



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

**Workforce Development Board**  
**March 4, 2020 @ 4:00 p.m.**  
**Council of Fresno County Governments**  
**2035 Tulare Street – 2<sup>nd</sup> 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.	Quarterly Outstanding Achievement Award Winner Video Presentations	Konczal	No	Information	--
7.	Committee Reports Business and Industry Committee – Lydia Zabrycki Executive Committee – Paul Bauer Youth Council – Dennis Montalbano		No	Information	--
8.	Approval of the December 4, 2019, Meeting Minutes	Konczal	Yes	Approve	4
9.	January 2020 Financial Report	Konczal	Yes	Accept	9
10.	Ad-Hoc Nominating Committee	Bauer	Yes	Discussion	14

## CONSENT ITEMS

11. Approve Consent Items (A1 through B7). *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.* Approve

### 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 #
<b><u>CONSENT ITEMS SUBMITTED BY EXECUTIVE COMMITTEE</u></b>					
A1	Security Services Contract Award	DeWitt	Yes	Approve	16
A2	Revised Program Year 2019-2020 Agency Personnel Plan	Konczal	Yes	Approve	18
<b><u>CONSENT ITEMS SUBMITTED BY YOUTH COUNCIL</u></b>					
B1	Ratification of New Youth Council Member	Konczal	Yes	Ratify	21
B2	Second Quarter Workforce Innovation and Opportunity Act Youth Participant Work Experience Report for Program Year 2019-2020	Stogbauer	Yes	Accept	22
B3	Second Quarter Local Performance Results Report for Program Year 2019-2020	Stogbauer	Yes	Accept	23
B4	Second Quarter Young Adult Satisfaction Report for Program Year 2019-2020	DeWitt	Yes	Accept	28
B5	Second Quarter Providers of Services' Monitoring Report for Program Year 2019-2020	DeWitt	Yes	Accept	30
B6	Second Quarter Providers of Services' Customer Complaint Report for Program Year 2019-2020	DeWitt	Yes	Accept	32
B7	Workforce Innovation and Opportunity Act Local Area Youth Performance Results for Program Year 2018-2019	Giles	Yes	Accept	33
<b>NON-CONSENT ITEMS</b>					
12.	Fourth Quarter Community Events	Konczal	Yes	Information	35
13.	Information Sharing	WDB Members	No	Discussion	--
14.	Agenda Items for June 3, 2020, Meeting	Konczal	No	Discussion	--
15.	Meeting Feedback	Konczal	No	Discussion	--

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD  
2019 ATTENDANCE RECORD**

<b>Directors</b>	<b>3/6/2019</b>	<b>6/5/2019</b>	<b>Meeting Canceled 9/4/2019</b>	<b>12/4/2019</b>
Lenora Lacy Barnes	A	P	XX	P
Paul Bauer	P	P	XX	P
Edgar Blunt	--	--	XX	A
Raine Bumatay	P	P	XX	P
Tony Canales	P	A	XX	A
Brian Chambers	--	P	XX	P
Lee Ann Eager	P	P	XX	--
Fely Guzman	A	A	XX	A
Jeffrey Hensley	P	P	XX	P
Ron Hicks	A	P	XX	A
Araceli Holland	A	--	XX	--
Richard Keyes	P	A	XX	A
David Mercer	P	P	XX	P
Scott Miller	P	P	XX	A
Dennis Montalbano	P	P	XX	P
Delfino Neira	P	P	XX	A
Tommie Nellon	P	P	XX	P
Joe Olivares	P	P	XX	P
Sal Quintero	A	A	XX	A
Chuck Riojas	A	A	XX	P
Elizabeth Rivinius	--	P	XX	P
Michael Silveira	P	P	XX	P
Esmeralda Soria	P	A	XX	--
Vasili Sotiropulos	A	P	XX	P
Shelly Tarver	A	P	XX	A
Stuart VanHorn	A	A	XX	P
Lydia Zabrycki	P	P	XX	A
Ken Price (Counsel)	P		XX	P
Doug Jensen (Counsel)		P	XX	

P = Present

A = Absent

-- = Not a Member at Time of Meeting

\* = Special Meeting

**FRESNO REGIONAL  
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	8
MEETING DATE:	March 4, 2020
ACTION:	APPROVE

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**TO:** Fresno Regional Workforce Development Board  
**FROM:** Blake Konczal, Executive Director  
**SUBJECT:** Approval of the December 4, 2019, Meeting Minutes

**RECOMMENDATION:**

Approve the minutes of the December 4, 2019, meeting of the Fresno Regional Workforce Development Board.

**ATTACHMENT:**

December 4, 2019, Meeting Minutes

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD



Workforce Development Board  
December 4, 2019 @ 4:00 p.m.

## SUMMARY MINUTES

The meeting was called to order at 4:00 p.m.

ROLL CALL: PRESENT – Lacy Barnes, Paul Bauer, Raine Bumatay, Brian Chambers, Jeff Hensley, David Mercer, Dennis Montalbano, Tommie Nellon, Joe Olivares, Chuck Riojas, Elizabeth Rivinius, Michael Silveira, Vasili Sotiropulos, Stuart VanHorn, and Legal Counsel Ken Price.

ABSENT – Edgar Blunt, Tony Canales, Fely Guzman, Ron Hicks, Richard Keyes, Scott Miller, Delfino Neira, Sal Quintero, Shelly Tarver, and Lydia Zabrycki.

COMMENTS BY FRWDB CHAIR AND/OR EXECUTIVE STAFF: Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB) requested that the agenda items that require a vote of the FRWDB to be presented first, as some members indicated that they had to leave the meeting early.

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

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

PUBLIC COMMENTS: None.

**Item Description/Action Taken**

**10. Approval of Consent Items (A1 – B8)**

**BUMATAY/OLIVARES – APPROVED CONSENT ITEMS A1 – B8 (UNANIMOUS).**

**8. Approval of June 5, 2019, Meeting Minutes**

**BARNES/BUMATAY – APPROVED THE JUNE 5, 2019, MEETING MINUTES (UNANIMOUS).**

**6. Serving Underemployed Workers**

Mr. Konczal reported that unemployment is going down in Fresno County, but at the same time, data on poverty levels show that the poverty level is stagnant or getting worse. He also noted that though the unemployment rate has lowered, the number of individuals in Fresno County requiring

homeless services has not diminished. Under the Workforce Innovation and Opportunity Act, the FRWDB is instructed to provide services for not only unemployed individuals, which are easy to identify, but also underemployed individuals, which are not always as easy to identify. Mr. Konczal explained that an "underemployed" individual is defined as someone who takes multiple part time jobs in order to equate a full time salary. Because of having to take multiple part time jobs, individuals falling under this category are not always able to access WIOA services or training due to the traditional operating hours of the America's Job Center of California (AJCC) and due to most training providers operating on a strict academic calendar. In an effort to address this issue, the FRWDB will be trying an experiment with its days and times of operation. Beginning January 16, 2020, the AJCC at Manchester Center will be open one (1) weekday evening (Thursdays) and a half day on Saturdays. While FRWDB and provider staff know they cannot change the way they do things all at once, they see this as a first step in trying to better serve the underemployed population.

Chair Bauer asked if there were any other Workforce Boards offering non-traditional hours at their AJCCs, and Mr. Konczal indicated that he was not aware of any. There were comments from several Directors indicating that they thought this was a good idea and Director Barnes encouraged the FRWDB that if Thursdays do not turn out to be the best night, to not give up on finding a night that works better for this population. Mr. Konczal indicated that FRWDB staff will immediately begin assessing the effectiveness of these alternative hours and he will report back to the FRWDB.

## 7. Committee Reports

Adult Council: Director Hensley reported that the Adult Council (Council) met on October 24th, at which time they received an update from Mr. Konczal on the High Speed Rail construction and pre-apprenticeship training efforts. The Council recommended ratification of Elizabeth Rivinius to the Adult Council. Mr. Konczal reminded the Council that in 2010, the FRWDB contracted with Applied Development Economics to conduct a detailed sector study on the agriculture, manufacturing, healthcare and infrastructure construction sectors. Planning has begun to conduct another sector study in 2020 to collect current data and to assist the FRWDB in clarifying its direction in the areas of public infrastructure and construction.

The Council received a video report on the second quarter Outstanding Achievement Award winner, Adrianna Munoz, who obtained full-time employment as a Certified Nursing Assistant and who will begin pursuing her education and certification as a Registered Nurse.

The Council reviewed and recommended approval of the FRWDB's updated Procurement Policy, which was revised to ensure compliance with all current requirements and guidelines as set forth by the state. The Council also recommended the award of a contract to Ray Morgan Company for the lease and maintenance of new photo copy machines for the FRWDB and its AJCCs. The Council recommended the acceptance of unobligated carryover funds to increase for Program Year 2020-2021 from three percent (3%) to 11.65%, which FRWDB staff and the Council believed is a safer level. The Council also recommended the transfer of almost \$1.9 million in Dislocated Worker funds to the Adult funding pool, to reflect the current needs of the Adult Program.

The Council received a number of quarterly performance reports and recommended that the FRWDB accept those reports. Mr. Hensley noted that provider staff presented their own performance measures reports and that it is helpful for the Council to hear directly from the providers.

Executive Committee: Chair Bauer reported that the Executive Committee (Committee) met on October 16th, at which time they authorized FRWDB staff to consult with Grubb Ellis to begin the process of identifying possible locations for the Comprehensive AJCC (currently at Manchester), as the current location's lease will expire in August 2021. The Committee approved the allocation of Workforce Accelerator Funding and WIOA funds for the first cohort of the Fresno County Forestry Corps Project, which will begin in January. Mr. Konczal provided a brief history on the FRWDB's efforts to obtain funding to provide training, including hands-on training, to cut down dead trees in Fresno County and plant new ones. After being initially denied by Cal Fire, the FRWDB has applied again with Cal Fire for funding that will take the training through 2020 and into 2021. Mr. Konczal will notify the FRWDB if the FRWDB is awarded this funding.

The Council approved the August 2019 Financial Report and the Agency Budget and Expenditures Report, noting that there were no concerns with either report. The Council also discussed and decided to change their quarterly meeting start time from 4:00 p.m. to 3:00 p.m.

Mr. Konczal provided the Committee with an update on the top projects he worked on during the previous quarter, which included: Preparation of the application for the SB1 statewide Request for Proposals for construction training, his continued involvement in the Fresno DRIVE (Developing the Region's Inclusive Vibrant Economy) committee, as well as the Cal Fire Forestry Corps project.

Youth Council: Director Montalbano reported that the Youth Council met on November 21st, at which time they were shown a video showcasing Matthew Zuniga, the Youth Outstanding Achievement Award winner for the second quarter. The Youth Council reviewed and recommended that the FRWDB accept the standing quarterly reports, which included demographics, complaints local performance results and satisfaction reports. At the meeting, Stephen DeWitt, Quality Systems Manager, FRWDB, reported that the Youth Program was monitored by four (4) state Employment Development Department monitors and that the FRWDB and its provider staff received very positive reports.

This was an information item.

**9. October 2019 Financial Report**

Mr. Konczal presented the October 2019, Financial Report, but due to a loss of quorum, the item was reviewed as an information item.

Mr. Konczal noted that expenditures were on track and opened the floor for questions. There were no questions regarding the October 2019 Financial Report.

**11. Third Quarter Community Events**

Mr. Konczal stated that as part of its membership with the Fresno Economic Development Corporation (EDC), the FRWDB has six (6) tickets for the EDC's BEAR (Business Expansion Attraction Retention) breakfast in March.

This was an information item.

**12. Information Sharing**

Chair Bauer announced that Edgar Blunt, Chief Executive Officer of IMAGO, had been appointed to the FRWDB in November. He also announced the resignation of two (2) Directors from the FRWDB in October: Esmeralda Soria and Lee Ann Eager.



Mr. Konczal distributed a sheet to the FRWDB that showed what services had been provided since the last FRWDB meeting. It showed that 9,155 customers received services in the FRWDB AJCCs, 437 customers started training, 341 started Work Experience, 403 obtained unsubsidized employment, and 16 contracts were signed totaling \$7.7 million in Workforce funding for Fresno County.

Director Bumatay shared that for the fourth (4<sup>th</sup>) time in eight (8) years, Fresno Adult School was the recipient to receive the Department of Homeland Security's grant from the United States Citizenship and Immigration Services grant in the amount of \$250,000.

Director VanHorn shared that the West Hills Community College District began moving to its new \$11 million district facility in downtown Coalinga. He further shared that WHCCD's governing board just approved a contractor for a \$35 million project to modernize its Educational Center in Firebaugh, will also house a branch of the Fresno County Library as well as a branch of the Ag Commissioner's office.

Director Mercer took the opportunity to recognize and congratulate Mr. Konczal and FRWDB staff for their work in making positive impacts on individuals' lives, which then affect these individuals' entire families.

**13. Agenda Items for March 4, 2020, Meeting**

Mr. Konczal stated that at the March 4, 2020, meeting, the quarterly Adult and Youth Outstanding Achievement Award winner videos will be shown.

**14. Meeting Feedback**

Chair Bauer encouraged Directors to reflect on those most in need during this holiday season and wished all a happy holiday and new year.

The meeting was adjourned at 5:04 p.m.



**FRESNO REGIONAL  
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	9
MEETING DATE:	March 4, 2020
ACTION:	ACCEPT

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**TO:** Fresno Regional Workforce Development Board  
**FROM:** Blake Konczal, Executive Director  
**SUBJECT:** January 2020 Financial Report

**RECOMMENDATION:**

Accept the attached Fresno Regional Workforce Development Board (FRWDB) January 2020 Financial Report.

**REASON FOR RECOMMENDATION:**

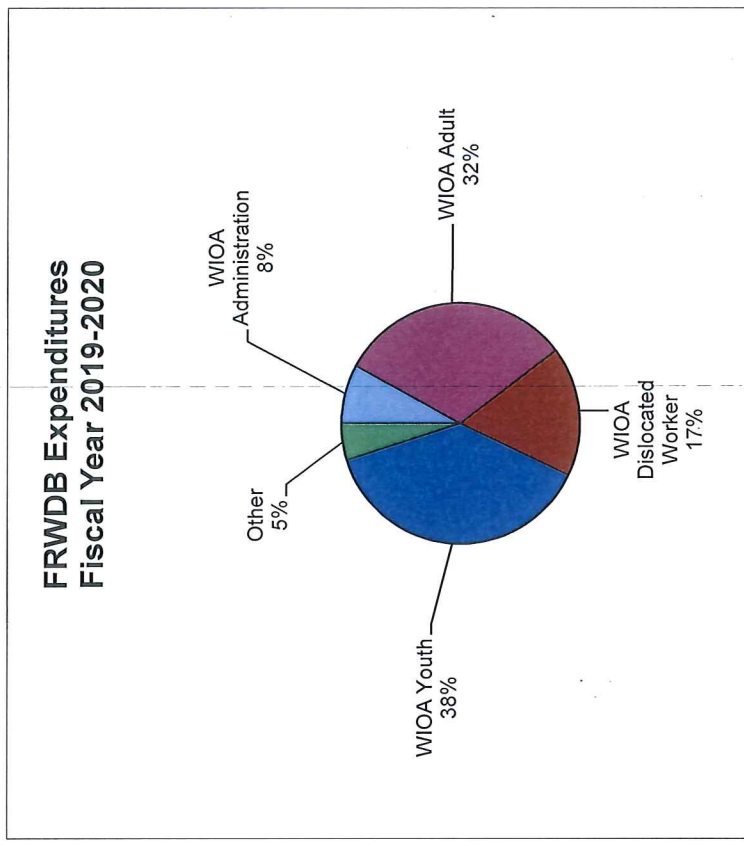
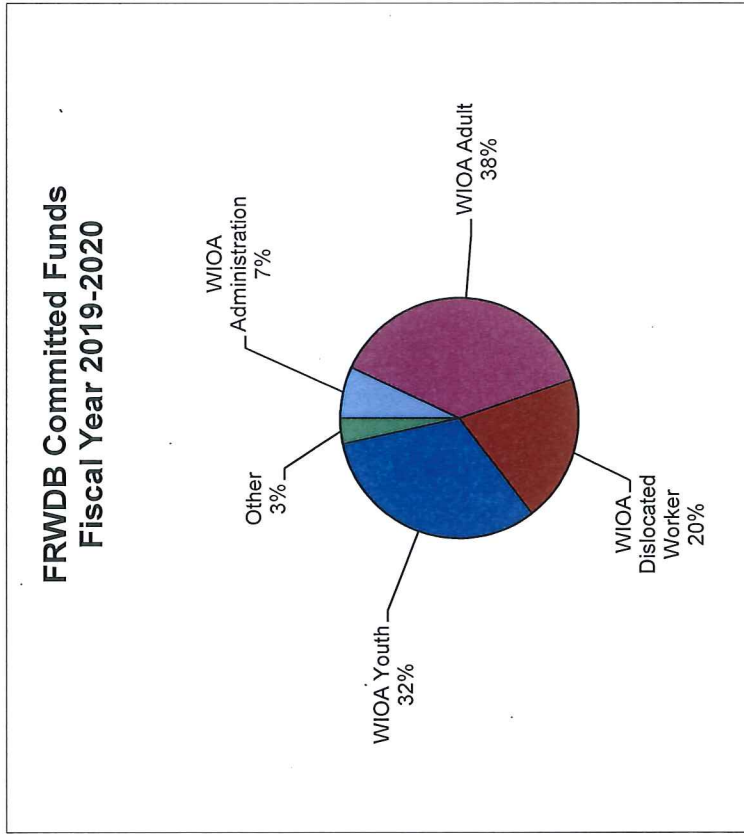
The attached charts display year-to-date financial information through January 31, 2020.

- Slingshot – Construction Pre-Apprenticeship Pipeline: This was an 18 month grant that received a 90 day no cost extension to March 31, 2020. As of January 2020, it is 82% expended at \$204,700 of the \$250,000.
- WAF 7.0: The grant period is May 1, 2019 – September 30, 2020. It is currently 37% expended at \$55,500 of the \$150,000.
- STEPS – Foundation for California Community Colleges: This grant started May 10, 2019 and received a 60 day no cost extension to April 30, 2020. As of January 2020, it is 85% expended at \$152,800 of the \$180,800.
- Regional Career Ladders/ETPL: This grant began February 1, 2019, and ended December 31, 2019. It was 100% expended.
- Staff has no concerns with grant expenditures at this time.

**ATTACHMENT:**

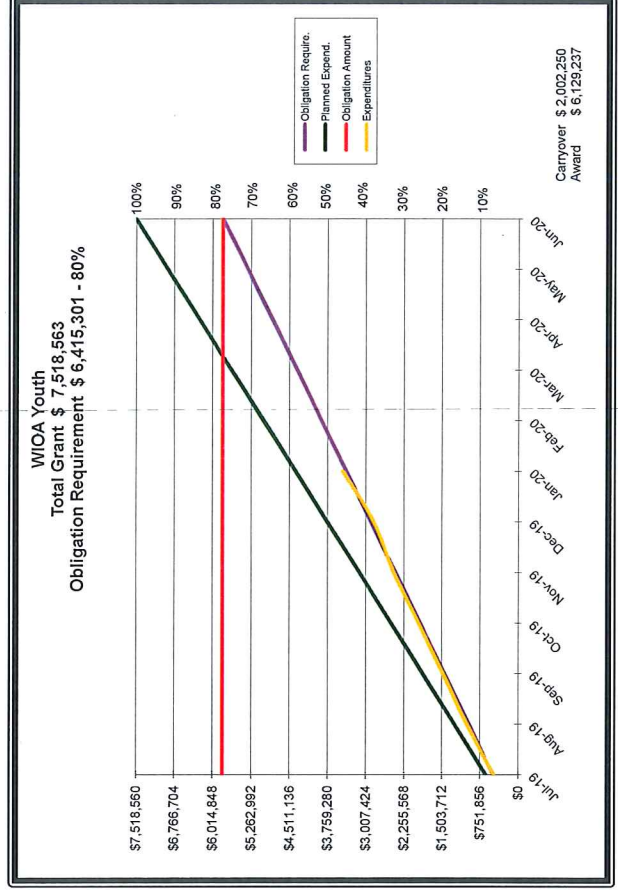
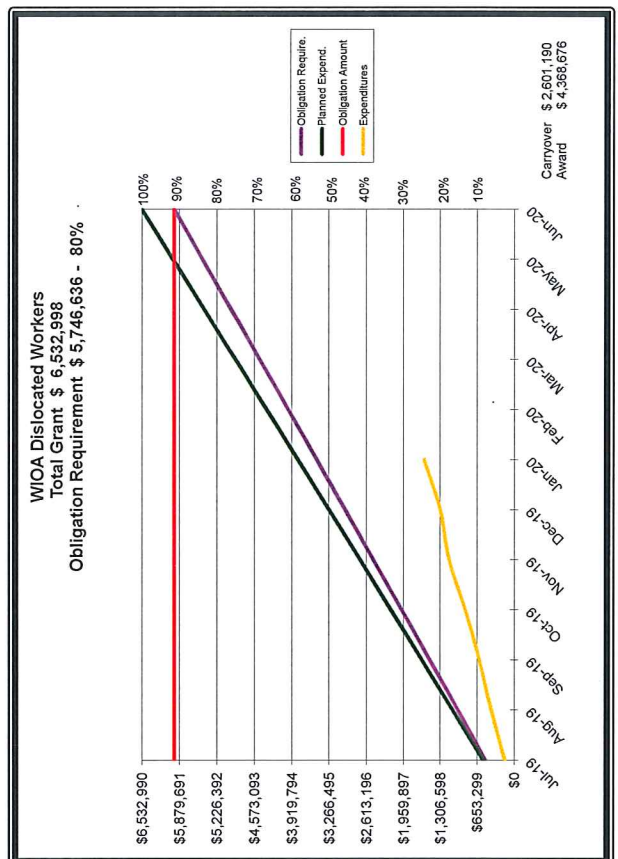
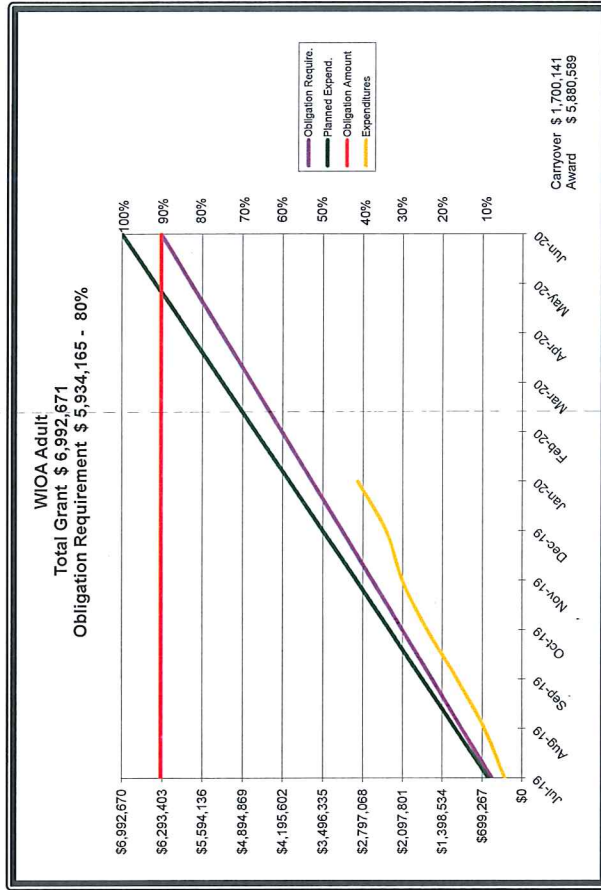
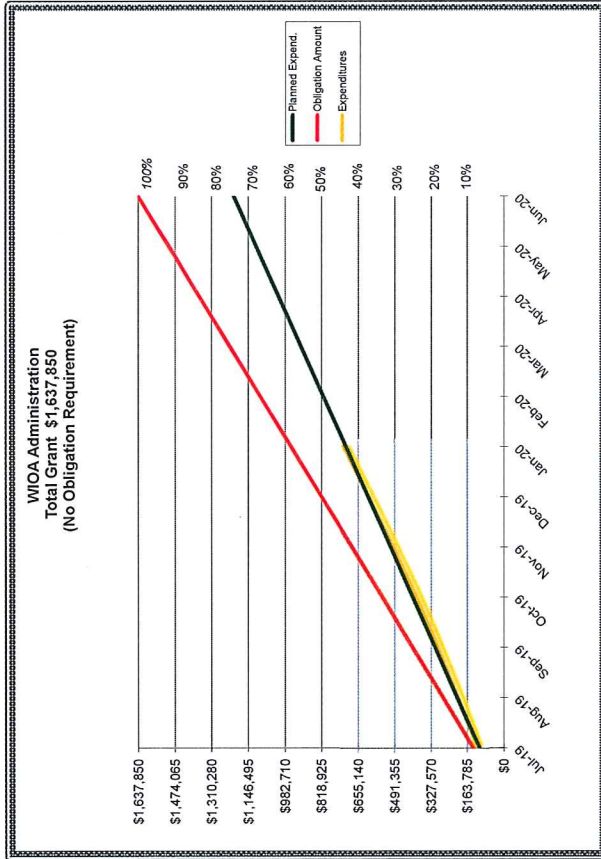
January 2020 Financial Report

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD  
FINANCIAL REPORTS  
January 2020



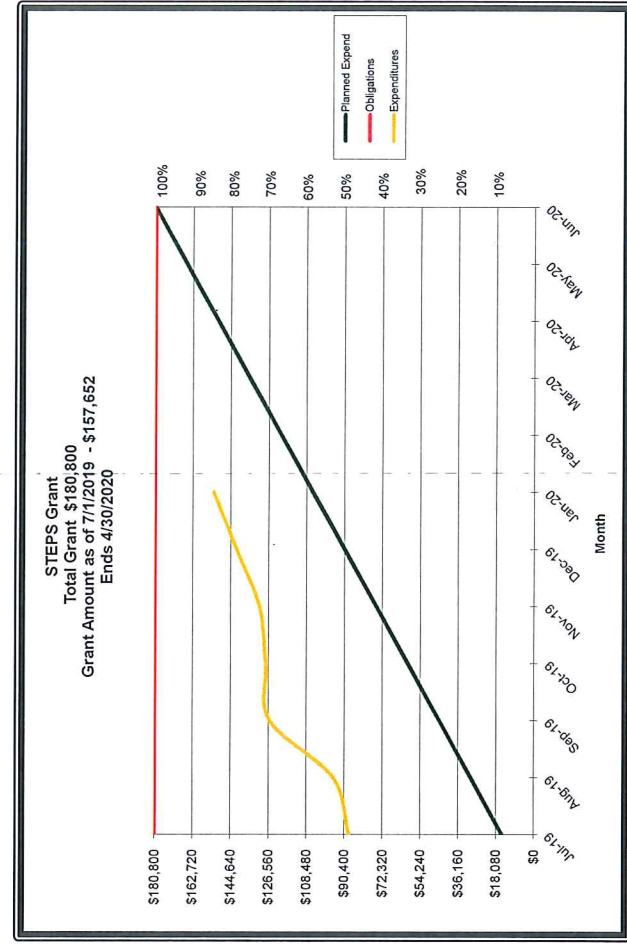
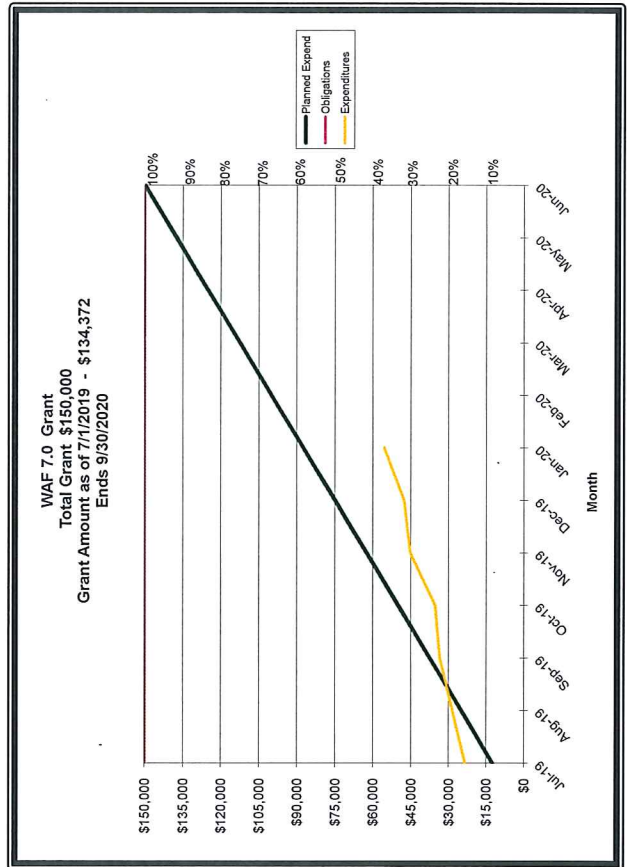
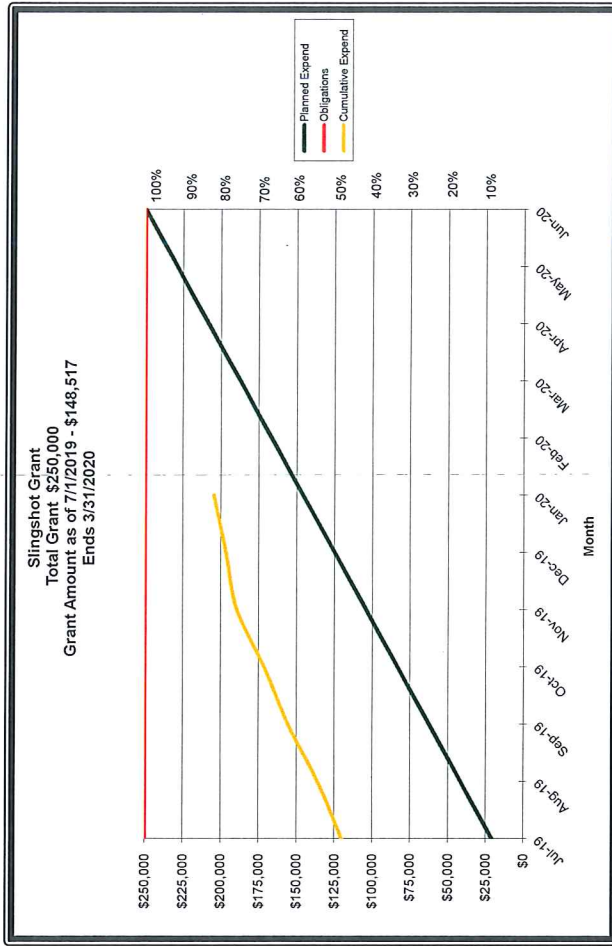
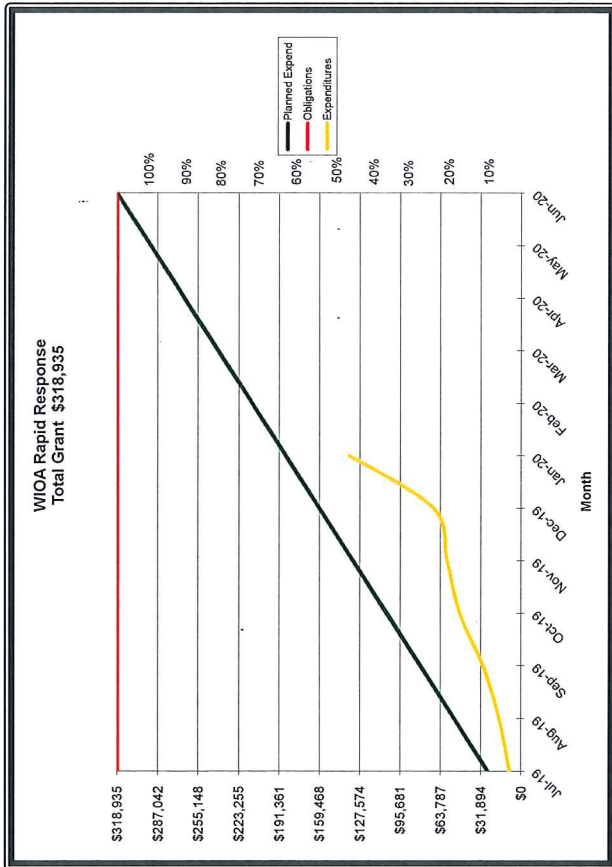
FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

January 2020



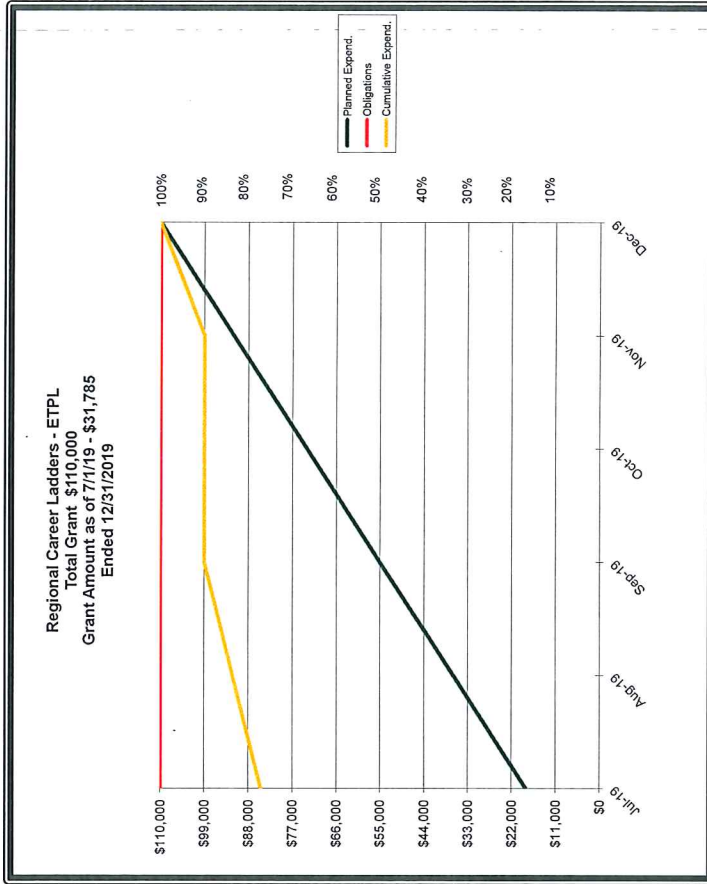
FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

January 2020



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

January 2020



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	10
MEETING DATE:	March 4, 2020
ACTION:	DISCUSSION

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**TO:** Fresno Regional Workforce Development Board  
**FROM:** Paul J. Bauer, Chair  
**SUBJECT:** Ad-Hoc Nominating Committee

**DISCUSSION:**

Create an Ad-Hoc Nominating Committee in preparation for the Fresno Regional Workforce Development Board (FRWDB) election of officers at its June 3, 2020, meeting of the Board of Directors.

**BACKGROUND:**

As the terms of the FRWDB Chair, Vice Chair, and one (1) At-Large Member of the Executive Committee are expiring, and one (1) At-Large Member position is vacant, elections must be held at the June meeting of the Board of Directors.

Pursuant to the FRWDB By-Laws - Article VII - Section 7.03, entitled "Election of Officers" – "(S)uch officers as may be appointed under Section 7.05 below, officers shall be chosen by the Board of Directors by vote of the majority of Directors and shall serve two (2) year terms."

Additionally --Section 6.06 of the FRWDB By-Laws entitled "Ad Hoc Committees of the Board" allows the "Chair may also create or disband one or more ad hoc committees, which shall be formed to carry out specified tasks as determined by the appointing party or entity."

**Consent Items  
Submitted by the**

**Executive  
Committee**



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A1
MEETING DATE:	March 4, 2020
ACTION:	APPROVE

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**TO:** Fresno Regional Workforce Development Board  
**FROM:** Executive Committee  
**SUBJECT:** Security Services Contract Award

## **RECOMMENDATION:**

Approve the award of a contract in an amount not to exceed \$17,472 to Fresno County Private Security for One-Stop Security Guard services for the Fresno Manchester Workforce Connection location for the term of April 1, 2020, through June 30, 2020, with the option for four (4) annual renewals in the amount of \$69,888, based on reviews of performance and costs.

The Executive Committee approved this recommendation on January 29, 2020.

## **REASON FOR RECOMMENDATION:**

The contract for the Security Guard services ends on March 31, 2020. In anticipation of this, and to ensure the continuation of Security Guard services for Program Year 2019-2020, Fresno Regional Workforce Development Board (FRWDB) staff released a Request for Quotes (RFQ) on November 15, 2019, to solicit quotes for the Fresno Manchester Workforce Connection location. An optional bidders' conference was held on November 25, 2020, and quotes were due on December 13, 2019. The FRWDB received three (3) qualified quotes by the submission due date.

A rating team met on December 19, 2019, to review and score the three (3) quotes based on the criteria in the RFQ. All three (3) quotes met all the minimum requirements of the RFQ and received scores in excess of the minimum of 70 points, and the procurement was deemed competitive. Based on the final scores, the rating team is recommending the contract be awarded to Fresno County Private Security.

A quote rating summary sheet with the overall score for each quote is attached. A detailed rating sheet is available upon request.

## **FISCAL IMPACT**

The award of this contract will allocate Workforce Innovation and Opportunity Act Adult, Dislocated Worker, and Administrative funds in the amount of \$17,472 for PY 2019-2020 for Security Guard services at the Fresno Manchester Workforce Connection location.

## **ATTACHMENT:**

Security Services RFQ Rating Results

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD  
REQUEST FOR QUOTES - PY 2019-2020  
SECURITY SERVICES  
QUOTE RATING SUMMARY**

**Name of Bidder:** Alltech Industries, Inc  
**Quote No.:** 815579

<b>Evaluation Criteria</b>	<b>Possible Points</b>	<b>Points Awarded</b>
References, Experience, Background	40.0	31.2
Scope of Services	10.0	8.7
Cost of Services	50.0	40.3
<b>Total Points</b>	<b>100.0</b>	<b>80.2</b>

**Name of Bidder:** Fresno County Private Security  
**Quote No.:** 415580

<b>Evaluation Criteria</b>	<b>Possible Points</b>	<b>Points Awarded</b>
References, Experience, Background	40.0	34.7
Scope of Services	10.0	9.2
Cost of Services	50.0	41.2
<b>Total Points</b>	<b>100.0</b>	<b>85.0</b>

**Name of Bidder:** McHenry Protective Services  
**Quote No.:** 415582

<b>Evaluation Criteria</b>	<b>Possible Points</b>	<b>Points Awarded</b>
References, Experience, Background	40.0	31.7
Scope of Services	10.0	7.5
Cost of Services	50.0	38.8
<b>Total Points</b>	<b>100.0</b>	<b>78.0</b>

Total scores may be off by up to 1 point due to computer rounding.

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A2
MEETING DATE:	March 4, 2020
ACTION:	APPROVE

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**TO:** Fresno Regional Workforce Development Board  
**FROM:** Executive Committee  
**SUBJECT:** Revised Program Year 2019-2020 Agency Personnel Plan

## **RECOMMENDATION:**

Approve the revised Program Year (PY) 2019-2020 FRWDB Agency Personnel Plan.

The Executive Committee approved this recommendation on January 29, 2020.

## **REASON FOR RECOMMENDATION:**

The attached schedule details staff positions for the agency. The cost for all Fresno Regional Workforce Development Board (FRWDB) staff is included in the PY 19-20 Agency Budget. These amounts include the cost for Administrative Services, Program Support, Information Technology Support, and One-Stop Site Support.

The Staff Schedule for PY 19-20 includes the following revisions:

- Due to a restructure of the Fiscal Dept., the Accounting Supervisor position has been filled and there has been a decrease in the Account Clerk positions by one (1).
- There has been a title change for the Senior Division Secretary to an Administrative Supervisor
- There has been a title change from the Office Administrator to an Administrative Assistant
- Total Administration positions have increased by one (1) to 13.30 full-time equivalents (FTEs)
- Filled the Youth Program Coordinator position.
- Added a Special Projects Program Assistant.
- Total Operation positions have decreased by one (1) to 23.20 FTEs
- Total Regular positions for FY 19-20 remains at 36.50 FTEs
- Expanded salary range by 3.5% due to lack of salary increases over three (3) years and to adjust for market and talent retention. (for clarification, we are not requesting salary increases across the board, just expanding the top of the range for each position by 3.5%)

## **FISCAL IMPACT:**

Approval of this item will have no fiscal impact. The salary line item of the Agency budget will remain at \$2,280,057.

## **ATTACHMENT:**

Staff Schedule

STAFF SCHEDULE					
REGULAR POSITIONS	BUDGET FY 18-19	BUDGET FY 19-20	SALARY RANGE FY 18-19	SALARY RANGE FY 19-20	PROPOSED
<b>Administrative Services:</b>					
Executive Director	1.00	1.00	\$8,800 to \$12,000	\$8,800 to \$12,000	\$12,420
Deputy Director of Fiscal Services	1.00	1.00	5,665 to 8,085	5,665 to 8,085	\$8,368
Deputy Director of Information Systems	0.40	0.40	5,665 to 8,085	5,665 to 8,085	\$8,368
Deputy Director of HR/Business Services/Org. Develop.	0.00	0.00	5,665 to 8,085	5,665 to 8,085	\$8,368
Deputy Director of Program Services	0.30	0.30	5,665 to 8,085	5,665 to 8,085	\$8,368
Quality Systems Manager	0.50	0.50	4,841 to 6,300	4,841 to 6,300	\$6,521
General Services/IT Support Manager	1.00	1.00	4,841 to 6,300	4,841 to 6,300	\$6,521
Network Administrator	1.00	1.00	4,833 to 6,000	4,833 to 6,000	\$6,210
General Services Administrative Assistant	1.00	1.00	2,578 to 3,504	2,578 to 3,504	\$3,627
Marketing & Communications Manager	0.10	0.10	4,223 to 5,565	4,223 to 5,565	\$5,760
Accounting Supervisor	0.00	1.00	4,069 to 5,565	4,069 to 5,565	\$5,760
Accountant	1.00	1.00	3,871 to 4,899	3,871 to 4,899	\$5,070
Auditor/Monitor	1.00	1.00	3,871 to 4,899	3,871 to 4,899	\$5,070
Senior Division Secretary	1.00	0.00	3,550 to 5,292	3,550 to 5,292	\$5,477
Administrative Supervisor	0.00	1.00	3,550 to 5,292	3,550 to 5,292	\$5,477
Account Clerk I/II	3.00	2.00	2,266 to 3,360	2,266 to 3,360	\$3,478
Administrative Assistant	0.00	1.00		2,678 to 3,780	\$3,912
<b>Total Administration Positions</b>	<b>12.30</b>	<b>13.30</b>			
<b>Program Operations</b>					
Deputy Director of Information Systems	0.60	0.60	\$ 5,665 to \$ 8,085	\$ 5,665 to \$ 8,085	\$8,368
Deputy Director of Program Services	0.70	0.70	5,665 to 8,085	5,665 to 8,085	\$8,368
Deputy Director of HR/Business Services/Org. Develop.	0.00	0.00	5,665 to 8,085	5,665 to 8,085	\$8,368
Business Services Manager	1.00	1.00	4,223 to 5,565	4,223 to 5,565	\$5,760
Business Program Consultant	0.00	0.00	3,917 to 4,899	3,917 to 4,899	\$5,070
Business Services Coordinator	2.00	6.00	3,833 to 4,500	3,833 to 4,500	\$4,658
Workforce Services Navigator	1.00	0.00	3,833 to 4,500	3,833 to 4,500	\$4,658
Quality Systems Manager	0.50	0.50	4,841 to 6,300	4,841 to 6,300	\$6,521
Marketing & Communications Manager	0.90	0.90	4,223 to 5,565	4,223 to 5,565	\$5,760
Youth/Adult Program Manager	1.00	1.00	4,223 to 5,565	4,223 to 5,565	\$5,760
Youth Program Coordinator	0.00	1.00		3,871 to 4,899	\$5,070
Program Analyst	0.00	0.00	3,193 to 4,200	3,193 to 4,200	\$4,347
Auditor/Monitor	1.00	1.00	3,871 to 4,899	3,871 to 4,899	\$5,070
Senior Contract Administrator	1.00	1.00	3,296 to 4,851	3,296 to 4,851	\$5,021
Contract Administrator	1.00	1.00	3,200 to 4,400	3,200 to 4,400	\$4,554
Special Projects Program Coordinator	1.00	1.00	3,871 to 4,899	3,871 to 4,899	\$5,070
Computer Programmer	1.00	1.00	4,720 to 5,906	4,720 to 5,906	\$6,113
Network Technician	1.00	1.00	4,100 to 5,300	4,100 to 5,300	\$5,486
Computer Technician	0.00	0.00	2,970 to 4,010	2,970 to 4,010	\$4,150
Government Sector Workforce Coordinator	1.00	1.00	3,833 to 4,500	3,833 to 4,500	\$4,658
Career Technical Education Coordinator/Specialist	1.50	2.50	3,871 to 4,899	3,871 to 4,899	\$5,070
Facility Specialist II	0.00	0.00	3,059 to 4,211	3,059 to 4,211	\$4,358
Senior Division Secretary	0.00	0.00	3,550 to 5,292	3,550 to 5,292	\$5,477
Office Administrator	1.00	0.00	3,385 to 4,333	3,385 to 4,333	\$4,485
Receptionist	1.00	1.00	2,678 to 3,780	2,678 to 3,780	\$3,912
Special Projects Program Assistant	0.00	1.00		3,385 to 4,333	\$4,485
<b>Total Operations Positions</b>	<b>18.20</b>	<b>23.20</b>			
<b>TOTAL REGULAR POSITIONS</b>	<b>30.50</b>	<b>36.50</b>			

Prepared by: C. Beierschmitt  
January 20, 2020

# 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:	B1
MEETING DATE:	March 4, 2020
ACTION:	RATIFY

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

**RECOMMENDATION:**

Ratify the appointment of Edgar Blunt to the Youth Council.

The Youth Council approved this recommendation on February 20, 2020.

**REASON FOR RECOMMENDATION:**

Mr. Blunt is the Chief Executive Officer of IMAGO and has expressed interest in joining the Youth Council.

Article VI "Committees" of the Fresno Regional Workforce Development Board 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:	B2
MEETING DATE:	March 4, 2020
ACTION:	ACCEPT

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**TO:** Fresno Regional Workforce Development Board

**FROM:** Youth Council

**SUBJECT:** Second Quarter Workforce Innovation and Opportunity Act Youth Participant Work Experience Report for Program Year 2019-2020

**RECOMMENDATION:**

Accept the Second Quarter Workforce Innovation and Opportunity Act (WIOA) Youth Participant Work Experience Report for Program Year (PY) 2019-2020.

The Youth Council approved this recommendation on February 20, 2020.

**REASON FOR RECOMMENDATION:**

The WIOA places a priority on providing youth with occupational learning opportunities through work experience. These work experiences include: paid work experience, pre-apprenticeship programs, job shadowing, and on-the-job training activities. Beginning July 1, 2015, local boards were required to begin implementing new Work Experience requirements, which included a mandated minimum expenditure requirement of 20%.

The WIOA formula funding has a two (2) year life cycle, and local areas are mandated to fully expend the required Work Experience funding by June 30th of the last program year, e.g., Work Experience funds allocated in PY 2017-2018 were required to be fully expended by June 30, 2019. The total Work Experience allocation for PY 2018-2019 was \$997,704.54. Final total expenditures as of December 31, 2019, were 997,704.54. This was 20% of the total allocation and met the mandated expenditure requirement.

Total allocations for PY 2019-2020 is \$1,106,526, which must be expended by June 30, 2021. The following table provides work experience allocations and year-to-date expenditures by provider through December 31, 2019.

<b>Work Experience Expenditure Report</b>			
<b>Provider</b>	<b>Total Available Funds</b>	<b>YTD Expenditures</b>	<b>Percent of Total Available Funds</b>
FCEOC	\$342,935	\$45,618.24	13%
ResCare	\$444,431	\$84,650.27	19%
Proteus, Inc.	\$192,047	\$23,238.08	12%
WHCCD	\$127,113	\$7,788.95	6%
<b>Total</b>	<b>\$1,106,526</b>	<b>\$161,295.54</b>	<b>15%</b>

Staff has no concerns expending the total allocation by the June 30, 2021, deadline.



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	B3
MEETING DATE:	March 4, 2020
ACTION:	ACCEPT

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**TO:** Fresno Regional Workforce Development Board  
**FROM:** Youth Council  
**SUBJECT:** Second Quarter Local Performance Results Report for Program Year 2019-2020

## **RECOMMENDATION:**

Accept the attached Youth Program Providers of Services Local Performance Results Report for the Second Quarter of Program Year (PY) 2019-2020.

The Youth Council approved this recommendation on February 20, 2020.

## **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. FRWDB staff will submit both upon request, but not less often than every quarter.

Performance issues for each provider are provided below:

**FEOC:** Provider met performance goals for In-School Youth (ISY)/Out of School Youth (OSY) numbers served, ISY/OSY Placements, and ISY/OSY Credential Rate. The ISY/OSY expenditures were below plan.

**ResCare:** Provider met performance goals for ISY/OSY numbers served, ISY/OSY Placements, and ISY/OSY Credential Rate. The ISY/OSY expenditures were below plan.

**Proteus, Inc.:** Provider met performance goals for OSY numbers served, ISY expenditures, ISY/OSY Placements, and ISY/OSY Credential Rate. The ISY numbers served and OSY expenditures were below plan.

**WHCCD:** Provider met performance goals for ISY numbers served, ISY Placements. OSY numbers served, ISY/OSY expenditures, OSY Placements, and ISY/OSY Credential Rates were below plan.

**Youth Offender Services (ResCare):** Provider met performance goals for ISY/OSY numbers served, ISY expenditures, ISY/OSY Placements, and ISY/OSY Credential Rate. The OSY expenditures were below plan.

Each Provider will present a performance report at the meeting.

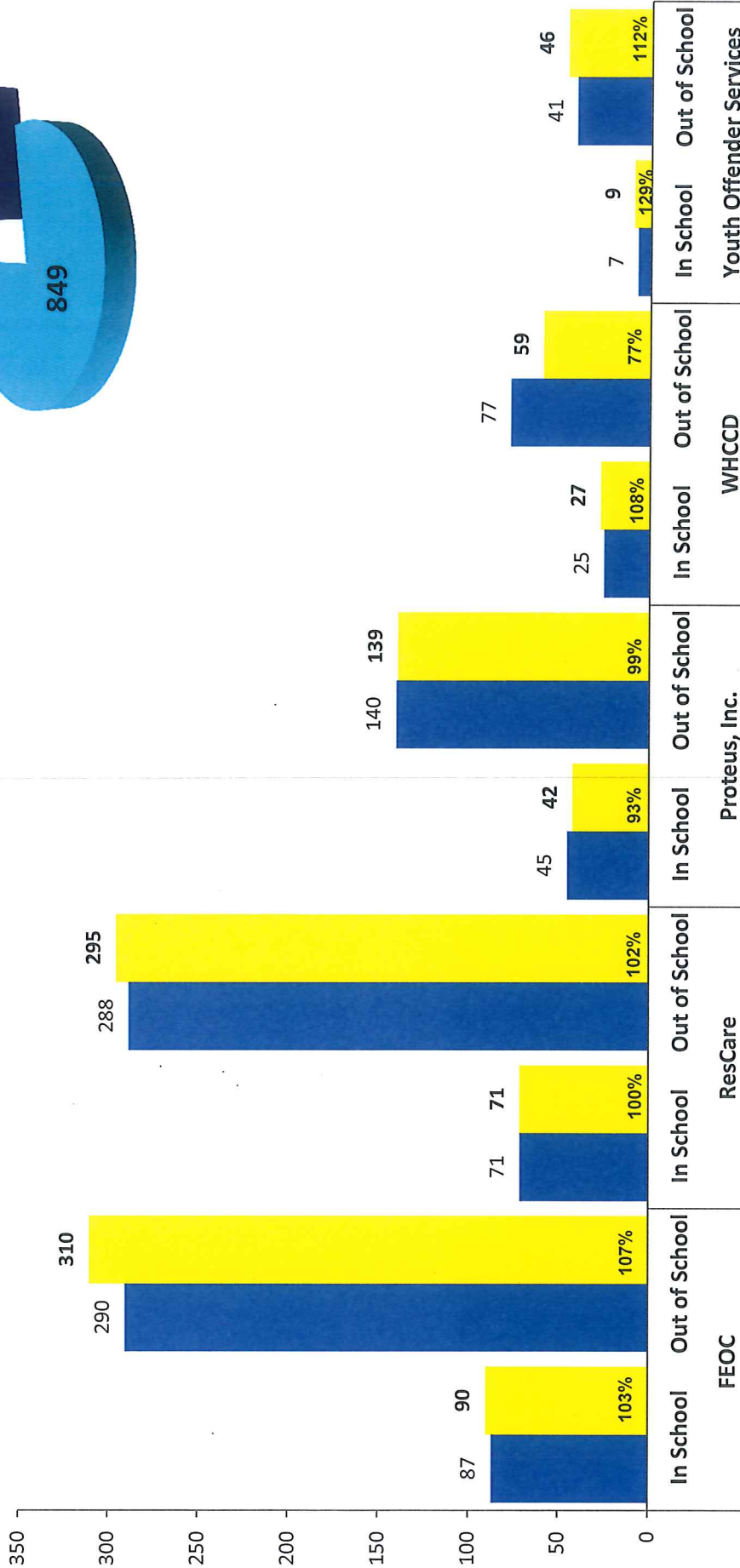
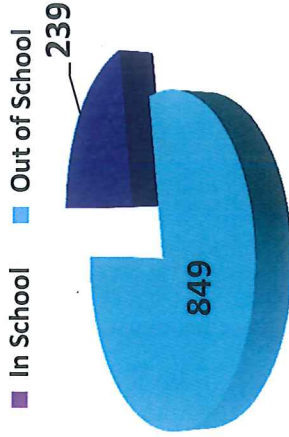
## **ATTACHMENT:**

Young Adult Services Providers of Services Local Performance Results Report for the Second Quarter of Program Year 2019-2020

# Youth Served

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

**Total Served- 1088**



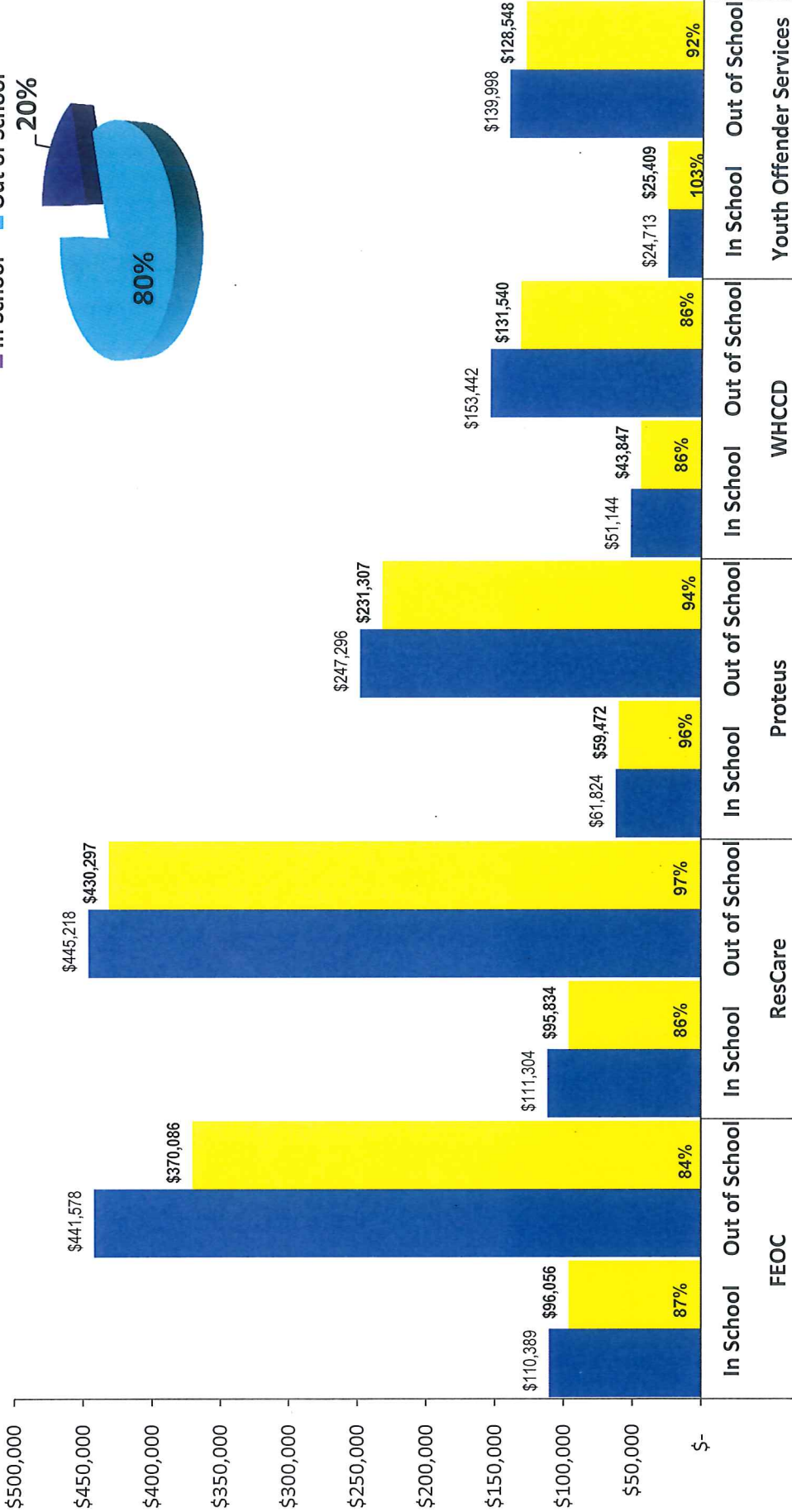
■ Plan      ■ Actual

Note: Number served goal is 95%

# Youth Expenditures

## Total Expenditures

■ In School ■ Out of School

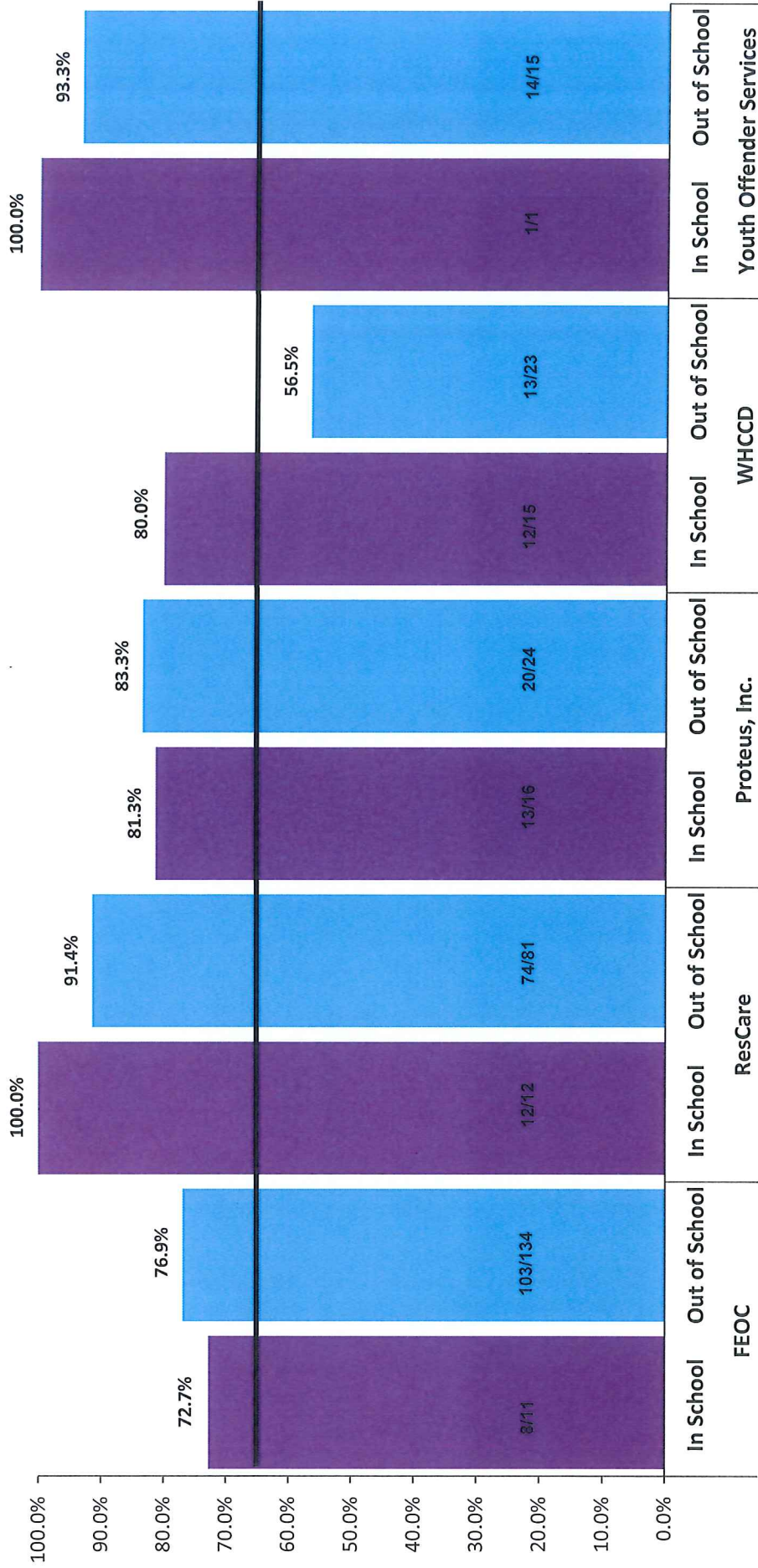


Note: WIOA mandates a minimum of 75% Out-of-School Expenditures and a maximum of 25% In-school Expenditures. The expenditures goal range is 95% to 100%.

### Youth Placement in Employment or Education

Goals

Placement 65.5%



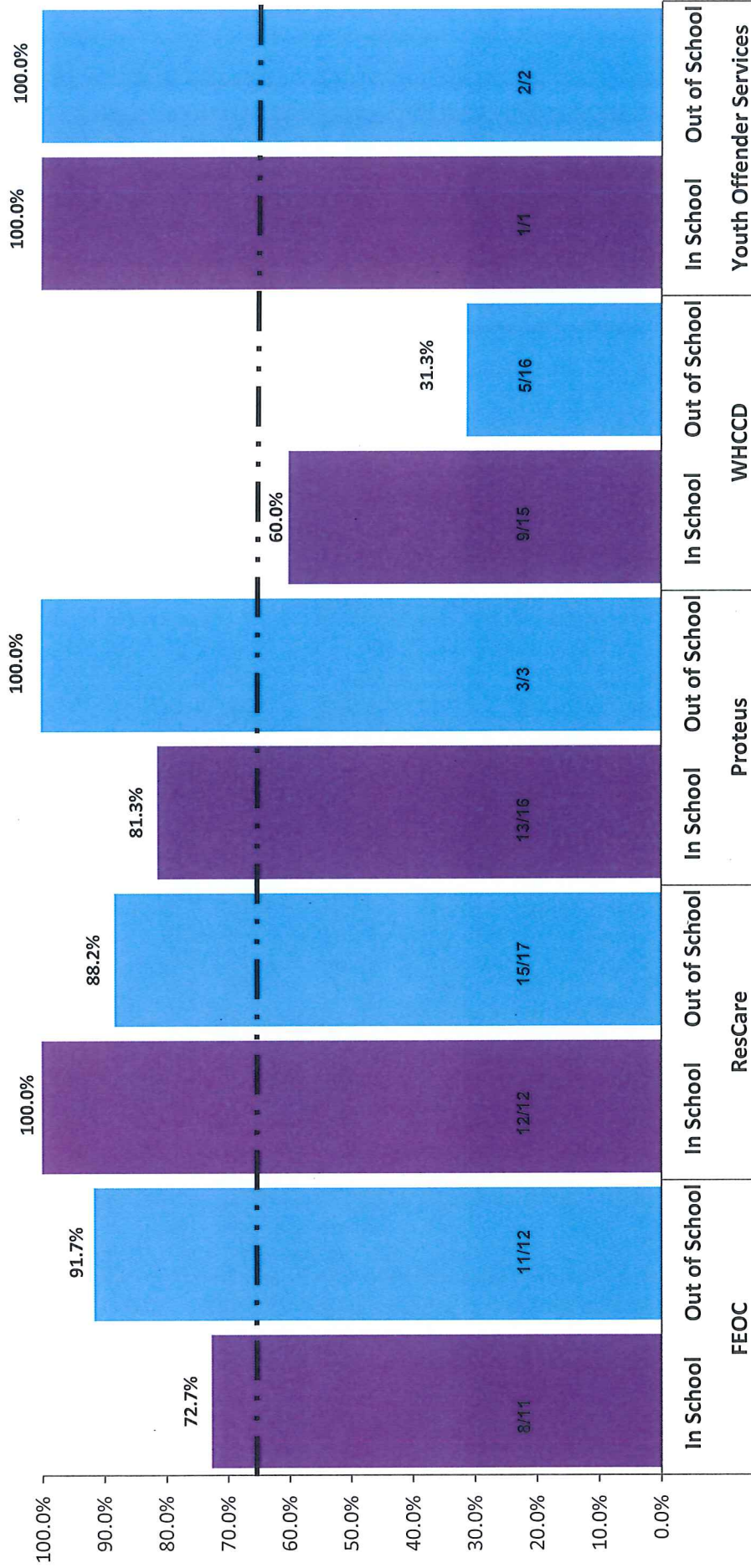
■ In School ■ Out of School



## Youth Certificate of Attainment

Goals

Certificate of Attainment 65%



■ In School ■ Out of School

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	B4
MEETING DATE:	March 4, 2020
ACTION:	ACCEPT

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**TO:** Fresno Regional Workforce Development Board  
**FROM:** Youth Council  
**SUBJECT:** Second Quarter Young Adult Satisfaction Report for Program Year 2019-2020

**RECOMMENDATION:**

Accept the Second Quarter Young Adult Program Satisfaction Report for Program Year (PY) 2019-2020.

The Youth Council approved this recommendation on February 20, 2020

**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 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.

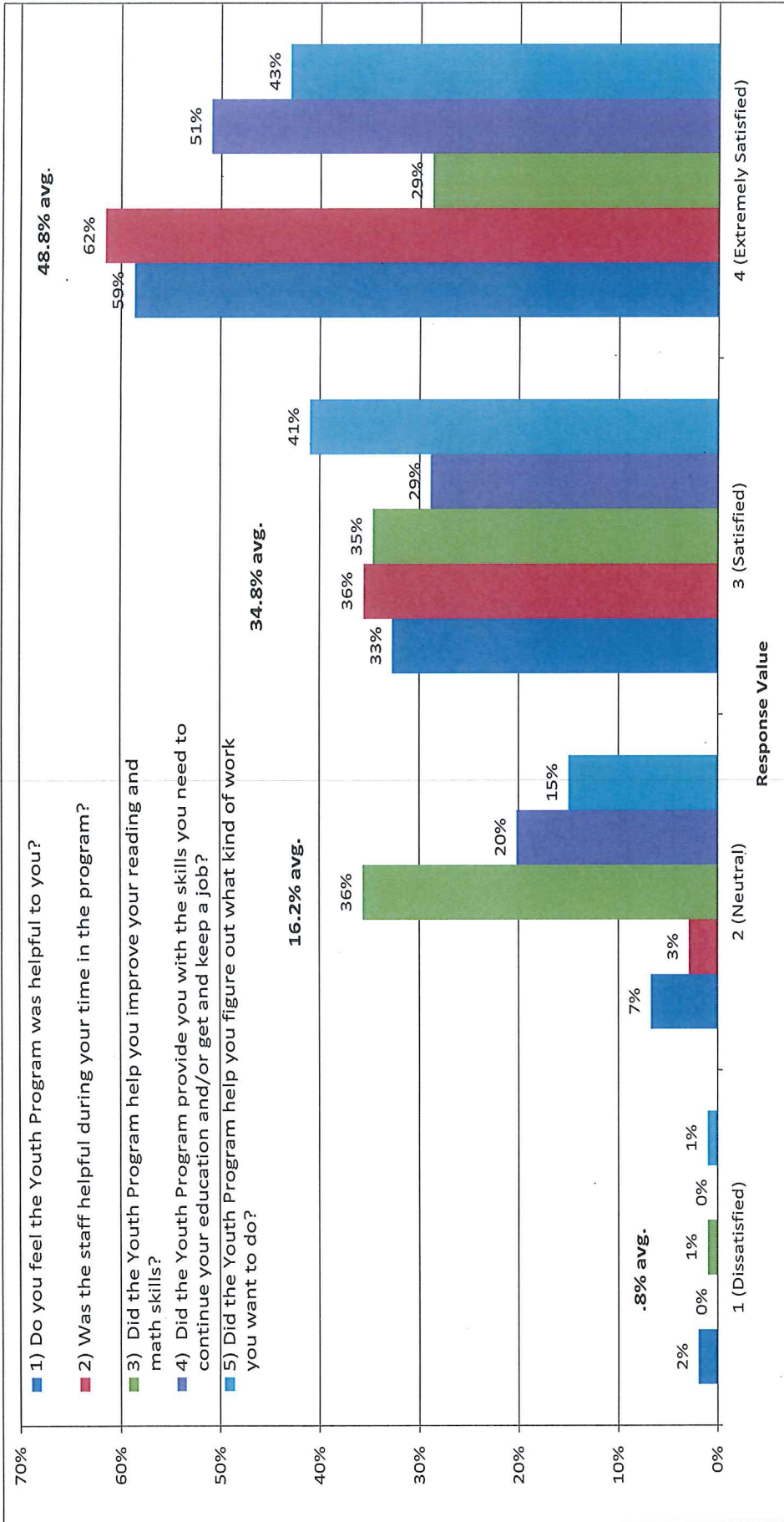
As part of this responsibility, FRWDB staff has implemented the Young Adult Program Satisfaction process and data collection system. The FRWDB's sub-contracted providers of services submit their data to staff on a monthly basis. The data is aggregated, analyzed and reviewed on a quarterly basis and reported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

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

**ATTACHMENT:**

Young Adult Program Satisfaction Report for the Second Quarter of PY 2019-2020

## Second Quarter Young Adult Customer Satisfaction Report for Program Year 2019 – 2020



Surveys Received	104
Participants Closed	135
Survey Response Rate	77%

**Participant Comments:**

This program is great; Don't change a thing; Helped me secure employment and additional training through my new employer; Thank you, I was hired by my work experience employer; Too many things to complete in order to receive a 120 hour work experience; With your assistance, I was able to receive my diploma and obtain employment; You should still give McDonalds gift cards; I have learned to be job ready, I feel confident that I will secure employment;



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	B5
MEETING DATE:	March 4, 2020
ACTION:	ACCEPT

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**TO:** Fresno Regional Workforce Development Board  
**FROM:** Youth Council  
**SUBJECT:** Second Quarter Providers of Services' Monitoring Report for Program Year 2019-2020

**RECOMMENDATION:**

Accept the following Providers of Services' Monitoring Report for the Second Quarter of Program Year 2019-2020.

The Youth Council approved this recommendation on February 20, 2020.

**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. The attached is an overview of the Youth contracts that were monitored during the period of October 1, 2019, through December 31, 2019.

**ATTACHMENT:**

Young Adult Providers of Services' Monitoring Report Second Quarter, Program Year 2019-2020

**Young Adult Providers of Services' Monitoring Report**

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

<b>Sub-Recipient</b>	<b>Contract #(s)</b>	<b>Results</b>
Rescare Workforce Services Program Year (PY) 2019-2020	320	1) Work Experience Issues 2) Eligibility Issues 3) Release of Information Issues 4) Job Ready Preparation Issues 5) Participant Plan Issues 6) Follow-up Issues <b>All findings closed</b>
Rescare Workforce Services PY 2019-2020 – Youth Offender Services	324	<b>No Findings</b>

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

<b>Sub-Recipient</b>	<b>Contract #(s)</b>
Proteus, Inc. PY 2019-2020	333
West Hills Community College District PY 2018-2019	243

**Fiscal Monitoring:**

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

<b>Sub-Recipient</b>	<b>Contract #(s)</b>	<b>Results</b>
West Hills Community College District PY 2018-2019 Fiscal Closeout	390-301	<b>No Findings</b>
Fresno Economic Opportunities Commission PY 2018-2019 Fiscal Closeout	310	<b>No Findings</b>

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

<b>Sub-Recipient</b>	<b>Contract #(s)</b>
Proteus, Inc. PY 2018-2019 Fiscal Close Out	333

**FRESNO REGIONAL  
WORKFORCE DEVELOPMENT BOARD**

<b>AGENDA ITEM:</b>	<b>B6</b>
<b>MEETING DATE:</b>	<b>March 4, 2020</b>
<b>ACTION:</b>	<b>ACCEPT</b>

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**TO:** Fresno Regional Workforce Development Board  
**FROM:** Youth Council  
**SUBJECT:** Second Quarter Providers of Services' Customer Complaint Report for Program Year 2019-2020

**RECOMMENDATION:**

Accept the following Young Adult Customer Complaint Report for the Second Quarter of Program Year (PY) 2019-2020.

The Youth Council approved this recommendation on February 20, 2020.

**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 Young Adult program complaints were received during the Second Quarter of PY 2019-2020.

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

<b>AGENDA ITEM:</b>	<b>B7</b>
<b>MEETING DATE:</b>	March 4, 2020
<b>ACTION:</b>	<b>ACCEPT</b>

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**TO:** Fresno Regional Workforce Development Board

**FROM:** Youth Council

**SUBJECT:** Workforce Innovation and Opportunity Act Local Area Youth Performance Results for Program Year 2018-2019

**RECOMMENDATION:**

Accept the Youth Local Area Performance Results for Program Year (PY) 2018-2019.

The Youth Council approved this recommendation on February 20, 2020.

**REASON FOR RECOMMENDATION:**

The Workforce Innovation and Opportunity Act (WIOA) has six (6) primary indicators of performance: Employment Rate Second Quarter after Exit, Employment Rate Fourth Quarter after Exit, Median Earnings, Credential Attainment, Measurable Skill Gains, and Effectiveness in Serving Employers. Currently, the State of California has released negotiated goals for local areas for the first four (4) indicators. The last two (2) measures are new and as such are being phased in.

The State of California released WSIN19-24, Final Program Year 2018 WIOA Annual Performance Report on December 30, 2019. This Information Notice informs local areas of the availability of the Final PY 2018 WIOA Annual Performance Report as made available by the California Workforce Development Board. The report, for the first time, included local performance results.

This period of reporting is the first full year for which performance outcomes could be obtained for all WIOA measures. "Baseline" indicates no goals have been developed yet due to the measure being new. The cohort periods for the various indicators are as follows:

- Employment/Education Rate Second Quarter (Q2): 07/01/2017 – 06/30/2018
- Employment/Education Rate Fourth Quarter (Q4): 01/01/2017 – 12/31/2017
- Median Earnings: 07/01/2017 – 06/30/2018
- Credential Rate: 01/01/2017 – 12/31/2017
- Measurable Skill Gains (MSG): 07/01/2018 – 06/30/2019 (real-time)

Youth Local Area WIOA performance results for PY 2018-2019 are as follows:

Youth	2018 Final Goals	2018 Final Results	Achieved
Employment/Education Q2	61.0%	79.4%	130%
Employment/Education Q4	59.5%	81.2%	136%
Median Earnings Q2		\$3,324.00	Baseline
Credential Rate	58.7%	85.4%	145%
MSG		62.3%	Baseline

# Non-Consent

# Agenda Items

**FRESNO REGIONAL  
WORKFORCE DEVELOPMENT BOARD**

<b>AGENDA ITEM:</b>	<b>12</b>
<b>MEETING DATE:</b>	<b>March 4, 2020</b>
<b>ACTION:</b>	<b>INFORMATION</b>

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

**INFORMATION:**

The following event will occur in the fourth quarter of Program Year 2019-2020:

<b>Month</b>	<b>Event</b>	<b>Description</b>	<b>Cost</b>
April	Fresno County Economic Development Corporation – 2020 Real Estate Forecast	Eight (8) tickets to the event.	Included in Membership

**FISCAL IMPACT:**

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