stogbauer	Yes	Accept	55
A8	Fourth Quarter Providers of Services' Monitoring Report for Program Year 2017-2018	DeWitt	Yes	Accept	62
A9	First and Second Quarters Providers of Services' Monitoring Report for Program Year 2018-2019	DeWitt	Yes	Accept	64
A10	Fourth Quarter Providers of Services' Customer Complaint Report for Program Year 2017-2018	DeWitt	Yes	Accept	67
A11	First and Second Quarters Providers of Services' Customer Complaint Report for Program Year 2018-2019	DeWitt	Yes	Accept	68
A12	Fourth Quarter Job Seeker Customer Satisfaction Report for Program Year 2017-2018	DeWitt	Yes	Accept	70
A13	First and Second Quarters Job Seeker Customer Satisfaction Report for Program Year 2018-2019	DeWitt	Yes	Accept	73
CONSENT ITEMS SUBMITTED BY BUSINESS AND INDUSTRY COMMITTEE					
B1	Employer Customer Satisfaction Report	Cherkaski	Yes	Accept	77
CONSENT ITEMS SUBMITTED BY YOUTH COUNCIL					
C1	Ratification of New Youth Council Member	Konczal	Yes	Ratify	80

Item #	Description	Presenter	Enclosure	Action	Page #
C2	Board Approved Local Training Providers	Stogbauer	Yes	Approve	81
C3	Youth Program Rebranding	Stogbauer	Yes	Approve	97
C4	First Quarter Local Performance Results Report for Program Year 2018-2019	Varela	Yes	Accept	98
C5	Second Quarter Local Performance Results Report for Program Year 2018-2019	Varela	Yes	Accept	104
C6	Second Quarter Youth Satisfaction Report for Program Year 2018-2019	DeWitt	Yes	Accept	110
C7	Second Quarter Providers of Services' Monitoring Report for Program Year 2018-2019	DeWitt	Yes	Accept	112
C8	Second Quarter Providers of Services' Customer Complaint Report for Program Year 2018-2019	DeWitt	Yes	Accept	114

NON-CONSENT ITEMS

13.	Fourth Quarter Community Events	Konczal	Yes	Information	116
14.	Information Sharing	WDB Members	No	Discussion	--
15.	Agenda Items for June 5, 2019, Meeting	Konczal	No	Discussion	--
16.	Meeting Feedback	Konczal	No	Discussion	--

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
2018 ATTENDANCE RECORD**

Directors	3/7/2018	6/6/2018	9/5/2018 Canceled	12/5/2018
Lenora Lacy Barnes	A	P	XX	A
Paul Bauer	P	P	XX	P
Andreas Borgeas	A	A	XX	--
Raine Bumatay	P	A	XX	P
Tony Canales	P	A	XX	P
Lee Ann Eager	P	P	XX	P
Fely Guzman	P	P	XX	A
Jeffrey Hensley	P	P	XX	P
Ron Hicks	P	P	XX	A
Araceli Holland	A	A	XX	A
Richard Keyes	P	A	XX	P
David Mercer	A	P	XX	A
Scott Miller	P	P	XX	P
Dennis Montalbano	P	P	XX	A
Delfino Neira	A	P	XX	A
Tommie Nellon	P	P	XX	P
Joe Olivares	P	P	XX	P
Tom Richards	A	A	--	--
Chuck Riojas	P	P	XX	P
Smita Rouillard	A	P	XX	--
Esmeralda Soria	--	P	XX	A
Vasili Sotiropulos	P	A	XX	P
Shelly Tarver	P	P	XX	A
Stuart VanHorn	P	A	XX	P
Lydia Zabrycki	P	P	XX	P
Ken Price (Counsel)	P	P	XX	P

P = Present

A = Absent

-- = Not a Member at Time of Meeting

* = Special Meeting

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	6
MEETING DATE:	March 6, 2019
ACTION:	INFORMATION

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

TO: Fresno Regional Workforce Development Board
FROM: Blake Konczal, Executive Director
SUBJECT: Fresno Regional Workforce Development Board Sponsored Trainings

INFORMATION:

Blake Konczal will provide an overview of the Fresno Regional Workforce Development Board's currently sponsored trainings.

ATTACHMENT:

Training Calendar

2019 Trainings Offered by FRWDB

Training	Training Provider	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	
Drug & Alcohol Counselor	Fresno City College	8/13/2018-5/31/2019													8/12/2019-5/22/2020									
Youth Manufacturing	FCC & RC	8/13/2018-6/2019													8/12/2019-5/22/2020									
Solar Installation	GRID Alternatives								3/18 - 4/19															
Wastewater Treatment	The Water School								3/9/2019 - 4/18/2020															
Hazwoper 40	Laborers								4/22-4/26															
Supply Chain	Fresno City College								3/19/2019-6/21/2019															
Gateway to Pre-Apprenticeship	FMKT BTC							2/4-2/22																
Multi-Craft Pre-Appretniceship	FMKT BTC								3/4-4/12/2019	5/13/19-6/21/19				8/19-9/19										
Heavy DutyTruck Mechanic	Reedley College													8/12/2019-5/22/2020										
Computer Aided Manufacturing	Fresno City College						1/14/2019-10/9/2019																	
New Mechatronics	Clovis Community													8/12/2019-5/22/2020										

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	8
MEETING DATE:	March 6, 2019
ACTION:	APPROVE

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

TO: Fresno Regional Workforce Development Board
FROM: Blake Koniczal, Executive Director
SUBJECT: Approval of the December 5, 2018, Meeting Minutes

RECOMMENDATION:

Approve the minutes of the December 5, 2018, meeting of the Fresno Regional Workforce Development Board.

ATTACHMENT:

December 5, 2018, Meeting Minutes

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Workforce Development Board
December 5, 2018 @ 4:00 p.m.

SUMMARY MINUTES

The meeting was called to order at 4:06 p.m.

ROLL CALL: PRESENT – Paul Bauer, Raine Bumatay (arrived 4:12 p.m.), Tony Canales, Lee Ann Eager, Jeff Hensley, Richard Keyes (arrived 4:12 p.m.), Scott Miller, Tommie Nellon (arrived at 4:08 p.m.), Joe Olivares, Chuck Riojas, Vasili Sotiropulos, Stuart Van Horn, Lydia Zabrycki, and Legal Counsel Ken Price.

ABSENT – Lacy Barnes, Fely Guzman, Ron Hicks, Araceli Holland, David Mercer, Dennis Montalbano, Delfino Neira, Esmeralda Soria, and Shelly Tarver.

COMMENTS BY FRWDB
CHAIR AND/OR
EXECUTIVE STAFF: None.

AGENDA CHANGES:
REMOVAL OF ITEMS OR
EMERGENCY ADDITIONS: None.

ABSTENTIONS/
DISCLOSURES OF
POTENTIAL CONFLICTS
OF INTEREST/
RECUSALS: Stuart VanHorn – Item B4.

PUBLIC COMMENTS: None.

Item	Description/Action Taken
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6. Overview of Fresno Regional Workforce Development Board Budget and Contractors

Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB) shared that at the last Executive Committee meeting, there was a discussion about how to make the FRWDB meetings more meaningful and interesting. It was stated that it was helpful in the past when there was an overview of the FRWDB budget provided at the meetings. It was also mentioned that it would be good to hear from the Service Providers themselves rather than just review the quarterly Service Providers reports. In light of this discussion, both a budget overview and reports from the FRWDB's Adult/Dislocated Worker and Youth Services Providers were presented to the FRWDB.

Director Nellon arrived (4:08 p.m.)

Mr. Konczal explained that the FRWDB's budget this year is just over \$18 million. He contrasted that with the \$63 million budget the FRWDB had just 16 years ago. Although a difficult process, the budget cuts over these years and the resulting staff reductions have made the FRWDB a very efficient organization with a great staff and good policies.

Directors Bumatay and Keyes arrived (4:12 p.m.)

QUORUM REACHED

Mr. Konczal invited the Adult/Dislocated Worker Service Providers to the podium one at a time to provide an overview of their service areas and information about the Adult and Dislocated Worker clients they serve. FRWDB staff then presented a video highlighting an Adult Participant Achievement Award winner, Orlando King, who, after being served through Workforce Connection, obtained a position with MB Technology. Director Hensley asked if Mr. King is still employed and if his employment is subsidized. Mr. Konczal stated that Mr. King is still employed and that his employment is unsubsidized. Mr. Konczal noted that the US Department of Labor (DOL) only credits the FRWDB when the final outcome for a client is unsubsidized employment and added that the DOL views subsidized employment as a training activity.

Mr. Konczal then invited the Youth Service Providers to each provide an overview of their Youth program clients and some of the services provided to this population. Director Van Horn asked about Work Experience (WEX) and whether youth receive academic credit when the WEX is connected to a local community college. Jeff Davis, Director of Employment and Training Services, Fresno Economic Opportunities Commission, stated that there is not any college credit associated with these types of WEXs.

Mr. Konczal noted that the upper age range for Youth now overlaps with the lower age range for Adults, which give the FRWDB and its Service Providers the discretion to co-enroll clients in both Adult and Youth programs. He asked the Youth Service Providers if they wanted to comment about the transition mandated by the DOL to focus on In School youth rather than Out of School Youth, as it was previously. Mr. Davis indicated that although there were challenges, he said that FRWDB staff was very helpful with the transition and started preparing the Service Providers a year before the implementation date.

FRWDB staff then presented a video highlighting a Youth Participant Achievement Award Winner, Ricky Vasquez, who obtained a job at Riley's Brew Pub after receiving services and training through Workforce Connection.

This was an information item.

7. **Committee Reports**

Adult Council: Director Hensley reported that the Adult Council (Council) met on October 25th, but because they did not have a quorum, were unable to take action on any of the items on their agenda. The Council did hear and discuss the information items on the agenda and reviewed the standing quarterly reports, although they were not able to recommend them to the FRWDB for acceptance. Nuvia Varela, Adult and Youth Program Manager, FRWDB, presented a video highlighting the Adult Outstanding Achievement Award winner, and explained that the FRWDB's targeted sector programs have been designed specifically so that participants are trained around the skills identified by business leaders in that sector. Ka Xiong, Special Projects Program Coordinator, FRWDB provided the Council with an update on the EPA grant where almost \$200,000 has been used to train more than 70 unemployed clients in a variety of different Hazmat cleanup situations. Director Hensley stated that there was a discussion about the importance of board member participation on the Councils and how critical is it to have the members engaged to be able to best address unique workforce issues.

Business and Industry Committee: Director Zabrycki reported that in her absence, Director Joe Olivares chaired the November 7th Business and Industry Committee (B&I), but that they also did not have a quorum. Ms. Varela presented two (2) short videos showcasing the Outstanding Business Achievement Award winners West Care Foundation for the Adult program and Quality Concessions for the Youth program. Mr. Konczal introduced Erik Cherkaski, the FRWDB's new Business Services Center (BSC) Manager and Mr. Cherkaski provided an overview of the activities that occurred at the BSC over the last quarter.

Shawna Glazener, Business and Workforce Consultant (BWC), FRWDB, provided an update on the new distribution centers in Fresno County (the Amazon Fulfillment Center, the Ulta Distribution Center and Gap, Inc.'s expansion project), and how the FRWDB has been instrumental in assisting these companies with recruitments. The B&I heard a presentation from Chris Pitts, who is the TSC Solution Leader for the Amazon Fulfillment Center and he stated that the FRWDB, through Workforce Connection, was able to assist them in processing up to 2,500 job seekers for jobs at their facility. Martha Espinosa, FRWDB BWC, provided the Rapid Response report for a two (2) quarter period where 19 companies that were either downsizing or closing and provided information to 75 of the 597 affected employees.

Ms. Zabrycki concluded the report by talking about the Fresno County Digibus, which the FRWDB has used to hold onsite Rapid Response orientations for companies who cannot hold meetings for their employees for one reason or another.

Executive Committee: Chair Bauer reported that the Executive Committee (Committee) met on October 17th, at which time they accepted the August 2018 Agency Budget and Expenditures Report and August 2018 Financial Report. The Committee also recommended that the FRWDB approve the Rapid Response Funding Pool in the amount of approximately \$420,000, which included some carryover. The Committee had a discussion about the format of the FRWDB meetings and several of the recommendations from that discussion were implemented at today's meeting. The Committee had an update on the SB1 application the FRWDB will be submitting on behalf of valley Workforce Development Boards. Funds under SB1 will be awarded in January 2019. The Committee also received an update by Mr. Konczal on the dead trees project. Mr. Konczal explained that the FRWDB applied for funds through CalFire to train individuals and then to actually fell dead trees. The application was denied because the CalFire funds were only to be used to cut down the trees, not for training. Mr. Konczal noted this is an item that he will be taking to Washington DC on the One Voice trip in the spring.

Chair Bauer reported that Mr. Konczal had been elected as Treasurer for the California Workforce Association, and was also appointed to serve on the Board of Directors for Focus Forward. Chair Bauer concluded the update by announcing that Director Smita Rouillard had submitted her resignation to the FRWDB as she had accepted a position with Kaiser outside of Fresno. Mr. Konczal noted that with the election of Director Borgeas as State Senator, he also submitted his resignation to the FRWDB.

Youth Council: In Director Montalbano's absence, Director Sotiropulos provided the Youth Council update.

Director Sotiropulos indicated that the Youth Council met on November 15th, where they had a presentation from Jose Espinosa, Program Coordinator of the Youth Leadership Institute, on the research conducted on training and employment for youth in Fresno. Some of the findings included a list of the top five (5) career choices for youth, and that there were not always job opportunities available at the end of trainings. Mr. Konczal asked Mr. Espinosa to come back to present at a future Council meeting when there is more data available to see how the FRWDB can help. FRWDB staff presented the Youth Outstanding Achievement Award winner video, which the Council enjoyed seeing.

The Council unanimously approved the Program Year 2018-2019 Youth Program funding recommendations, and recommended that the FRWDB approve the WIOA Regional/Local Plan Two Year Modification and the FRWDB Drug Screening Guidelines for Training-Level Services. The Council also reviewed the standing quarterly reports and then recommended that the FRWDB accept the reports.

This was an information item.

8. **Approval of June 6, 2018, Meeting Minutes**

RIOJAS/HENSLEY – APPROVED THE JUNE 6, 2018, MEETING MINUTES (UNANIMOUS).

9. **October 2018 Financial Report**

Mr. Konczal presented the October 2018 Financial Report for acceptance, noting that all grant expenditures were within the forecast and FRWDB staff had no concerns. The Directors had no questions regarding the Financial Report.

EAGER/ZABRYCKI – ACCEPTED THE OCTOBER 2018 FINANCIAL REPORT (UNANIMOUS).

10. **Approval of Consent Item (A1 – B10)**

KEYES/RIOJAS – APPROVED CONSENT ITEMS A1 – B10 (UNANIMOUS, WITH THE RECUSAL NOTED ABOVE).

11. **Third Quarter Community Events**

Mr. Konczal stated that the FRWDB would be attending the Fresno Economic Development Corporation's BEAR Breakfast in January and the Chamber of Commerce's Annual Installation Dinner, also in January.

This was an information item.

12. **Information Sharing**

Director Zabrycki stated that her engineering group held their holiday party at The Library, which is a speakeasy that is located above Detention Billiards in the Tower District. She indicated it is a nice venue and encouraged the Directors to visit if they have not already done so.

13. **Agenda Items for March 6, 2019, Meeting**

Mr. Konczal stated that he will bring an overview of the different types of training the FRWDB is doing next year in partnership with Fresno City College and West Hills Community College.

14. **Meeting Feedback**

None.

The meeting was adjourned at 5:30 p.m.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	9
MEETING DATE:	March 6, 2019
ACTION:	APPROVE

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

TO: Fresno Regional Workforce Development Board
FROM: Blake Konczal, Executive Director
SUBJECT: Fresno Regional Workforce Development Board Procurement Policy

RECOMMENDATION:

Approve Fresno Regional Workforce Development Board's updated Procurement Policy.

REASON FOR RECOMMENDATION:

As outlined in the Workforce Innovation and Opportunity Act, Public Law 113-128, Sec. 184, Fiscal Controls; Title 2 Code of Federal Regulations (CFR) Part 200, Uniform Administration Requirements, Sec. 200.318, General Procurement Standards; and the State of California Employment Development Department directive WSD 17-08, Procurement of Equipment and Related Services, the FRWDB is required to have procurement procedures to ensure compliance with state and federal requirements.

The previous policy was developed in 2003, and while it was maintained as various changes were made over the years, was in need of restructuring and enhancements to remain in compliance with the new directives.

FRWDB staff has revamped the previously approved Procurement Policy to be in compliance with these new requirements.

ATTACHMENT:

Local Procurement Policy



Local Procurement Policy

Table of Contents

Section I – Introduction	3
A. Controlling Legislation – Federal, State, and Local Requirements	3
Section II – General Guidelines and Provisions	4-7
A. Responsibility	4
B. Applicability.....	4-5
C. Approval	5
D. Standard of Conduct and Conflict of Interest	5-6
E. Documentation	6
F. Sub-recipient and Vendor Distinctions.....	6
G. Request for Concept Papers	6
H. Right to Reject Proposals, Finalize and Establish Agreement Deadlines.....	6-7
Section III – Procurement Methodologies	8-16
A. Micro-Purchase	8
B. Small Purchase	8-9
C. Competitive Proposals.....	9-15
1. Invitation for Bids (Sealed Bid)	
2. Request for Proposals	
D. Noncompetitive Proposals (Sole Source)	15-16
Section IV – Cost or Price Analysis	17
A. Cost Analysis	17
B. Price Analysis	17
Section V – Prior Approval	18
Section VI – Protests, Appeals and Grievances	19
A. Protest/Appeals Process	19
B. Grievances	19
Section VII – Other Requirements	20-22
A. Services for WIOA Participants	20
B. Contracted Vendor Services	20
C. Debarred Parties	20
D. Lobbying	20
E. High-Risk Sub-recipient	20-21
F. Additional General Procurement Policy Requirements	21
G. Required Contract Clauses.....	21-22
Section VIII – Exhibits	
A. Procurement Method form	
B. Cost Analysis and Price Analysis Selection Tool	

SECTION I - INTRODUCTION

The purpose of these guidelines is to provide direction to employees and agents of the Fresno Regional Workforce Development Board (FRWDB) in conducting procurement and purchasing activities in compliance with federal and state procurement standards.

The FRWDB shall conduct all procurements in compliance with federal and state regulations governing the Final Rule of the Workforce Innovation and Opportunity Act (WIOA, or the Act). All provisions of the WIOA Final Rule became effective July 22, 2014. All WIOA-funded programs and activities must comply with applicable provisions in the Final Rule.

A. Controlling Legislation

1. WIOA (Public Law 113-128)
2. Title 2 *Code of Federal Regulations* (CFR) Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance)
3. Title 2 CFR Part 2900: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Department of Labor [DOL] Exceptions)
4. Title 20 CFR WIOA, "DOL; Final Rule"
5. Title 34 CFR WIOA, "Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule"
6. California State Contracting Manual, Subject: Chapter 5: "Competitive Bidding Methods" (April 2015)
7. Workforce Services Directive WSD16-10, Subject: Property - Purchasing, Inventory, and Disposal (November 10, 2016)
8. WSD16-05, Subject: *WIOA Closeout Requirements* (July 29, 2016)
9. WSD16-14, Subject: Selection of America's Job Center of California (AJCC) Operators and Career Services Providers (December 19, 2016)
10. WSD16-16, Subject: Allowable Costs and Prior Written Approval (February 21, 2017)

SECTION II - GENERAL GUIDELINES AND PROVISIONS

All procurement actions are to be conducted in a manner that provides for "full and open competition". Within the context of open competition, the following four (4) methods may be used to procure goods or services: small purchase; sealed bids; competitive proposals (request for proposal (RFP)); and non-competitive proposals (sole source). The type of purchase is generally determined by the "per transaction" value of the procurement and the type of goods or services being purchased. "Per transaction" is a single solicitation for a single item (e.g., copying machine), group of related items (e.g., office furniture), or a specified service (e.g., staff training). Purchases are not to be broken down into smaller components to avoid more stringent procurement requirements.

A. Responsibility

The Procurement Manager shall be responsible for developing and maintaining the actual processes and tools to be used to implement this Policy. The Executive Director is responsible for approving all procurement processes and updates. The FRWDB Board of Directors is responsible for approving this Policy.

The FRWDB, through the Procurement Manager, is responsible for drafting and distributing procurement documents, publishing the procurement notice, receiving the proposal documents, and coordinating with the respective department manager for the evaluation of the proposal documents. Depending on the goods or services being procured, the Procurement Manager may request information and/or assistance from, or delegate the procurement to, other FRWDB departments.

The department managers are responsible for providing to the Procurement Unit all information related to program design and/or bid specifications (including independent estimates), background, statement of work, evaluation factors, etc., in order to assist the Procurement Unit in preparing and drafting the procurement instrument and other related documents. The department managers are responsible for completing cost price analysis as required.

In those circumstances where the General Services and Information Technology departments have a need to procure services or products that fall under the small purchases limits of \$0 to \$149,999, as defined in Section III, Item A, Small Purchases (see page 8), those departments will be responsible for performing and documenting the procurement as outlined in this policy, subject to the review of the Procurement Manager.

B. Applicability

This Policy applies to all procurements of the FRWDB, the Fresno Area Workforce Investment Corporation (FAWIC), and its sub-contractors who are sub-recipients of federal funds.

The provisions in this Policy do not apply to the selection of training services paid through Individual Training Accounts (ITA) or On-the-Job Training (OJT) contracts. Procurement for these services is outlined in separate FRWDB procedures

C. Approval

The following table provides approval levels for the purchases of goods and services for amounts that are included in a budget approved by the FAWIC or FRWDB, e.g., FAWIC agency budget, or AJCC Budget:

Amount of Purchase	Staff Approval Levels
\$.01 to \$ 1,000	Department Manager
\$.01 to \$ 5,000 (IT or General Services Budgets only)	General Services Manager or Deputy Director of Information Systems
\$ 1,001 to \$ 49,999	FRWDB Executive Director for FAWIC and FRWDB budgets (except as noted above)
\$ 50,000 and over	FAWIC (for agency budget) or FRWDB (for all other budgets) Boards of Directors

All other purchases for goods and services over \$50,000 that are not included in an approved budget must be approved by the FRWDB Board of Directors (Board), subject to the veto authority of each Chief Local Elected Official serving on the FRWDB Board, if the matter is opposed by a majority of their respective governing board (Fresno County Board of Supervisors) or council (Fresno City Council).

D. Standard of Conduct and Conflict of Interest

All procurement activities are subject to the rules and regulations pertaining to the code of conduct and conflict of interest policies, including sanctions as prescribed by law, described in the FRWDB's policies and Operational Directives

All FRWDB staff, FRWDB Board members, and outside rating staff must not divulge, in advance, purchasing or specific proposal information. Procurement activities must be conducted in a confidential manner.

Confidentiality must be maintained for all procurements. All proposals and/or quotes submitted are securely handled and stored. FRWDB staff involved in any aspect of a procurement must not reveal or disclose information to anyone outside of the identified group involved in conducting the procurement, rating bids, and making contract award decisions. All information will remain confidential until the FRWDB has awarded and signed a contract with the awardee(s).

During the procurement process, unauthorized FRWDB staff or FRWDB Board members shall not communicate with bidders regarding the procurement. Authorized staff will be identified in each procurement and will be the primary point of contact for discussion or information pertaining to the procurement. Violation of this clause may constitute grounds for rejection by the FRWDB of the bidder's proposal.

Individuals in a decision-making capacity, including FRWDB Board members, are prohibited from engaging in any activity, including the award or administration of a contract, if they have a conflict of interest, as defined by law. Conflict of interest and nondisclosure policies and procedures are provided to all FAWIC employees, outside agency raters, and FRWDB Board members participating on procurement review teams. These individuals agree to abide by these policies and procedures by signing a "Conflict of Interest/Nondisclosure Statement". The original signed statements shall be maintained in the procurement file. Documentation for conflict of interest compliance for FRWDB Board members on any given procurement or contract award will be noted in the minutes of the FRWDB Board meeting.

E. Documentation

The original procurement file for Requests for Small Purchases, RFPs, Requests for Quotes (RFQs), Invitations for Bids (IFBs) and Non-Competitive Procurements will be maintained by the Procurement Manager, except as noted below.

Procurement records for small purchases (\$.01 to \$50,000) will be retained for a minimum of three (3) years following the submission of the final expenditure report for each procurement by the Fiscal department. Procurement Files for procurement activities over \$50,000 will be retained for the same period by the Procurement Manager.

F. Sub-recipient and Vendor Distinctions

A sub-recipient is a legal entity to which a sub-award of federal funds is made and that is accountable to another subrecipient or recipient for the use of the funds provided.

A vendor is a dealer, distributor, merchant or other seller providing goods or services that are required for the conduct of a federal program.

G. Request for Concept Papers

The FRWDB may request, at any time, concept papers to help identify innovative, custom, or unique employment and training activities, services, and programs, subject to the interest of the FRWDB and the availability of funds. If the FRWDB is interested in a further review, then the proposer will submit a full proposal and be subject to the conditions of the standard procurement process as described herein.

H. Right to Reject Proposals, Finalize and Establish Agreement Deadlines

The FRWDB will not pay for any costs incurred by the responding entities in the preparation of proposals, quotes, or bids.

The RFP, RFQ, or IFB does not commit FRWDB staff or FRWDB Committees/Councils to recommend approval of an agreement based solely on the highest score of the applicants or the lowest price, with reasonable justification.

The FRWDB reserves the right to:

1. Accept or reject any or all proposals received in response to the procurement;
2. Cancel, in part or in its entirety, the procurement;
3. Conduct a cost and/or price analysis of the proposed budget;
4. Add, delete, or amend the cost/price analysis as a part of the finalization process with the successful responsive entity. Items that may be included, include, but are not limited to:
 - a. Budget line items
 - b. Staffing patterns/cost of salaries
 - c. Overhead cost, to determine necessary and reasonable costs

The period of procurement for the RFP, IFB, or RFQ shall include the time, dates and activities, starting with the issuance of the procurement document to the time that an agreement is awarded, as indicated in the timetable. If an agreement has not been finalized by the deadline, the FRWDB staff reserves the right to recommend appropriate action to be taken. Action may include reissuing of the RFP, IFB or RFQ, recommending the next qualifying proposal or any other actions deemed reasonable or necessary as decided by FRWDB staff or FRWDB Board, as applicable.

Funds may not be spent until execution of a formal contract, agreement or formal purchase order (P.O.), where appropriate.

SECTION III: PROCUREMENT METHODS

For a transaction of less than \$150,000, the small purchase method may be used. However, the sealed bid (IFB) and RFP may also be selected if appropriate. **For transactions of \$150,000 or more, the sealed bid or competitive (RFP) proposal must be used.** Sole source, only where justifiable, can be used for a transaction of any amount.

A. Micro Purchase

Micro-purchases (purchases of \$1 - \$3,499): The Fiscal threshold set by Federal Acquisition Regulation Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold. To the extent practicable, FRWDB staff will distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if FRWDB staff considers the price to be reasonable. Micro Purchases are required to be documented to include justification for the purchase and the selection of the vendor. This justification is to be included with the purchasing documents.

B. Small Purchase

The State of California defines a Small Purchase as being less than \$150,000 in the aggregate. The following defines the documentation required for the specified dollar range:

Purchase Amount	Required Documentation
\$3,500 to \$49,999.99	Two (2) documented quotes
\$50,000.00 to \$149,999.99	Three (3) written quotes in response to an RFQ

For Small Purchases between \$3,500 and \$49,999: Two (2) or more documented quotes must be obtained. The documentation can include product or service catalogs, current price lists. Catalogs and price lists should be no more than one year old. The justification and quotes received are to be included with the purchasing documents.

For small purchases between \$50,000 and \$149,999: Three (3) written quotes and a RFQ are required. The RFQ should specify the quantity, time frames, and all the requirements of the product or service. Proposals must be solicited from vendors that can reasonably be expected to provide the goods or services needed. The identification of sources and solicitation of proposals must be supported by documentation. The RFQ must be provided in writing in one of the following methods: mail services; fax; email; or available for download and printing from the Fresno Regional Workforce Development Board website. The written response must be signed and dated by the vendor. For electronic-generated or emailed quotes may be considered signed and dated by an authorized vendor representative. The RFQ will state if electronic or emails proposals are acceptable.

Small Purchase Selection Basis: FRWDB staff will review the quotes according to the specifications of the requests or of the RFQ. For commodity goods or services, the general basis for selection is the lowest total price (excluding sales tax) if all other specifications are met; however, the selection of the lowest quote is not always required, with reasonable

justification. Qualifications of the vendor, availability of the goods or services, service, quality, and location are additional factors that could influence the procurement. The documentation must contain the basis for vendor selection. If the basis is something other than price, the documentation in the procurement file must describe the additional criteria for selection, the relevance of the criteria to the need and benefit, and the relative advantage of the offering from the selected vendor.

Proper documentation for a small purchase includes:

1. A description of the goods or services being purchased, including the quantity and any additional criteria used to determine the procurement decision, such as a copy of the RFQ.
2. All providers contacted/considered and the prices offered or formal quotes for purchases between \$3,500 and \$150,000.
3. Why the provider was selected, including how the provider met any additional criteria, and the price analysis. (FRWDB/FAWIC agenda item or Method of Procurement Form, as applicable)
4. Copy of the purchase document (sales receipt, contract, purchase order or agreement).
5. Small Purchases over \$50,000:
 - a. Method of Procurement form (Exhibit A)
 - b. Cost and Price Analysis form (Exhibit B)

If less than three (3) responsive quotes are received (for procurements between \$50,000 and \$150,000 (RFQ)), the solicitation will be considered a failed competition. The FRWDB then has the option to re-compete the procurement or to enter into a sole source procurement.

C. Competitive Proposals

1. Invitation for Bids (Sealed Bids)

Sealed bids are publicly solicited procurements for which a firm fixed-price award (lump sum or unit price), or other fixed-price arrangement, is awarded to the responding entities whose bid has conformed to all the requirements, terms, and conditions of the IFB, and is lowest in price. This method is appropriate when the desired goods and services to be provided can be specified and described with a high level of precision and completeness. The best examples are commodity-type goods or services that are widely available in the marketplace. Sealed bids will be used for purchases over \$150,000 that meets these criteria.

Once the sealed bid method has been determined as appropriate, an IFB will be developed, which shall include the following:

- a. Statement/Scope of Work;
- b. Service area, if applicable;
- c. Deadline for receipt of the IFB;
- d. Proposal submission checklist;

- e. Requirements for time, place, and methods or performance of service;
- f. Appeal process;
- g. Agreement clauses that outline what the proposers will be required to comply with and perform, in addition to the basic Statement of Work;
- h. Certifications, assurances, and representations (forms that the proposer will have to complete to affirm that it will comply with the regulatory requirements set by the United States Department of Labor (DOL), the State of California, the local governing bodies, and the FRWDB);
- i. Instructions on how to prepare and submit, at a minimum, the technical and cost/price analysis sections of the proposal. Other submissions may include proposal summary, statement of financial capability, and certification of the adequacy of the proposer's accounting system;
- j. Evaluation factors for the award including qualifying criteria;
- k. Solicitation provisions and the IFB calendar;
- l. The right of the FRWDB to reject any or all proposals when the proposal(s) is/are not responsive in providing the services as stated in the IFB. The specific reasons must be fully described and documented in the procurement file;
- m. The requirement of the signature of an appropriate official who is authorized to submit the proposal for the responding agency/entity, and their Board Resolution providing the name and title of the official with this authorization.

IFBs must incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured, identify all requirements that responding entities must fulfill, and all other factors to be used in evaluating bids.

The IFB will be publicly noticed for a minimum of two (2) consecutive days through local newspapers, local advertising, and trade papers that covers the entire service area, and sent to those listed on the FRWDB's prospective bidders' list and, upon request, all interested parties.

At the FRWDB's discretion, there may be a mandated Bidders' Conference, for bidders to ask questions of FRWDB staff pertaining to the IFB process and/or the Statement of Work. If a bidder does not attend the Bidders' Conference, any bid submitted will not be accepted.

Clarification of the IFB will be made by written addendum only. Only duly authorized FRWDB staff may discuss and/or prepare the addendum to the IFBs. Each entity that received an IFB and attended any mandatory Pre-Bid Conference may make a written request for an addendum. The FRWDB will not be responsible for any other explanation or interpretation. Written addendums will be emailed to all persons who have received an IFB.

Sealed Bid Selection Basis: All bids received at the time and place stated in the IFB will be publicly opened and reviewed for qualification or disqualification. Generally, circumstances under which bids will be rejected or disqualified are:

- a. The bid is not submitted on time,

- b. The bid does not meet all qualifying criteria, or
- c. The bidder does not meet all of the requirements/specifications of the IFB.

The bidder with the lowest price, and who has met the technical requirements of the solicitation, will receive the award. Notice of the award will be emailed to the successful bidder. Those bidders who were not accepted will also receive emailed notification of the award.

FRWDB staff shall negotiate and execute contracts with those entities whose proposals were approved for funding. These discussions will take place after final funding approval by the FRWDB Board. Discussions may center on such items as cost, program design, service levels, service by geographic locations and/or target populations, and miscellaneous clarifications.

If less than three (3) responsive bids are received, the solicitation will be considered a failed competition. The FRWDB then has the option to re-compete the procurement or to enter into a sole source procurement.

Proper documentation for sealed bids includes:

- a. The reason for selecting the sealed bid method (Method of Procurement Form).
- b. The estimate of the potential purchase price.
- c. A copy of the Public Notice.
- d. A copy of the IFB.
- e. Copies of all bids received.
- f. Determination of the responsibility of the bidder.
- g. Why the bidder was selected (FRWDB/FAWIC agenda item and minutes).
- h. Copy of the award document (FRWDB/FAWIC agenda item and minutes).
- i. Method of Procurement form (Exhibit A).
- j. Cost and Price Analysis form (Exhibit B).

2. Requests for Proposals – RFPs

RFPs are used when the purchase is in excess of the small purchase amount of \$150,000. This method is typically used when the nature of the goods or services to be acquired cannot be defined at the level of completeness and precision required by the sealed bid method, and specifically when factors other than price are important in the selection decision and either a fixed-price or cost-reimbursement agreement will be awarded.

Once the RFP method has been determined to be appropriate, an RFP will be developed. The RFP will include the following information, as applicable:

- a. Statement/Scope of Work.
- b. Service area, if applicable.
- c. Deadline for receipt of the RFP

- d. Proposal submission checklist.
- e. Requirements for time, place, and methods or performance of service;
- f. Appeal process.
- g. Agreement clauses that outline what the proposers will be required to comply with and perform, in addition to the basic Statement of Work.
- h. Certifications, assurances, and representations (forms that the proposer will have to complete to affirm that it will comply with the regulatory requirements set by the United States DOL, the State of California, the local governing bodies, and the FRWDB).
- i. Instructions on how to prepare and submit, at a minimum, the technical and cost/price analysis sections of the proposal. Other submissions may include proposal summary, statement of financial capability, and certification of the adequacy of the proposer's accounting system.
- j. Evaluation factors for the award and method for scoring the proposals, including qualifying criteria.
- k. Solicitation provisions and the RFP calendar.
- l. The right of the FRWDB to reject any or all proposals when the proposal(s) is/are not responsive in providing the services as stated in the RFP. The specific reasons must be fully described and documented in the procurement file.
- m. The requirement of the signature of an appropriate official who is authorized to submit the proposal for the responding agency/entity, and their Board Resolution providing the name and title of the official with this authorization.

At the discretion of the FRWDB, a draft Statement of Work for the services may be released for public comment. The public comment period will be defined by the FRWDB and may be extended as deemed necessary. The following process will be used for draft RFPs:

- a. Public meetings will be scheduled at appropriate locations to record the public comment.
- b. Once the public comment period has ended, the FRWDB will review the comments and make any changes to the RFP that the FRWDB deems necessary.
- c. A summary of the comments will be made, which will include the actual comment, whether or not the RFP was changed as a result of the comment and, if the RFP was not changed, the reason why.
- d. The RFP, with the summary of the comments, will be submitted to the appropriate FRWDB Committee/Council for recommendation to the FRWDB Board.
- e. Once the FRWDB Board approves the RFP, the RFP will be released and the process will continue as outlined further in these procedures and in the RFP.

The RFP will be publicly noticed for a minimum of two (2) consecutive days through local newspapers, local advertising, and/or trade papers that covers the entire service area, and sent to those listed on the FRWDB's prospective bidders' list and, to all interested parties upon request. The RFP and all addendums will also be available on the FRWDB website. A minimum of one (1) Pre-Bid Conference (Bidder's Conference) will be held for all

interested parties. These conferences are mandatory for those parties interested in submitting a proposal for consideration.

At the FRWDB's discretion, there may be a mandated Bidders' Conference, for bidders to ask questions of FRWDB staff pertaining to the RFP process and/or the Statement of Work. If a proposer does not attend the Bidders' Conference, any proposal submitted will not be accepted.

If any person planning to submit a proposal finds discrepancies in, or omissions from, the RFP or has any doubt to the true meaning or interpretation of any item, clarification may be requested in writing or email, from the contact person(s) listed in the RFP, by the deadline established in the RFP timeline. The person submitting the request will be responsible for its prompt delivery.

Clarification of the RFP will be made by written addendum only. Only duly authorized FRWDB staff may discuss and/or prepare the addendum to the RFPs. Each entity that received an RFP and attended a mandatory Pre-Bid Conference may make a written request for an addendum. The FRWDB will not be responsible for any other explanation or interpretation. Written addendums will be emailed to all persons who have received an RFP.

Proposals will be submitted to the FRWDB by the specified time and date listed in the RFP. The proposals will be time and date stamped upon receipt by FRWDB staff. Late proposals will be rejected and will not be considered for funding.

If less than three (3) responsive proposals are received, the applicable RFP will be considered a failed competition. The FRWDB then has the option to re-compete the procurement or to enter into sole source procurement.

All submitted proposals become the property and the official files of the FRWDB. The proposals will not be made public until after the agreement is signed by the FRWDB Board Chair. The FRWDB reserves the right to reject any and all proposals in response to the RFP.

RFP Selection Process: The proposal review process will include the following activities to ensure that the FRWDB procurement system meets required standards:

- a. All proposals will be screened for compliance with the WIOA, federal regulations, state policy, the Local FRWDB Five-Year Plan, and compliance with the specifications of the RFP.
- b. Awards will be made to organizations possessing the demonstrated ability to perform successfully under the terms and conditions of the proposed sub-grant or contract.
- c. Proposers may be invited to answer specific questions, at the discretion of the FRWDB. General presentations will not be permitted.
- d. All proposals will be reviewed, scored, and ranked. The selection of a proposal for contract award will be made through a two-phase process:

- i. Phase I: FRWDB staff will initially evaluate each proposal for acceptability, with emphasis placed on responsiveness to the RFP specifications; and
- ii. Phase II: A specialized rating team will evaluate for acceptability all proposals forwarded from FRWDB staff for consideration, with emphasis placed on the proposal's ability to meet the requested performance and costs that are reasonable, allowable, necessary, and competitive, as measured by the review of the line item budget, the program design, and comparison to all other proposals. Proposals will be scored on a 100-point scale and must receive a minimum rating of 70 points to be considered for funding.

At the discretion of the FRWDB, the Phase II point scale may be increased based on the complexity of the Scope of Services of any particular RFP. In these cases, the required minimum rating will be 70%.

The FRWDB may also conduct interviews and site visits of the proposer's site(s) as a result of the ranking of written applications.

Only those proposals that have met the minimum score threshold of 70 points will be considered for recommendation to the appropriate FRWDB Committee/Council or the FRWDB Board. Recommendations made to a FRWDB Committee/Council must be forwarded to the FRWDB Board. The FRWDB Board must approve all final awards, subject to the veto authority of each Chief Local Elected Official serving on the FRWDB Board, if the matter is opposed by a majority of their respective governing board (Fresno County Board of Supervisors) and council (Fresno City Council).

The bidder with the lowest price, and who has met the technical requirements of the solicitation, will receive the award. Notice of the award will be emailed to the successful proposer. Those proposers who were not accepted will also receive emailed notification of the award.

FRWDB staff shall negotiate and execute contracts with those entities whose proposals were approved for funding. These discussions will take place after final funding approval by the FRWDB Board. Discussions may center on such items as cost, program design, service levels, service by geographic locations and/or target populations, and miscellaneous clarifications.

Proper documentation for RFPs includes:

1. The reason for selecting the competitive proposal method.
2. The estimate of the potential purchase price.
3. A copy of the Public Notice.
4. A copy of the RFP.
5. Bidders' conference questions and answers.

6. Copies of all bids received.
7. The scoring criteria and the evaluation/scoring sheets for each proposal, including determination of the responsibility of the bidder and the cost analysis.
8. The public notice of intent to award (Evaluation Summary).
9. Why the bidder was selected (FRWDB/FAWIC agenda item and minutes).
10. Copy of the award document (FRWDB/FAWIC agenda item and minutes).
11. Method of Procurement form (Exhibit A).
12. Cost and Price Analysis form (Exhibit B).

D. Noncompetitive Procurements (Sole Source)

The FRWDB shall not allow the use of Sole Source procurement except under one of the following conditions (must be documented in the procurement file):

1. The item or service is available only from a single source;
2. A public emergency precludes delay;
3. The awarding agency (State of California Employment Development Department (EDD)) authorizes the specific noncompetitive procurement; or
4. After solicitation of a number of sources, competition is determined inadequate. This condition is only allowable after a competitive process has been used and there are insufficient bidders (fewer than three (3)).

Use of the Noncompetitive Procurement for public emergency reasons should be for goods, supplies, or services that will provide for the agency's immediate need to enable correction or to resolve the emergency. For long-term or on-going needs, one of the competitive procurement methods must be used.

A cost analysis is required for all Noncompetitive procurements. The reason for selecting the method along with the justification for the provider selection must be carefully documented and maintained in the contract/vendor file.

Proper documentation for Noncompetitive Procurements includes:

1. Completion of the "Method of Procurement" form (Exhibit A), Non-Competitive Proposal section, detailing the reason for selecting the sole source method, including why the procurement was infeasible under one of the other procurement methods and which of the additional sole source conditions the procurement met.
2. The estimate of the potential purchase price.
3. A copy of the RFQ/IFB/RFP for noncompetitive procurement.
4. A determination of the responsibility of the bidder.
5. A copy of the Price and Cost analysis form (Exhibit B).
5. Why the bidder was selected.
6. Copy of the award document.

No Sole Source contract will be signed and finalized until all procurement activities have been verified, documented and filed.

If the decision to Sole Source a procurement is the result of inadequate competition, the following areas of the RFQ, IFB, or RFP will be reviewed to ensure that the process was as competitive as possible and documented in the procurement file:

- The specifications to ensure they were not unduly restrictive or would favor the selection of one (1) supplier or service provider;
- The price or cost estimates to ensure that they are fair and reasonable; and
- The timetable to ensure that there was ample time in the planning process to publicize solicitations in newspapers and other sources.

If the Sole Source method was chosen due to a public emergency, a complete description of the emergency and the rationale for the Sole Source procurement must be documented in the procurement file.

FRWDB staff will document in the procurement file the conditions that required the Sole Source procurement. In all cases, FRWDB staff will determine that the costs for the program are necessary and reasonable as required by federal regulations and document the determination in the procurement file.

The Sole Source contract award must be approved by the FRWDB Executive Director, if under \$50,000. A Sole Source procurement in excess of \$50,000 must be approved by the FRWDB Board or the FRWDB Executive Committee.

SECTION IV – COST OR PRICE ANALYSIS

A Cost or Price analysis must be performed for all RFQ, IFB and RFP awards over \$50,000 and all non-competitive procurements. Additionally, the analysis will be performed at contract modifications of monetary contract terms and contract renewals. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, and an estimate may be required before receiving bids or proposals. The analysis will be documented in the procurement file.

Exhibit B is used to document this decision process.

An analysis of vendor prices shall be performed by comparing proposed prices to catalog or market prices of comparable products sold to the public or based on prices set by law or regulation.

A. Cost Analysis is the review and evaluation, element by element, of the cost estimate supporting a proposal for the purpose of pricing a contract. Unlike price analysis, which is required for all procurement, cost analysis is required when price analysis alone is not sufficient to determine that a price is fair and reasonable for a product or service. It is required when price competition is weak or where there is only one offeror. A cost analysis is required for all Non-Competitive procurement actions. Cost analysis must be conducted when:

1. The bidder is required to submit the elements of the estimated cost.
2. Adequate price competition is lacking.
3. For sole source procurement, including contract modification or change orders unless price reasonableness can be established on the basis of market price.

The Cost Analysis Worksheet must be completed and a copy must be maintained in the procurement file.

When acquiring equipment, a cost comparison between leasing and purchasing is to be completed. See Section V, Prior Approval, for additional requirements.

B. Price Analysis is the process of examining and evaluating a price without looking at the estimated cost elements and proposed profit of the offeror whose price is being evaluated. The sole purpose of price analysis is to determine if the final price is fair and reasonable. Recommended process for comparisons is:

1. Comparison of prices of competing offers and selecting best price.
2. Comparison of prior quotes and contracts for the same or similar requirements, taking inflation into account.
3. Comparison of offers to parametric estimates or benchmarks, e.g., dollars per square foot or cost per instructional hour.
4. Comparison of offers to an independent agency estimate.

The Price Analysis worksheet must be completed a copy must be maintained the contract file.

SECTION V – PRIOR APPROVAL

Written Prior Approval from EDD is required for equipment and related services under the following criteria:

- A. Procurements with a per-unit cost that exceeds \$5,000.
- B. Related procurements with cumulative costs that exceed \$5,000 within the same state fiscal year.
- C. Procurements resulting in improvements to land, buildings or equipment which exceed \$5,000.

See State Directive WSD 16-16, Allowable Costs and Prior Written Approval, for further details and procedures.

SECTION VI – PROTESTS, APPEALS and GRIEVANCES

A. Protest/Appeals Process

If an entity has submitted a proposal and is not recommended for funding during the review process, the entity may appeal the recommendation to the FRWDB. Protests/Appeals may not dispute the particular score received by the petitioning entity, or the scores assigned to a competing entity. The scores given by the rating panel are final and not subject to question by an appealing entity. An appealing entity may protest/appeal the recommendation of the evaluators if it can show that any substantial portion of the FRWDB-approved procurement process has not been followed.

Any protest/appeal must be submitted in writing to the FRWDB within five (5) working days of the posting of the preliminary award notification. All protests/appeals are to be addressed to the FRWDB Executive Director. Only protest/appeals, which cite the specific section(s) of the RFP that have been violated, will be considered. The FRWDB Executive Director will review all protests/appeals for merit. If the FRWDB Executive Director determines the protest/appeal has no merit, the FRWDB Executive Director will issue a determination letter. If the FRWDB Executive Director determines the protest/appeal has merit, the protest/appeal may be elevated to the appropriate FRWDB Committee/Council, and then to the FRWDB Board. Protests/appeals received after the established time frame will not be accepted.

The decision made by the full FRWDB Board as to which proposal(s) are funded will be final.

B. Grievances

Filing a formal grievance is the second step in the dispute resolution process available only after denial of a protest/appeal. The FRWDB Grievance Procedures are intended for a more formalized, comprehensive process usually involving legal representation by both parties. This process does not allow for resolution prior to contract award in accordance with the procurement timetable. In no event shall the filing of a grievance delay the procurement process in accordance with the timetable.

Grievances regarding procurement procedures may be made using the procedures outlined in the FRWDB's "WIOA Complaint and Hearing Procedures" available upon request and available on the FRWDB website. Contract awards will not be delayed pending the outcome of a formal grievance. The grounds for filing a grievance are limited to charges that the procedures specified in the procurement document, FRWDB policies, or that are required by law, have not been followed. The grievance shall set forth specific facts and evidence and specify which law, procurement procedure, or FRWDB policy has been violated. All grievance procedures must be exhausted at the FRWDB before proceeding with a grievance to the State Workforce Services Division.

SECTION VII – OTHER REQUIREMENTS

A. Services for WIOA Participants

Procurement of sub-recipients for services to WIOA participants will be performed once every five (5) years, following the appropriate procurement methodology, with the exception of the AJCC operator. Procurement for this service provider will be once every four (4) years. Renewal of the second, third, fourth, and (where applicable) fifth year of funding is contingent upon satisfactory performance in the prior years, as well as the availability of funds. If performance is not satisfactory, the service may be re-procured or awarded to the bidder with the next highest score.

B. Contracted Vendor Services

Procurement of vendor services will be procured at least once every five (5) years. At least annually, FRWDB staff will:

1. Conduct a cost/price analysis.
 - a. If that analysis determines that the services can be provided by another vendor at a lower cost, a procurement for these services will be conducted in accordance with this Procurement Policy.
 - i. In the event there is a tie between two (2) or more bidders, and at least one (1) of the bidders is a local business, the contract will be awarded to the local business. A local business is defined as a business that has a physical location in Fresno County.
2. Review each request for goods and services to avoid purchasing unnecessary or duplicate items.

C. Debarred Parties

The federal government prohibits awards to any party that is debarred. No recipient or sub-recipient shall make any awards, or permit any awards at any tier, to any party that is debarred or suspended, or is otherwise excluded from or ineligible for participation in federal assistance programs, in accordance with DOL regulations. All contracts and awards to vendors and/or sub-recipients, in excess of the small purchase threshold as defined in the following sections, shall include debarment certifications.

D. Lobbying

If an award is granted in excess of \$100,000, the subrecipient shall certify that no funds shall be used for lobbying.

E. High-Risk Sub-recipient

A sub-recipient may be considered "high-risk" if the FRWDB determines that the sub-recipient is otherwise responsible, but:

1. Has a history of unsatisfactory performance;
2. Is not financially stable;
3. Has a management system that does not meet standards set forth in 20 CFR Part 627;
4. Has not conformed to the terms and conditions of a previously awarded grant or sub-agreement; **or**
5. Is otherwise not responsible.

If the awarding agency determines that an award will be made to a high-risk sub-recipient, special conditions and/or restrictions shall correspond to the high-risk condition and shall be included in the award.

If the FRWDB determines that awards should be made to a high-risk organization, special funding restrictions that address the high-risk status may be included in the award. Restrictions may include, but are not limited to:

1. Payment on a reimbursement basis;
2. Withholding authority to proceed to the next phase until the receipt of evidence of acceptable performance within a given funding period;
3. Requiring additional, more detailed financial reports;
4. Additional project monitoring;
5. Requiring the grantee or sub-grantee to obtain technical or management assistance; **and/or**
6. Establishing additional prior approvals.

If the FRWDB decides to impose such funding restrictions, the sub-recipient will be notified in writing, as early as possible, of the following:

1. The nature of the funding restriction(s);
2. The reason(s) for imposing the funding restriction(s);
3. The corrective actions that must be taken before the funding restriction(s) will be removed;
4. The time allowed for completing the corrective actions; **and**
5. The method of requesting reconsideration of the funding restrictions imposed.

F. Additional General Procurement Policy Requirements

1. FRWDB will have procedures that promote the use of shared resources and other agreements for common goods and services, as well as the use of federal excess and surplus property wherever possible.
2. FRWDB will have procedures to utilize small, minority, or women owned business or labor surplus area firms whenever possible.
3. FRWDB will have procedures for analysis of lease versus purchase alternative to determine the most economical and practical procurement.

G. Required Contract Clauses

Contracts entered into by FRWDB may be fixed price or cost reimbursement, depending on the method of procurement and goods or services being procured. Each agreement funded by

federal funds must contain the following contract clauses referred to in Uniform Guidance Appendix II to Part 200, as appropriate:

1. All contracts in excess of the simplified acquisition threshold must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms. The clause must also provide for sanctions or penalties, as appropriate.
2. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-federal entity, including the process for exercising the clause and the basis for settlement.
3. Compliance with Equal Employment Opportunity provisions identified in 41 CFR Part 60.
4. Compliance with the Davis-Bacon Act (40 U.S.C. 3141–3144 and 40 U.S.C. 3141-3148) for prime construction contracts in excess of \$2,000.
5. Compliance with the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708) for contracts in excess of \$100,000 that involve the employment of mechanics or laborers.
6. Compliance with Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under Government Grants (37 CFR Part 401) for any small business or nonprofit organization.
7. Compliance with the Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387) for any contract in excess of \$150,000.
8. A provision requiring that contracts must not be issued for any entity listed on the Excluded Parties List System in the System for Award Management.
9. Compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) for contractors bidding over \$100,000.
10. Compliance with Section 6002 of the Solid Waste Disposal Act and 40 CFR part 247 for items in excess of \$10,000.
11. It should also be included in all applicable agreements that, regardless of the procurement method, anyone who provides WIOA services must abide by the WIOA equal opportunity and nondiscrimination provisions of Section 188 and 29 CFR Part 38.
12. The Uniform Guidance applied to all federal awards made on or after December 26, 2014. Therefore, beginning with WIOA Program Year 2015-16 funds, all sub-recipients of this funding must adhere to the Uniform Guidance, DOL Exceptions, and corresponding WIOA administrative requirements.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	10
MEETING DATE:	March 6, 2019
ACTION:	AUTHORIZE

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

TO: Fresno Regional Workforce Development Board

FROM: Blake Konczal, Executive Director

SUBJECT: America's Job Center of California Partner Memorandum of Understanding

RECOMMENDATION:

Authorize the Fresno Regional Workforce Development Board (FRWDB) Executive Committee to approve the FRWDB Workforce Innovation and Opportunity Act (WIOA) America's Job Center of California (AJCC) Memorandum of Understanding (MOU) boilerplate and the 2019 AJCC Infrastructure Funding Agreement (IFA), and authorize the FRWDB Chairperson to sign the individual Partner MOUs and applicable IFAs.

REASON FOR RECOMMENDATION:

WIOA Section 121 requires that local boards enter into MOUs with all mandated partners. The MOU process is comprised of two (2) phases.

Phase I defines and establishes the AJCC system, partnerships and shared services. MOUs are reviewed and renewed every three (3) years. This is the first renewal. This renewal will have minor changes to reflect changes and clarifications since the execution of the initial MOUs. The term of these MOUs will be July 1, 2019, through June 30, 2022.

Phase II establishes the IFA between the local board and the co-located partners for 2019. The purpose of the IFA is to share equitably in the infrastructure cost of running the One-Stop System. These IFAs also document the total costs of Career Services provided to the community across all of the Partners. These IFAs are required to be reviewed, renegotiated and renewed every year.

Due to the lead time requirements for securing the partners' signatures, the timing of the FRWDB quarterly meeting, and the lead time for submitting the MOUs to the Chief Local Elected Officials for approval, FRWDB staff is requesting that the FRWDB authorize the FRWDB Executive Committee approve the MOU boilerplate and the 2019 Infrastructure Funding Agreement at its April 17, 2019, meeting, for submission to the state by the June 30, 2019, deadline.

ATTACHMENT:

AJCC Partner MOU Timeline

AJCC PARTNER MOU July 1, 2019 to June 30, 2022

TIMELINE

#	Task	Start/End	Comments
1	Introduce plan for finalizing MOUs for 3 years Updates will be made to Sections: IX (by provider), XI, XV, Signature page, attachments	2/15/19	Kick-off Partner Meeting; MOUs do not include annual IFAs
2	Communicate with Partners not at meeting	w/e 2/21/19	Via email
3	Partners provide services updates to MOU	w/e 3/15/19	Via email
4	DeWitt to send out updated draft MOUs for review	w/e 3/22/19	Via email
5	Possible Interim Partner meeting	w/e 3/22/19	
6	DeWitt to send out final MOUs for Partner sign-off	3/29/19 to 5/1/19	Will send 3 copies for original signatures: 1 for partner, 1 for FRWDB, 1 for city; BOS will accept scanned copy.
7	FRWDB Executive Committee Approval of Partner MOU Template and IFA	4/17/18	
8	Partner sign-off due	5/1/19	3 originals with wet signatures;
9	FRWDB Chair sign-off	5/3/19	
10	County Board of Supervisors	5/10/19 for 6/4/19 meeting	Need 4 weeks before agenda date; can be concurrent with City
11	City Council Approval	5/17/19 for 6/13/19 meeting	Need 4 weeks before agenda date; can be concurrent with County
12	Execute MOUs to State	By 6/28/19	Hardcopy delivery to state board email copies to RA, state board

Section IX: Partner services to be provided

Section XI: AJCC Locations

Section XV: Cost Allocations to reflect current IFA timeline and reference IFA document

Signature Page: Need updated Partner signatory(ies)

Attachment I: AJCC Partners and Services Provided Summary

Attachment II: FRWDB and Partner Workforce Services Centers

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	11
MEETING DATE:	March 6, 2019
ACTION:	ACCEPT

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

TO: Fresno Regional Workforce Development Board
FROM: Blake Konczal, Executive Director
SUBJECT: January 2019 Financial Report

RECOMMENDATION:

Accept the attached Fresno Regional Workforce Development Board (FRWDB) January 2019 Financial Report.

REASON FOR RECOMMENDATION:

The attached charts display year-to-date financial information through January 31, 2019.

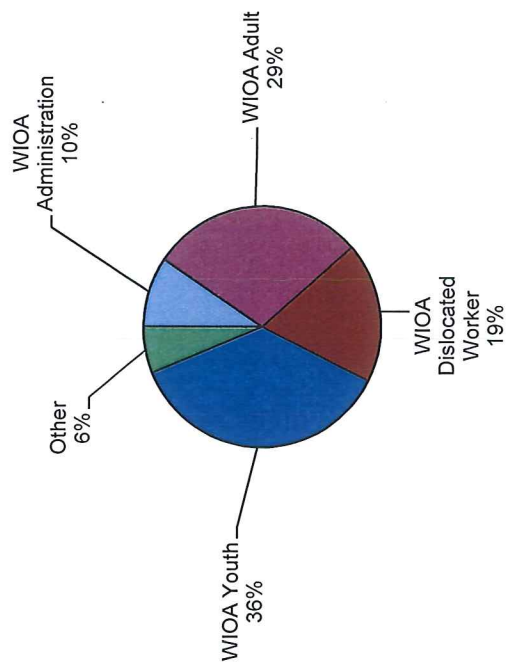
- Staff has no concerns with grant expenditures at this time.
- Proposition 39: On January 29, 2019, a budget modification was fully executed to decrease the dollar amount of the agreement by \$49,750.08 and to extend the term by six (6) months to June 30, 2019.
- CESELL – English Language Learner grant: On December 19, 2018, a budget modification was fully executed to decrease the dollar amount of the agreement by \$18,227. The grant ended December 31, 2018. It was 94.58% expended at \$178,056.

ATTACHMENT:

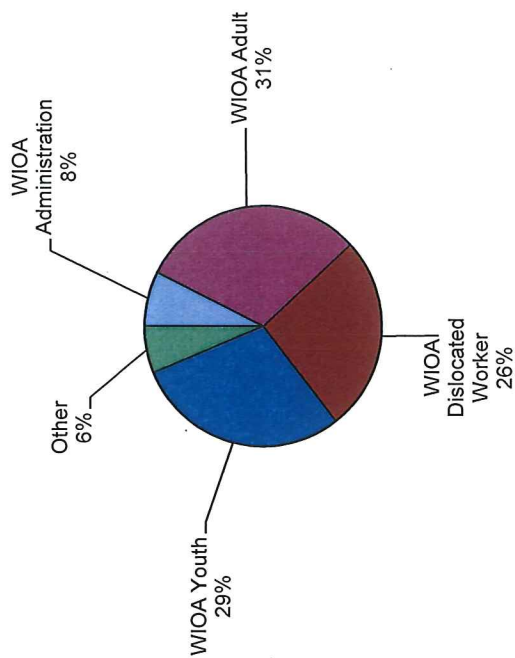
January 2019 Financial Report

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
 FINANCIAL REPORTS
 January 2019

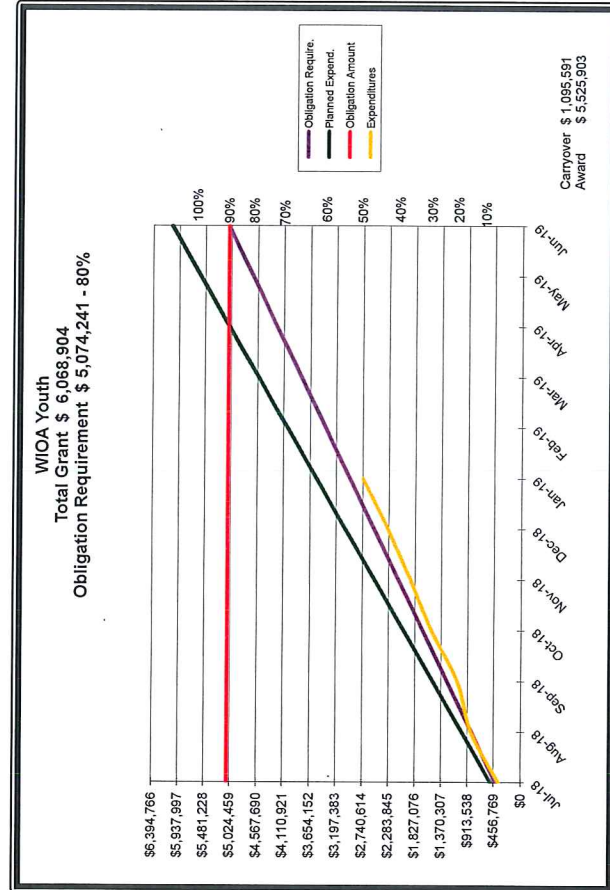
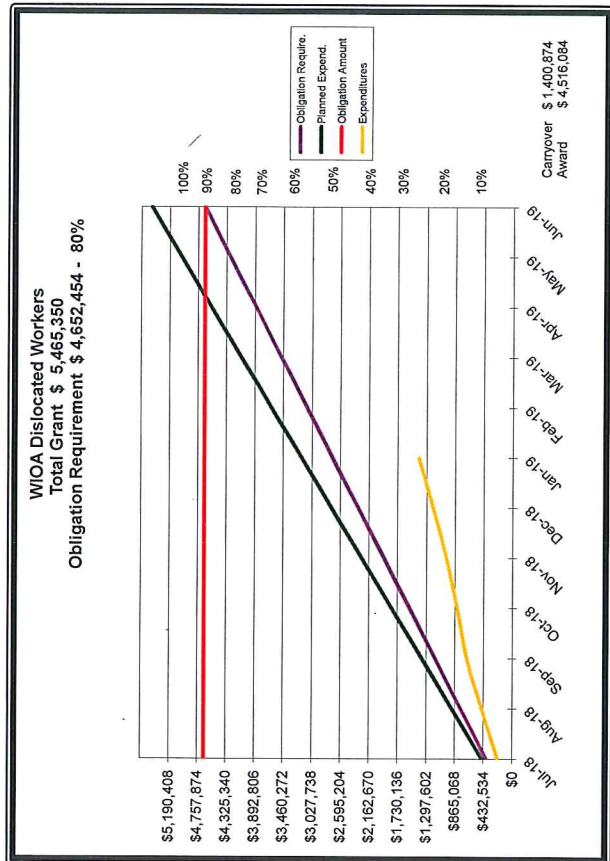
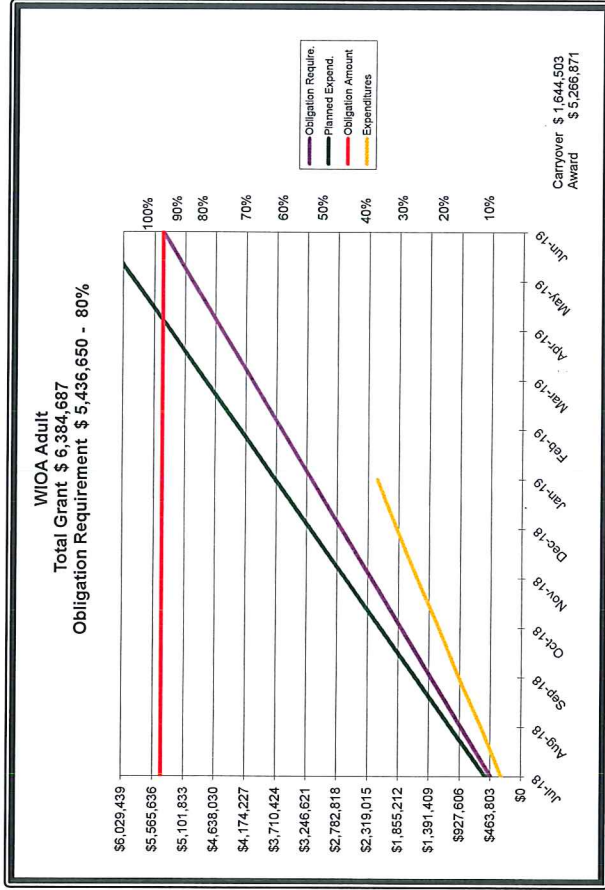
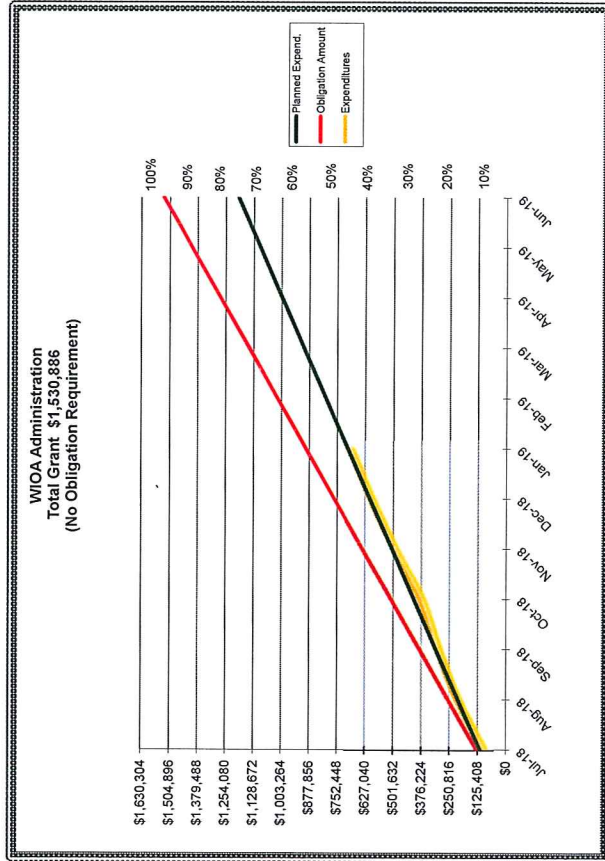
**FRWDB Expenditures
 Fiscal Year 2018-2019**



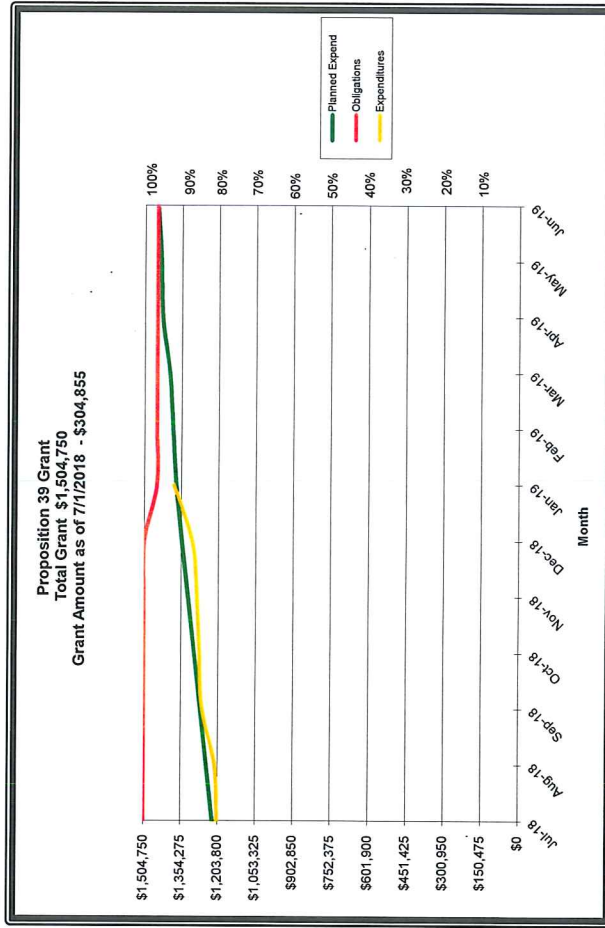
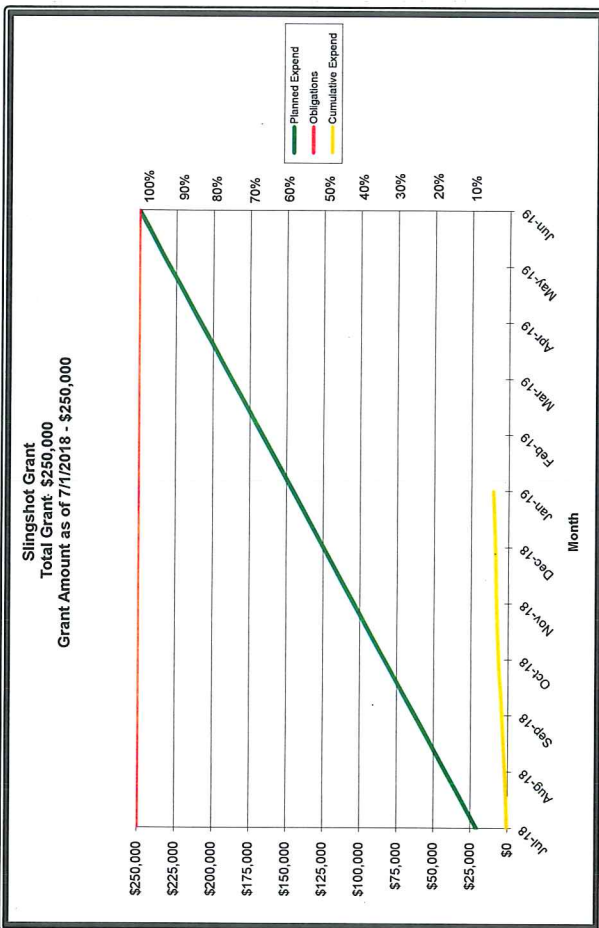
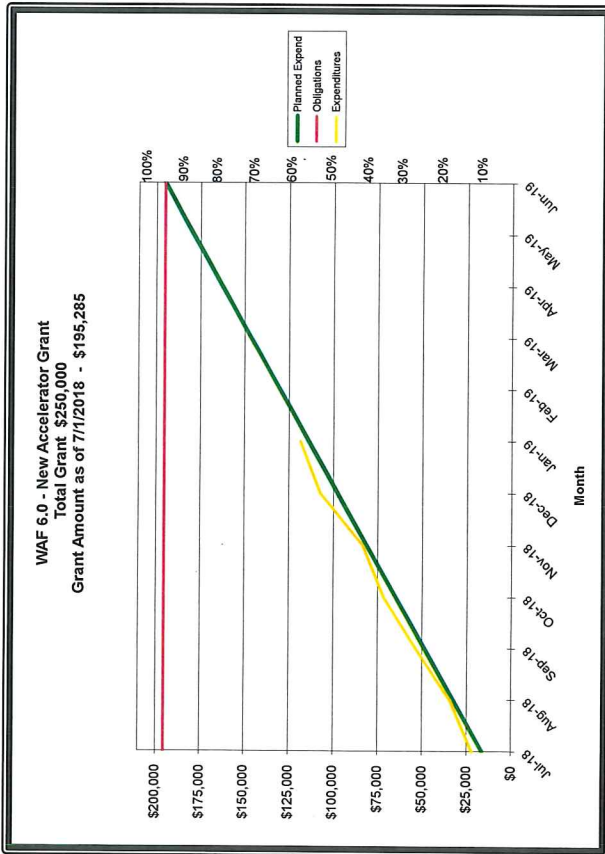
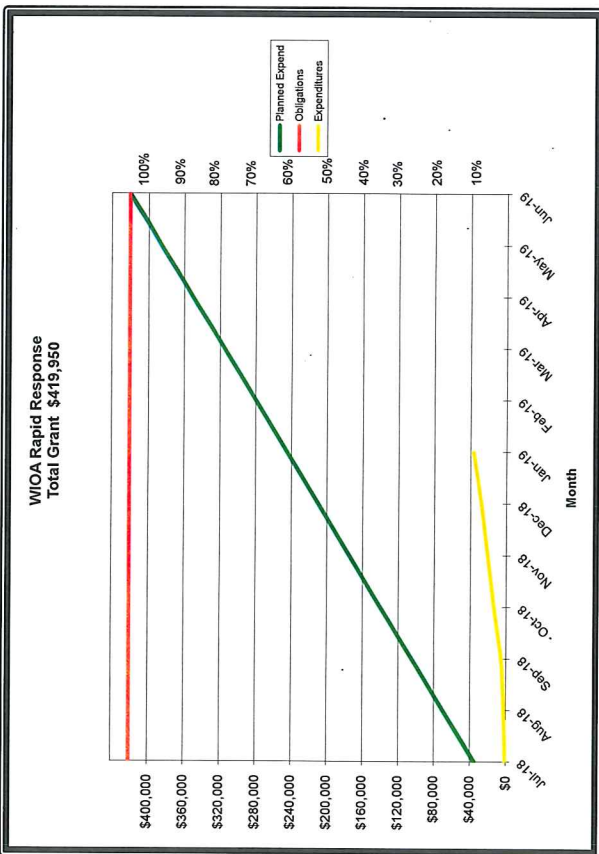
**FRWDB Committed Funds
 Fiscal Year 2018-2019**

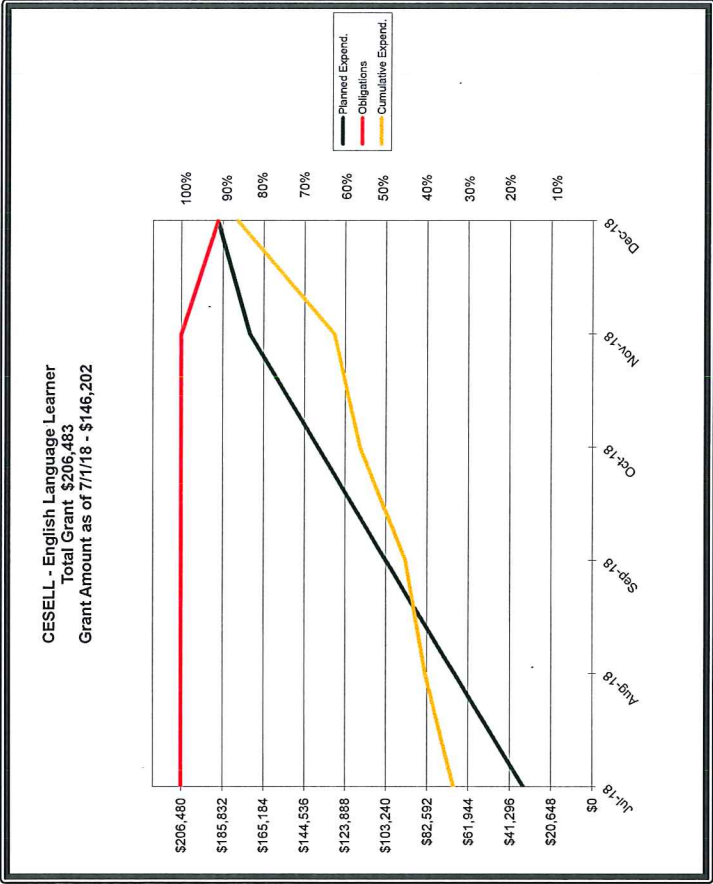


January 2019



January 2019





Consent Items Submitted by the Adult Council

MISSION:

To procure, oversee, evaluate, and continuously improve a One-Stop system that provides employers with qualified job seekers and a means by which job seekers are able to achieve self-sufficiency.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A1
MEETING DATE:	March 6, 2019
ACTION:	APPROVE

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

TO: Fresno Regional Workforce Development Board
FROM: Adult Council
SUBJECT: Professional Driver Training Cap

RECOMMENDATION:

Approve an increase to 75 slots for Professional Driver training.

The Adult Council approved this recommendation on January 24, 2019.

REASON FOR RECOMMENDATION:

The Fresno Regional Workforce Development Board (FRWDB) initially implemented an annual cap of 25 on the number of training opportunities for Professional Drivers in July 2005. On June 21, 2016, the FRWDB approved an increase to 50 training slots for Professional Drivers.

There continues to be a high demand for this industry. A May 2018 report published in US Trucking News, reports that the industry is currently short by 50,000 drivers and is estimating that number to double in five (5) years. To fill the need, the trucking industry is estimating that they will need to hire 960,000 drivers in the next ten (10) years. The 2014-2024 Labor Market Projection Highlights for Fresno County list Truck Drivers as one of the largest growing occupations and estimates the job growth in Fresno County at 1,170 jobs.

Over the last three (3) years, the Entered Employment Rate in the field of training for the FRWDB's four (4) approved professional driving schools has averaged 92.1% with an overall retention rate of 100%.

As of January 11, 2019, there are only two (2) of the 50 approved training slots available. Therefore, based on the performance and demand for the occupation, staff is requesting that the annual training opportunities be increased to 75 slots.

FISCAL IMPACT:

There is no fiscal impact with the approval of this item.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A2
MEETING DATE:	March 6, 2019
ACTION:	APPROVE

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

TO: Fresno Regional Workforce Development Board
FROM: Adult Council
SUBJECT: Transfer of Dislocated Worker Program Funds to the Adult Program

RECOMMENDATION:

Approve the transfer of \$1,125,000 of Dislocated Worker program funds to the Adult program.

The Adult Council approved this recommendation on January 24, 2019.

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.

Fresno Regional Workforce Development Board (FRWDB) staff has reviewed grant amounts and obligations between the Adult and Dislocated Worker funding streams for Program Year 2018-2019. 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 \$1,125,000 (16.64%) 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 \$1,125,000 and decrease Dislocated Worker program funds by the same amount.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A3
MEETING DATE:	March 6, 2019
ACTION:	APPROVE

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

TO: Fresno Regional Workforce Development Board
FROM: Adult Council
SUBJECT: Construction Pre-Apprenticeship Pipeline for Ex-Offenders

RECOMMENDATION:

Approve the allocation of \$250,000 for the Construction Pre-Apprenticeship Pipeline for Ex-Offenders (CPP) program as outlined in this item.

The Adult Council approved this recommendation on January 24, 2019.

REASON FOR RECOMMENDATION:

The Fresno Regional Workforce Development Board (FRWDB) was awarded a CPP grant in the amount of \$250,000 through the California Workforce Development Board. As the fiscal agent for the grant, the FRWDB will partner with the Madera, Kings and Tulare Workforce Development Boards to develop new implementation strategies to provide Multi-Craft Pre-Apprenticeship training for ex-offenders.

FRWDB staff is requesting that the FRWDB approve the following funding allocations, as approved in the grant:

FRWDB Administrative/Program Oversight	\$70,000
Contracted Case Management Services	100,000
Participant Work Experience Pool Funds	23,040
Participant Workshop Pool Funds	56,960
Total	<u>\$250,000</u>

Case management services will be contracted to the Fresno Central Labor Council Partnership, Madera County Workforce Investment Corporation, Workforce Investment Board of Tulare County, and the Kings County Job Training Office, to provide Workforce Innovation and Opportunity Act (WIOA) Case Management services. Contract amounts will be based on the final negotiation of the number of participants to be served by each of the sub-recipients.

WIOA funding in the amount of \$201,000 will be leverage to provide Multi-Craft Pre-Apprenticeship training, supportive services and basic skills and career assessments.

FISCAL IMPACT:

Approval of this item will allocate \$250,000 of Construction Pre-Apprenticeship Pipeline for Ex-Offenders grant funds.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A4
MEETING DATE:	March 6, 2019
ACTION:	ACCEPT

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

TO: Fresno Regional Workforce Development Board

FROM: Adult Council

SUBJECT: Fourth Quarter On-the-Job Training Report for Program Year 2017-2018

RECOMMENDATION:

Accept the Fourth Quarter On-the-Job Training (OJT) Report for Program Year (PY) 2017-2018.

The Adult Council approved this recommendation on January 24, 2019.

REASON FOR RECOMMENDATION:

The Adult Council continues to review and revise all Workforce Innovation and Opportunity Act (WIOA) local policies to improve performance outcomes. At its January 10, 2006, meeting, the Council approved a new OJT process flow. At the Council's recommendation, the Fresno County Workforce Investment Board approved the revised OJT Policy and Revised Customer Flow on February 16, 2006. Adult Council members requested that Fresno Regional Workforce Development Board (FRWDB) staff provide reports and analysis to the Council to ensure that the new policies and processes have been fully implemented and that they are producing better results.

FRWDB staff reviews OJT completions and retention rates each month. Completions include all OJTs that are completed during each quarter. The retention rate is monitored through post-exit follow-ups and includes the number of OJT participants that successfully completed the OJT and were still employed with the OJT employer at the first quarter after exit.

The following report provides data by quarter for OJT completions and retention rates for PY 2017-2018:

Completions by Quarter	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	YTD
Total number of OJTs	1	1	2	1	5
Number of OJTs with Successful Completion	1	1	2	1	5
Percentage of Successful Completions	100%	100%	100%	100%	100%
Follow-ups by Quarter					
Number of OJT Follow-ups Completed	4	5	9	1	19
Number of OJTs with employer at Follow-up	3	5	5	0	13
Percentage of Successful Retentions	75%	100%	56%	0%	69%

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A5
MEETING DATE:	March 6, 2019
ACTION:	ACCEPT

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

TO: Fresno Regional Workforce Development Board

FROM: Adult Council

SUBJECT: First and Second Quarters On-the-Job Training Report for Program Year 2018-2019

RECOMMENDATION:

Accept the First and Second Quarters On-the-Job Training (OJT) Report for Program Year (PY) 2018-2019.

The Adult Council approved this recommendation on January 24, 2019.

REASON FOR RECOMMENDATION:

The Adult Council continues to review and revise all Workforce Innovation and Opportunity Act (WIOA) local policies to improve performance outcomes. At its January 10, 2006, meeting, the Council approved a new OJT process flow. At the Council's recommendation, the Fresno County Workforce Investment Board approved the revised OJT Policy and Revised Customer Flow on February 16, 2006. Adult Council members requested that Fresno Regional Workforce Development Board (FRWDB) staff provide reports and analysis to the Council to ensure that the new policies and processes have been fully implemented and that they are producing better results.

FRWDB staff reviews OJT completions and retention rates each month. Completions include all OJTs that are completed during each quarter. The retention rate is monitored through post-exit follow-ups and includes the number of OJT participants that successfully completed the OJT and were still employed with the OJT employer at the first quarter after exit.

The following report provides data by quarter for OJT completions and retention rates for PY 2018-2019:

Completions by Quarter	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	YTD
Total number of OJTs	2	0			
Number of OJTs with Successful Completion	2	0			
Percentage of Successful Completions	100%	n/a			
Follow-ups by Quarter					
Number of OJT Follow-ups Completed	1	2			
Number of OJTs with employer at Follow-up	1	1			
Percentage of Successful Retentions	100%	50%			

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A6
MEETING DATE:	March 6, 2019
ACTION:	ACCEPT

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

TO: Fresno Regional Workforce Development Board
FROM: Adult Council
SUBJECT: Fourth Quarter Local Performance Results Reports for Program Year 2017-2018

RECOMMENDATION:

Accept the attached Adult and Dislocated Worker Program Providers of Services Local Performance Results Reports for the Fourth Quarter of Program Year 2017-2018.

The Adult Council approved this recommendation January 24, 2019.

REASON FOR RECOMMENDATION:

The Fresno Regional Workforce Development Board (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:

Adult/ DW Served:

CLC: Staff has no concerns.

Proteus, Inc.: Staff has no concerns; Provider has met 96% of goal on total enrollments.

WHCCD: Staff has no concerns; Provider has met 97% of goal on total enrollments.

Adult/ DW Expenditures:

CLC: Staff has no concerns.

Proteus, Inc.: Staff has no concerns; Adult expenditures are below plan due to unanticipated staff savings.

WHCCD: Staff has no concerns.

Adult/DW Placements:

CLC: Staff has no concerns.

Proteus, Inc.: Provider is below in placements due to lack of participation in the program. Provider staff had internal staffing issues. FRWDB has implemented a corrective action plan to correct issues and FRWDB staff will continue to work with provider on placement strategies.

WHCCD: Staff has no concerns.

Credential Rate:

CLC: Staff has no concerns.

Proteus, Inc.: Staff has no concerns.

WHCCD: Staff has no concerns.

Adult/DW Median Wage:

CLC: Median wage is below plan due to participants obtaining minimum wage employment or part-time employment. Provider staff continues to provide career counseling in regards to soft skills and other work related issues to ensure that the participants are performing in a manner for which promotions and potential pay increases may be considered. This will minimize closing participants with part-time employment, and continue to work with them in pursuing full-time employment with benefits.

Proteus, Inc.: Median wage is below plan due to participants obtaining employment to support their families that are on minimum wage employment or part-time employment. Provider staff is working on strategies to encourage participants to stay engaged the program to obtain full-time and higher paying employment.

WHCCD: Dislocated Worker median wage is below plan due to participants obtaining minimum wage employment or part-time employment. Provider staff is working on strategies to minimize closing participants with part-time employment, and encouraging participants to stay engaged with the program to obtain full-time and higher paying employment. Provider staff continues to work with employers to strengthen relationships that lead to employment opportunities for their participants.

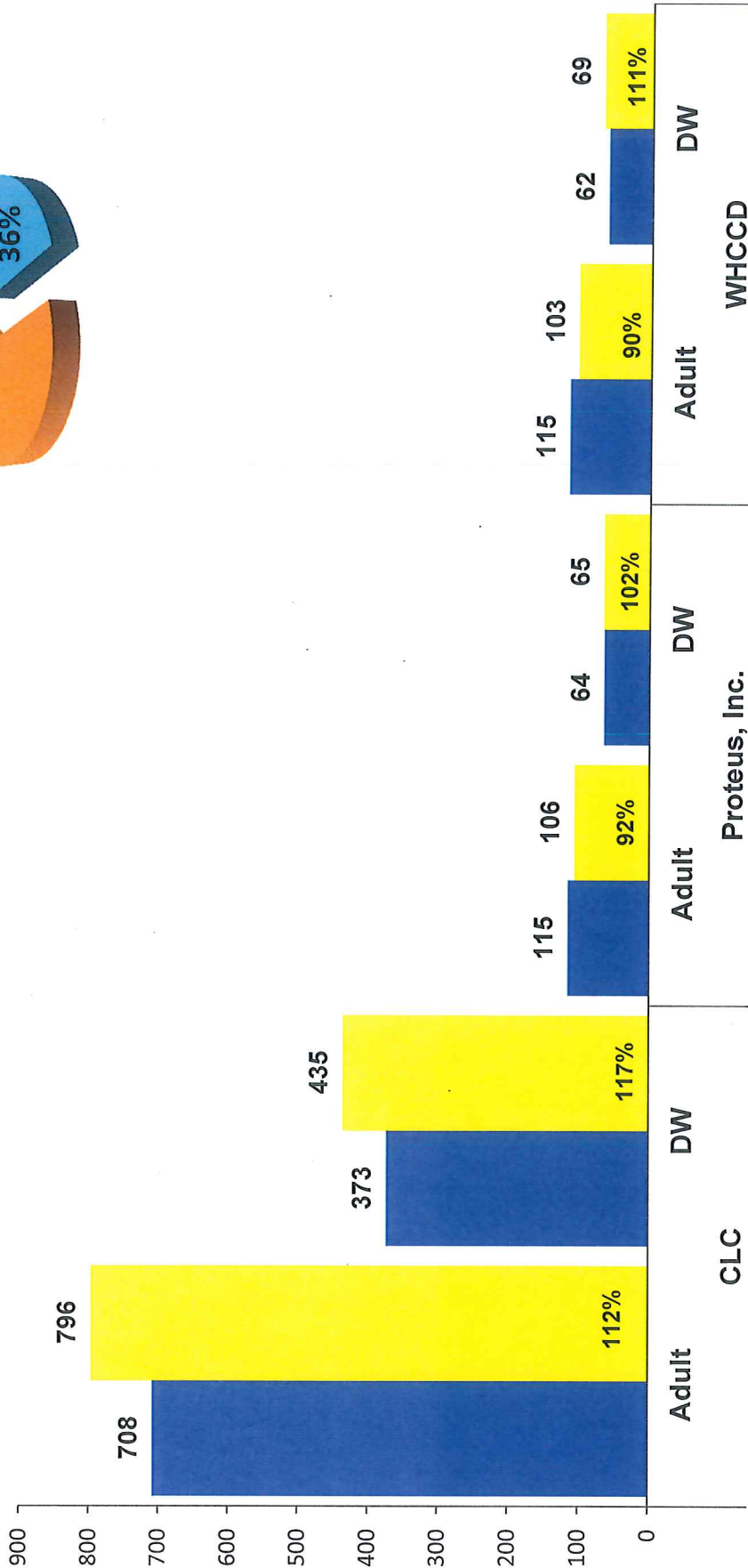
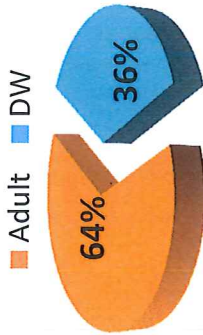
ATTACHMENT:

Adult and Dislocated Worker Program Providers of Services Local Performance Results Reports for the Fourth Quarter of Program Year 2017-2018

Adult/DW Served

CLC - Central Labor Council
Proteus - Proteus, Inc.
WHCCD - West Hills Community College District

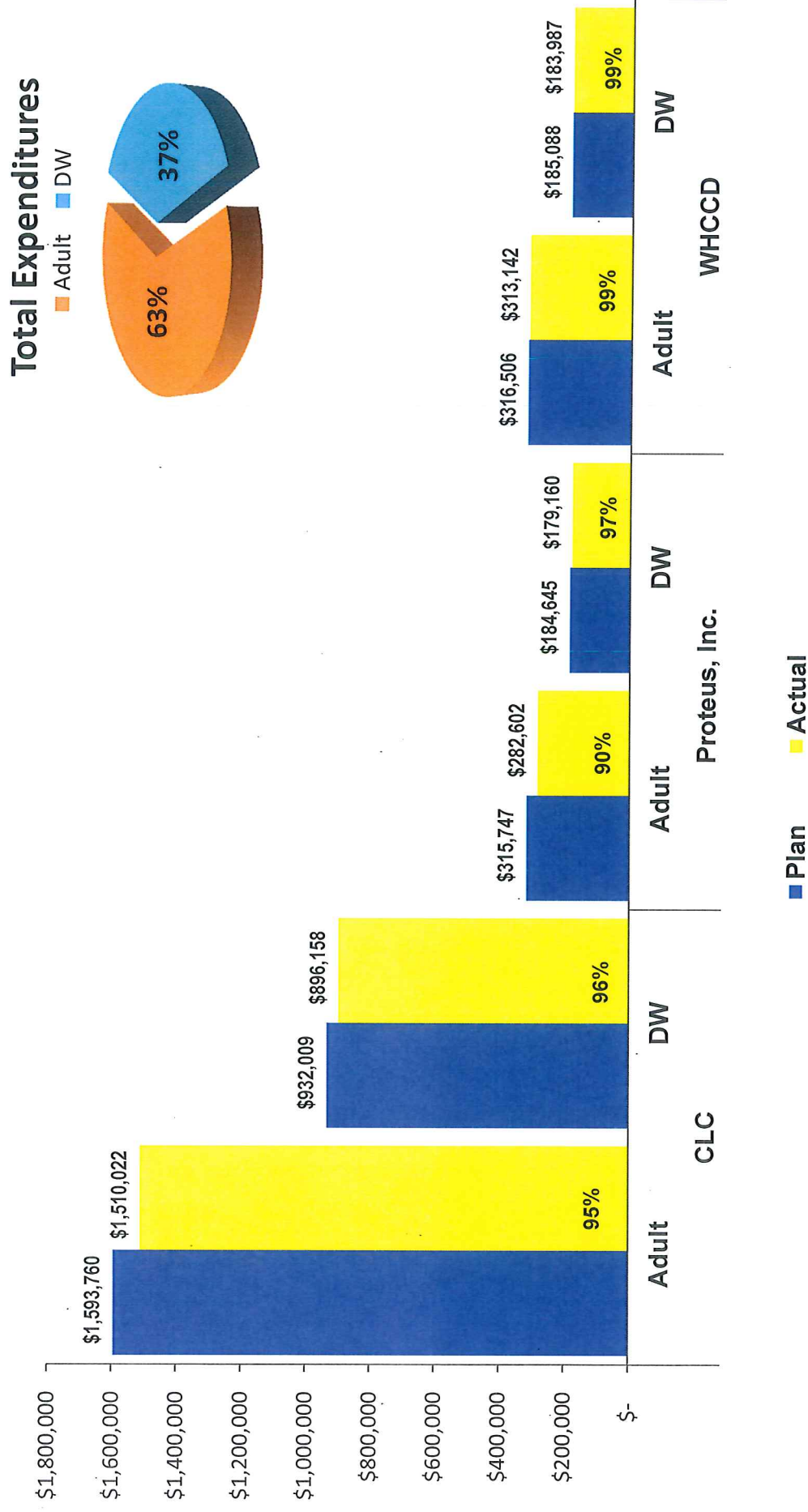
Total Served- 1574



■ Plan ■ Actual

Note: Adult/DW number served goal is 95%.

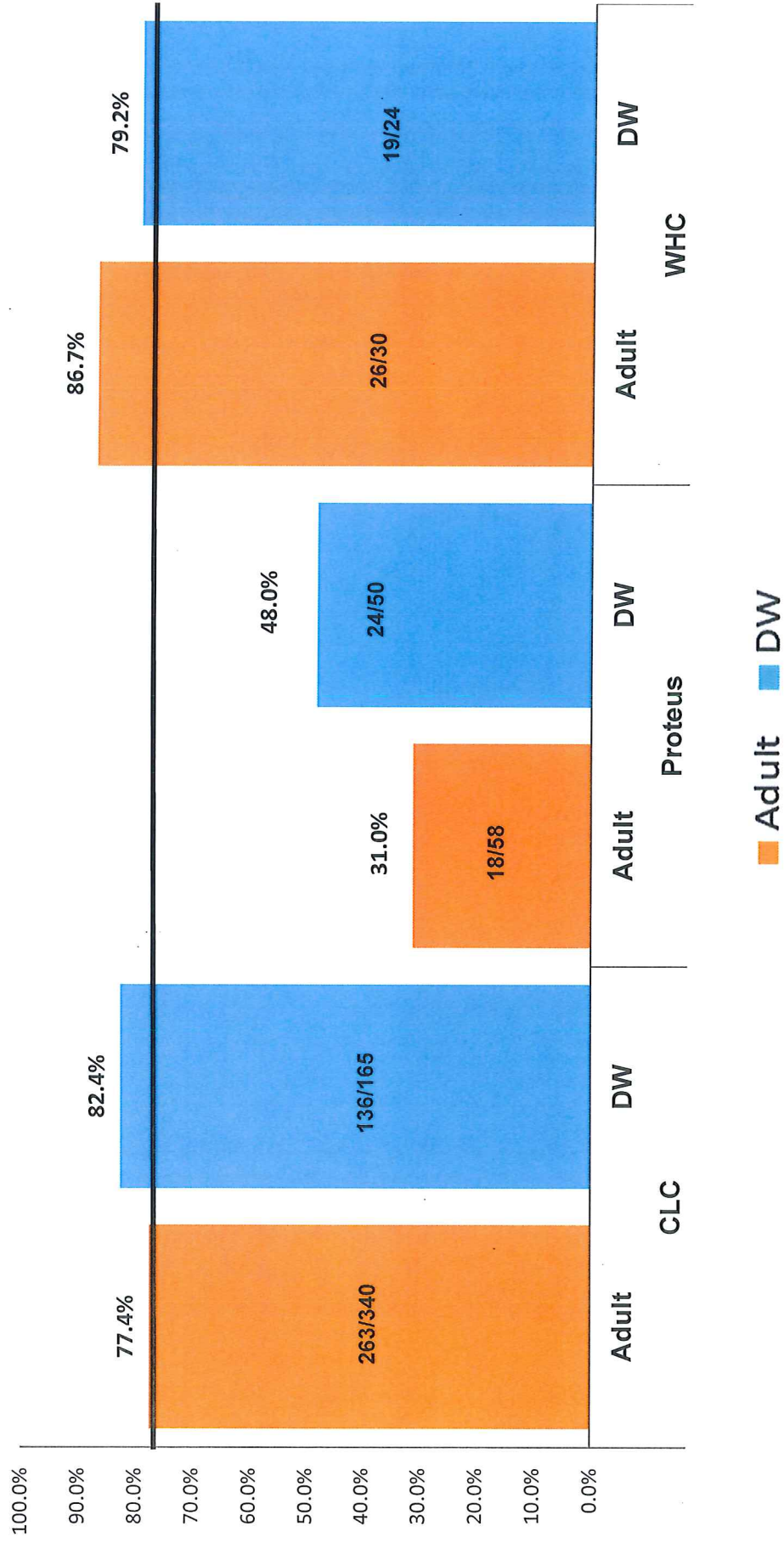
Adult/ DW Expenditures



Note: Adult/DW Expenditures goal is 95% to 100%.

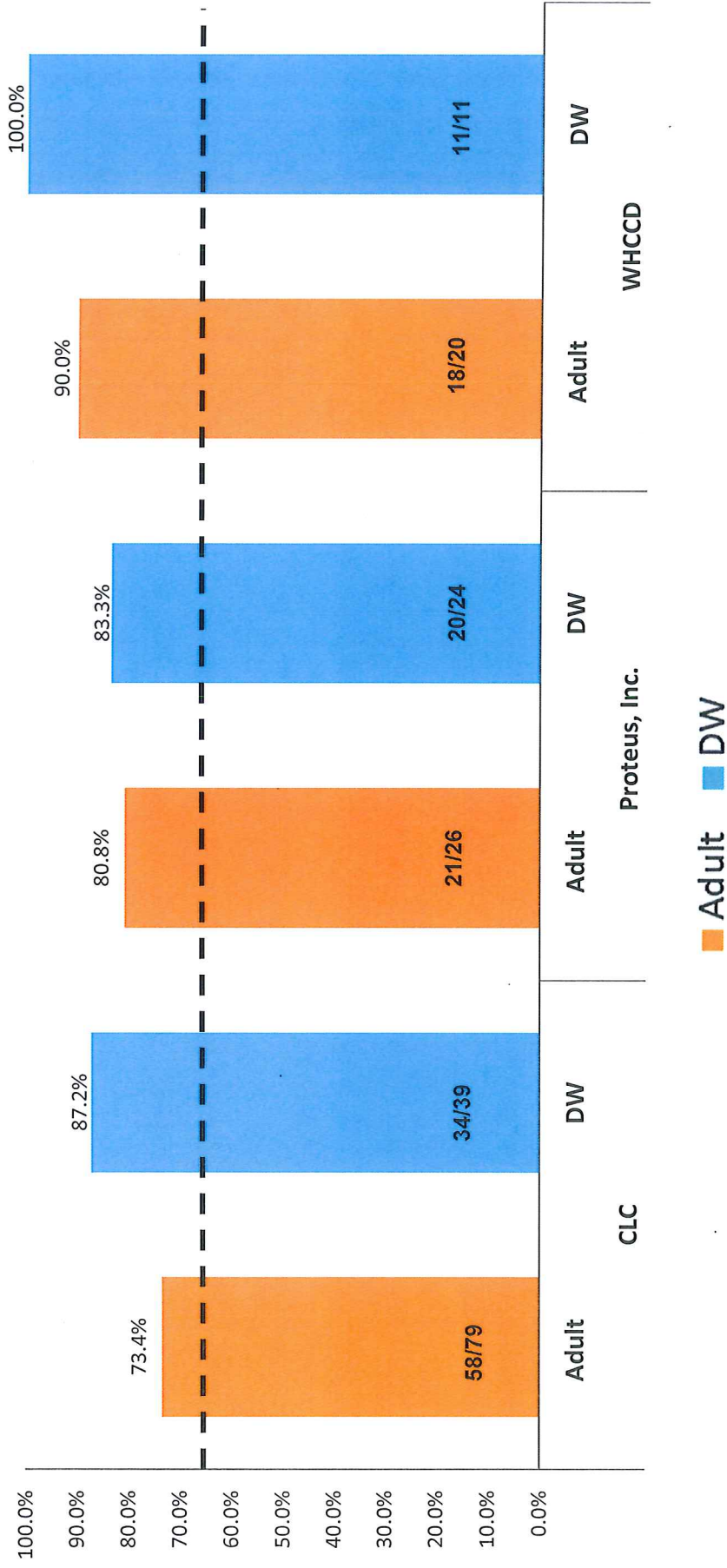
Placement Goal 77%

Adult/DW Placement



Certificate of Attainment Goal 66% - - - - -

Adult/DW Credential Rate

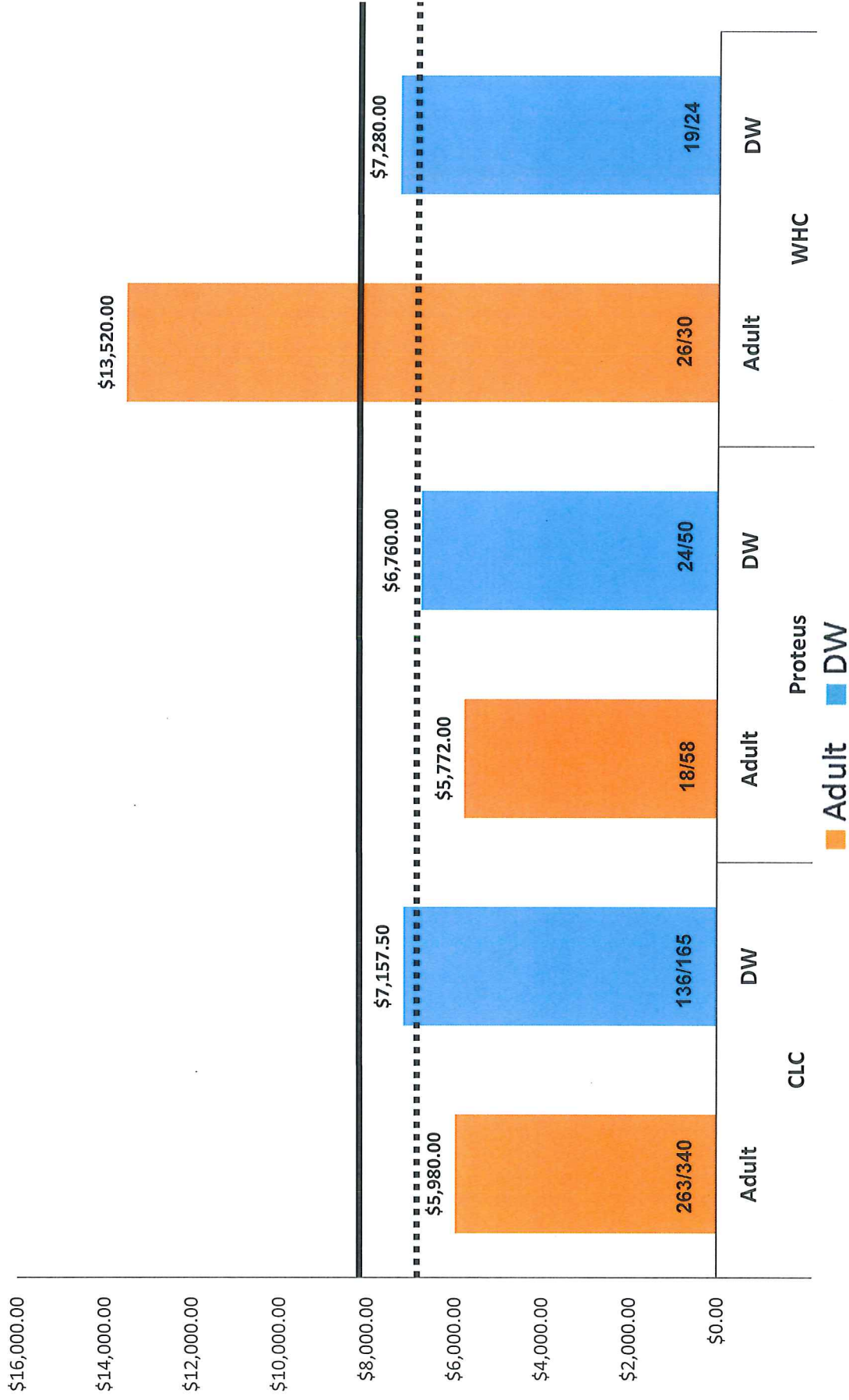


Goals

DW- \$ 8,225

Adult \$6,923

Placement Median Wage Earnings



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A7
MEETING DATE:	March 6, 2019
ACTION:	ACCEPT

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

TO: Fresno Regional Workforce Development Board
FROM: Adult Council
SUBJECT: First Quarter Local Performance Results Reports for Program Year 2018-2019

RECOMMENDATION:

Accept the attached Adult and Dislocated Worker Program Providers of Services Local Performance Results Reports for the Fourth Quarter of Program Year 2017-2018.

The Adult Council approved this recommendation on January 24, 2019.

REASON FOR RECOMMENDATION:

The Fresno Regional Workforce Development Board (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:

Adult/ DW Served:

CLC: Staff has no concerns.

Proteus, Inc.: Dislocated Worker (DW) enrollments are below plan due to lack of DW enrolling in the WIOA Title I Services. Provider staff has increased their outreach efforts towards DWs.

WHCCD: DW enrollments are below plan due to lack of DWs enrolling into WIOA Services. Provider staff has increased their outreach efforts towards DWs.

Adult/ DW Expenditures:

CLC: Expenditures are slightly below plan caused by unanticipated staff savings due to the hiring process. The Provider had vacant positions that have now been filled. Expenditures will be aligned by next quarter. FRWDB staff has no concerns.

Proteus, Inc.: Expenditures are below plan caused by unanticipated staff savings due to the hiring process. FRWDB staff has no concerns.

WHCCD: Expenditures are slightly below plan caused by unanticipated staff savings due to the hiring process. Provider has vacant positions and anticipates filling all vacancies by the end of third quarter. FRWDB staff has no concerns.

Adult/DW Placements:

CLC: Staff has no concerns.

Proteus, Inc.: Staff has no concerns.

WHCCD: Staff has no concerns.

Credential Rate:

CLC: Provider is below goal due to several participants experienced unforeseen health/personal issues that caused them to drop from training and not attaining their goal. Provider will continue to support and encourage participants throughout their training process. Provider staff will continue to examine and address barriers that may affect their training and emphasize the commitment and seriousness regarding training opportunities throughout the scholarship process and thereafter.

Proteus, Inc.: Provider is slightly below goal due to one (1) person not attaining goal because of personal family issues. Provider will continue to work with participants to continue to achieve their goals.

WHCCD: Staff has no concerns.

Adult/DW Median Wage:

CLC: Staff has no concerns.

Proteus, Inc.: Staff has no concerns.

WHCCD: Staff has no concerns.

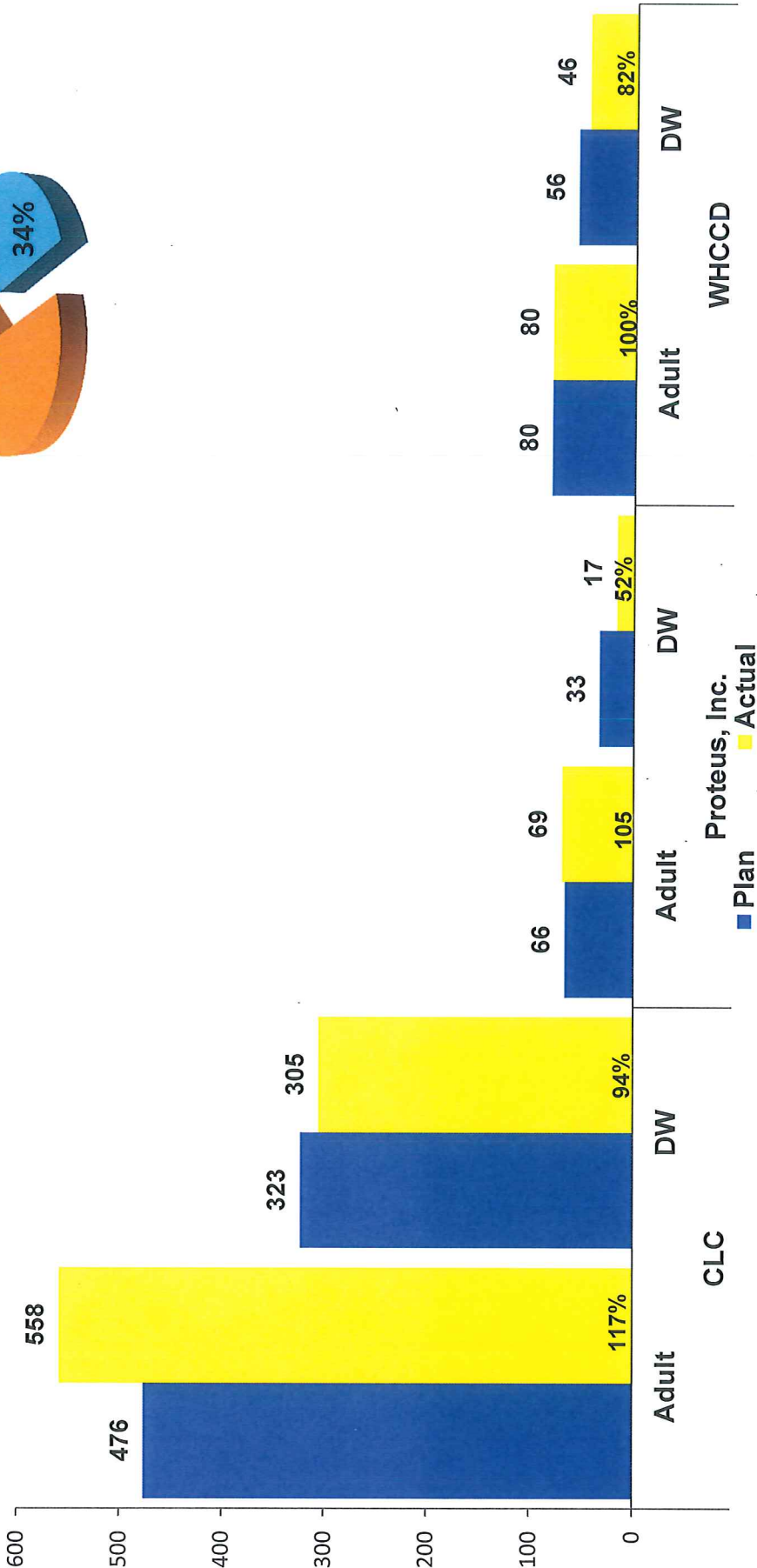
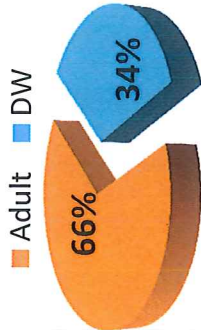
ATTACHMENT:

Adult and Dislocated Worker Program Providers of Services Local Performance Results Reports for the First Quarter of Program Year 2018-2019

Adult/DW Served

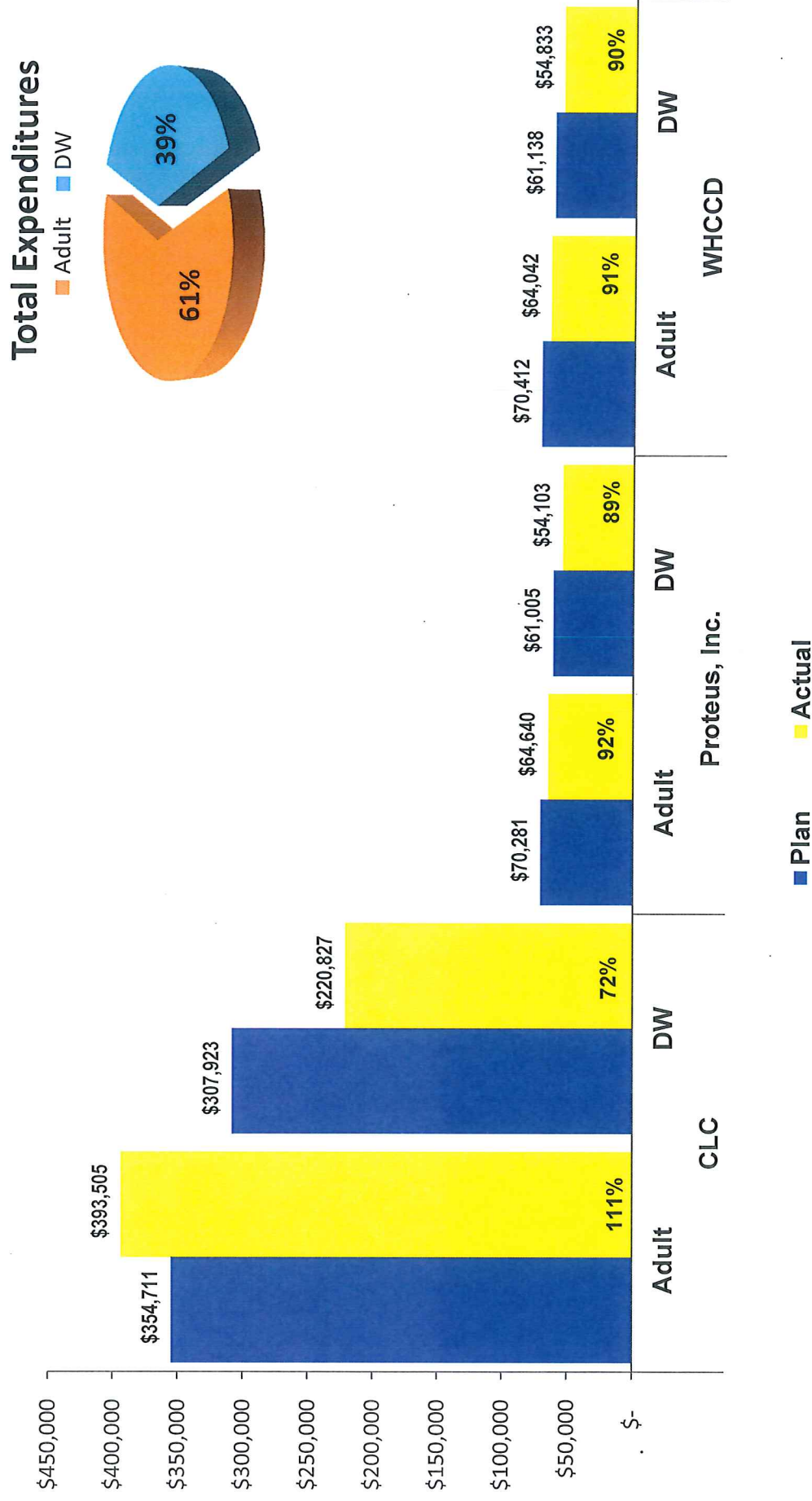
CLC- Central Labor Council
Proteus - Proteus, Inc.
WHCCD -West Hills Community College District

Total Served- 1075



Note: Adult/ DW number served goal is 95%.

Adult/ DW Expenditures



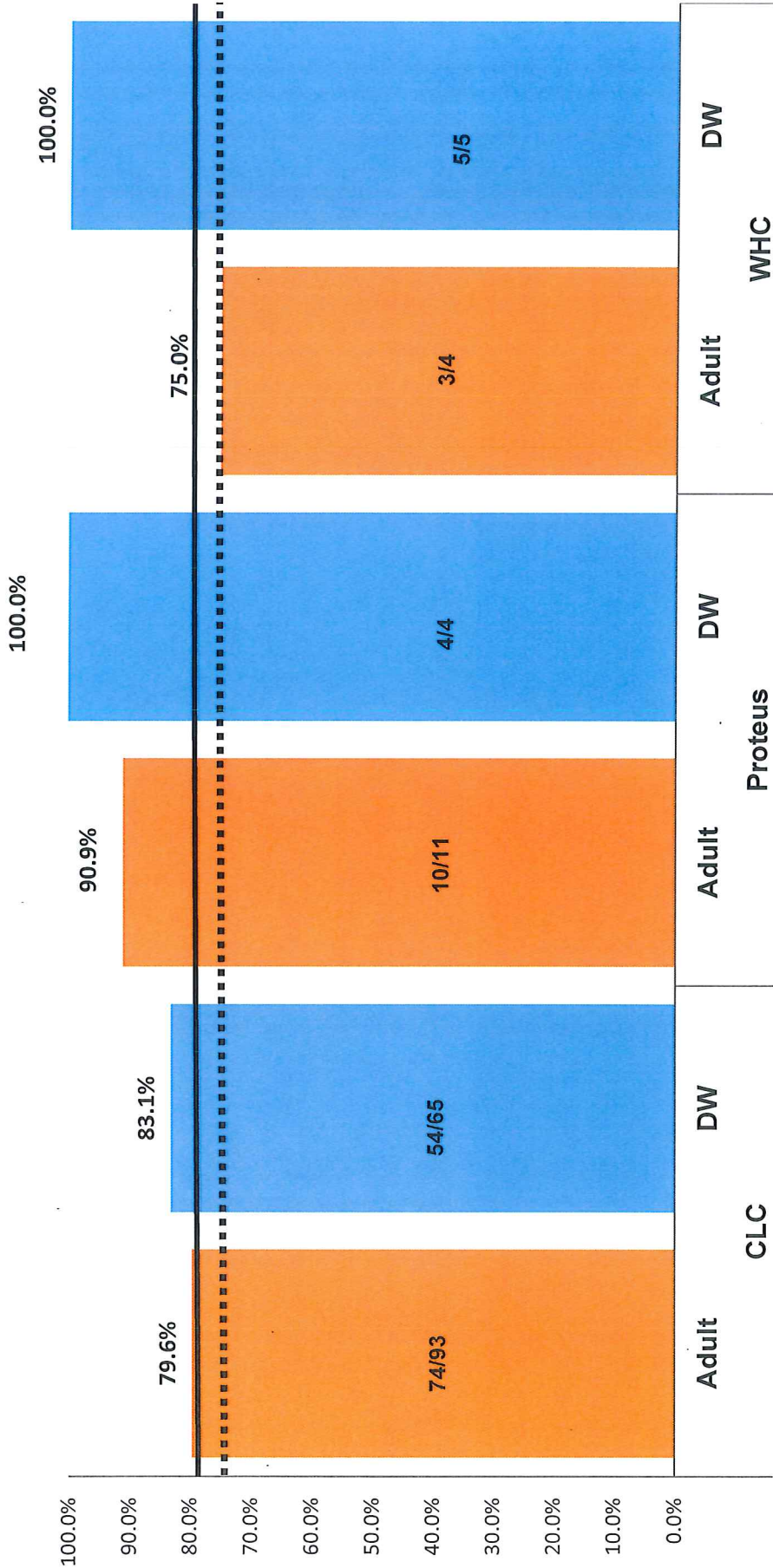
Note: Adult/DW Expenditures goal is 95% to 100%.

Adult/DW Placement

Placement Goals

DW 78.5 %

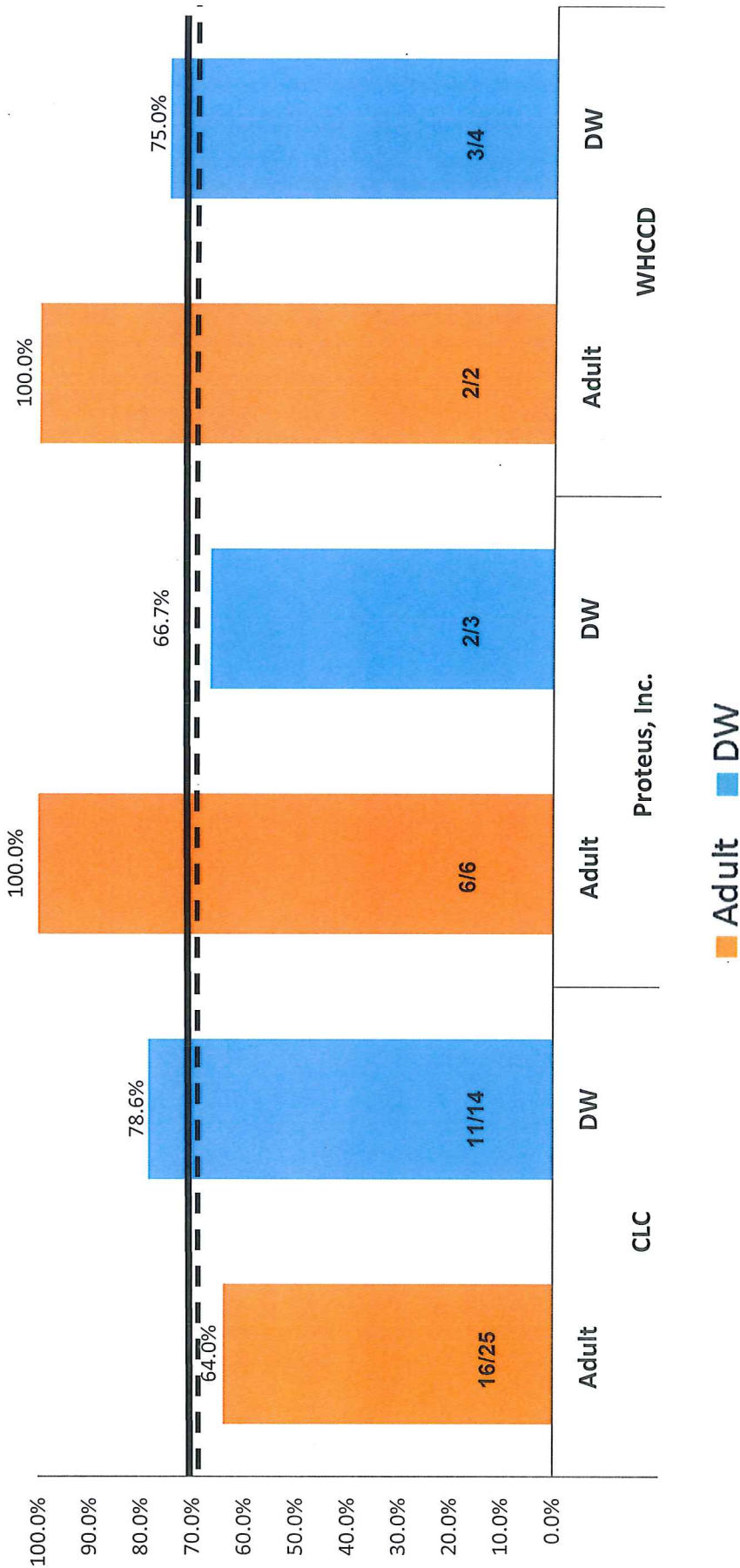
Adult 75.1%



Adult DW

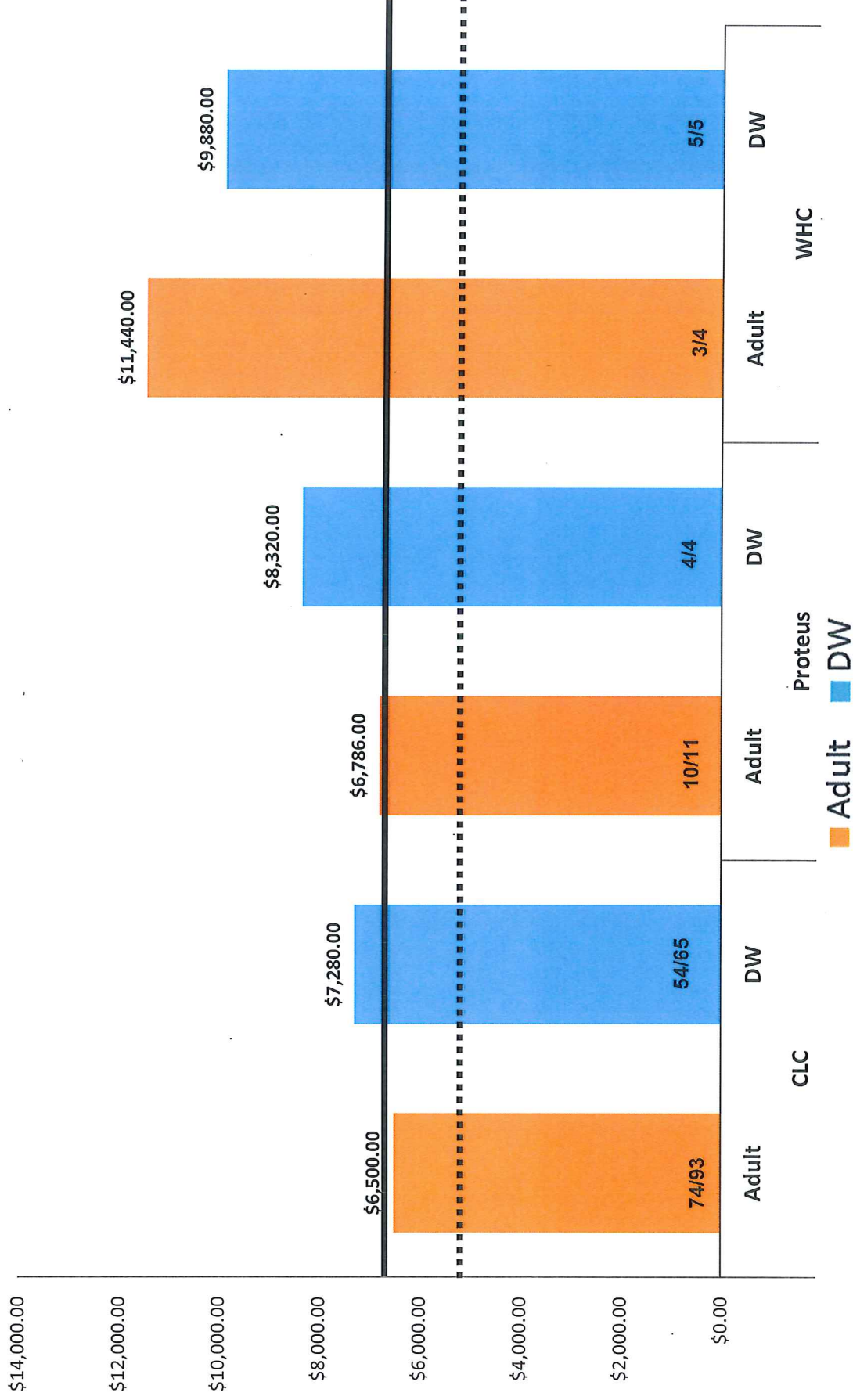
Certificate of Attainment Goal
DW 70% —————
Adult 68.3% - - - - -

Adult/DW Credential Rate



Placement Median Wage Earnings

Goals
 DW \$ 6,900
 Adult \$5,400



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A8
MEETING DATE:	March 6, 2019
ACTION:	ACCEPT

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

TO: Fresno Regional Workforce Development Board
FROM: Adult Council
SUBJECT: Fourth Quarter Providers of Services' Monitoring Report for Program Year 2017-2018

RECOMMENDATION:

Accept the following Providers of Services' Monitoring Report for the Fourth Quarter for Program Year 2017-2018.

The Adult Council approved this recommendation on January 24, 2019.

REASON FOR RECOMMENDATION:

Fresno Regional Workforce Development Board staff conducts programmatic and fiscal monitoring of all contracts to ensure compliance with federal, state, and local regulations and/or policies.

ATTACHMENT:

Fourth Quarter Adult Monitoring Report for Program Year 2017-2018

**Adult Providers of Services Monitoring Report
Fourth Quarter, Program Year 2017-2018**

Program Monitoring:

Programmatic monitoring of the following sub-recipients was completed by the end of the fourth quarter.

Sub-Recipient	Contract # (s)	Results
Central Labor Council Partnership	213201/501 & 213 CVIEP	No Findings
Proteus, Inc. PY 16-17 Follow-up results	243	Implemented corrective action plan was effective.

Programmatic monitoring of the following sub-recipients was in process as of the end of the fourth quarter:

Sub-Recipient	Contract # (s)
Proteus, Inc. PY 17-18	243

Fiscal Monitoring:

Fiscal monitoring of the following sub-recipients was completed by the end of the fourth quarter:

Sub-Recipient	Contract # (s)	Results
Central Valley Motherlode JATC Prop 39 – PY 17-18 Fiscal Closeout	629	No Findings
Proteus, Inc. PY 17-18 Fiscal Annual	243, 800	No Findings
West Hills Community College District PY 17-18 Fiscal Annual	250, 587, 250-EPA, 250 - Slingshot	No Findings

Fiscal monitoring of the following sub-recipients is in process as of the end of the fourth quarter:

Sub-Recipient	Contract # (s)
Rios Co. Prop 39 and Slingshot, PY 17-18 Fiscal Closeout	627

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A9
MEETING DATE:	March 6, 2019
ACTION:	ACCEPT

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

TO: Fresno Regional Workforce Development Board

FROM: Adult Council

SUBJECT: First and Second Quarters Providers of Services' Monitoring Report for Program Year 2018-2019

RECOMMENDATION:

Accept the following Providers of Services' Monitoring Report for the First and Second Quarters for Program Year 2018-2019.

The Adult Council approved this recommendation on January 24, 2019.

REASON FOR RECOMMENDATION:

Fresno Regional Workforce Development Board staff conducts programmatic and fiscal monitoring of all contracts to ensure compliance with federal, state, and local regulations and/or policies.

ATTACHMENT:

First and Second Quarter Adult Monitoring Report for Program Year 2018-2019

Adult Providers of Services Monitoring Report
First and Second Quarter, Program Year 2018-2019

Program Monitoring:

Programmatic monitoring of the following sub-recipients was completed during the first and second quarter.

Sub-Recipient	Contract # (s)	Results
Proteus, Inc. PY 17-18	243	1) UROI Issues 2) Assessment Issues All Findings Closed
Kern County Community College District PY 17-18	691-Slingshot	Desk Review No Issues
Central Labor Council Partnership PY 17-18, 18-19 – ELL Grant	213-800	Desk Review No Issues
West Hills Community College District PY 17-18, 18-19 – ELL Grant	250-800	Desk Review No Issues
Proteus, Inc. PY 17-18, 18-19 – ELL Grant	243-800	Desk Review No Issues

Programmatic monitoring of the following sub-recipients was in process as of the end of the second quarter:

Sub-Recipient	Contract # (s)
West Hills Community College District PY 17-18	589-Slingshot
VOLT Institute PY 17-18	602-Slingshot
Stanislaus County Department of Workforce Development PY 17-18	603-Slingshot
Mother Lode Job Training PY 17-18	630-Slingshot

Fiscal Monitoring:

Fiscal monitoring of the following sub-recipients was completed during the first and second quarter:

Sub-Recipient	Contract # (s)	Results
Central Labor Council Partnership PY 17-18 Fiscal Closeout	213, 560-EPA, 213 Prop 39, 213-CASELL, 213-WAF	No Findings
SER, Inc. PY 17-18 Fiscal Closeout	730	No Findings
Fresno State Foundation PY 17-18 Fiscal Closeout	719	No Findings
Proteus, Inc. PY 17-18 Fiscal Closeout	243, 243-800	No Findings

Fresno Madera Tulare Kings Building Trades Council Prop 39 Closeout	692-816A	No Findings
West Hills Community College District PY 17-18 Fiscal Closeout	250, 589	No Findings

Fiscal monitoring of the following sub-recipients is in process as of the end of the second quarter:

Sub-Recipient	Contract # (s)
Mother Lode JTO PY 17-18 Fiscal Closeout	630
Rios Co. Prop 39 and Slingshot, PY 17-18 Fiscal Closeout	627

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A10
MEETING DATE:	March 6, 2019
ACTION:	ACCEPT

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

TO: Fresno Regional Workforce Development Board

FROM: Adult Council

SUBJECT: Fourth Quarter Providers of Services' Customer Complaint Report for Program Year 2017-2018

RECOMMENDATION:

Accept the Adult and Dislocated Worker Customer Complaint Report for the Fourth Quarter of Program Year 2017-2018.

The Adult Council approved this recommendation on January 24, 2019.

REASON FOR RECOMMENDATION:

Under the Fresno Regional Workforce Development Board (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 complaints were received during the Fourth Quarter of PY 2017-2018.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A11
MEETING DATE:	March 6, 2019
ACTION:	ACCEPT

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

TO: Fresno Regional Workforce Development Board

FROM: Adult Council

SUBJECT: First and Second Quarters Providers of Services' Customer Complaint Report for Program Year 2018-2019

RECOMMENDATION:

Accept the Adult and Dislocated Worker Customer Complaint Report for the First and Second Quarters of Program Year 2018-2019.

The Adult Council approved this recommendation on January 24, 2019.

REASON FOR RECOMMENDATION:

Under the Fresno Regional Workforce Development Board (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.

ATTACHMENT:

Adult and Dislocated Worker Customer Complaint Report for the First and Second Quarters of Program Year 2018-2019.

Adult/Dislocated Worker Customer Complaint Report

First and Second Quarter, Program Year 2018-2019

Date	Sub-Recipient	Summary of Customer Complaint	Action Taken	Date of Correction
8/6/18	CLC	Enrollment taking too long	Complainant has been enrolled, completed assessment remediation, career research and is scheduled for Training Scholarship Panel 1/23/19; will close at this time.	In Process
12/13/18	Clovis Adult Education	Harassment by staff and students	Under Investigation	In Process

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A12
MEETING DATE:	March 6, 2019
ACTION:	ACCEPT

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

TO: Fresno Regional Workforce Development Board
FROM: Adult Council
SUBJECT: Fourth Quarter Job Seeker Customer Satisfaction Report for Program Year 2017-2018

RECOMMENDATION:

Accept the Fourth Quarter Job Seeker Customer Satisfaction Report for Program Year (PY) 2017-2018.

The Adult Council approved this recommendation on January 24, 2019.

REASON FOR RECOMMENDATION:

The Fresno Regional Workforce Development Board (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 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.

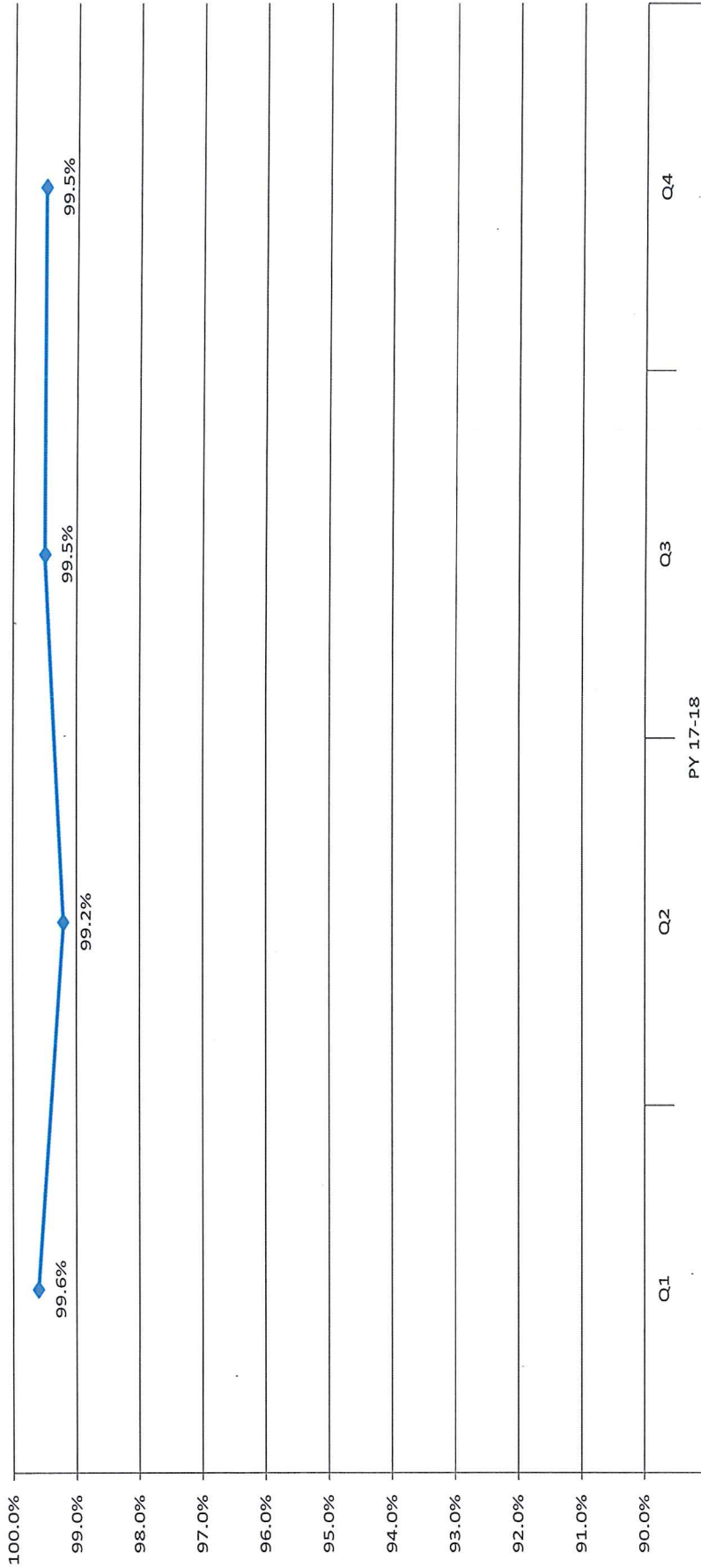
As part of this responsibility, FRWDB staff has implemented the Job Seeker Customer Satisfaction process and data collection system. The FRWDB's sub-contracted Providers of Services submit their data to staff on a monthly basis. The data is accumulated, analyzed and reviewed on a quarterly basis and reported to the Adult Council.

FRWDB staff work with service providers to improve the processes used to increase the satisfaction level with our job seekers. These improvements are based on data collected through these satisfaction surveys, monitoring reviews, complaints and monthly operations meetings between provider and FRWDB staff.

ATTACHMENT:

Job Seeker Customer Satisfaction Report for the Fourth Quarter of PY 2017-2018

Basic Career Services



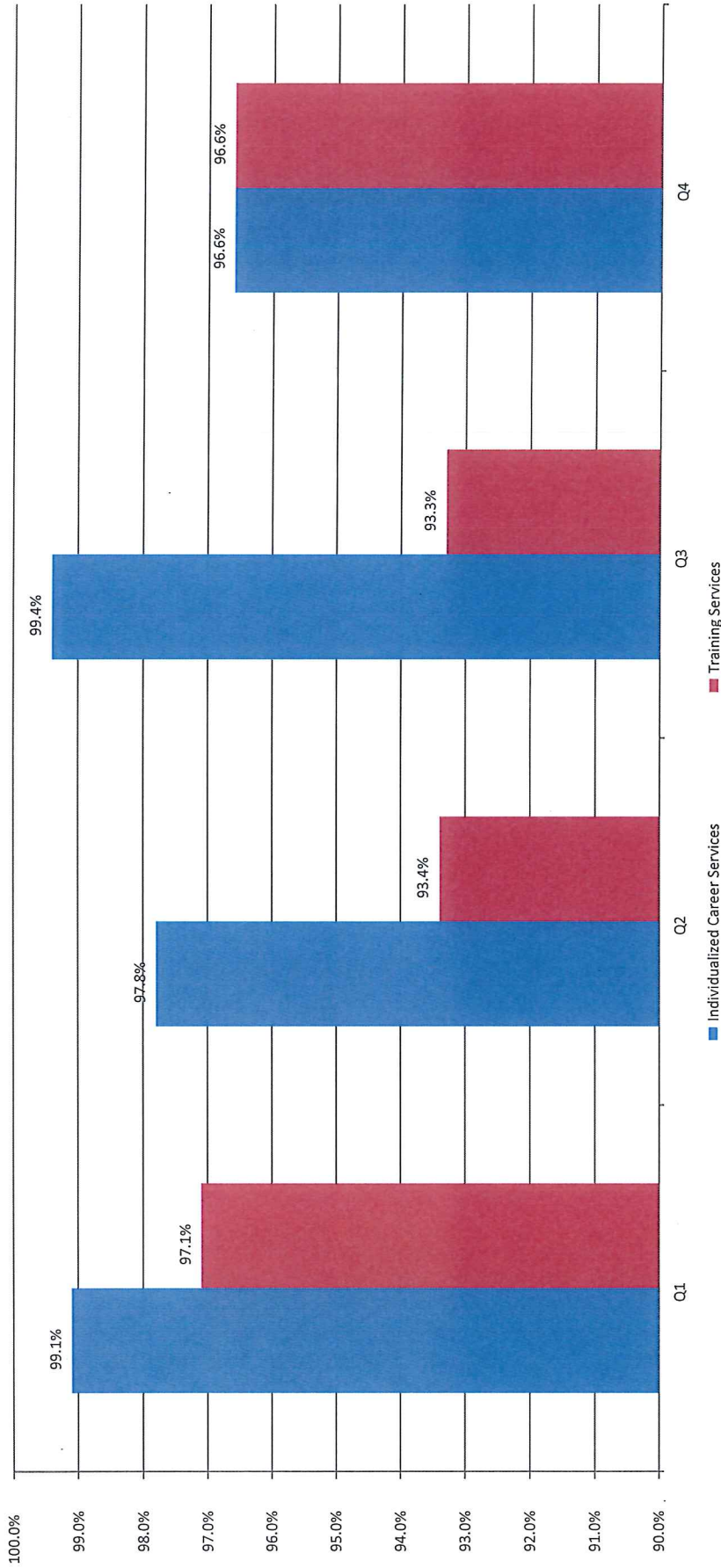
Staff Notes:

PY 17-18				
	Q1	Q2	Q3	Q4
Surveys Received	843	739	660	737
Number of Users	6840	6183	6693	6138
Survey Response Rate	12.3%	12.0%	9.9%	12.0%

Sample of User Comments:

Very informational; presented in a friendly and upbeat manner; thanks for the help; I can tell staff wants to help; helped me make decisions for moving forward; program is more involved than what I thought it would be; I will recommend to my friends and family; wish I had known about this place earlier; not having the Job Search Board will make searching harder when computers are not available; sounds like too much of a time commitment; computers not working or have problems when I come in; staff was helpful from the moment I walked in; thank you for the assistance in navigating the computer; I am excited; having to do everything online is difficult because I do not work well with computers; would like to hear more about vocational training; there needs to be more staff to help schedule for the next appointments.

Placement Satisfaction



Staff Notes:

PY 17-18							
Q1		Q2		Q3		Q4	
Non-Training	Training	Non-Training	Training	Non-Training	Training	Non-Training	Training
79	33	58	35	70	36	37	34
108	51	85	40	98	40	44	36
Survey Response Rate		64.7%		87.5%		90.0%	
		73.2%		68.2%		84.1%	
				71.4%		94.4%	

Participant Feedback:

Individualized Career Services: I knew what I wanted to do; assessment tutorials were frustrating; very happy with ERS and the services provided.

Training Services: Training did not benefit my current employment, but will benefit my future career; placed in non-training related employment.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A13
MEETING DATE:	March 6, 2019
ACTION:	ACCEPT

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

TO: Fresno Regional Workforce Development Board

FROM: Adult Council

SUBJECT: First and Second Quarters Job Seeker Customer Satisfaction Report for Program Year 2018-2019

RECOMMENDATION:

Accept the First and Second Quarters Job Seeker Customer Satisfaction Report for Program Year (PY) 2018-2019.

The Adult Council approved this recommendation on January 24, 2019.

REASON FOR RECOMMENDATION:

The Fresno Regional Workforce Development Board (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 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.

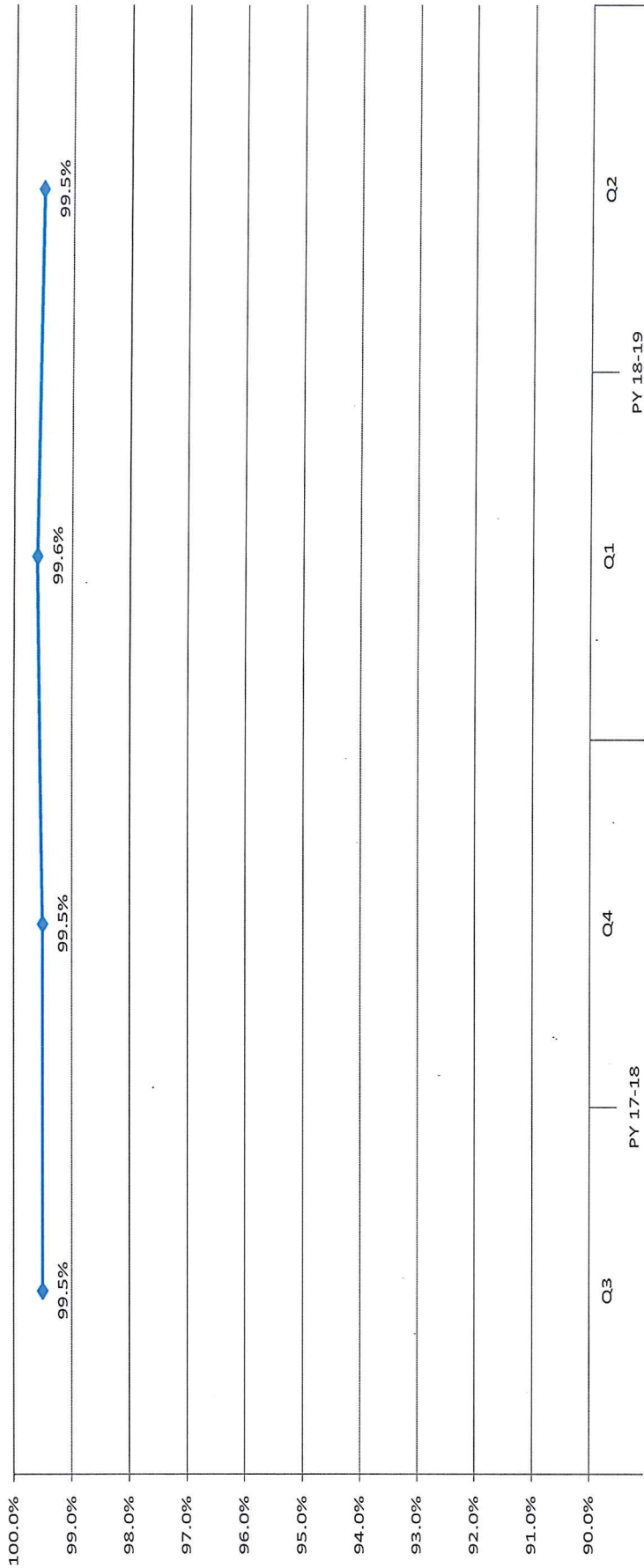
As part of this responsibility, FRWDB staff has implemented the Job Seeker Customer Satisfaction process and data collection system. The FRWDB's sub-contracted providers of services submit their data to staff on a monthly basis. The data is accumulated, analyzed and reviewed on a quarterly basis and reported to the Adult Council.

FRWDB staff work with service providers to improve the processes used to increase the satisfaction level with our job seekers. These improvements are based on data collected through these satisfaction surveys, monitoring reviews, complaints and monthly operations meetings between provider and FRWDB staff.

ATTACHMENT:

Job Seeker Customer Satisfaction Report for the First and Second Quarters of PY 2018-2019

Basic Career Services



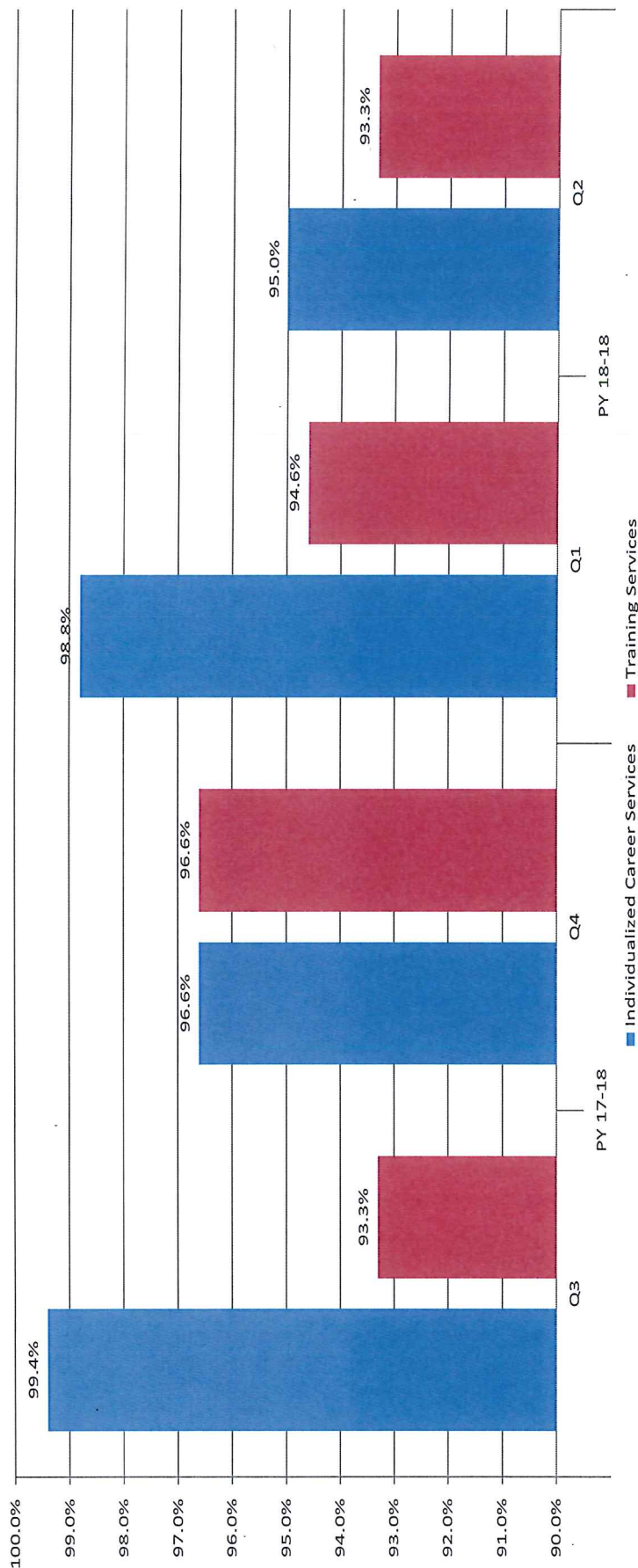
Staff Notes:

	PY 17-18		PY 18-19	
	Q3	Q4	Q1	Q2
Surveys Received	660	737	753	624
Number of Users	6,693	6,138	8,190	7,339
Survey Response Rate	9.9%	12.0%	9.2%	8.5%

Sample of User Comments:

The program is very helpful; thanks for the help and information; offer more assistance for people with limited computer skills; job listings on computer are outdated; would like to see more job postings, full/part time, displayed; professional setting, great services; the orientation was very informative; suggest have a Q & A session after the orientation, rather than taking questions during the presentation; need to have snacks, water or break during orientation and assessment; would like to be able to take incoming calls on cell phone, if job search related; have an option to do one-on-one concerning specific services, rather than a group orientation; too much information, break it into separate topics/offers; I will definitely benefit from the program; great resources and staff; I'm glad I found this place; staff very courteous and knowledgeable; I have never been in such awe of an agency, WFC and their partner staff are the most amazing people; the orientation was inspiring; looking forward to working with you more; didn't know about dress code, staff made me feel out of place.

Placement Satisfaction



Staff Notes:

	PY 17-18				PY 18-19			
	Q3		Q4		Q1		Q2	
Surveys Received by Type	Non-Training	Training	Non-Training	Training	Non-Training	Training	Non-Training	Training
Clients Closed & Placed by Type	70	36	37	34	59	44	48	43
Survey Response Rate	98	40	44	36	96	54	62	52
	71.4%	90.0%	84.1%	94.4%	61.4%	81.5%	77.4%	82.7%

Participant Feedback:

Individualized Career Services: I secured employment on my own; the assessments did not help identify career; I already knew what I wanted to do; very helpful, got rehired after attending three (3) workshop sessions; sometimes didn't feel welcome when coming in for scheduled appointments; became employed before completing initial workshops; process takes too long.

Training Services: The assessments were degrading; took higher paying job in industry not related to training, I'm happy with my decision and may use new skills in the future; secured employment in field (retail) not related to training (welding); secured employment before receiving job leads; trained as communications tech, secured employment in warehouse work, which is a better fit for me; secured non-training related employment (pre-apprenticeship), but the soft skills I acquired helped me secure that employment; it takes too long to get into training.

Consent Items Submitted by the Business & Industry Committee

MISSION:

To actively support and engage the Fresno business and industry community with Workforce Innovation and Opportunity Act resources and facilities through information and education to stimulate job growth and job retention.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	B1
MEETING DATE:	March 6, 2019
ACTION:	ACCEPT

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

TO: Fresno Regional Workforce Development Board
FROM: Business and Industry Committee
SUBJECT: Employer Customer Satisfaction Report

RECOMMENDATION:

Accept the Customer Satisfaction Report.

The Business and Industry Committee approved this recommendation on February 6, 2019.

REASON FOR RECOMMENDATION:

This report provides data for the reporting period on employers' satisfaction with the job seeker they hired and the customer service the employer received from Workforce Connection staff. This information will assist the Business and Industry Committee and the FRWDB, if necessary, in guiding staff in the area of process improvement.

FRWDB staff continues to work with Service Providers to improve the processes used to increase the satisfaction level with employers. These improvements are based on data collected through satisfaction surveys, monitoring reviews, complaints and bi-weekly operations meetings between provider and FRWDB staff.

ATTACHMENT:

Employer Customer Satisfaction Report

EMPLOYER RELATIONS SURVEY

Rolling Four (4) Quarter Report

EMPLOYER RELATIONS MEASURES	PY 17-18			
	Q1	Q2	Q3	Q4
1. How responsive were we to your needs (were we timely)?	4.8	4.8	4.9	4.8
2. For appropriate positions, do you think Workforce Connection (WC) is a good source for staffing?	4.8	4.8	4.9	4.9
3. Have you experienced consistent service over several recruitments?	4.8	4.8	4.9	4.8
4. Did you receive quality service at WC?	4.8	4.9	4.9	4.9
OVERALL MEAN	4.8	4.8	4.9	4.8
Possible Unique # Employers Within a Quarter to be Surveyed / # of Employers Responded	29/22	16/12	10/10	14/12

COMMENTS FROM EMPLOYER

"The candidate is an amazing hire. We wish we could clone him. He takes his job very seriously and is the perfect hire." Toyota of Selma

Consent Items Submitted by the Youth Council

MISSION:

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

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	C1
MEETING DATE:	March 6, 2019
ACTION:	RATIFY

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

TO: Fresno Regional Workforce Development Board
FROM: Youth Council
SUBJECT: Ratification of New Youth Council Member

RECOMMENDATION:

Ratify the appointment of Ricardo Vasquez to the Youth Council.

The Youth Council approved this recommendation on February 21, 2019.

REASON FOR RECOMMENDATION:

Mr. Vasquez is a Chef at Dave and Buster's 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:	C2
MEETING DATE:	March 6, 2019
ACTION:	APPROVE

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

TO: Fresno Regional Workforce Development Board
FROM: Youth Council
SUBJECT: Board Approved Local Training Providers

RECOMMENDATION:

Approve The Water School and GRID Alternatives as locally approved training providers to the Fresno Regional Workforce Development Board (FRWDB).

The Youth Council approved this recommendation on February 21, 2019.

REASON FOR RECOMMENDATION:

Under certain limited circumstances and conditions, the Workforce Innovation and Opportunity Act (WIOA) allows the local area to identify and approve training providers without being approved by the State for inclusion on the State Eligible Training Provider List (ETPL) on CalJOBS.

The requirements to allow this to happen include:

- The Local Board determines that it would be appropriate to contract with a non-ETPL training provider in order to facilitate the training of multiple (cohort) participants in the high demand occupation(s) in the local area;
- There is no eligible training provider in the local area providing the type of training required or as provided by the provider being recommended; and
- The training provider must have demonstrated the ability of the program(s) to meet the State Performance Requirements for Completion and Entered Employment in the field of training rates.

FRWDB staff have determined there is lacking sufficient training resources in the areas of Drinking Water Treatment, Wastewater Treatment and Solar Systems Installation for Fresno County WIOA participants.

NEED FOR TRAINING:

According to the California Employment Development Department's California Occupational Guides, in Fresno County, the number of Drinking Water and Wastewater Treatment Plant Workers is expected to grow faster than the average growth rate for all occupations. Jobs for Drinking Water and Wastewater Treatment Plant Workers are expected to increase by 14.3%, or 30 jobs, between 2014 and 2024 with a projected 70 job openings.

The Bureau of Labor Statistics projects that from 2016 to 2026, employment of Solar Photovoltaic Installers will grow 105 percent, much faster than the average for all occupations in the United States. In California, the number of Solar Photovoltaic Installers is projected to increase 131% for the period of 2016 to 2026, with projected annual job openings of 1,480.

OVERVIEW OF TRAININGS:

The Water School

Drinking Water Operator Training:

Drinking Water Training is a hybrid program available in facilitated and online training where participants will learn the knowledge and skills necessary to pass the State Water Resources Control Board State Exams for Water Distribution Operator 1 and 2, and Water Treatment Operator 1 and 2.

Facilitated trainings will be available during non-traditional hours to accommodate working participants. Participants will learn about the water distribution system operator; storage facilities; distribution system facilities; water quality considerations in distribution systems; distribution system operation and maintenance; disinfection; safety; distribution system administration; introduction to water treatment; source water, reservoir management, and intake structures; coagulation and flocculation; sedimentation; filtration; disinfection; corrosion control; taste and odor control; and laboratory procedures.

Certificates Received: Certificate of Completion; State Water Resources Control Board Drinking Water Distribution Operator 1 and 2 Certificates; and State Water Resources Control Board Drinking Water Treatment Operator 1 and 2 Certificates.

Wastewater Operator Training:

Wastewater Training is a hybrid program available in facilitated and online training where participants will learn the knowledge and skills necessary to pass the State Water Resources Control Board State Exams for Wastewater Operator-In-Training, Wastewater Operator 1 and 2. Facilitated trainings will be available during non-traditional hours to accommodate working participants. Participants will learn about basic safety practices; hazards encountered during wastewater treatment plant operations; sampling and simple analysis of wastewater constituents; operation and maintenance procedures in preliminary and primary treatment unit processes; anaerobic sludge digestion and disinfection; operation and maintenance of wastewater stabilization ponds; state regulations regarding the classification of wastewater treatment plants; operator certification; sludge handling; evaluation of wastewater unit processes as well as overall plant performance; and basic supervision responsibilities.

Certificates Received: Certificate of Completion; State Water Resources Control Board Operator-In-Training Certificate; and State Water Resources Control Board Wastewater Operator 1 and 2 Certificates.

GRID Alternatives

Solar Installation Basics Training

GRID's Solar Installation Basics Training course consists of formalized classroom settings coupled with hands-on training labs and a practical application of occupational skill sets in real world scenarios. Participants will gain safety certifications in OSHA-10 and CPR-First Aid. Participants will demonstrate safety and skills through hands-on installation of photovoltaic components on resident rooftops. Participants will train on the basics of installation of complete photovoltaic systems on mock rooftops. Participants will gain a firm understanding of relevant wire code and required techniques, as well as designing field-related resumes, interview skills, and industry tips. Participants will learn an array of installation basics including job site safety, fall protection, array layout, racking installation, microinverter installation, and module installation. Participants will learn electrical installation basics including electrical safety, electrical layout and mounting, conduit bending and installation, and electrical wiring. Participants will be prepared with the necessary skills to become entry-level installers within the solar industry.

Certificates Received: Installation Basics Training Certificate of Completion (verifies at least 96 hours of installation hours); OSHA-10 Safety Training; American Red Cross Adult First Aid and CPR/AED Certification.

FISCAL IMPACT:

The approval of this item will allow FRWDB staff to identify all training costs associated with these programs as valid training expenses to fulfill the State mandated training expenditure rate of 30%.

ATTACHMENTS:

ATTACHMENT I: Eligibility Package for The Water School

ATTACHMENT II: Eligibility Package for GRID Alternatives



LOCAL BOARD APPROVED TRAINING PROVIDER ASSURANCES FORM

Submit completed form in PDF to your Local Eligible Training Provider List (ETPL) Coordinator by e-mail.

Part A

I certify that The Water School / H2O Baseline LLC

- (a) Is a legal entity, registered to do business in the state of California;
- (b) Has not been determined to be ineligible to receive federal funds;
- (c) Is in compliance with *Workforce Innovation and Opportunity Act Section 188* and Title 29 CFR Part 38;
- (d) Has demonstrated effectiveness in operating occupational classroom or distance training program(s); and
- (e) Agrees that training provider facilities, classroom instruction, relevant financial records, and attendance records may be reviewed by state, federal and/or local monitors or auditors to ensure compliance with funding requirements.

Part B

I certify that Steve Christianson

- (a) Have reviewed the annual student data reporting requirements for the Eligible Training Provider ETP Performance Report (ETP Report) established for training providers. Refer to the ETP Report Required Data list below;
- (b) Will begin collecting required student data elements that are not currently being collected; and
- (c) Will report and submit the ETP Report data for all students trained in each of my school/organization's training programs listed as Board Approved to the Fresno Regional Workforce Development Board by the due date.

I understand that my school/organization's application for Board Approval will not be processed without receiving this Eligible Training Provider Assurances Form.

Name of Training Provider (School/Organization) The Water School

Mailing Address _____ 2855 Ardell Dr

City, State, Zip Code _____ Merced CA 95348

Phone Number _____ 559-760-0576

Print Name of School/Organization Representative Steve Christianson

Title of School/Organization Representative Executive Director _____

Signature of School/Organization Representative _____

2-1-19

Date



**LOCAL BOARD APPROVED TRAINING PROVIDER
PERFORMANCE REPORT REQUIRED DATA**

Reporting Year 2013 to 2018

For ETP Provider Required Data Fields	
Institution Name	The Water School
Board Approved Status	☒ New ☐ Renewal
Check all that apply to this institution:	
For-profit Institution ☐	Sole Proprietor ☐ Non-profit Institution ☐
Limited Liability Corporation (LLC) ☒	Publicly Traded Institution ☐
Partnership ☐	Corporation ☐
Main Contact Name	Steve Christianson
Main Contact Phone Number	559-760-0576
Social Security Number / Tax ID Number (TIN) 346-52-6172	
Street Address	2855 Ardell Dr
City, State, Zip Code	Merced CA 95348
Number of Satellite Locations	
#1 Satellite Location Full Address	1901 East Shields, Fresno CA
#2 Satellite Location Full Address	14195 Tuolumne Rd, Sonora CA
#3 Satellite Location Full Address	
Institution accredited by accrediting agency / agencies recognized by the United States Department of Education?	☐ Yes ☒ No
If your institution has specialized accreditation from a recognized United States Department of Education approved specialized/programmatic accreditor, list the accreditation.	
Has any accreditation agency taken any final disciplinary action against this institution?	☐ Yes ☒ No If Yes, please submit a paper copy of the action.
Is your institution receiving funds from the Workforce Innovation and Opportunity Act (WIOA) Program?	☐ Yes ☒ No
Does your institution participate in, or offer any other government or non-governmental financial aid programs? (i.e. vocational rehab, private grants/loans, institutional grants/loans).	☐ Yes ☒ No If Yes, please provide the name of the financial aid program:
Number of Diploma or Certificate Programs Offered	State Exam Test Preparation



ATTACHMENT 3

LOCAL BOARD APPROVED TRAINING PROVIDER
PERFORMANCE REPORT REQUIRED DATA
2013 - 2018

For ETP Provider Required Data Fields	PLEASE FILL OUT FOR EACH PROGRAM
Program Training Title Drinking Water	
Location Address 1901 E Shields	
Location City, State, Zip Code Fresno CA	
Description of Training Provided: Students are guided through a series of 4 state exams in the 2018 year. This includes Drinking Water Distribution and Treatment grades 1 and 2.	
Degree/Program Level	
Indicate the level of degree for the program (e.g.,	Vocational Certificate Issued By The SWRCB
Program Length 12/13 month	*Estimates, we are currently updating our Data Base
Program Pre-Requisites	18 years old, HS Diploma or GED
Total Program Costs (attach detailed program cost breakdown)	\$6800 per student inclusive tuition
Number of Students Entered into Training	70 (2013-2018)
Number of Successful Completions	54
Number of Placements In Employment	65
Number of Placements in Training Related Employment	32, with many pending from 2018 completion
Number of Credentials Obtained	193

Time Period 2013 =2018



ANNUAL WIOA SECTION 188 REVIEW
ELIGIBLE TRAINING PROVIDER (ETP)

Date: February 1, 2019	
ETP Contact Steve Christianson	
ETP Contact Phone Number: 559-760-0576	
ETP Contact Full Address: 2855 Ardell Dr, Merced Ca 95348	

1	Does your organization have non-discrimination and equal opportunity policies or procedures?	☒ Yes ☐ No
2	How do you communicate non-discrimination and equal opportunity policy or procedures to program participants? Disclosure form	☒ Yes ☐ No
3	Does your organization have the poster <i>Equal Opportunity is the Law and What To Do If You Believe You Experienced Discrimination</i> displayed prominently, centrally located and in plain sight? If you do, in which languages other than English? _____	☒ Yes ☐ No
4	Does your organization use the appropriate tagline indicating that WIOA Title-1 financially assisted program or activity is <i>an equal opportunity employer/program</i> and that <i>auxiliary aids and services are available upon request for individuals with disabilities</i> ?	☒ Yes ☐ No
5	Does your organization develop and publish discrimination complaint policies and procedures?	☒ Yes ☐ No
6	Does your organization ensure that all participants are informed of your discrimination complaint policies and procedures?	☒ Yes ☐ No
7	Does your organization keep a log of discrimination complaints?	☒ Yes ☐ No
8	Does your organization have policies and procedures for serving people with disabilities?	☒ Yes ☐ No
9	Is your organization training program accessible to visual, hearing, or speech impaired individuals?	☒ Yes ☐ No
10	Does your organization have reasonable accommodation policies or procedures?	☒ Yes ☐ No
11	Are your facilities accessible to people with disabilities?	☒ Yes ☐ No
12	Does your organization have policies or procedures for serving program participants with limited English proficiency?	☒ Yes ☐ No



LOCAL BOARD APPROVED TRAINING PROVIDER ASSURANCES FORM

Submit completed form in PDF to your Local Eligible Training Provider List (ETPL) Coordinator by e-mail.

Part A

I certify that The Water School / H2O Baseline LLC

- (a) Is a legal entity, registered to do business in the state of California;
- (b) Has not been determined to be ineligible to receive federal funds;
- (c) Is in compliance with *Workforce Innovation and Opportunity Act Section 188* and Title 29 CFR Part 38;
- (d) Has demonstrated effectiveness in operating occupational classroom or distance training program(s); and
- (e) Agrees that training provider facilities, classroom instruction, relevant financial records, and attendance records may be reviewed by state, federal and/or local monitors or auditors to ensure compliance with funding requirements.

Part B

I certify that Steve Christianson

- (a) Have reviewed the annual student data reporting requirements for the Eligible Training Provider ETP Performance Report (ETP Report) established for training providers. Refer to the ETP Report Required Data list below;
- (b) Will begin collecting required student data elements that are not currently being collected; and
- (c) Will report and submit the ETP Report data for all students trained in each of my school/organization's training programs listed as Board Approved to the Fresno Regional Workforce Development Board by the due date.

I understand that my school/organization's application for Board Approval will not be processed without receiving this Eligible Training Provider Assurances Form.

Name of Training Provider (School/Organization) The Water School

Mailing Address 2855 Ardell Dr

City, State, Zip Code Merced CA 95348

Phone Number 559-760-0576

Print Name of School/Organization Representative Steve Christianson

Title of School/Organization Representative Executive Director

Signature of School/Organization Representative

Date

2-1-19



LOCAL BOARD APPROVED TRAINING PROVIDER PERFORMANCE REPORT REQUIRED DATA

Reporting Year 2013 to 2018

For ETP Provider Required Data Fields	
Institution Name	<u>The Water School</u>
Board Approved Status	☒ New ☐ Renewal
Check all that apply to this institution:	
For-profit Institution ☐	Sole Proprietor ☐ Non-profit Institution ☐
Limited Liability Corporation (LLC) ☒	Publicly Traded Institution ☐
Partnership ☐	Corporation ☐
Main Contact Name	Steve Christianson
Main Contact Phone Number	559-760-0576
Social Security Number / Tax ID Number (TIN) 346-52-6172	
Street Address	2855 Ardell Dr
City, State, Zip Code	Merced CA 95348
Number of Satellite Locations	
#1 Satellite Location Full Address 1901 East Shields, Fresno CA	
#2 Satellite Location Full Address 14195 Tuolumne Rd, Sonora CA	
#3 Satellite Location Full Address	
Institution accredited by accrediting agency / agencies recognized by the United States Department of Education?	☐ Yes ☒ No
If your institution has specialized accreditation from a recognized United States Department of Education approved specialized/programmatic accreditor, list the accreditation.	
Has any accreditation agency taken any final disciplinary action against this institution?	☐ Yes ☒ No If Yes, please submit a paper copy of the action.
Is your institution receiving funds from the Workforce Innovation and Opportunity Act (WIOA) Program?	☐ Yes ☒ No
Does your institution participate in, or offer any other government or non-governmental financial aid programs? (i.e. vocational rehab, private grants/loans, institutional grants/loans).	☐ Yes ☒ No If Yes, please provide the name of the financial aid program:
Number of Diploma or Certificate Programs Offered	State Exam Test Preparation



**LOCAL BOARD APPROVED TRAINING PROVIDER
PERFORMANCE REPORT REQUIRED DATA**

Reporting Year 2019

For ETP Provider Required Data Fields	PLEASE FILL OUT FOR EACH PROGRAM
Program Training Title Waste Water	
Location Address 1901 E Shields	
Location City, State, Zip Code Fresno CA	
Description of Training Provided: Waste Water is a new program starting 3-9-19. Over 13 months, it will prepare students for grade 1 and 2 SWRCB Waste Water exams. During this timeframe, with successful municipale rcruitment students will participate in 1800 hours of Operator In Training at a local Wast Water plant (the state requirement for certification).	
Degree/Program Level Indicate the level of degree for the program (e.g., Masters, Bachelors, Associate, Diploma, Vocational Certificate, License)	Vocational Certificate Issued By The SWRCB
Program Length 12-13 month	
Program Pre-Requisites	18 years old, HS Diploma or GED
Total Program Costs (attach detailed program cost breakdown)	Program starts 3-9-19, cost: \$12,500 per student tuition
Number of Students Entered into Training	New program, minimum 15 students
Number of Successful Completions	
Number of Placements in Employment	
Number of Placements in Training Related Employment	
Number of Credentials Obtained	



ANNUAL WIOA SECTION 188 REVIEW
ELIGIBLE TRAINING PROVIDER (ETP)

Date: February 1, 2019	
ETP Contact Steve Christianson	
ETP Contact Phone Number: 559-760-0576	
ETP Contact Full Address: 2855 Ardell Dr, Merced Ca 95348	

1	Does your organization have non-discrimination and equal opportunity policies or procedures?	☒ Yes ☐ No
2	How do you communicate non-discrimination and equal opportunity policy or procedures to program participants? Disclosure form	☒ Yes ☐ No
3	Does your organization have the poster <i>Equal Opportunity is the Law and What To Do If You Believe You Experienced Discrimination</i> displayed prominently, centrally located and in plain sight? If you do, in which languages other than English? _____	☒ Yes ☐ No
4	Does your organization use the appropriate tagline indicating that WIOA Title-1 financially assisted program or activity is <i>an equal opportunity employer/program</i> and that <i>auxiliary aids and services are available upon request for individuals with disabilities</i> ?	☒ Yes ☐ No
5	Does your organization develop and publish discrimination complaint policies and procedures?	☒ Yes ☐ No
6	Does your organization ensure that all participants are informed of your discrimination complaint policies and procedures?	☒ Yes ☐ No
7	Does your organization keep a log of discrimination complaints?	☒ Yes ☐ No
8	Does your organization have policies and procedures for serving people with disabilities?	☒ Yes ☐ No
9	Is your organization training program accessible to visual, hearing, or speech impaired individuals?	☒ Yes ☐ No
10	Does your organization have reasonable accommodation policies or procedures?	☒ Yes ☐ No
11	Are your facilities accessible to people with disabilities?	☒ Yes ☐ No
12	Does your organization have policies or procedures for serving program participants with limited English proficiency?	☒ Yes ☐ No



LOCAL BOARD APPROVED TRAINING PROVIDER ASSURANCES FORM

Submit completed form in PDF to your Local Eligible Training Provider List (ETPL) Coordinator by e-mail.

Part A

I certify that _____ GRID Alternatives

- (a) Is a legal entity, registered to do business in the state of California;
- (b) Has not been determined to be ineligible to receive federal funds;
- (c) Is in compliance with *Workforce Innovation and Opportunity Act Section 188* and Title 29 CFR Part 38;
- (d) _____
Has demonstrated effectiveness in operating occupational classroom or distance training program(s); and
- (e) Agrees that training provider facilities, classroom instruction, relevant financial records, and attendance records may be reviewed by state, federal and/or local monitors or auditors to ensure compliance with funding requirements.

Part B

I certify that I:

- (a) Have reviewed the annual student data reporting requirements for the Eligible Training Provider ETP Performance Report (ETP Report) established for training providers. Refer to the ETP Report Required Data list below;
- (b) Will begin collecting required student data elements that are not currently being collected; and
- (c) Will report and submit the ETP Report data for all students trained in each of my school/organization's training programs listed as Board Approved to the Fresno Regional Workforce Development Board by the due date.

I understand that my school/organization's application for Board Approval will not be processed without receiving this Eligible Training Provider Assurances Form.

Name of Training Provider (School/Organization) _____ GRID Alternatives

Mailing Address _____ 4140 N. Brawley Avenue #108

City, State, Zip Code _____ Fresno, CA 93722

Phone Number _____ (559) 490-2395

Print Name of School/Organization Representative _____ GRID Alternatives/Tom Esqueda

Title of School/Organization Representative _____ GRID Alternatives/Tom Esqueda



Signature of School/Organization Representative

01/30/2019
Date: 1/30/2019



LOCAL BOARD APPROVED TRAINING PROVIDER PERFORMANCE REPORT REQUIRED DATA

Reporting Year 2019

For ETP Provider Required Data Fields	
Institution Name	GRID Alternatives
Board Approved Status	x ☐ New ☐ Renewal
Check all that apply to this institution: For-profit Institution ☐ Sole Proprietor ☐ Non-profit Institution ☒ Limited Liability Corporation (LLC) ☐ Publicly Traded Institution ☐ Partnership ☐ Corporation ☐	
Main Contact Name	Jesse Arrequin
Main Contact Phone Number	(559) 261-4743
Social Security Number / Tax ID Number (TIN)	260043353
Street Address	4140 N. Brawley Avenue #108
City, State, Zip Code	Fresno, CA 93722
Number of Satellite Locations	0
#1 Satellite Location Full Address	
#2 Satellite Location Full Address	
#3 Satellite Location Full Address	
Institution accredited by accrediting agency / agencies recognized by the United States Department of Education?	☐ Yes ☒ No
If your institution has specialized accreditation from a recognized United States Department of Education approved specialized/programmatic accreditor, list the accreditation.	
Has any accreditation agency taken any final disciplinary action against this institution?	☐ Yes ☒ No If Yes, please submit a paper copy of the action.
Is your institution receiving funds from the Workforce Innovation and Opportunity Act (WIOA) Program?	☒ Yes ☐ No
Does your institution participate in, or offer any other government or non-governmental financial aid programs? (i.e. vocational rehab, private grants/loans, institutional grants/loans).	☒ Yes ☐ No If Yes, please provide the name of the financial aid program: Community Based Training Grant

Number of Diploma or Certificate Programs Offered

2

2 of 3

ATTACHMENT 3



LOCAL BOARD APPROVED TRAINING PROVIDER PERFORMANCE REPORT REQUIRED DATA

Reporting Year 2019

For ETP Provider Required Data Fields		PLEASE FILL OUT FOR EACH PROGRAM
Program Training Title	Solar Installation Basic Training (IBT)	
Location Address	4140 N. Brawley Avenue #108	
Location City, State, Zip Code	Fresno, CA 93722	
Description of Training Provided: GRID's 5-week Solar Installation Basic Training course consists of formalized classroom settings coupled with hands-on training labs and a practical application of occupational skill sets in real world scenarios. Students gain safety certifications in OSHA-10 and CPR-First Aid. Students demonstrate safety and skills through hands-on installation of photovoltaic components on residential rooftops. Students train on the basics of installing complete photovoltaic systems on mock rooftops. Students gain a firm understanding of relevant wire code and required techniques, as well as designing field-related resumes, interview skills, and industry tips. Students are prepared with the necessary skills to become entry-level installers within the solar industry.		
Degree/Program Level Indicate the level of degree for the program (e.g., Masters, Bachelors, Associate, Diploma, Vocational Certificate, License)	Certificate of Completion, OSHA-10, Red Cross CPR	
Program Length	5-Weeks	
Program Pre-Requisites		
Total Program Costs (attach detailed program cost breakdown)	\$3,298 per person	
Number of Students Entered into Training	12 per session	
Number of Successful Completions	15	
Number of Placements in Employment	11	
Number of Placements in Training Related Employment	11	
Number of Credentials Obtained	3	



ANNUAL WIOA SECTION 188 REVIEW
ELIGIBLE TRAINING PROVIDER (ETP)

Date:	
ETP Contact:	Jesse Arreguin
ETP Contact Phone Number:	559 490 2394
ETP Contact Full Address:	4140 N. Brawley Ave. #108 Fresno, CA 93722

1	Does your organization have non-discrimination and equal opportunity policies or procedures?	☒ Yes ☐ No
2	How do you communicate non-discrimination and equal opportunity policy or procedures to program participants?	☒ Yes ☐ No
3	Does your organization have the poster <i>Equal Opportunity is the Law and What To Do If You Believe You Experienced Discrimination</i> displayed prominently, centrally located and in plain sight? If you do, in which languages other than English? _____	☒ Yes ☐ No
4	Does your organization use the appropriate tagline indicating that WIOA Title-1 financially assisted program or activity is <i>an equal opportunity employer/program</i> and that <i>auxiliary aids and services are available upon request for individuals with disabilities</i> ?	☒ Yes ☐ No
5	Does your organization develop and publish discrimination complaint policies and procedures?	☒ Yes ☐ No
6	Does your organization ensure that all participants are informed of your discrimination complaint policies and procedures?	☒ Yes ☐ No
7	Does your organization keep a log of discrimination complaints?	☒ Yes ☐ No
8	Does your organization have policies and procedures for serving people with disabilities?	☒ Yes ☐ No
9	Is your organization training program accessible to visual, hearing, or speech impaired individuals?	☒ Yes ☐ No
10	Does your organization have reasonable accommodation policies or procedures?	☒ Yes ☐ No
11	Are your facilities accessible to people with disabilities?	☒ Yes ☐ No

12

Does your organization have policies or procedures for serving program participants with limited English proficiency?

☒

Yes

☐

No

	A	B	C	D	E
1	GRID Alternatives Central Valley				
2	Installation Basics Training 5 Week Program				
3					
4	Cost Per Person		\$ 3,298		
5	Cost for up to 80 Trainees		\$ 263,840		\$3,298 X 80 Trainees=\$263,840.00
6					
7	Personal	Base	Hours	Costs	Notes
8	Instructor	\$40.00	48	\$1,920	\$40/hrX48 hrs. = \$1920 Includes fringe, salary
9	Career Education/Workforce Instructor	\$103.75	8	\$830	Career readiness team of three members - interview prep workshop, resume building, mock interviews
10	Industry Guest Speaker	\$160.00	2	\$320	Guest Speaker with industry experience in residential, commercial and industrial solar experience
11					
12					
13	Subtotal			\$3,070	
14					
15					
16	Non-personnel				
17	CPR-First Aid Training	\$99.00		\$99	Certification for Red Cross - CPR & First Aid
18	Click Safety	\$89.00		\$89	Occupational Safety and Health Administration Certification (OSHA 10)
19	Personal Protective Equipment	\$40.00		\$40	Hard Hat, Safety Glasses and Gloves
20					
21					
22	Subtotal			\$228	
23	Subtotal Per Individual			\$3,298	
24	TOTAL PROPOSED BUDGET			\$263,840	

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	C3
MEETING DATE:	March 6, 2019
ACTION:	APPROVE

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

TO: Fresno Regional Workforce Development Board
FROM: Youth Council
SUBJECT: Youth Program Rebranding

RECOMMENDATION:

Approve rebranding the "All Youth One System – Pathways to Academic Excellence" to "Workforce Connection – Young Adult Services".

The Youth Council approved this recommendation on February 21, 2019.

REASON FOR RECOMMENDATION:

In 2006, the Youth Council and the FRWDB approved the youth system redesign recommendations, which included branding the youth services under the name of "All Youth One System – Pathways to Academic Excellence". Under the Workforce Investment Act model, the focus was to serve younger in-school youth; however, under the Workforce Innovation and Opportunity Act (WIOA), the program focus changed to Out-of-School youth ages 16-24.

With the shift to an older Out-of-School population under WIOA, the service delivery model had to be refocused to ensure appropriate services were available to meet the needs of the older Out-of-School population. Even though the system is still focused on improving basic skills, the need to increase job readiness skills and vocational training is a major focus of the program. With the change in population, Youth providers have needed to change their approach for outreach and marketing to attract this very different population.

Based on this, FRWDB staff is recommending that the WIOA youth program name "All Youth One System – Pathways to Academic Excellence" be changed to "Workforce Connection – Young Adult Services." Since the Workforce Connection name is already recognized in the community for job training and job placement services, using the Workforce Connection name would assist in attracting the out-of-school and older youth who are in need of training and whose focus is to start a career. Using one specific name would also create a savings in marketing materials.

FISCAL IMPACT:

None

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	C4
MEETING DATE:	March 6, 2019
ACTION:	ACCEPT

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

TO: Fresno Regional Workforce Development Board
FROM: Youth Council
SUBJECT: First Quarter Local Performance Results Report for Program Year 2018-2019

RECOMMENDATION:

Accept the attached Youth Program Providers of Services Local Performance Results Report for the First Quarter of Program Year (PY) 2018-2019.

The Youth Council approved this recommendation on February 21, 2019.

REASON FOR RECOMMENDATION:

The FRWDB Joint Powers Agreement states, in part, that Fresno Regional Workforce Development Board (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. Total enrollments are at 99% of plan.

ResCare: Staff has no concerns. Total enrollments are at 94% of plan. Provider had outreach staff turnover during the first quarter. Provider staff is working diligently to increase Out-of-School Youth enrollments. Performance Management Plan modification will be revised next quarter.

Proteus, Inc.: Total enrollments are at 89% of plan. Provider is below plan due to eligibility staff being on medical leave during the first quarter. Provider is fully staffed and is actively outreaching to increase enrollments.

WHCCD: Total enrollments are at 87% of plan. Provider is below plan due to staffing turnover. Provider has hired temporary staff to assist with the recruitment of eligible youth. Provider will be submitting a Performance Management Plan modification.

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

Youth Expenditures:

FEOC: Expenditures are below plan caused by unanticipated staff savings due to the hiring process. Provider hired four (4) new staff during the first quarter of this program year which resulted in under expenditures. As of September 2018, all vacancies have been filled.

ResCare: Expenditures are below plan caused by unanticipated staff savings due to the hiring process. Provider hired one (1) staff during the first quarter and anticipates hiring another two (2) staff by the end of the second quarter to be fulling staffed.

Proteus, Inc.: Staff has no concerns.

WHCCD: Expenditures are below plan caused by unanticipated staff savings. Provider has vacancies and anticipates hiring staff by the end of the third quarter.

Youth Offender Services (ResCare): Expenditures are below plan caused by unanticipated staff savings. Provider anticipates to be aligned with budget by the third quarter.

Youth Placement in Employment or Education:

FEOC: Staff has no concerns.

ResCare: Staff has no concerns.

Proteus, Inc.: Staff has no concerns.

WHCCD: Staff has no concerns.

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

Certificate of Attainment:

FEOC: Staff has no concerns.

ResCare: Staff has no concerns.

Proteus, Inc.: Staff has no concerns.

WHCCD: Staff has no concerns.

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

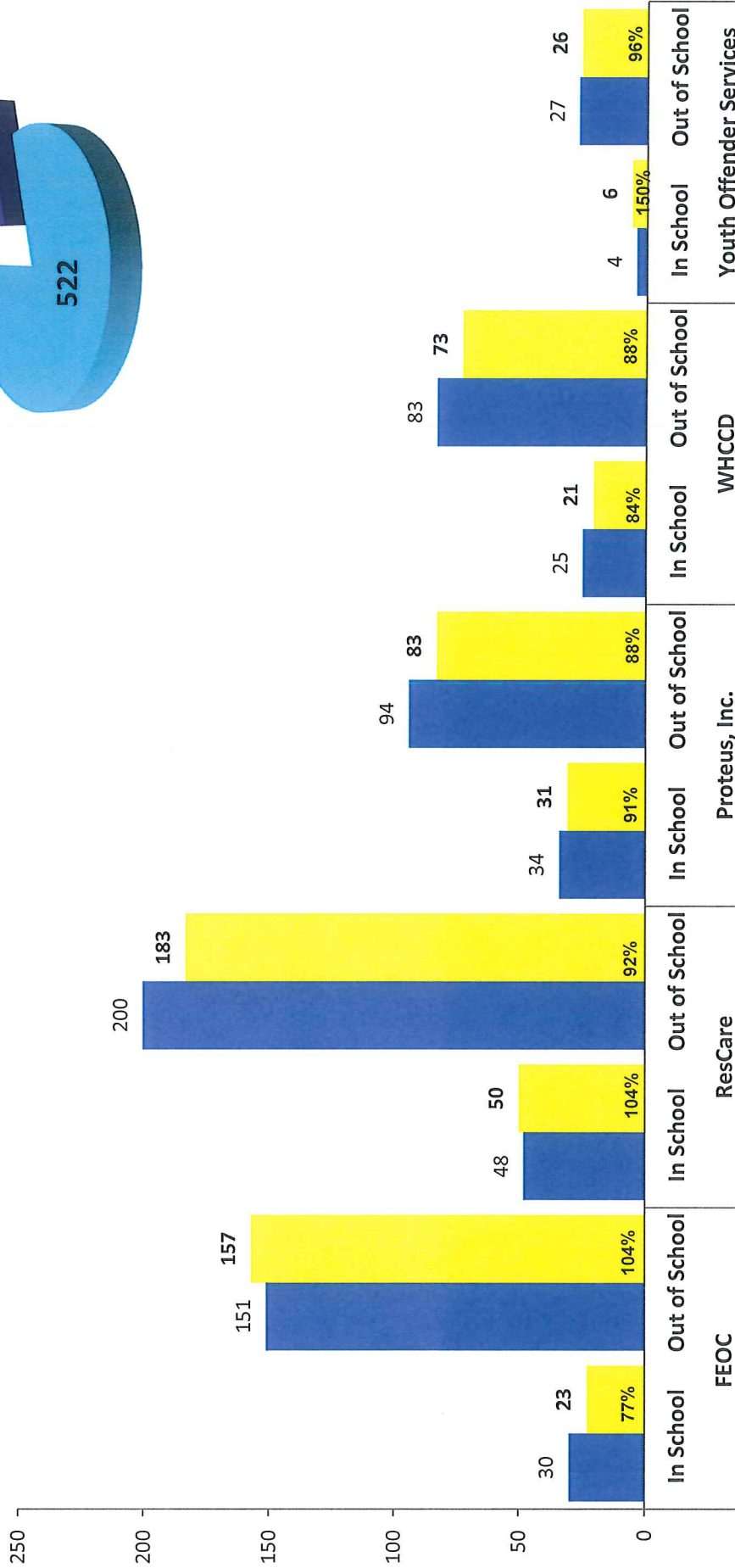
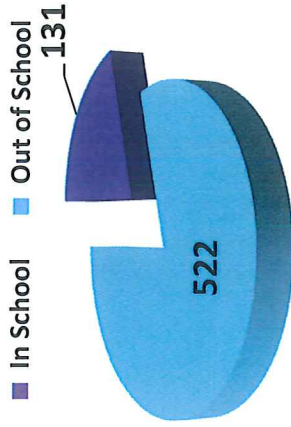
ATTACHMENT:

All Youth One System Providers of Services Local Performance Results Report for the First Quarter of Program Year 2018-2019

Youth Served

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

Total Served- 653

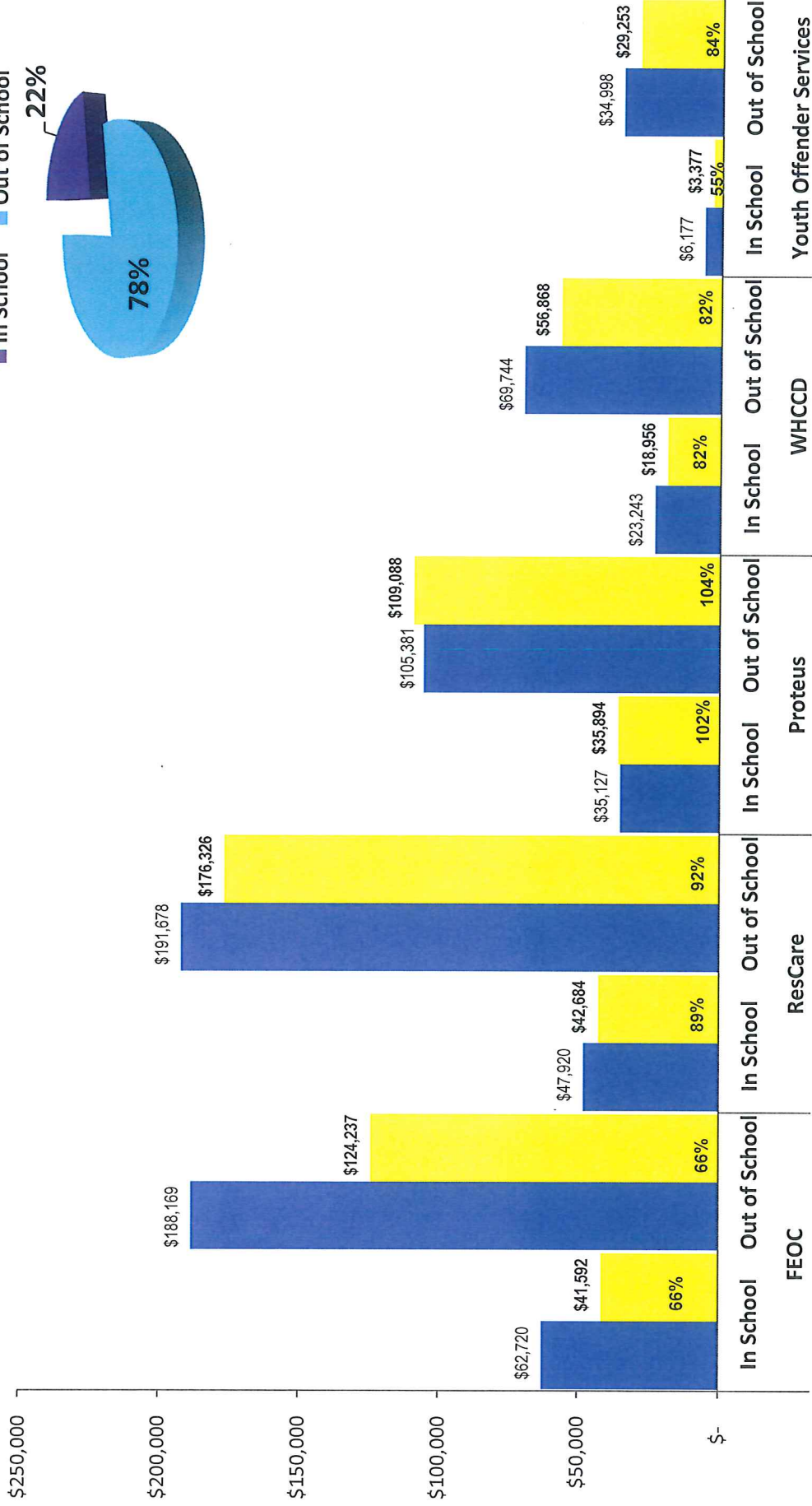
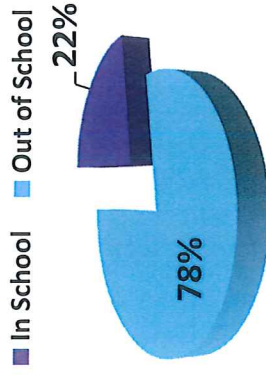


■ Plan ■ Actual

Note: Number served goal is 95%

Youth Expenditures

Total Expenditures

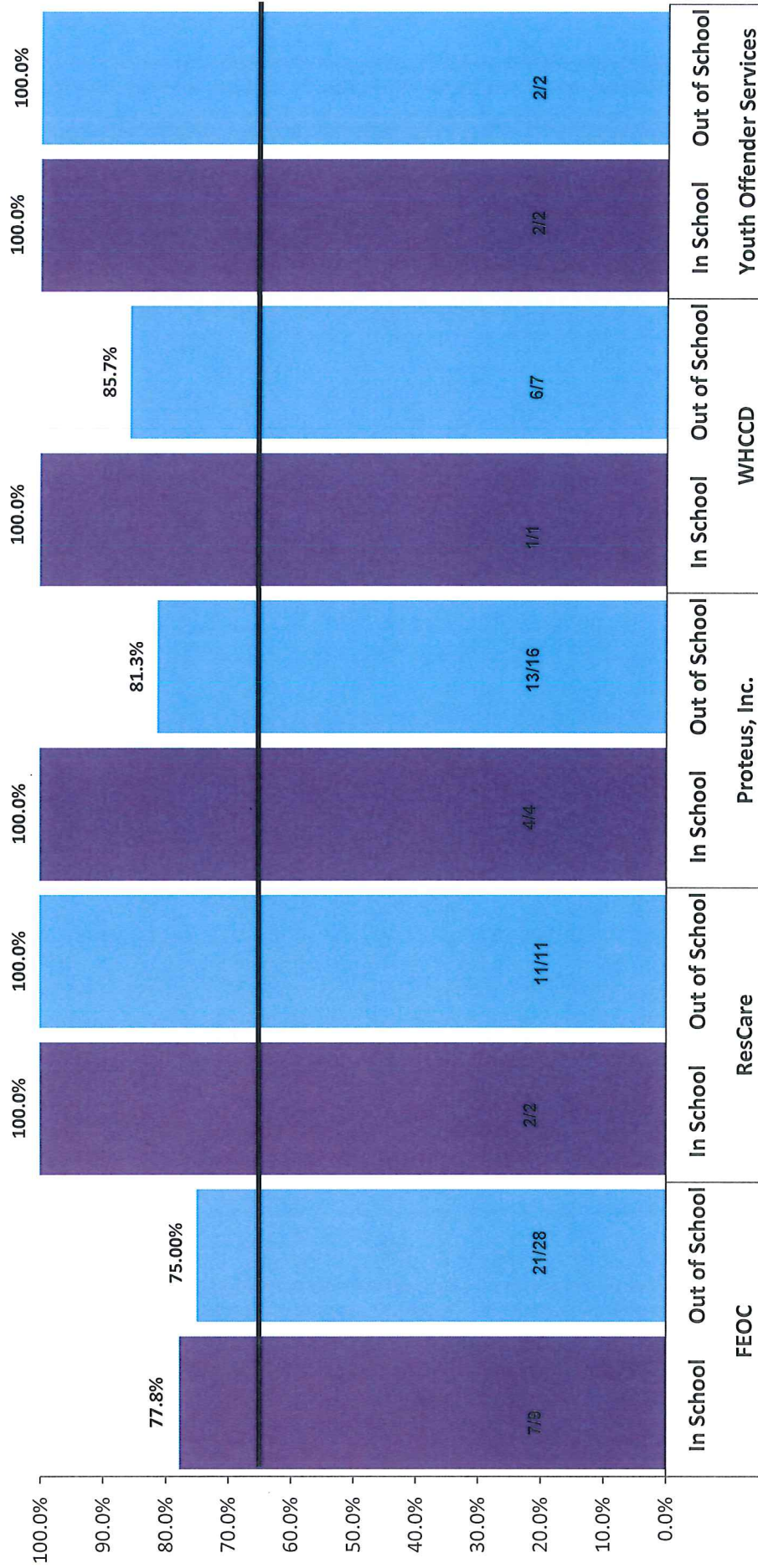


Note: WIOA mandates a minimum of 75% Out-of-School Expenditures and a maximum of 25% In-school Expenditures. The expenditures goal range is 95% to 100%.

Youth Placement in Employment or Education

Goal

Placement 65.5%

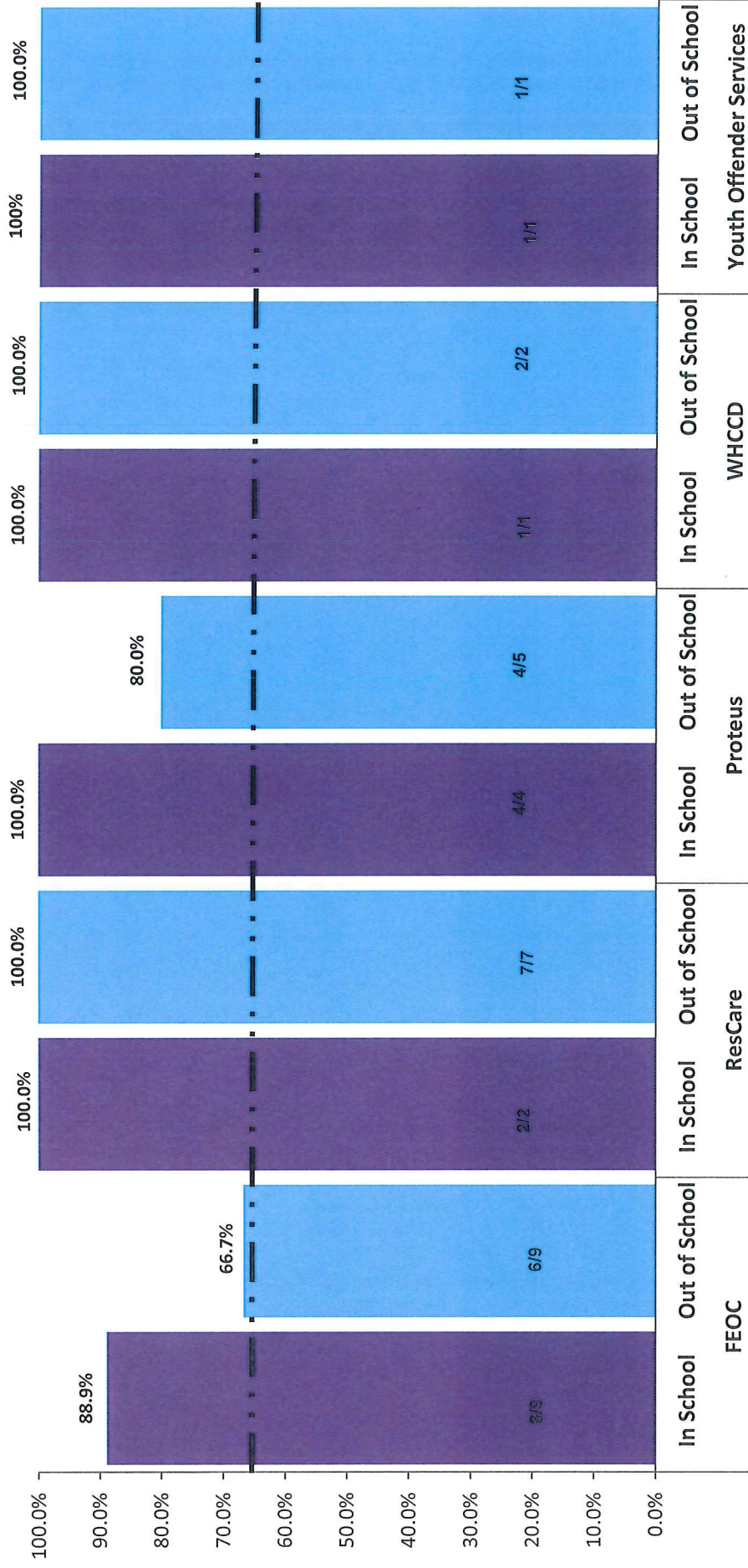


■ In School ■ Out of School

Youth Certificate of Attainment

Goal

Certificate of Attainment 65%



■ In School ■ Out of School

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	C5
MEETING DATE:	March 6, 2019
ACTION:	ACCEPT

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

TO: Fresno Regional Workforce Development Board
FROM: Youth Council
SUBJECT: Second Quarter Local Performance Results Report for Program Year 2018-2019

RECOMMENDATION:

Accept the attached Youth Program Providers of Services Local Performance Results Report for the Second Quarter of Program Year (PY) 2018-2019.

The Youth Council approved this recommendation on February 21, 2019.

REASON FOR RECOMMENDATION:

The Fresno Regional Workforce Development Board (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. Total enrollments are at 99% of plan.

ResCare: Staff has no concerns.

Proteus, Inc.: Staff has no concerns.

WHCCD: Total enrollments are at 84% of plan. Provider is below plan due to staffing turnover. Provider has hired temporary staff to assist with the recruitment of eligible youth. Provider will be submitting a Performance Management Plan modification. Provider should be aligned by next quarter.

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

Youth Expenditures:

FEOC: Expenditures are below plan caused by unanticipated staff savings due to the hiring process. All vacancies have been filled and provider will be submitting a Budget Modification to correct provider's under expenditures. Provider anticipates to be aligned with budget by next quarter.

ResCare: 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 next quarter.

Proteus, Inc.: Staff has no concerns.

WHCCD: Expenditures are below plan caused by unanticipated staff savings. Provider has vacancies and anticipates hiring staff by the end of the third quarter. Provider will be submitting a Budget Modification to correct provider's under expenditures.

Youth Offender Services (ResCare): Expenditures are below plan caused by unanticipated staff savings. Provider anticipates to be aligned with budget by the third quarter.

Youth Placement in Employment or Education:

FEOC: Staff has no concerns.

ResCare: Staff has no concerns.

Proteus, Inc.: Staff has no concerns.

WHCCD: Staff has no concerns.

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

Certificate of Attainment:

FEOC: Staff has no concerns.

ResCare: Staff has no concerns.

Proteus, Inc.: Staff has no concerns.

WHCCD: Staff has no concerns.

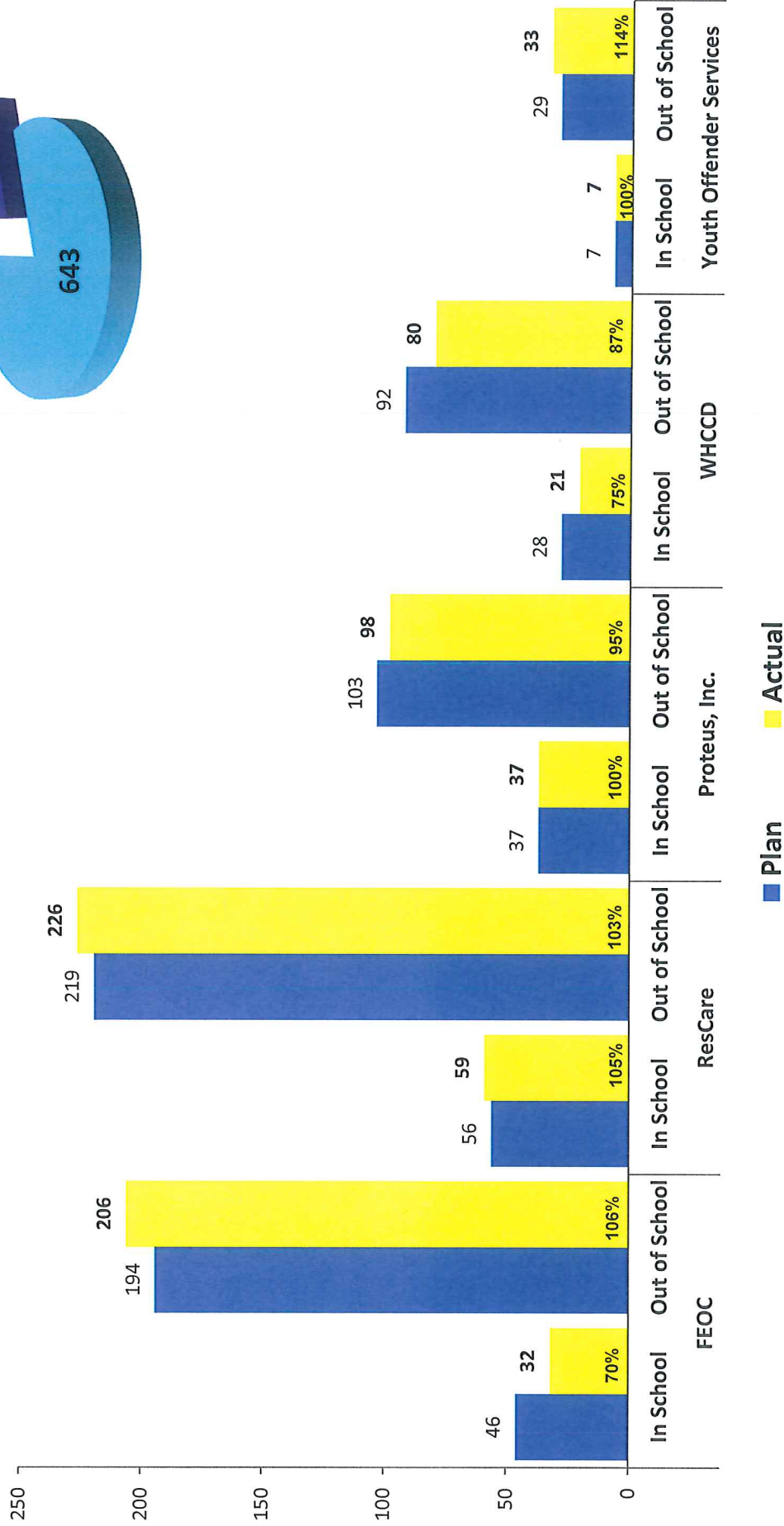
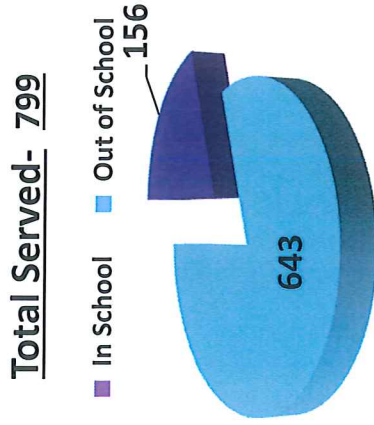
Youth Offender Services (ResCare): Staff has no concerns.

ATTACHMENT:

All Youth One System Providers of Services Local Performance Results Report for the Second Quarter of Program Year 2018-2019

Youth Served

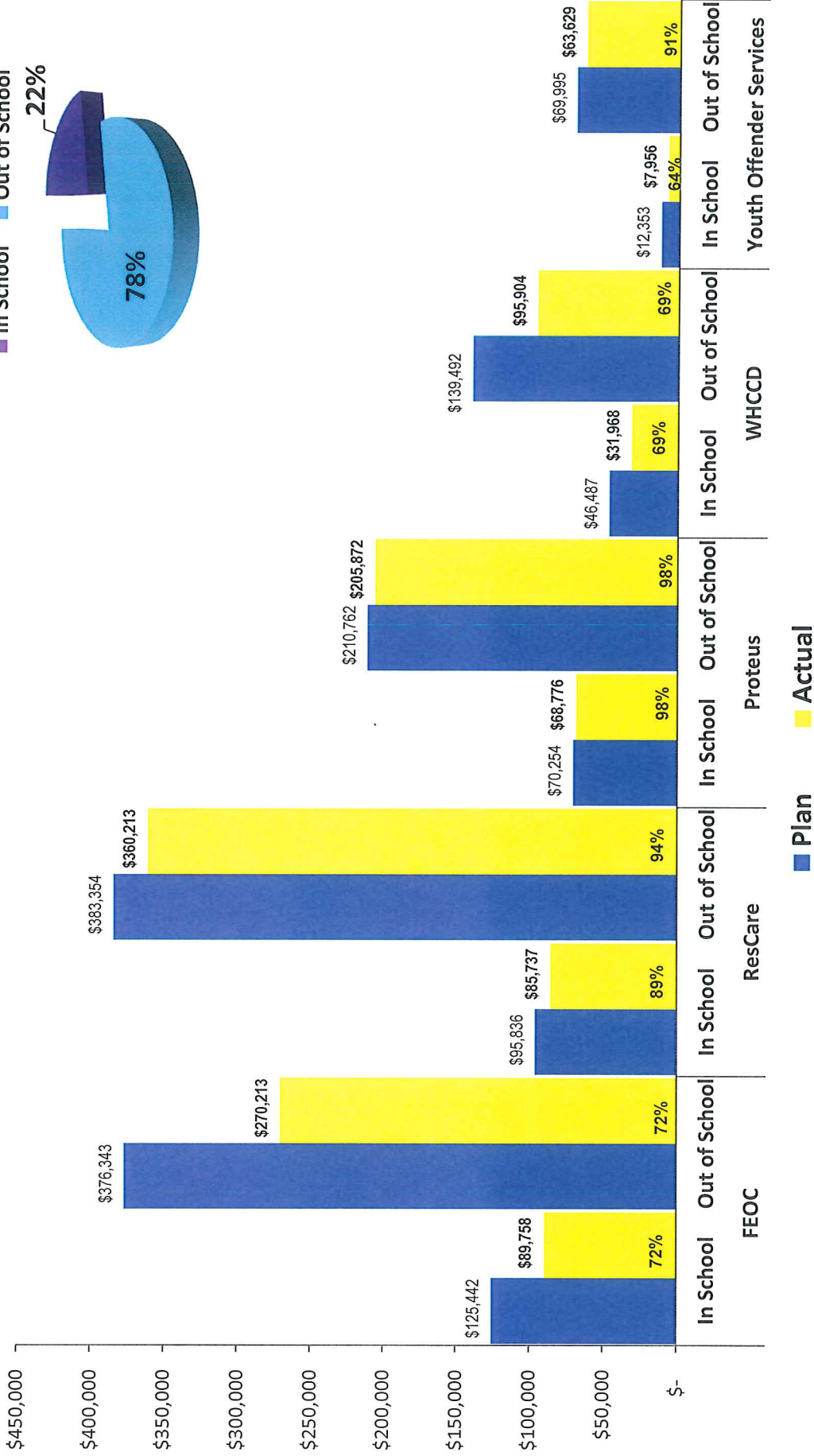
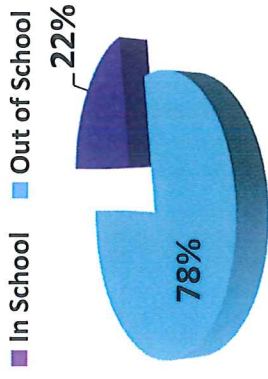
FEOC - Fresno Economic Opportunities Commission
ResCare - ResCare Workforce Services
Proteus - Proteus, Inc.
WHCCD - West Hills Community College District



Note: Number served goal is 95%

Youth Expenditures

Total Expenditures

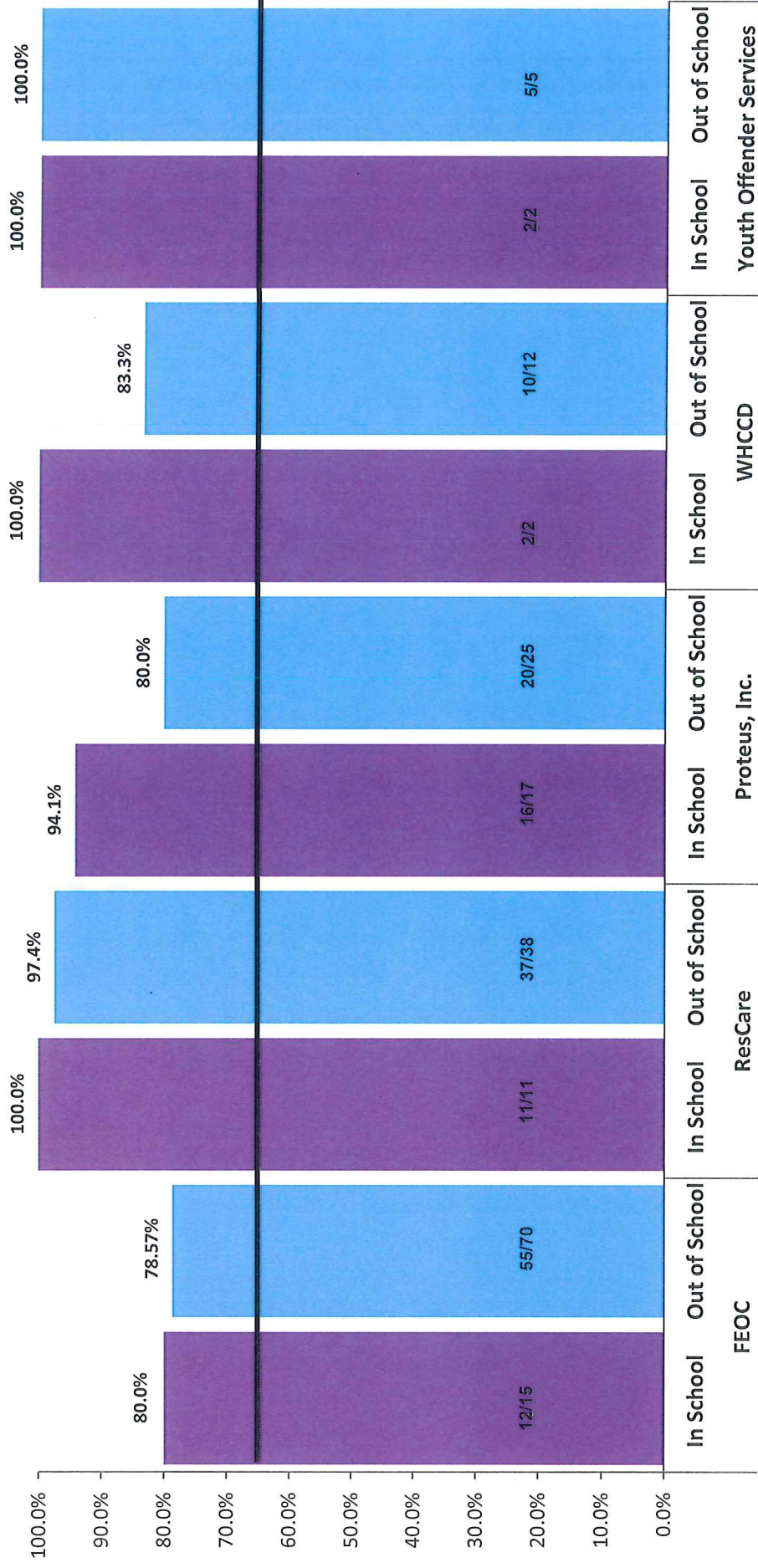


Note: WIOA mandates a minimum of 75% Out-of-School Expenditures and a maximum of 25% In-school Expenditures. The expenditures goal range is 95% to 100%.

Youth Placement in Employment or Education

Goal

Placement 65.5%

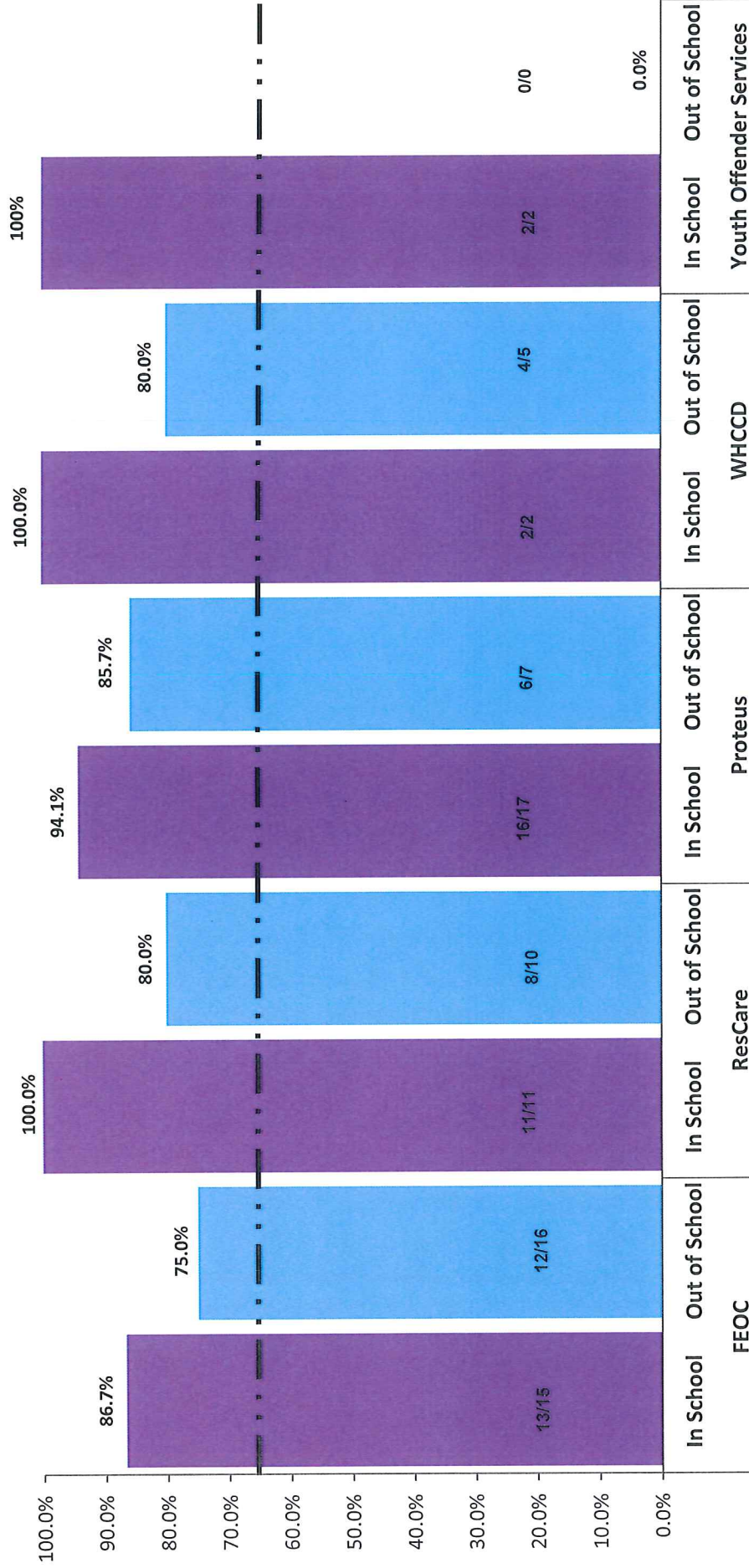


■ In School ■ Out of School

Goal

Certificate of Attainment 65% ■■■■■

Youth Certificate of Attainment



■ In School ■ Out of School

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	C6
MEETING DATE:	March 6, 2019
ACTION:	ACCEPT

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

TO: Fresno Regional Workforce Development Board
FROM: Youth Council
SUBJECT: Second Quarter Youth Satisfaction Report for Program Year 2018-2019

RECOMMENDATION:

Accept the Youth Customer Satisfaction Report for the Second Quarter of Program Year (PY) 2018-2019.

The Youth Council approved this recommendation on February 21, 2019.

REASON FOR RECOMMENDATION:

In the Five Year Plan, approved by the Fresno Regional Workforce Development Board (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.

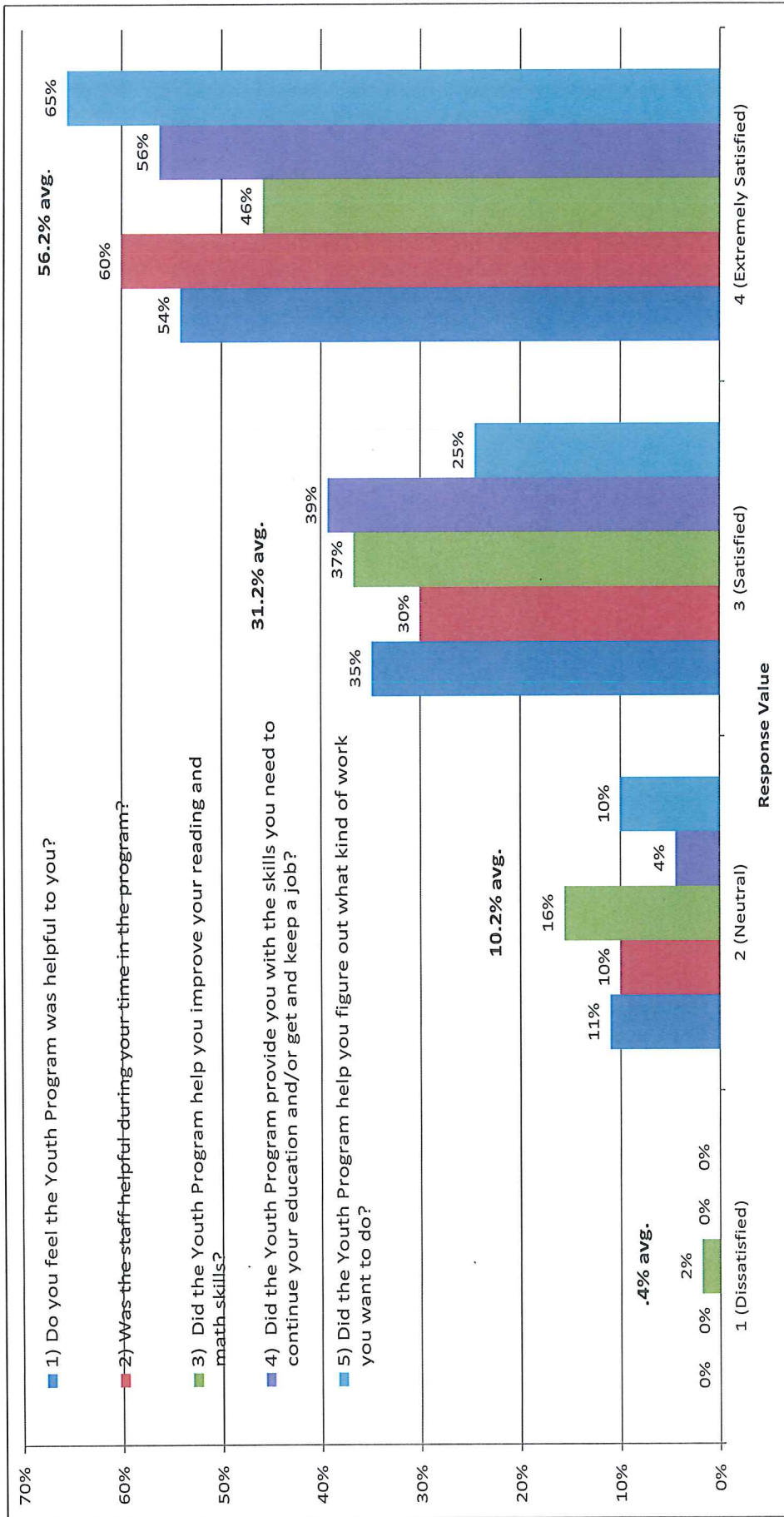
The data collected is intended to provide additional insight into possible improvements to the All Youth One System program, as perceived by our participants.

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 2018-2019

Second Quarter Youth Customer Satisfaction Report for Program Year 2018 – 2019



Surveys Received	82
Participants Closed	84
Survey Response Rate	97.6%

Participant Comments:

Program assisted me with acquiring new working skills and staff communicated with me the entire time I was in the program; thanks for the assistance and supportive staff; I would have liked to do more mock interviews and more one-on-one job search; too much testing (120 hours); more options for training schools.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	C7
MEETING DATE:	March 6, 2019
ACTION:	ACCEPT

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

TO: Fresno Regional Workforce Development Board

FROM: Youth Council

SUBJECT: Second Quarter Providers of Services' Monitoring Report for Program Year 2018-2019

RECOMMENDATION:

Accept the following Providers of Services' Monitoring Report for the Second Quarter of Program Year 2018-2019.

The Youth Council approved this recommendation on February 21, 2019.

REASON FOR RECOMMENDATION:

Fresno Regional Workforce Development Board (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, 2018, through December 31, 2018.

ATTACHMENT:

Youth Providers of Services' Monitoring Report Second Quarter, Program Year 2018-2019

**Youth Providers of Services Monitoring Report
Second Quarter, Program Year 2018-2019**

Program Monitoring:

*Program monitoring of the following sub-recipients was completed during the second quarter: **None***

Program Monitoring:

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

Sub-Recipient	Contract #(s)
Fresno Economic Opportunities Commission PY 16-17 Follow-up; PY 1-18 Follow-up	310

Fiscal Monitoring:

Fiscal monitoring of the following sub-recipients was completed during the second quarter:

Sub-Recipient	Contract #(s)	Results
Fresno Economic Opportunities Commission PY 17-18 Fiscal Closeout	210	No Findings
Proteus, Inc. PY17-18 Fiscal Closeout	333	No Findings
West Hills Community College District PY 17-18 Fiscal Closeout	390	No Findings

*Fiscal monitoring of the following sub-recipients was in process at the end of the second quarter: **None***

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	C8
MEETING DATE:	March 6, 2019
ACTION:	ACCEPT

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

TO: Fresno Regional Workforce Development Board

FROM: Youth Council

SUBJECT: Second Quarter Providers of Services' Customer Complaint Report for Program Year 2018- 2019

RECOMMENDATION:

Accept the following Youth Customer Complaint Report for the Second Quarter of Program Year (PY) 2018-2019.

The Youth Council approved this recommendation on February 21, 2019.

REASON FOR RECOMMENDATION:

Under the Fresno Regional Workforce Development Board (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 2018-2019.

Non-Consent

Agenda Items

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	13
MEETING DATE:	March 6, 2019
ACTION:	INFORMATION

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

TO: Fresno Regional Workforce Development Board
FROM: Blake Konczal, Executive Director
SUBJECT: Fourth Quarter Community Events

INFORMATION:

The following events will occur in the fourth quarter of Program Year 2018-2019.

Month	Event	Description	Cost
April 2019	Fresno County Economic Development Corporation – Real Estate Forecast	Eight (8) tickets and recognition in event program.	Included in Membership
May 2019	Clovis Mayor's Breakfast	Breakfast and Event	FRWDB will purchase individual tickets.
June 2019	Fresno Chamber of Commerce State of the City Luncheon	Luncheon and Event	FRWDB will purchase a table of eight (8).

FISCAL IMPACT:

Funds have been budgeted in the FRWDB Agency Budget to attend these events.