



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

## Workforce Development Board

December 7, 2022 @ 4:00 p.m.  
Workforce Connection  
3170 West Shaw Avenue  
Room 105  
Fresno, CA 93711

### HOLIDAY RECEPTION TO FOLLOW IMMEDIATELY AFTER MEETING

**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.	Committee Reports Adult Council – Chuck Riojas Business & Industry Committee – Lydia Zabrycki Executive Committee – Jeff Hensley		No	Information	--
7.	Board Member Spot Light	Konczal	No	Information	--
8.	Creation of New Committee	Konczal	No	Information	--
9.	In the Community – Marketing Update	Espinosa	No	Information	--
10.	Workforce Innovation and Opportunity Act Youth Program Request for Proposals Draft Scope of Work	Stogbauer	Yes	Approve	5

#### 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 #
11.	Approval of the October 5, 2022, Special Meeting Minutes	Konczal	Yes	Approve	16
12.	October 2022 Financial Report	Konczal	Yes	Accept	22

### **CONSENT ITEMS**

13.	Approve Consent Item (A1 – A5). <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	
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### **CONSENT ITEMS SUBMITTED BY ADULT COUNCIL**

A1	Adult and Dislocated Worker Participant Training Reports	Escareno	Yes	Accept	30
A2	Local Performance Results Reports	Escareno	Yes	Accept	32
A3	Providers of Services' Monitoring Report	DeWitt	Yes	Accept	45
A4	Providers of Services' Customer Complaint Report	DeWitt	Yes	Accept	48
A5	Job Seeker Customer Satisfaction Report	DeWitt	Yes	Accept	49

### **NON-CONSENT ITEMS**

14.	Election of Fresno Regional Workforce Development Board Chair, First Vice Chair, Second Vice Chair, and Two At-Large Members for the Executive Committee	Hensley	Yes	Elect	53
15.	Recognition of Board Anniversaries	Hensley	No	Information	--
16.	Information Sharing	WDB Members	No	Discussion	--
17.	Agenda Items for March 1, 2023, Meeting	Konczal	No	Discussion	--
18.	Meeting Feedback	Konczal	No	Discussion	-

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD  
2022 ATTENDANCE RECORD**

<b>DIRECTORS</b>	<b>3/2/2022</b>	<b>6/1/2022</b>	<b>Canceled 9/7/2022</b>	<b>Special 10/5/2022</b>	<b>12/7/2022</b>
Stephen Avila Grundfos Pumps	P	P	xx	P	
Lenora Lacy Barnes State Center Federation of Teachers	P	P	xx	A	
Paul Bauer Sagaser, Watkins and Wieland, PC	P	A	xx	P	
Edgar Blunt IMAGO	P	A	xx	P	
Alysia Bonner SEIU 521	P	P	xx	P	
Raine Bumatay Fresno Adult School	P	P	--	--	--
Fely Guzman LifeBRIDGE International	A	A	xx	A	
Jeffrey Hensley Hensley Associates	P	P	xx	P	
Mike Karbassi Fresno City Council	A	A	xx	A	
Wyatt Meadows Operating Engineers Local 3	--	P	xx	P	
Terry Metters, Jr. Pacific Gas & Electric Company	--	P	xx	P	
Scott Miller Gazebo Gardens, Inc.	P	P	xx	A	
Dennis Montalbano German Auto Repair	P	P	xx	P	
Sherry Neil Fresno Economic Development Corporation	P	A	xx	A	
Joe Olivares TransAmerica	P	P	xx	P	
Sal Quintero Fresno County Board of Supervisors	P	P	xx	P	
Chuck Riojas Fresno, Madera, Tulare, Kings Building Trades	P	P	xx	A	
Michael Silveira Kaiser Permanente	P	P	--	--	--
Vasili Sotiropulos Hyatt Real Estate	P	A	xx	P	
Shelly Tarver Employment Development Department	P	A	xx	A	

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD  
2022 ATTENDANCE RECORD**

<b>DIRECTORS</b>	<b>3/2/2022</b>	<b>6/1/2022</b>	<b>Canceled 9/7/2022</b>	<b>Special 10/5/2022</b>	<b>12/7/2022</b>
Sandra Vicente Union Bank	--	--	--	--	
Lydia Zabrycki CAPTRUST	P	P	xx	A	
Ken Price (Counsel) Baker, Manock & Jensen	P	P	xx	P	

P = Present

A = Absent

-- = Not a Member at Time of Meeting

xx = Meeting Canceled

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	10
MEETING DATE:	December 7, 2022
ACTION:	APPROVE

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**TO:** Fresno Regional Workforce Development Board

**FROM:** Phyllis Stogbauer, Senior Deputy Director

**SUBJECT:** Workforce Innovation and Opportunity Act Youth Program Request for Proposals Draft Scope of Work

## **RECOMMENDATION:**

Approve the final draft of the Workforce Innovation and Opportunity Act (WIOA) Title I Request for Proposals (RFP) Scope of Work (SOW) for Program Year 2023-2024 and authorize Fresno Regional Workforce Development Board (FRWDB) staff to release the RFP in January 2023.

## **REASON FOR RECOMMENDATION:**

The WIOA states that per Public Law 105-220, 20 USC 2832. Section 107 (d)(10)(B)(i), the local board shall identify eligible providers of workforce investment activities in the local area by awarding grants or contracts, on a competitive basis, based on the recommendations of the Youth Council.

The Joint Powers Agreement between the County of Fresno and City of Fresno states that FRWDB staff is responsible for administering programs as described in the WIOA. The RFP for the current youth services contracts stipulated a maximum five (5) year funding period, which ends on June 30, 2023.

Accordingly, the FRWDB staff drafted the initial RFP timeline and began the process of developing the draft SOW for the youth services RFP. The draft SOW was released for a 30-day public comment period on September 6, 2022, to allow members of the public an opportunity to provide input. Based on feedback received during the public comment period, there were no substantial changes to the SOW. A copy of the final draft has been attached for your review and approval.

Upon approval, FRWDB staff will finalize the RFP with a planned release date in January 2023.

## **ATTACHMENT:**

Draft WIOA Youth Program Request for Proposals Scope of Work

**WIOA Youth Program Request for Proposals Scope of Work****Program Year 2023-2024****A. Program Goals**

The ultimate goal of the Fresno Regional Workforce Development Board (FRWDB) Workforce Innovation and Opportunity Act (WIOA) Youth program is to provide a comprehensive array of services that promote and ensure that all youth served will have the skills needed to enter and succeed in higher education and future career opportunities of their choice.

To reach this goal, emphasis is placed on quality and effective year-round youth services that focus on career guidance, meaningful job training and education.

**B. Program Service Delivery Areas**

Services are being requested for the entire Fresno County Local Workforce Development Area (LWDA), which has been divided into the following four (4) Service Delivery Areas (SDAs):

- |             |   |
|-------------|---|
| Urban West: | All Fresno County eligible youth residing or attending school west of Highway 41 within the city limits of Fresno and Clovis.   |
| Urban East: | All Fresno County eligible youth residing or attending school east of Highway 41 within the city limits of Fresno and Clovis.   |
| Rural East: | All Fresno County eligible youth residing or attending school in areas east of the city limits of Fresno and Clovis and east of Highway 41 south of the Fresno city limits. |
| Rural West: | All Fresno County eligible youth residing or attending school in areas west of the city limits of Fresno and Clovis and west of Highway 41 south of the Fresno city limits. |

**C. Eligibility for Youth Services**

To be eligible to receive youth services, an individual must meet the Out of School (OS) Youth or In School (IS) Youth WIOA eligibility criteria as follows:

**OS Youth Eligibility**

In order to receive services as an OS youth, an individual must meet the following eligibility criteria:

1. Resident of Fresno County.
2. Not attending any secondary or postsecondary school (not including Title II adult education, YouthBuild, Job Corps, high school equivalency programs [exceptions in definitions], non-credit bearing postsecondary classes, dropout reengagement programs or charter schools with federal and state workforce partnerships).

3. Age 16-24 years old.
4. One (1) or more of the following barriers:
  - a. A school dropout.
  - b. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year quarter.
    - (i) Note: If the school does not use school year quarters, LWDAs must use calendar quarters.
  - c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual **and** is either basic skills deficient or an English language learner.
  - d. An offender.
  - e. A homeless individual or a runaway.
  - f. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the Social Security Act, or in an out-of-home placement.
  - g. An individual who is pregnant or parenting (custodial and non-custodial parent including non-custodial fathers).
  - h. An individual with a disability.
  - i. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

(Reference: WIOA Section 129[a][1][B] and Title 20 CFR § 681.210)

### IS Youth Eligibility

In order to receive services as an IS youth, an individual must meet the following eligibility criteria:

1. Attending school, including secondary and post-secondary schools in Fresno County.
2. Age 14-21 years old (a youth with disabilities who is in an individualized education program at the age of 22 may be enrolled as an IS youth [TEGL 21-16 and EC 56026]).
3. Low income individual. Youth who receive or are eligible to receive a free or reduced lunch under the Richard B. Russell National School Lunch Act, are considered to be low-income. However, in areas where a school district subsidizes all student meals under the Hunger-Free Kids Act of 2010, the Provider of Service must base low-income status on an individual student's eligibility to receive free or reduced-price lunch.
4. Meets one (1) or more of the following barriers:
  - a. Basic skills deficient.
  - b. An English language learner.
  - c. An offender.
  - d. A homeless individual or a runaway.
  - e. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the Social

Security Act, or in an out-of-home placement.

- f. Pregnant or parenting (custodial and non-custodial parent including non-custodial fathers).
- g. Individual with disability.
- h. An individual who requires additional assistance to complete an educational program or secure and hold employment.

Limitation: No more than five percent (5%) of the total local newly enrolled IS youth in a given program year may be eligible under this barrier.

(Reference: WIOA Section 129[a][1][C] and Title 20 CFR §681.220)

#### Low Income Criteria

Under WIOA, a youth who receives or is eligible to receive a free or reduced lunch under the Richard B. Russell National School Lunch Act, is considered to be low-income. While the free/reduced lunch low income category primarily applies to IS Youth, OS youth may also qualify as low income if the youth is a parent living in the same household as a child who receives or is eligible to receive free or reduced-price lunch based on their income level. However, not all youth who receive a free or reduced priced lunch automatically qualify as low-income for the WIOA youth program eligibility. In areas where a school district subsidizes all student meals under the Hunger-Free Kids Act of 2010, the Local Area must base low income status on an individual student's eligibility to receive free or reduced-price lunch or on the youth's ability to meet one of the other low-income categories under WIOA.

Youth living in high poverty areas of at least 25 percent are considered low income. To make a youth eligible based on living in a high poverty area the area must be a county, Census Tract, contiguous Census Tracts, or Indian Reservation or Native Land. It is not sufficient to simply use the overall poverty rate of a city because the poverty Census Tracts in a city may not be contiguous. State Directive, WIOA Youth Program Requirements, WSD 17-07 provides detailed instructions to access the American Community Survey data to determine high poverty areas (WIOA Youth Program Requirements, WSD17-07).

References:

(WIOA regulations at 20 681.260)

**A referral system must be in place for youth who are determined not eligible for WIOA services.**

#### **D. Mandated WIOA Youth Services**

The successful applicant must clearly demonstrate how the following core services of the WIOA Youth Year-Round Program will be provided.

WIOA Youth service provision is based on strong case management that includes, but is not limited to, regular contact with the participant; the provision and tracking of supportive services; tracking participation in appropriate services as defined in the Individual Service Strategy (ISS); and attainment of goals.

1. **Outreach/Recruitment:** Provider of Services staff must work directly with local educational entities and other related community organizations that focus on providing services to OS youth to conduct ongoing recruitment.
2. **Orientation:** An orientation must be provided to each youth utilizing the FRWDB Workforce Connection youth orientation video. The orientation link is provided in OD 07-21, Workforce Connection Orientations. Orientations may be provided face to face or virtually, in a group setting or one-on-one and must include information on the full services that are available through the FRWDB WIOA Youth Program.
3. **Eligibility:** The Provider of Services is responsible to ensure that all documents needed to substantiate WIOA eligibility are gathered. Enrollment cannot occur until the individual has met the WIOA youth eligibility criteria outlined in the local Technical Assistance Guide, OD 03-15, and has been officially certified as WIOA eligible.
4. **Objective Assessment:** An Objective Assessment interview must be completed and document the results in the Individual Services Strategy (ISS) for each youth, as outlined in OD 11-17, WIOA Youth Program Flow (Out-of-School ages 18-24) and OD 13-15, WIOA Youth Program Flow (In-School Youth 14-21 and Out- of-School Youth 16-18).
5. **Assessment:** Each youth must be provided a basic skills assessment to determine academic skill levels prior to intake/eligibility and career assessments, to determine career interest and goals. Providers must use locally approved assessment tools: Comprehensive Adult Student Assessment System (CASAS) for basic skills assessments, and O\*NET and WorkKeys for career assessments, (OD 22-07, Approved Assessments Tools & OD 16-18 Youth Program Assessment Requirements).
6. **Individual Services Strategy:** An ISS must be developed for each youth to plan for academic services, career exploration, and job placement services to WIOA participants. The plan must include the appropriate combination and sequence of services for the participants, based on the results of the initial academic assessment, objective assessment, other comprehensive career assessments, and the specific needs of the youth (OD 19-18, Participant Plan).
7. **Job Readiness Workshop:** All youth are required to participate and complete the entire Job Readiness two (2) week (four (4) hours per day for a total of eight (8) days) facilitated workshop using IMAGO Job Readiness Curriculum as outlined in the Job Readiness Workshop OD 05-17. At the completion of the Job Readiness Workshop, the Academic and Career Advisor (ACA) must meet with the youth to determine if they need to increase their soft skill levels. ACA must assist the youth to create a LinkedIn account and assign the FRWDB LinkedIn Learning Soft Skills Learning Paths, as appropriate for each youth (Soft Skills Remediation Process, OD 21-21).
8. **Work Experience:** WIOA places a priority on providing youth with occupational learning opportunities through work-based learning opportunities (Work Experience). Work Experience must include academic and occupational education. The academic and occupational education component refers to contextual learning that accompanies a Work Experience. It includes the information necessary to understand and work in specific industries or occupations. Bidders must demonstrate their ability to monitor Work Experience activities as outlined in OD 20-18, Youth Work Based Learning Process and meet the minimum required Work Experience funds allocation.

9. **Training Services:** OS youth may be eligible for skills training services. Bidders must demonstrate how they will implement the local skills training process as outlined in Skills Training Process, OD 25-18.
10. **Job Ready Preparation Process:** All youth must complete the Job Ready Process as outlined in the Youth Job Ready Preparation Process, OD 14-21.
11. **Information/Referral:** All youth must be provided information on the full array of applicable or appropriate services that are available through the local board or other eligible providers or the America's Job Centers of California (AJCC) partners. Youth must be provided with referrals to appropriate training and educational programs that have the capacity to serve the participant or applicant either on a sequential or concurrent basis as outlined in the Entrance Interview Process, OD 08-21.
12. **Follow-Up Services:** All youth who have been exited from the WIOA youth program must receive appropriate follow-up services as identified and deemed necessary during the follow-up period as outlined in Closure, Exit, and Follow-up Process, OD 10-21. Closely tracking follow-up services can contribute to more successful long-term outcomes for youth and allow for the ongoing data collection that is required to measure performance for youth. Active case management, identification of multiple family/friend contact information, and frequent contact with the youth will increase access to these youth during the 12-month follow-up period.

All FRWDB WIOA Year-Round Youth Policy Bulletins (PBs), Operational Directives (ODs) and Informational Bulletins (IBs), are available on the FRWDB website at: <https://frwdb.net/>.

#### **E. Required WIOA Youth Program Elements**

The successful applicant must clearly demonstrate how they will accomplish the year-round youth services identified above within the scope of the following 14 required program elements that must be provided to participating youth. Proposals must show how the services will help youth meet the primary objectives established by the LWDA, state, and federal performance standards.

1. Tutoring, study skills training, and instruction leading to secondary completion, including dropout prevention strategies.
2. Alternative secondary school offerings or dropout recovery services.
3. Paid/unpaid work experiences with an academic and occupational education component.
4. Occupational skills training with a focus on recognized postsecondary credentials and in-demand occupations.
5. Leadership development activities (e.g. community service, peer centered activities).
6. Supportive services.
7. Adult mentoring.

8. Follow-up services for at least 12 months after program completion.
9. Comprehensive guidance and counseling, including drug and alcohol abuse counseling.
10. Integrated education and training for specific occupation or cluster.
11. Financial literacy education.
12. Entrepreneurial skills training.
13. Services that provide labor market information about in-demand industry sectors and occupations.
14. Post-secondary preparation and transition activities.

Contracted providers of services will have the discretion to determine what specific program elements will be provided to a youth participant, based on each participant's objective assessment and individual needs.

#### **F. Mandated Program Design Components**

All bidders must specifically demonstrate their current and future ability, if awarded contract funds, to provide the WIOA year-round youth services and the provision of appropriate 14 WIOA youth program elements based on the individual needs of the youth.

All proposals must specifically demonstrate bidder's ability to serve both IS and OS youth and how the bidder will ensure that a minimum 75% of all youth served will be OS youth.

The bidder must demonstrate the ability to develop and maintain relationships with education and community organizations to conduct ongoing outreach, recruitment and orientation services.

The bidder must demonstrate their ability to establish communication and coordination procedures for serving youth simultaneously with partner agency staff. A triage of care process must be developed to allow sharing of information in order to minimize duplication of services and determine the best option(s) available to meet the needs of the youth so that they can successfully integrate into post-secondary education and/or job placement.

All proposals must include strategies on how to help meet employment and training needs.

#### **G. Performance Measures**

Programs, at a minimum, will be measured on their success in achieving each of the prescribed performance outcomes under WIOA. The percentage rates for each of the outcomes are established by the state and the FRWDB Board of Directors.

The WIOA performance measures for youth are:

1. Placement in Employment or Education (Second Quarter post exit)
2. Placement in Employment or Education (Fourth Quarter post exit)

3. Median Earnings
4. Credential Attainment
5. Measurable Skills Gain

Each bidder must be able to demonstrate the ability to monitor these outcomes by utilizing the FRWDB's reporting and analysis tools and services.

## **H. Program Design Mandates**

Bidders must demonstrate how they will utilize non-traditional service delivery models, such as no-cost co-location at community sites and facilities or mobile services, to provide a comprehensive array of services to all eligible youth they are proposing to serve.

Requested program services and their minimum requirements have been defined in the preceding sections. These outlined programs are the only services being requested at this time. Should unsolicited activities be received, they will not be reviewed and will be rejected at the discretion of the FRWDB.

**Provider of Services will be required to meet the minimum approved performance goals in order to be considered in contract compliance.**

Contract performance will be evaluated monthly by FRWDB staff and reported to the FRWDB Youth Council and the FRWDB Board of Directors each quarter.

Displacement Policy – A youth in a program or activity authorized under WIOA Title I must not displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages or employment benefits) any currently employed employee.

A program or activity authorized under WIOA Title I must not impair an existing contract for services or collective bargaining agreement.

A youth in a program or activity under WIOA Title I may not be employed in, or assigned to, a job if:

1. Any other individual is on layoff from the same or any substantially equivalent job;
2. The employer has terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy so created with the WIOA youth; or
3. The job is created in a promotional line that infringes in any way on the promotional opportunities of currently employed workers.

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

1. Collaboration and linkages will enhance communication and cooperation among the various agencies that provide overlapping and/or complimentary services. These partnerships encourage personnel from various organizations to work together to provide expanded opportunities for youth.

2. Each organization is unique and excels in certain aspects of service provision. Combining the strengths of all partners will ultimately lead to better overall programs.
3. Collaborations and linkages can help minimize the effects of decreased funding availability and generate the possibility of greater sustainability in program services.
4. For purposes of this Request for Proposals (RFP), the following definitions apply:
  - a. Collaboration means a temporary alliance of groups or organizations that come together to work jointly on a specific endeavor. Collaboration is strengthened by a formal written agreement which delineates the responsibilities of each group, organization, or entity.
  - b. Linkage means any mechanism that connects or ties services together. This linkage enhances overall services to the youth.

## **I. General Responsibilities**

1. The bidder must:
  - a. Ensure that the FRWDB, the City of Fresno, and the County of Fresno are in compliance with their contract with the State of California.
  - b. Contract with the FRWDB and comply with all of the terms and conditions of that contract for the delivery of services.
  - c. Work under the direction of, and in cooperation with, FRWDB staff.
  - d. Have clearly defined roles and internal communication processes regarding the goals and purpose of the program as outlined in this RFP.
  - e. Cooperate with other funded providers of services.
  - f. Under the direction of FRWDB staff, ensure that the services provided are readily accessible to the individuals to be served.
  - g. Under the direction of FRWDB staff, ensure that the program is fully staffed with qualified Academic and Career Advisors who will act as coaches and facilitators to enrolled youth (OD #04-08, Academic and Career Advisor Job Description).
  - h. Under the direction of FRWDB staff, ensure that all staff is fully trained and knowledgeable of WIOA regulations, state directives, local policies and Operational Directives.
  - i. Under the direction of FRWDB staff, ensure that all local standardized processes and procedures are implemented and complied with as outlined in the local policies and Operational Directives.
  - j. Under the direction of FRWDB staff, provide oversight and monitoring of all program activities, including collaborative partners.

- k. Under the direction of FRWDB staff, administer all funds paid to the year-round youth service program(s).
  - l. Under the direction of FRWDB staff, collaborate with organizations identified in the proposal and those mandated by the FRWDB and/or state, including, but not limited to:
    - (i) Comprehensive and/or Affiliate AJCC;
    - (ii) Local education agencies;
    - (iii) Social service agencies, public housing agencies, Temporary Assistance for Needy Families (TANF), foster care, and other related programs; and
    - (iv) Business and industry.
  - m. Input all required data into the CalJOBS system per FRWDB staff and State of California direction.
  - n. All referrals made to an outside agency or across Workforce Connection Programs must be processed and documented in the Unite Us platform (OD 03-22, Unite US Referrals Process).
  - o. Provide services to individuals eligible for participation in the program, including those with barriers to employment such as: individuals with disabilities, offenders, school dropouts, individuals deficient in basic skills, limited English, and parenting, pregnant, runaway, or homeless youth.
  - p. Under the direction of FRWDB staff, coordinate with partners in the program design, implementation and capacity building/staff development.
  - q. Be fully accountable and responsible for all outcomes including WIOA state and local performance measures.
  - r. Conduct customer satisfaction surveys of youth, parents of youth, and employers and use the results to develop and implement a continuous improvement plan for Work Experience.
2. WIOA youth services must be provided from the Fresno Comprehensive AJCC and/or its affiliate centers throughout Fresno County.
  3. The following funds will be held in a centralized voucher bank managed by the FRWDB and should not be included in the proposed budget; Skills Training, Work Experience, Supportive Services, assessments, tutorials, computer equipment and computer software.

Successful bidders will be required to submit a copy of their internal procedures manual at the time of contract negotiations to document their ability to comply with all of the items listed above.

## **J. Past Performance**

The primary consideration in selecting agencies or organizations to deliver services will be an evaluation of the bidder's past experience in providing the services being requested or similar services.

Qualified bidders will have a minimum of two (2) years documented, successful performance within the last five (5) years in providing academic, skills-based workforce development services to youth.

Bidders will be required to obtain two (2) Past Performance Questionnaires from current and/or previous funding source organizations/agencies with whom the bidder has had direct involvement with providing similar related services. The organizations/agencies are not to send the completed questionnaires to the bidding agency/organization. Completed questionnaires must be submitted directly to [ythrfaq@workforce-connection.com](mailto:ythrfaq@workforce-connection.com). The questionnaires must be received by the FRWDB on or before the submission date of the proposal.

DRAFT

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	11
MEETING DATE:	December 7, 2022
ACTION:	APPROVE

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**TO:** Fresno Regional Workforce Development Board  
**FROM:** Blake Konczal, Executive Director  
**SUBJECT:** Approval of the October 5, 2022, Special Meeting Minutes

**RECOMMENDATION:**

Approve the minutes of the October 5, 2022, special meeting of the Fresno Regional Workforce Development Board.

**ATTACHMENT:**

October 5, 2022, Special Meeting Minutes

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Workforce Development Board  
October 5, 2022 @ 4:00 p.m.  
SPECIAL MEETING

## SUMMARY MINUTES

The meeting was called to order at 4:09 p.m.

ROLL CALL: PRESENT – Stephen Avila, Paul Bauer, Edgar Blunt, Alysia Bonner, Jeff Hensley, Wyatt Meadows, Terry Metters, Jr. (arrived at 4:29 p.m.), Dennis Montalbano, Joe Olivares, Sal Quintero (arrived at 4:25 p.m.), Vasili Sotiropulos, and Legal Counsel Ken Price.

ABSENT – Lacey Barnes, Fely Guzman, Mike Karbassi, Scott Miller, Sherry Neil, Chuck Riojas, Shelly Tarver, and Lydia Zabrycki

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: None

PUBLIC COMMENTS: None

**Item Description/Action Taken**

### **6. ValleyBuild NOW Presentation**

Beatriz Lopez, Project Coordinator, Fresno Regional Workforce Development Board (FRWDB), narrated a Power Point presentation highlighting the ValleyBuild NOW program. She explained that ValleyBuild is a construction program, and ValleyBuild NOW is a construction program focused specifically on women. The first ValleyBuild NOW cohort had its graduation on September 30, 2022. Thirteen women graduated from the eight (8)-week pilot program and through the program, received certifications in Multi-Craft Core Curriculum, forklift operation, first aid and CPR, OSHA 10, HAZWOPER 40 and scaffolding. Graduates were recognized by various local elected officials at the ceremony for their accomplishments. Ms. Lopez introduced six (6) of the graduates, who attended the FRWDB meeting in order to share about their backgrounds, how they heard about the ValleyBuild NOW program, and their overall experience going through the program. All of these six (6) graduates have been offered transitional jobs with local construction companies.

Feedback from the FRWDB Directors was very positive and they congratulated the graduates.

Director Quintero arrived (4:25 p.m.) QUORUM ESTABLISHED

Director Blunt asked what was the capacity and future for this program. Blake Konczal, Executive Director, FRWDB, indicated that funding has been identified to keep the program going into the first quarter of 2026.

This was an information item.

## **7. Fresno Regional Workforce Development Board Bylaws**

Mr. Konczal presented red-line revised FRWDB Bylaws for approval. He noted that the most significant changes to the Bylaws were the addition of two (2) members of the Executive Committee. These two (2) additional members would come by including the FRWDB Chair Emeritus to the Executive Committee, and adding one (1) Vice Chair position, so there would now be a First Vice Chair and a Second Vice Chair to replace the current Vice Chair seat. The other significant change was a revision to the Director attendance requirements. Previously, the FRWDB's attendance requirements were only applied to the full FRWDB meetings. Now, those same attendance requirements would also apply to the FRWDB's Committees and Councils. Mr. Konczal added that Legal Counsel at Baker, Manock and Jensen also changed references from Workforce Investment Act (WIA) to Workforce Innovation and Opportunity Act (WIOA) in the Bylaws.

Director Metters arrived (4:29 p.m.)

Legal Counsel Price stated that in addition to changing references from WIA to WIOA, there were other changes in the law that required specific references in the Bylaws under the WIOA regulations so that the FRWDB would have operational consistency with the WIOA regulations.

Director Olivares asked if there was an expectation noted in the Bylaws that Directors participate in a sub-Committee of the FRWDB. Mr. Konczal indicated that yes, Directors would be expected to select a Committee on which to serve within 30 days of their appointment to the FRWDB. If they do not select a Committee within the 30 days, they would receive written notice from the Chair that they will be deemed to have resigned their membership on the FRWDB.

**BAUER/BONNER – APPROVED THE FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD BYLAWS. (UNANIMOUS)**

## **8. Committee Reports**

Executive Committee: Chair Hensley shared that the Executive Committee (Committee) met on July 20<sup>th</sup>, when they reviewed and accepted the May 2022 Financial Report and the May 2022 Agency Budget and Expenditures Report, with no concerns. The Committee also reviewed the 2022-2023 Agency Budget and Personnel Plan and recommended it for the FRWDB's approval. The Budget included an increase in rent, an increase to professional services for Human Resources and cyber security, and there was an increase for purchases of office furniture and equipment for FRWDB facilities. The Committee discussed the revised organizational structure for FRWDB staff and adjusting position titles and compensation. Also discussed was FRWDB management's efforts in working with its Human Resources consultant on succession planning for the agency. The Committee also authorized the approval of a Rapid Response and Layoff Aversion contract in the amount of \$187,000 to Central Labor Council – Partnership.

This was an information item.

**9. Ad Hoc Nominating Committee**

Chair Hensley reported that his term as Chair of the FRWDB was coming to an end and that a new Chair would need to be elected. In addition to a new Chair, a First Vice Chair and a Second Vice Chair would also need to be elected. He indicated that he asked Director Bauer to serve with him on an Ad Hoc Nominating Committee to put forth names for the elections in December. Mr. Konczal indicated that all Directors would be sent a list of offices that are available and would include descriptions of the duties for those positions.

Chair Hensley stated that any Director who wished to participate on the Ad Hoc Nominating Committee, to please contact him.

This was an information item.

**10. Board Member Highlight**

Mr. Konczal explained that this item would be a recurring item at each FRWDB meeting to highlight one (1) Director and their organization/agency. Director Stephen Avila shared about himself, personally, and shared about his company, Trillium Fresno, which included its history, its past and projected growth as an employer, and an overview of its manufacturing operation of vertical turbines and other specialty pumps. Director Avila is the Plant Manager at Trillium Fresno.

Director Avila indicated that Trillium is working with FRWDB to help staff some of their more technical positions they currently have open. Trillium is also in line to become a partner with California State University, Fresno's VIP program for Engineers.

This was an information item.

**11. Approval of the June 1, 2022, Meeting Minutes**

**OLIVARES/METTERS – APPROVED THE JUNE 1, 2022, MEETING MINUTES. (UNANIMOUS)**

**12. July 2022 Financial Report**

Mr. Konczal presented the July 2022, Financial Report for the FRWDB's acceptance. He noted that due to the COVID pandemic, when expenditures were lower than normal, both the State and Federal funding agencies granted no-cost extensions to multiple grants to allow Workforce Boards to more fully expend grant funds. Chair Hensley asked if FRWDB staff was seeing a trajectory of spending getting back to pre-COVID levels. Mr. Konczal indicated that he believed spending would get back to those levels. Mr. Konczal did note that during COVID, FRWDB staff was forced to change the way meetings and trainings were conducted and how Workforce staff interacted with clients. He indicated that some of those changes really work for some clients and that staff continues to learn and flow with these changes to be more responsive to client needs.

**MEADOWS/OLIVARES – ACCEPTED THE JULY 2022 FINANCIAL REPORT. (UNANIMOUS)**

**13. Consent Items (A1 – B1)**

**OLIVARES/BLUNT – APPROVED CONSENT ITEMS A1 – B1. (UNANIMOUS)**

**14. In the Community – Marketing Update**

Martha Espinosa, Marketing and Grants Manager, FRWDB, presented a Power Point presentation highlighting the marketing activities and events that occurred within the first four (4) months of the new Program Year.

Forestry Program: KMPH news aired a story that highlighted the FRWDB's Forestry Program. Mr. Konczal and Jerry Irvin, Project Coordinator – Forestry, FRWDB, were interviewed. Ms. Espinosa showed the news clip.

Robert Pimentel Reception: The FRWDB hosted a celebration honoring Fresno City College's new President, Dr. Robert Pimentel. Because of the FRWDB's long-time partnership with Dr. Pimentel, they felt it was important to honor and celebrate his new position. Mayor Jerry Dyer and State Center Community College District's Chancellor, Dr. Carole Goldsmith, were among the speakers at the reception.

Ribbon Cutting at Winepress: On August 17<sup>th</sup>, the Ribbon Cutting ceremony was held at Fresno's new America's Job Centers of California Comprehensive (AJCC) site, located at the Winepress Shopping Center. Supervisor Sal Quintero spoke at the ceremony and the FRWDB received a certificate from the office of California State Assembly Member Devon Mathis.

Participant Picture Project: Ms. Espinosa explained that when planning for the artwork for the new AJCC site, Phyllis Stogbauer, Senior Deputy Director, FRWDB, thought it would be inspiring to display pictures of participants in their work environments. FRWDB and Provider staff have identified 50 participants to highlight and are looking for 30 to 40 more. Their photos will be put onto 30 x 30 canvases and will be displayed throughout the AJCC.

Meeting of the Minds Conference: The FRWDB had seven (7) presentations selected for the California Workforce Association's 2022 Meeting of the Minds Conference. The proposals selected were: That's Women's Work – Building a Foundation for Gender Equity; Courage Practice – Coordinating Equitable Multi-Craft Core Curriculum (MC3) Training; Who's Your Data – Measuring the Effectiveness of Your Targeted Outreach Efforts; Seizing Unprecedented Opportunities in Underserved Geographies; Construction, Infrastructure, MC3 and the Future; Human Centered Design; and The Hardest Working Generation. The presentation sessions were well-attended and the good work being done at the FRWDB was shared.

Ribbon Cutting at Parlier: September 28<sup>th</sup> was the Ribbon Cutting ceremony for the new Workforce Connection site in Parlier. There was great support for the event from the small community, including the attendance of Parlier's Mayor Beltran and Superintendent Guerrero. Ms. Espinosa showed the news story aired by ABC30 about the event.

ValleyBuild Graduation: The first all women ValleyBuild cohort had their graduation ceremony on September 30<sup>th</sup>. Senator Anna Caballero sent a video message for the event.

Ms. Espinosa reported that the FRWDB recently submitted two (2) grant applications: A CalFire grant for \$1.9 million and a High Road Training Partnership grant for \$2.5 million. FRWDB staff were waiting to hear on the outcome of those applications.

Upcoming events Ms. Espinosa shared with the Board were: A \$3 million check presentation by Assembly Member Joaquin Arambula's office on October 12<sup>th</sup>, a Partner Alliance Meeting on October 12<sup>th</sup>, Open House for the AJCC at Winepress on October 20<sup>th</sup>, California State Representative Devon Mathis' visit to the Forestry Program on November 4<sup>th</sup>, Open House for the Parlier center on November 9<sup>th</sup>, and a National Apprenticeship Week event on November 17<sup>th</sup>.

Mr. Konczal pointed out that the \$3 million the FRWDB received was directly from the state budget through the Governor's office for the FRWDB's construction programs across 15 counties.

Director Blunt congratulated Ms. Espinosa on a job well done concerning marketing efforts for the FRWDB brand.

Chair Hensley indicated that the FRWDB's vision and the implementation of that vision over the last number of years has really helped communicate to the community what the FRWDB is doing. He also noted the cohesive look at the various sites throughout the community is great to see.

Director Metters asked Ms. Espinosa if she, herself, managed the FRWDB's social media accounts. Ms. Espinosa explained that she used Hootsuite to manage the FRWDB's multiple social media pages on Facebook, Instagram and LinkedIn. She stated that she can create one post via Hootsuite and it can be shared across multiple social media sites. Director Metters congratulated Ms. Espinosa on a good job with managing the FRWDB's social media presence.

This was an information item.

**15. Recognition of Board Members**

Chair Hensley recognized Directors for their years of service on the FRWDB with a presentation of certificates. He recognized Directors whose service anniversaries occurred in the months of July through September: Scott Miller – Eight (8) years; Joe Olivares – 17 years; and Dennis Montalbano – 18 years. Mr. Konczal presented Chair Hensley with a certificate, recognizing his 18 years with the FRWDB.

This was an information item.

**16. Information Sharing**

Director Quintero apologized for arriving late to the meeting, explaining that he had been a part of the opening event at the Big Fresno Fair.

Director Metters shared about his very positive experience in serving on a FRWDB Scholarship Panel and he encouraged other members to sign up to participate on future Panels.

This was an information item.

**17. Agenda Items for December 7, 2022, Meeting**

There were no items recommended for the December 7, 2022, FRWDB meeting agenda.

**18. Meeting Feedback**

There was no meeting feedback.

The meeting was adjourned at 5:28 p.m.

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	12
MEETING DATE:	December 7, 2022
ACTION:	ACCEPT

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

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**TO:** Fresno Regional Workforce Development Board  
**FROM:** Blake Konczal, Executive Director  
**SUBJECT:** October 2022 Financial Report

## **RECOMMENDATION:**

Accept the Fresno Regional Workforce Development Board (FRWDB) October 2022 Financial Report.

## **REASON FOR RECOMMENDATION:**

The attached summary financial report and chart display year-to-date financial information through October 31, 2022.

- 2020 September Wildfires: This grant had a slow start-up since January 1, 2021, due to the pandemic; however, FRWDB received a 12-month no cost extension to December 30, 2023. It is currently 4.88% expended at \$47,585 of the \$975,000.
- Fatherhood - Health and Human Services: This grant started September 30, 2020, with an original amount of \$749,999 and a contract term of September 30, 2020, through September 29, 2021, with a possible four (4) year option to 2025. FRWDB is now in the second-year option from September 30, 2022, through September 29, 2023; it is 23.95% expended at \$179,658.

At this time, staff has no concerns with grant expenditures.

## **ATTACHMENT:**

October 2022 Financial Report

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD**  
**Summary Financial Report**  
**October 2022**

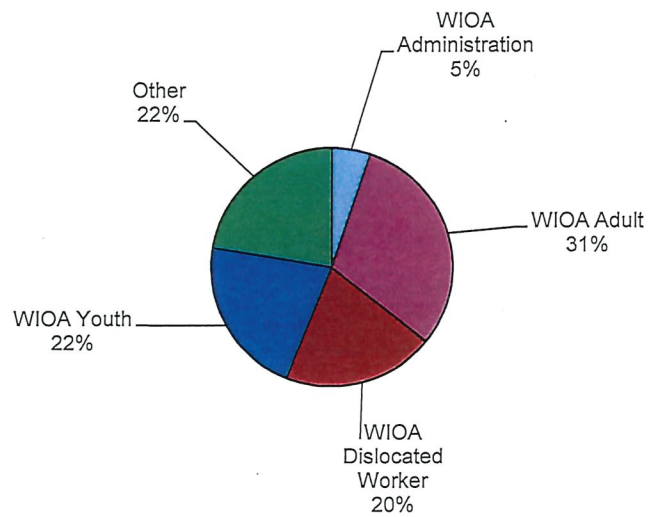
GRANT	TERM	Total Grant Amount	Prior Year(s) Expended	Current Year to Date Expenditures	Percent Expended	Unspent Committed Funds
WIOA ADMINISTRATION	07/01/2022 - 06/30/2023	1,703,998		386,600	22.69%	1,317,398
* WIOA ADULT	07/01/2022 - 06/30/2023	10,246,894		1,662,747	16.23%	8,584,146
* WIOA DISLOCATED WORKER	07/01/2022 - 06/30/2023	6,802,500		1,238,091	18.20%	5,564,409
* WIOA YOUTH	07/01/2022 - 06/30/2023	7,188,913		2,153,816	29.96%	5,035,097
*WIOA RAPID RESPONSE & Layoff Aversion	07/01/2022 - 06/30/2023	445,880		57,959	13.00%	387,921
TCC - Transformative Climate Communities	02/01/2020 - 03/31/2024	1,249,432	319,174	46,933	29.30%	883,325
CAL FIRE	03/01/2020 - 06/01/2023	1,675,200	1,309,570	52,106	81.28%	313,524
COVID-19 Employment Recovery NDWG	04/01/2020 - 03/31/2023	450,000	326,264	86,071	91.63%	37,665
High Road Construction Careers (HRCC): SB1 Valley Build	11/01/2020 - 02/28/2023	1,499,818	1,003,762	220,545	81.63%	275,511
Fatherhood - HHS	09/30/2022 - 09/29/2023	749,999	-	179,658	23.95%	570,341
HRCC: CCI: Low Carbon Economy Workforce Program	06/01/2021 - 03/31/2023	1,194,400	183,594	155,902	28.42%	854,904
2020 September Wildfires - 1st Increment	01/01/2021 - 12/31/2023	975,000	28,992	18,593	4.88%	927,415
Pathway Home Grant - GRID Alternatives	07/01/2020 - 12/31/2023	73,630	2,348	242	3.52%	71,040
HRCC: Reimagine Workforce Preparation Grant (RWPG)	04/01/2021 - 03/31/2023	2,010,608	419,035	86,960	25.17%	1,504,613
Equity & Special Populations (ESP)	02/01/2022 - 06/30/2023	750,000		102,206	13.63%	647,794
HRCC: Pathway Additional Education (Foundations)	02/02/2022 - 06/30/2023	258,500		144,839	56.03%	113,661
City of Fresno - One Youth Job Corps	08/10/2022 - 05/01/2024	281,550		601	0.21%	280,949
QUEST - Quality Jobs, Equity, Strategy and Training - (NDWG)	10/01/2022 - 9/30/2024	750,000		-	0.00%	750,000
<b>TOTAL FUNDING</b>		<b>37,556,322</b>	<b>3,592,739</b>	<b>6,593,870</b>	<b>27.12%</b>	<b>27,369,713</b>

\* Total Grant Amount includes ACTUAL carryover from Prior Plan Year 21 - 22  
Due to spreadsheet formula rounding calculations, totals may be off by \$1 or \$2

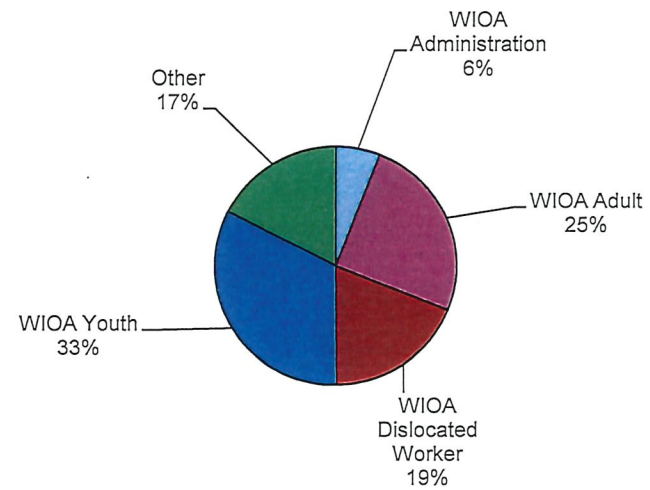
Prepared by: C. Beierschmitt

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD  
FINANCIAL REPORTS  
October 2022

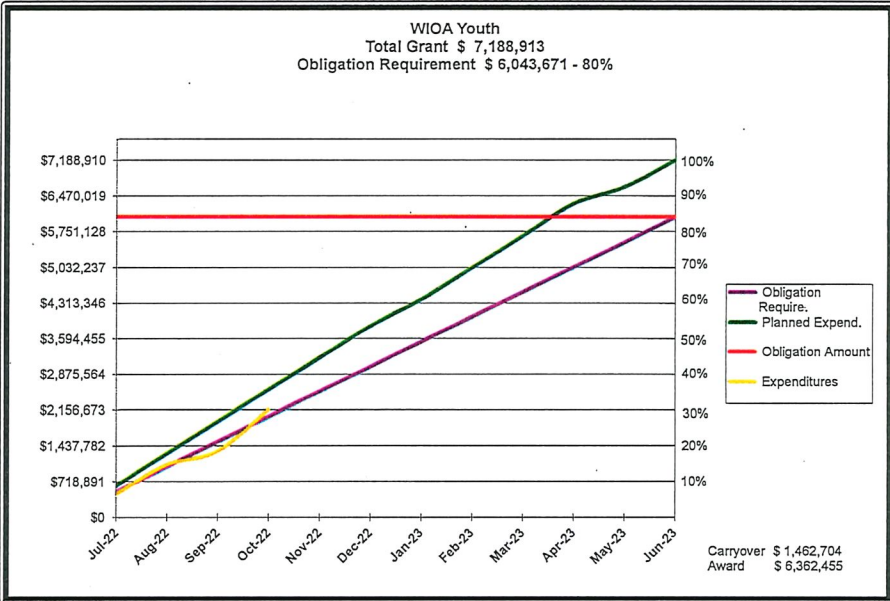
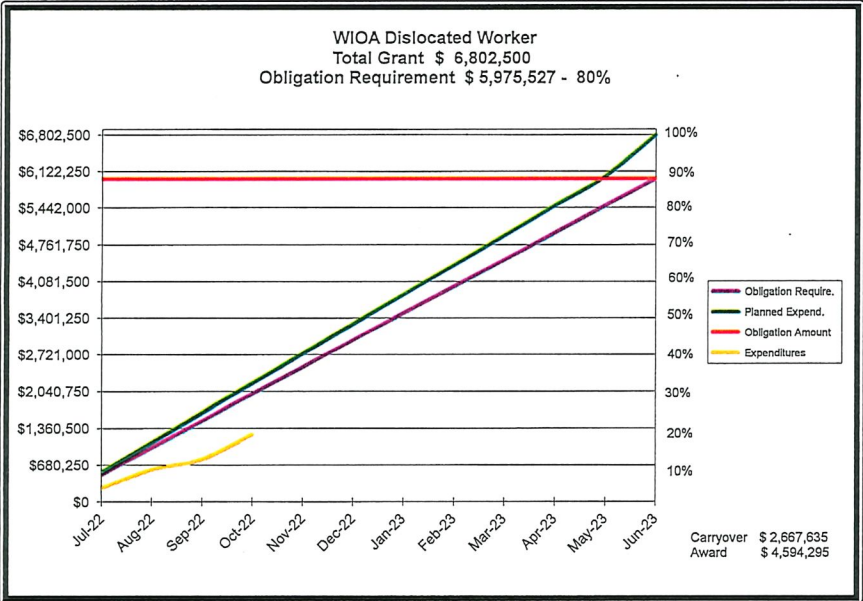
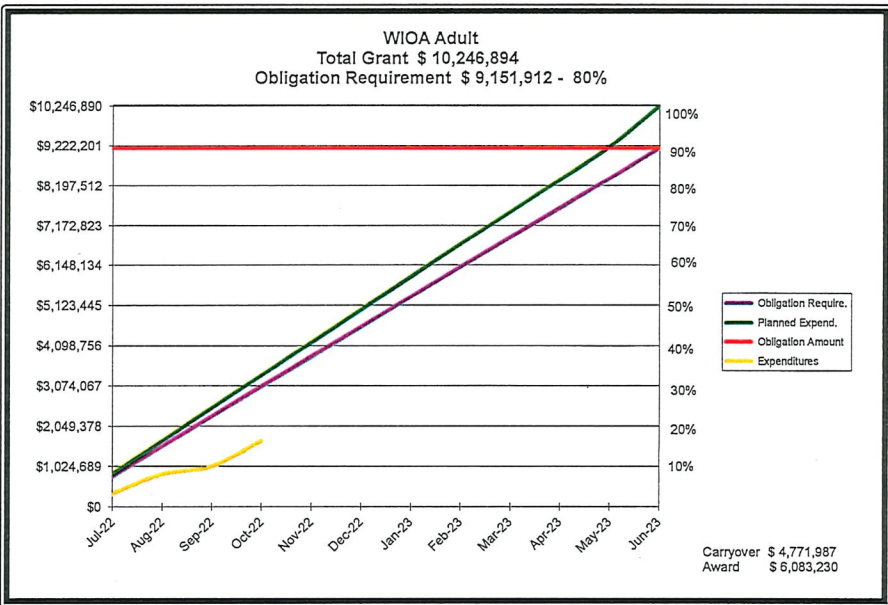
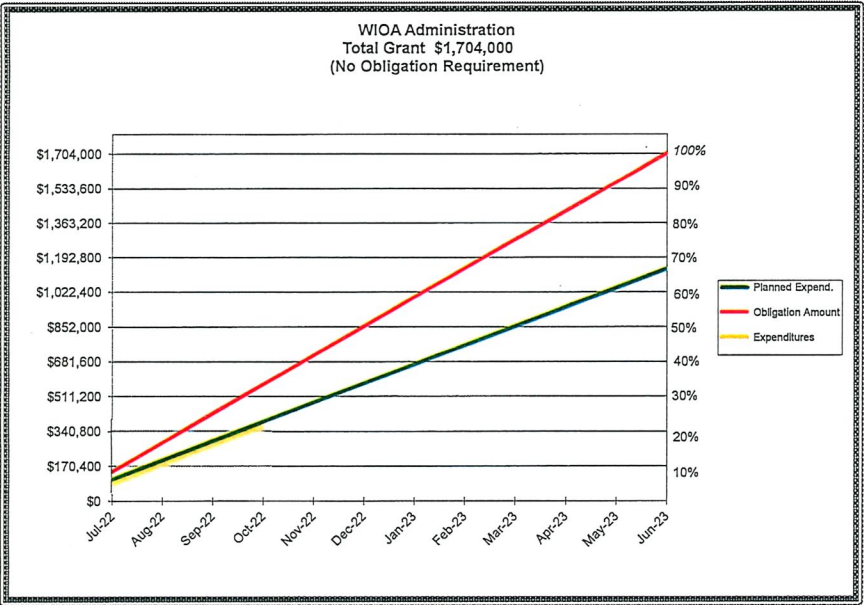
**FRWDB Committed Funds  
Fiscal Year 2022-2023**



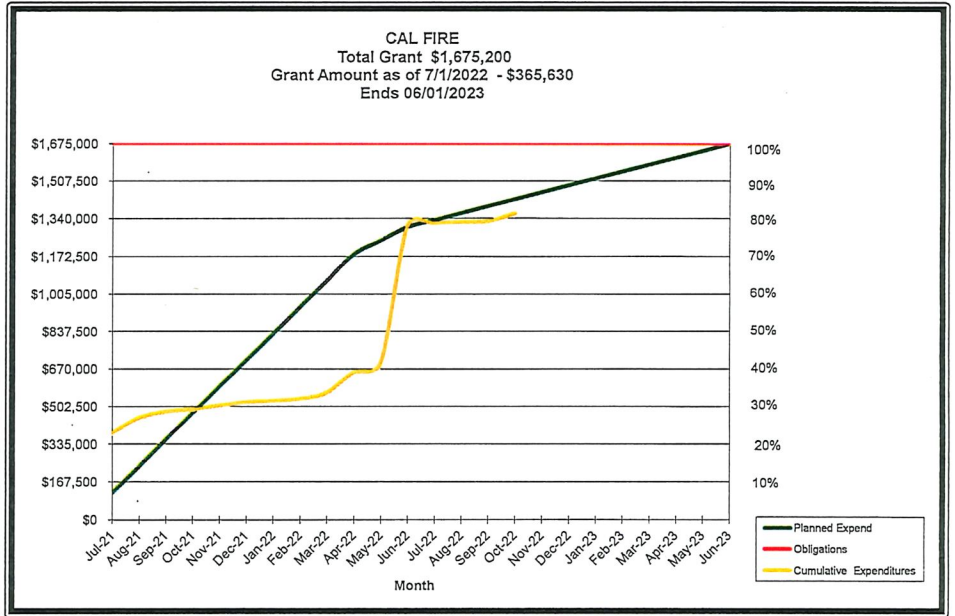
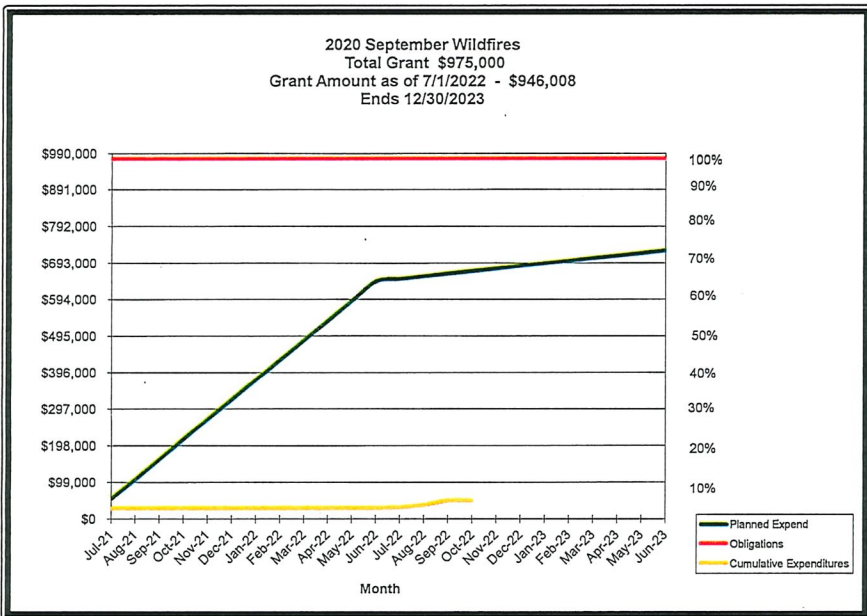
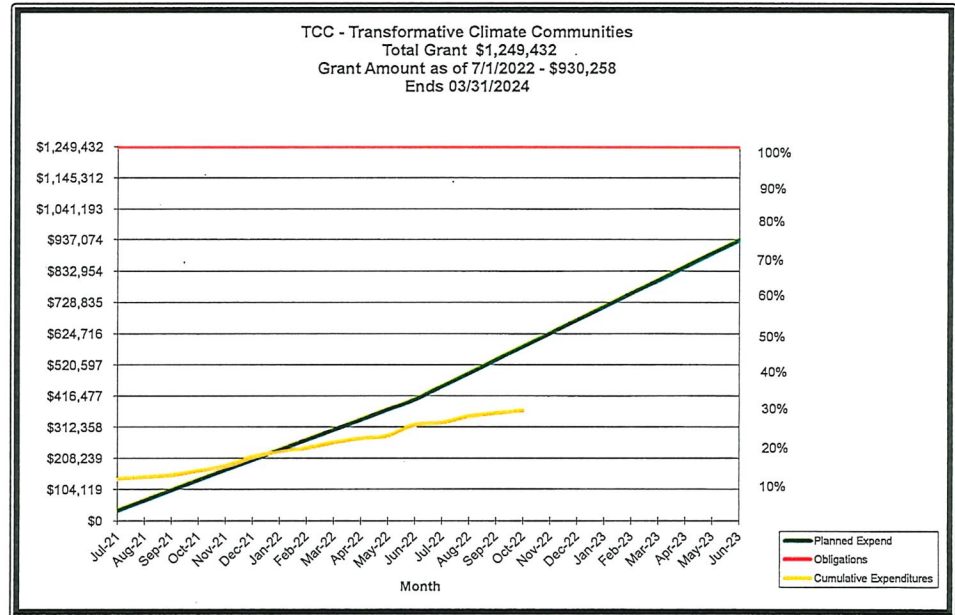
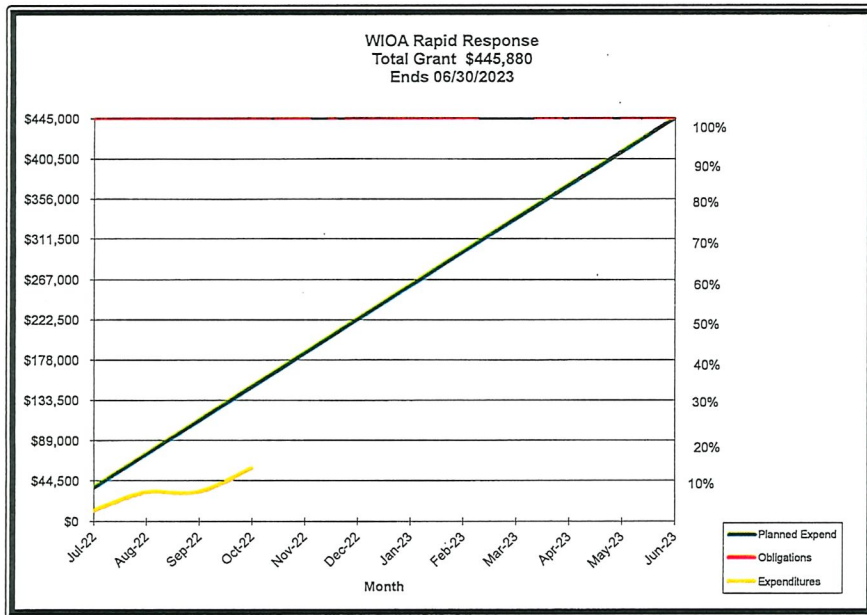
**FRWDB Expenditures  
Fiscal Year 2022-2023**



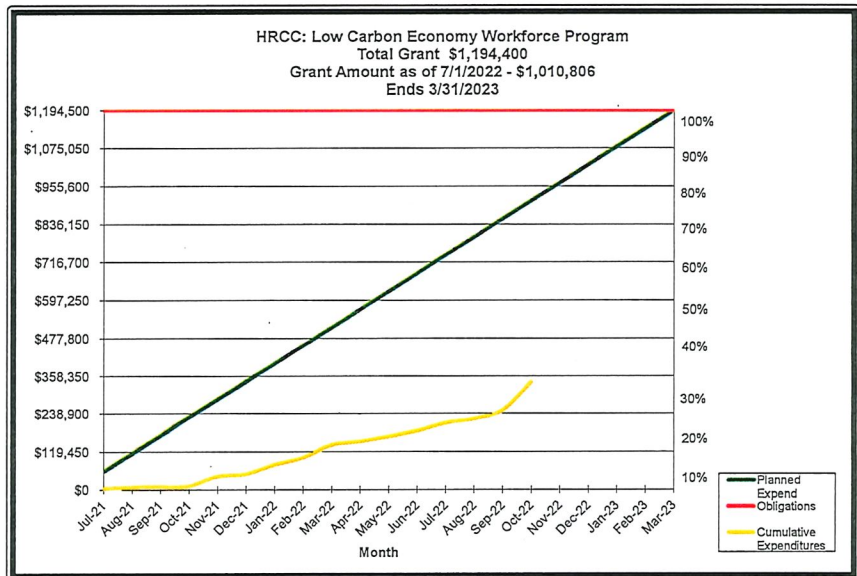
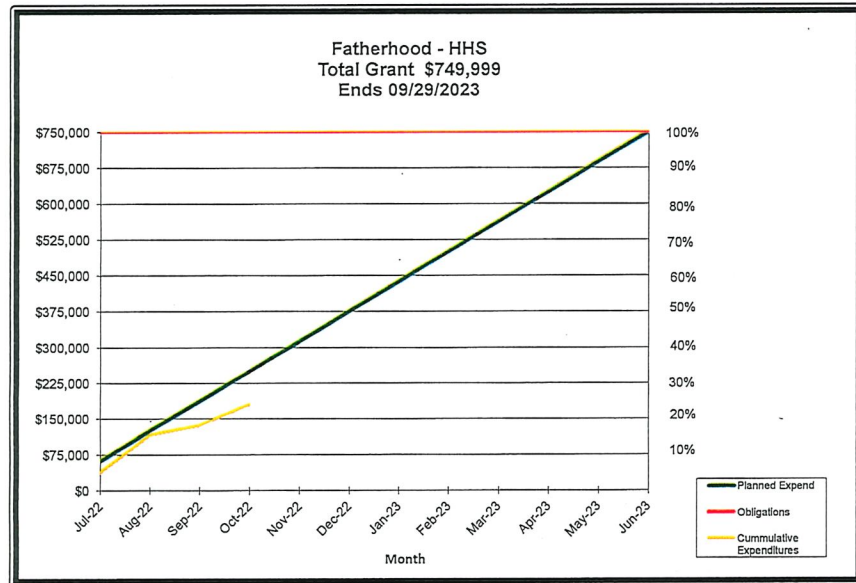
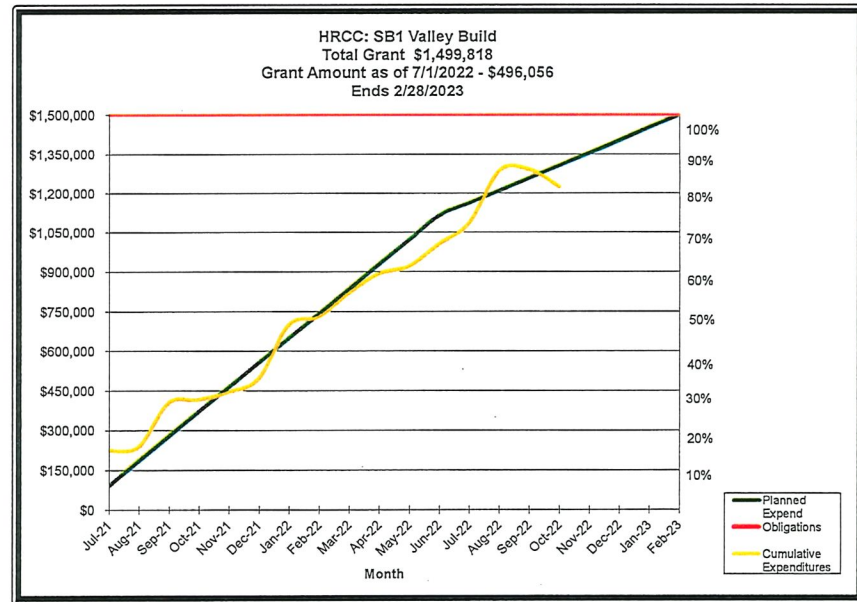
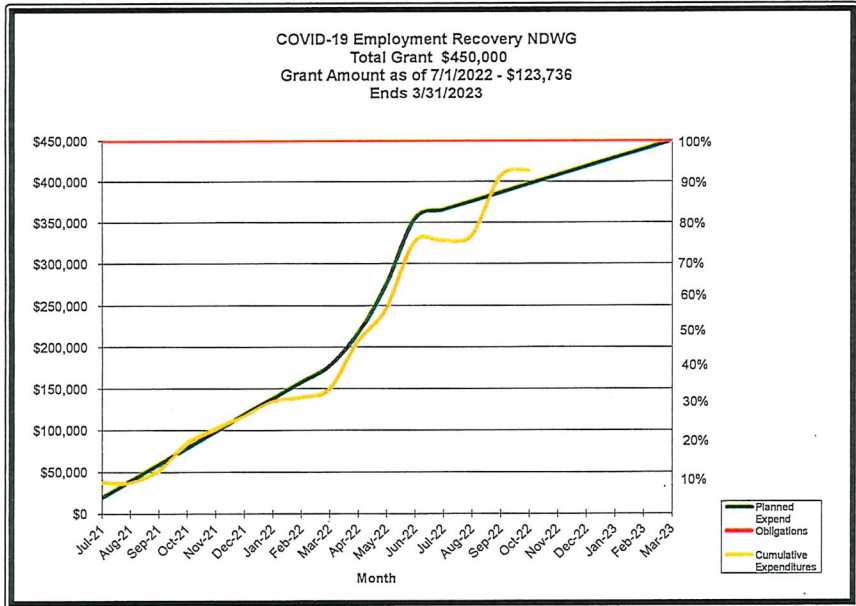
October 2022



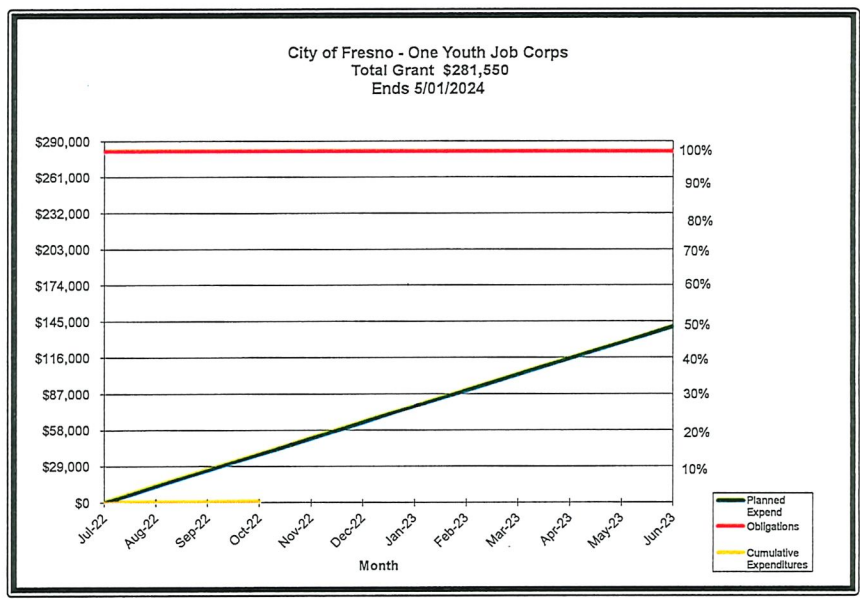
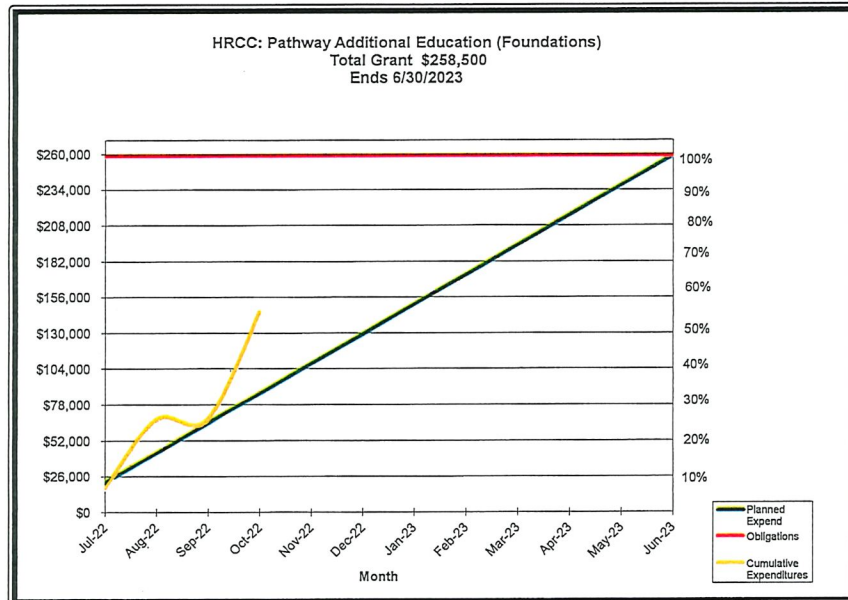
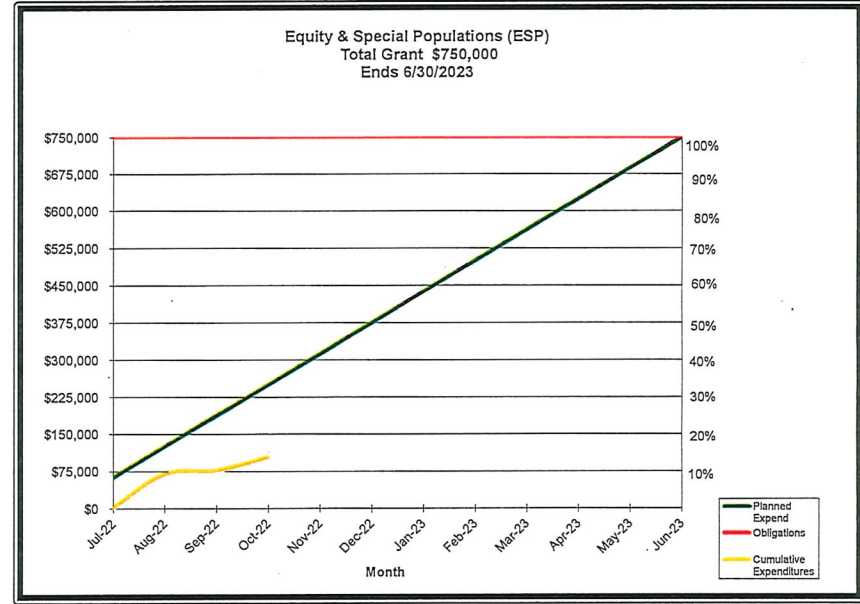
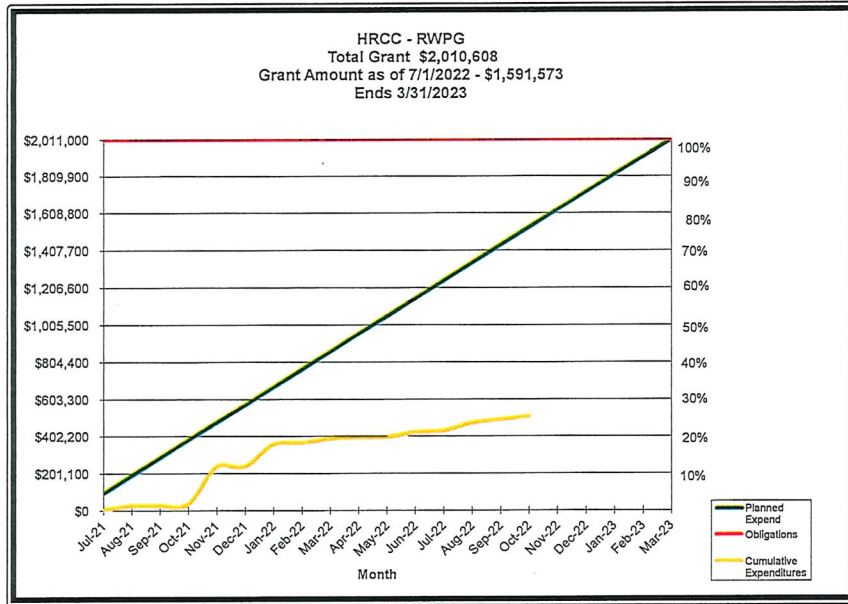
October 2022



October 2022



October 2022



# 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:	December 7, 2022
ACTION:	ACCEPT

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:** Adult Council  
**SUBJECT:** Workforce Innovation and Opportunity Act Adult and Dislocated Participant Training Reports

## **RECOMMENDATION:**

Accept the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Participant Training Reports for the Fourth Quarter of Program Year (PY) 2021-2022 and First Quarter of PY 2022-2023.

The Adult Council approved this recommendation on October 27, 2022.

## **REASON FOR RECOMMENDATION:**

In 2012, the State of California passed Senate Bill (SB) 734, which mandated local workforce boards to a training expenditure requirement of their WIOA Adult and Dislocated Worker formula fund allocations for workforce training services. These workforce training services include: Vocational Skills Training, Transitional Jobs (paid work experience) and On-the-Job Training activities. This initially required local boards to expend a minimum of 25% of funding beginning in PY 2012-2013, and increase the mandated expenditure requirement to 30% in PY 2016-2017.

The WIOA formula funding has a two (2) year life cycle, and local areas are mandated to fully expend the required training funding by June 30th of the last PY. The mandated 30% of training funds allocated in PY 2020-2021 was \$3,340,312 and was required to be fully expended by June 30, 2022.

Final training expenditures as of June, 30, 2022, was \$3,238,616 which is 0.91% below the mandated 30% expenditure requirement. The following table provides year-to-date participant training expenditures for the Adult and Dislocated Worker Provider of Services for the Fourth Quarter of PY 2021-2022.

<b>Program Year 2021-2022 Participant Training Expenditures</b>			
<b>Provider of Services</b>	<b>Year of Allocation 2020 Two Year Life Cycle Ends 6/30/22</b>	<b>Year-to-Date (YTD) Expenditures as of 6/30/22</b>	<b>Percent Expended</b>
Adult – Equus Workforce Solutions (WFS)	\$1,903,977.84	\$1,165,732.11	61%
Dislocated Worker – Central Labor Council – Partnership (CLC)	\$1,436,334.16	\$466,196.53	32%
Total	\$3,340,312.00	\$1,631,928.64	49%

Program Year 2021-2022 Participant Training Enrollments					
Provider of Services	Activity	YTD Enrolled	Successful Completion	Active	Completion Rate
Adult – Equus WFS	Vocational Training	328	222	93	71%
	Transitional Jobs	5	5	0	100%
	On-the-Job Training	5	3	2	60%
Dislocated Worker - CLC	Vocational Training	120	84	23	89%
	Transitional Jobs	1	1	0	100%
	On-the-Job Training	3	2	0	67%

The mandated 30% training funds allocated in PY 2021-2022 is \$2,988,525 and is required to be fully expended by June 30, 2023. The following table provides year-to-date participant training expenditures for the Adult and Dislocated Worker Provider of Services for the First Quarter of PY 2022-2023.

Program Year 2022-2023 Participant Training Expenditures			
Provider of Services	Year of Allocation 2021 Two Year Life Cycle Ends 6/30/23	YTD Expenditures as of 9/30/22	Percent Expended
Adult – Equus WFS	\$1,703,459.25	\$121,827.60	7%
Dislocated Worker – CLC	\$1,285,065.75	\$95,970.77	7%
Total	\$2,988,525.00	\$217,798.37	7%

Program Year 2022-2023 Participant Training Enrollments					
Provider of Services	Activity	YTD Enrolled	Successful Completion	Active	Completion Rate
Adult - Equus WFS	Vocational Training	196	48	148	76%
	Transitional Jobs	3	3	0	100%
	On-the-Job Training	4	3	1	75%
Dislocated Worker - CLC	Vocational Training	74	17	54	73%
	Transitional Jobs	2	1	0	50%
	On-the-Job Training	1	1	0	100%

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A2
MEETING DATE:	December 7, 2022
ACTION:	ACCEPT

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**TO:** Fresno Regional Workforce Development Board

**FROM:** Adult Council

**SUBJECT:** Local Performance Results Reports

## **RECOMMENDATION:**

Accept the attached Adult and Dislocated Worker Program Providers of Services Local Performance Results Reports for the Fourth Quarter of Program Year (PY) 2021-2022 and the First Quarter of PY 2022-2023.

The Adult Council approved this recommendation on October 27, 2022.

## **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.

The attached worksheets provide local performance results for each of the Adult and Dislocated Provider of Services for the Fourth Quarter of PY 2021-2022 and the First Quarter of PY 2022-2023.

## **ATTACHMENTS:**

ATTACHMENT I: Adult/DW Year-to-Date Local Performance Results Reports - Fourth Quarter of Program Year 2021-2022

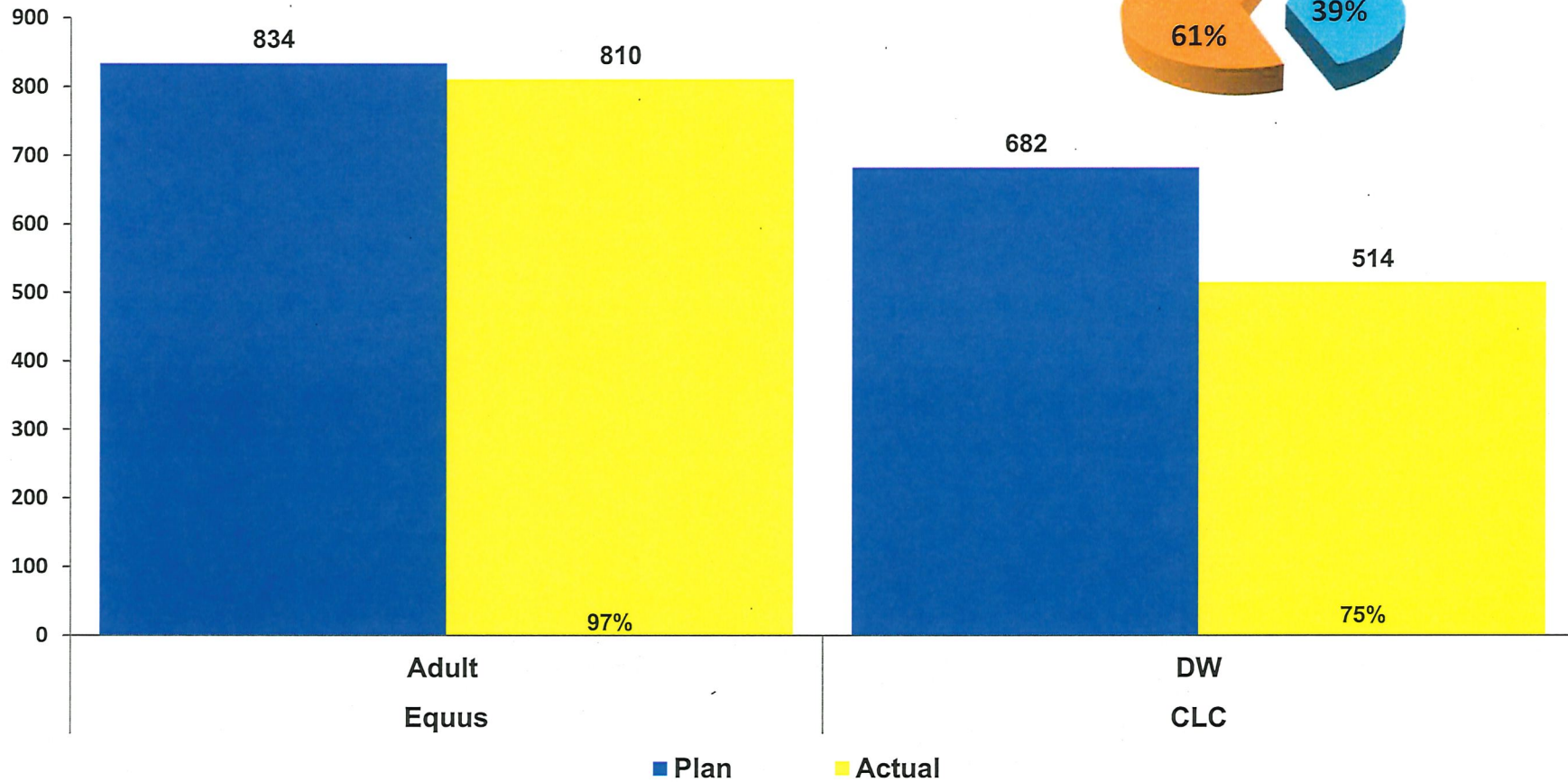
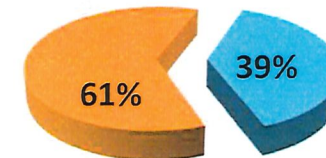
ATTACHMENT II: Adult/DW Year-to-Date Local Performance Results Reports-First Quarter of Program Year 2022-2023

CLC- Central Labor Council  
EQUUS- Equus Workforce Solutions

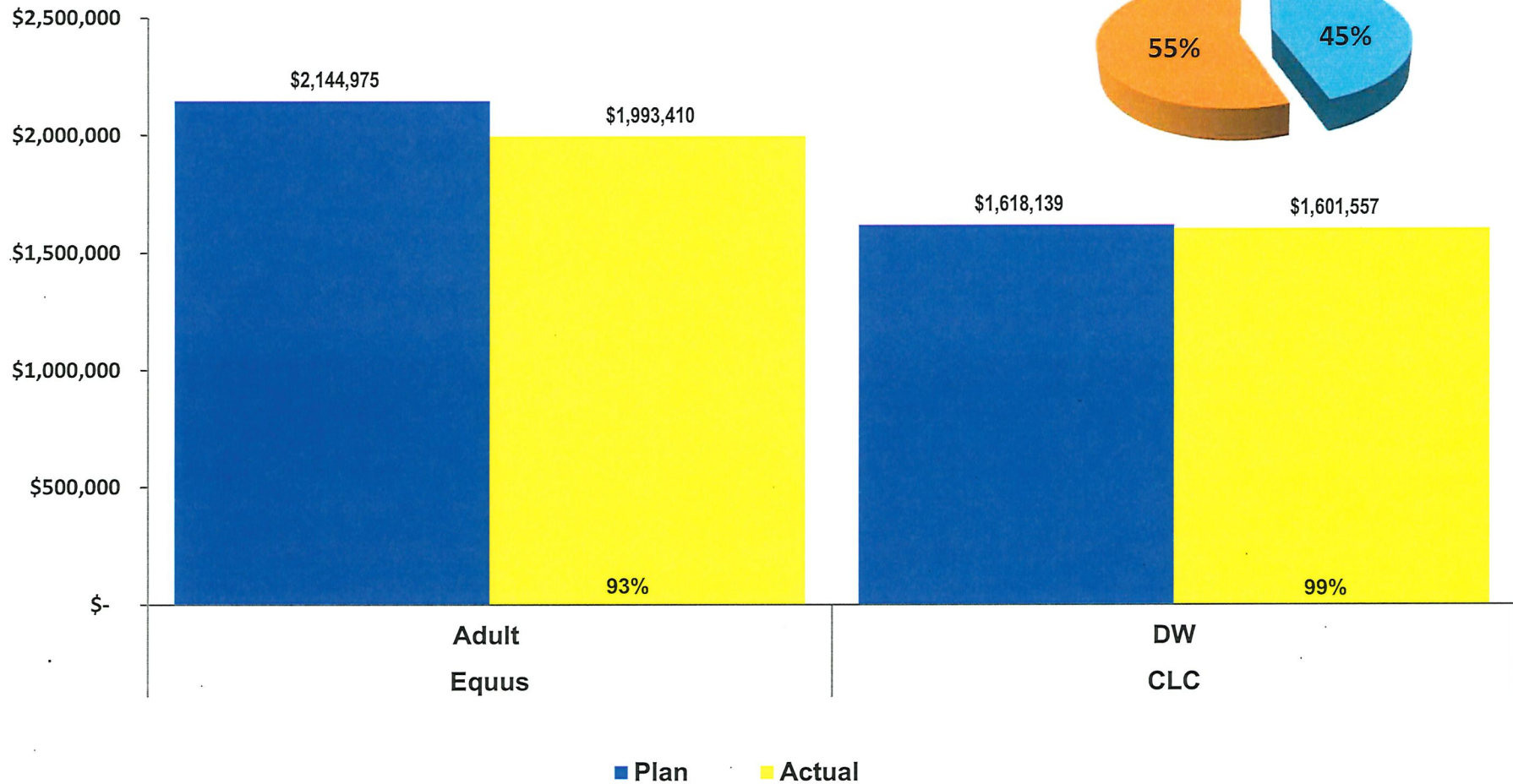
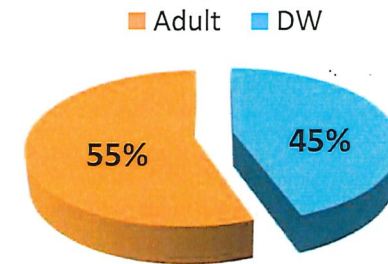
## Adult/DW Served

Total Served- 1324

Adult DW



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

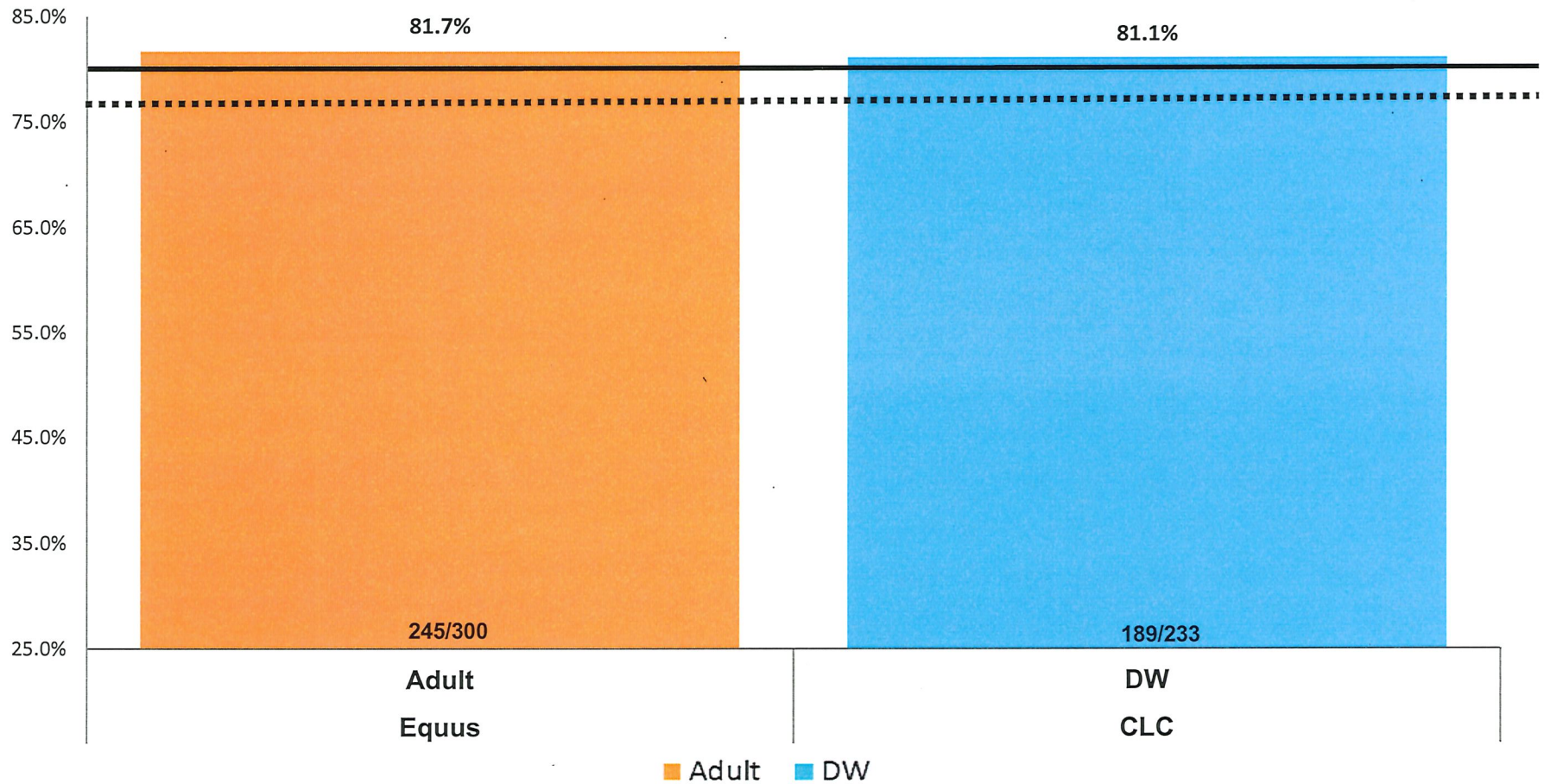
**Adult/DW Expenditures****Total Expenditures**

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

## Adult/DW Placement

### Placement Goals

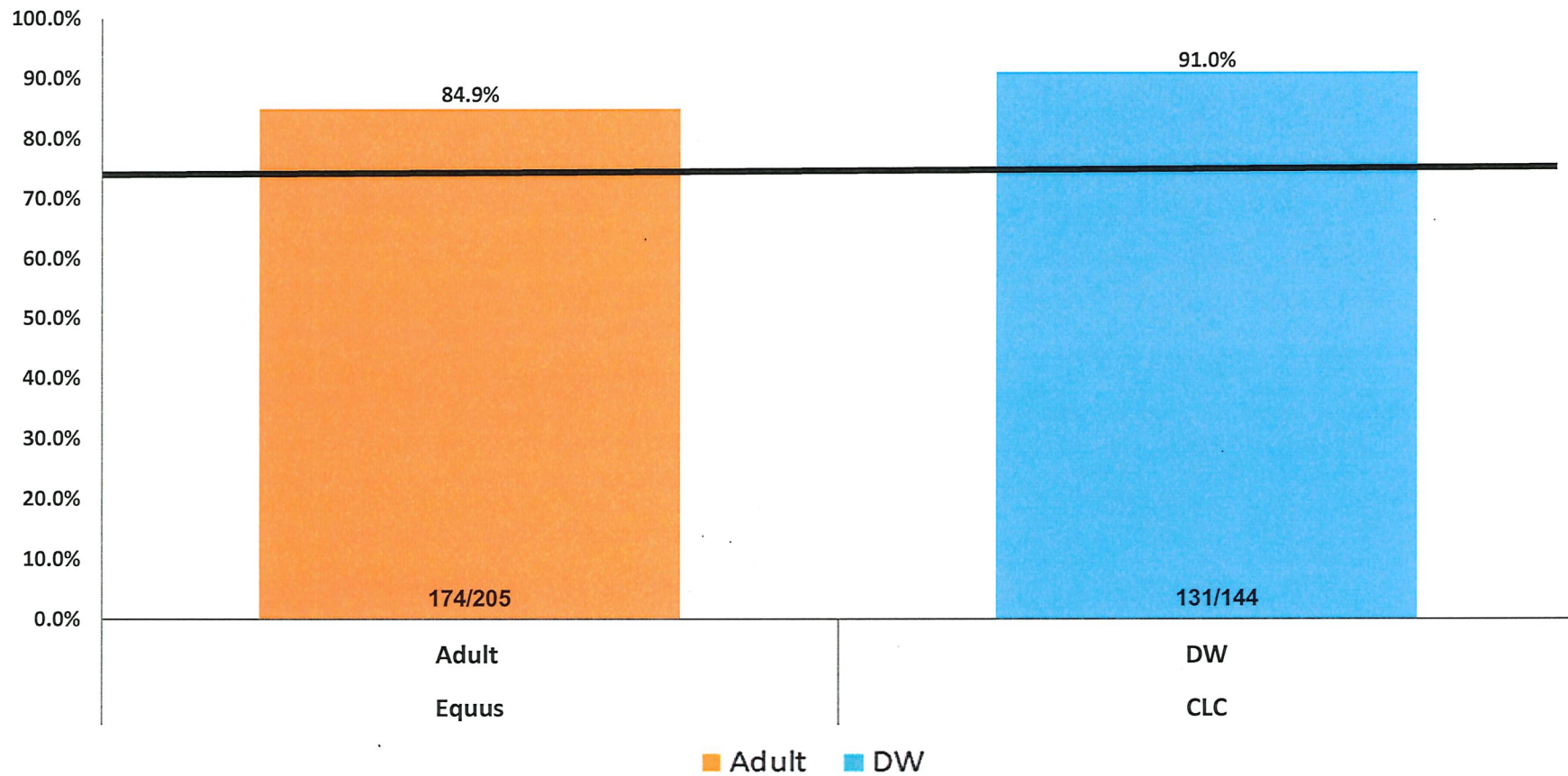
DW 80.5 %  
Adult 76.5%



## Adult/DW Credential Rate

Certificate of Attainment Goal  
Adult/DW 73.2% 

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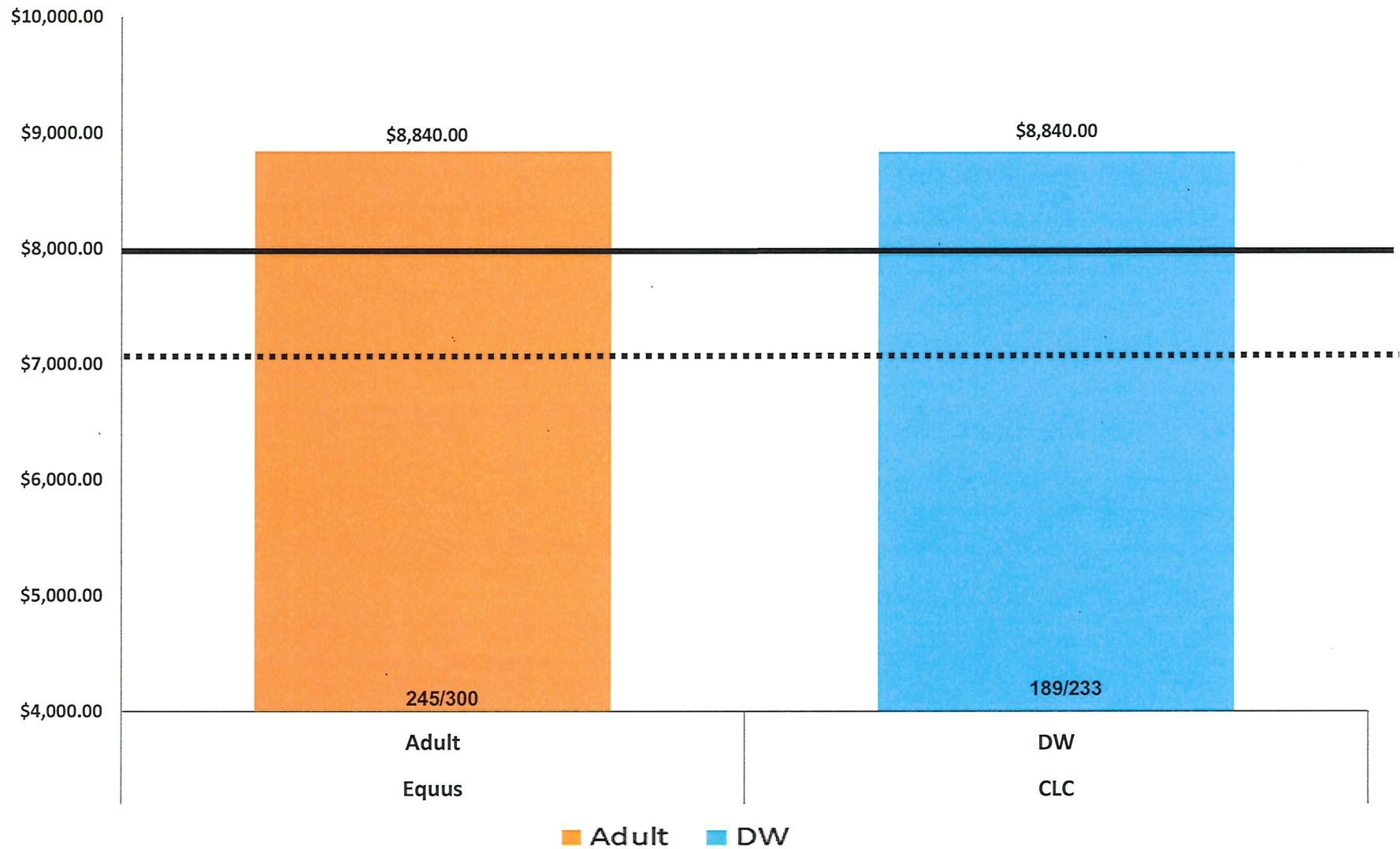


## Placement Median Wage Earnings

Goals

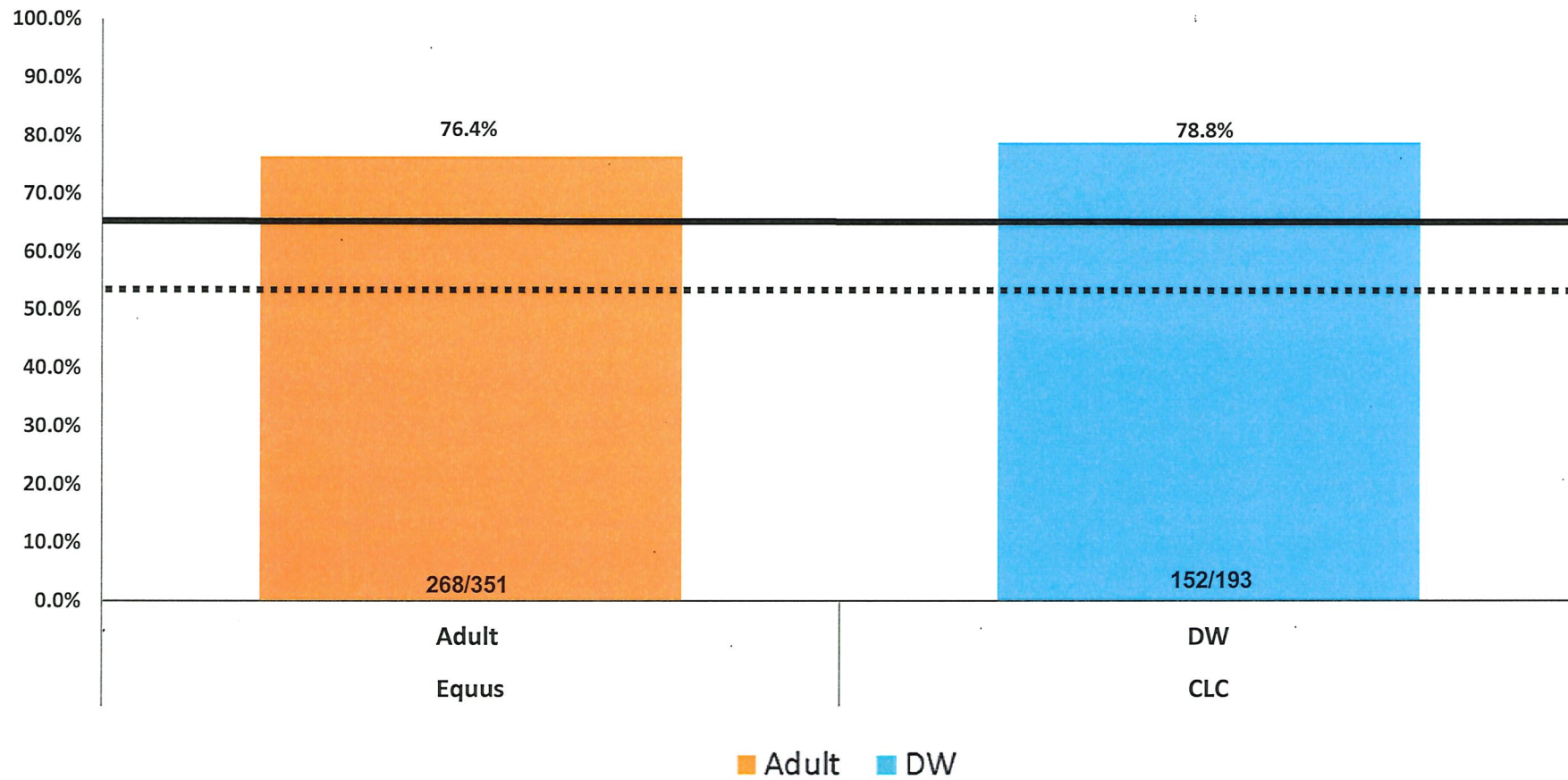
DW \$ 8,200

Adult \$7,200



## Mesurable Skills Gain

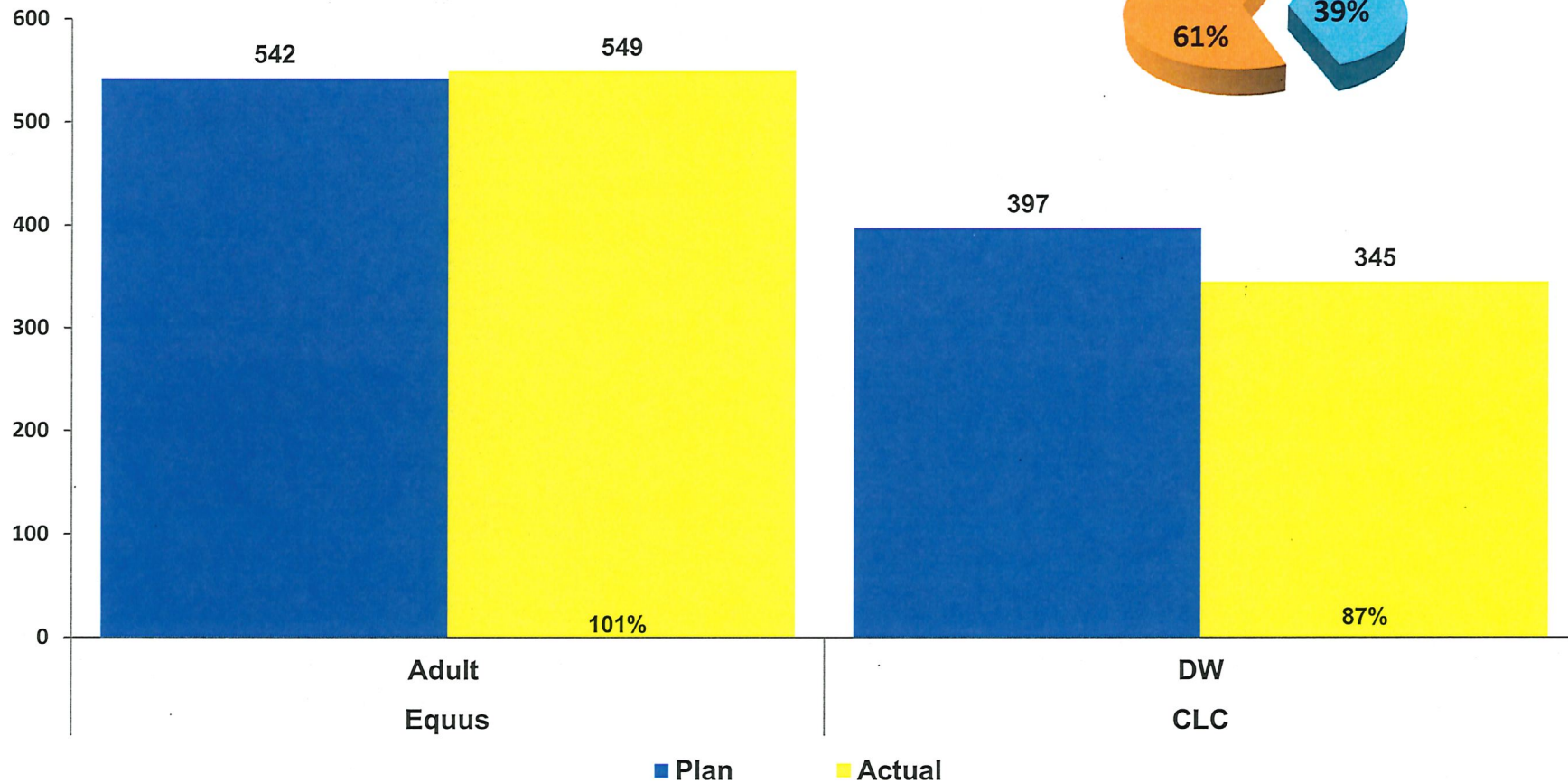
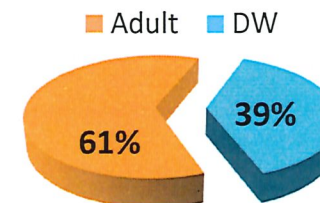
Goals  
Adult 53% .....  
DW 66% —————



## Adult/DW Served

CLC- Central Labor Council  
EQUUS- Equus Workforce Solutions

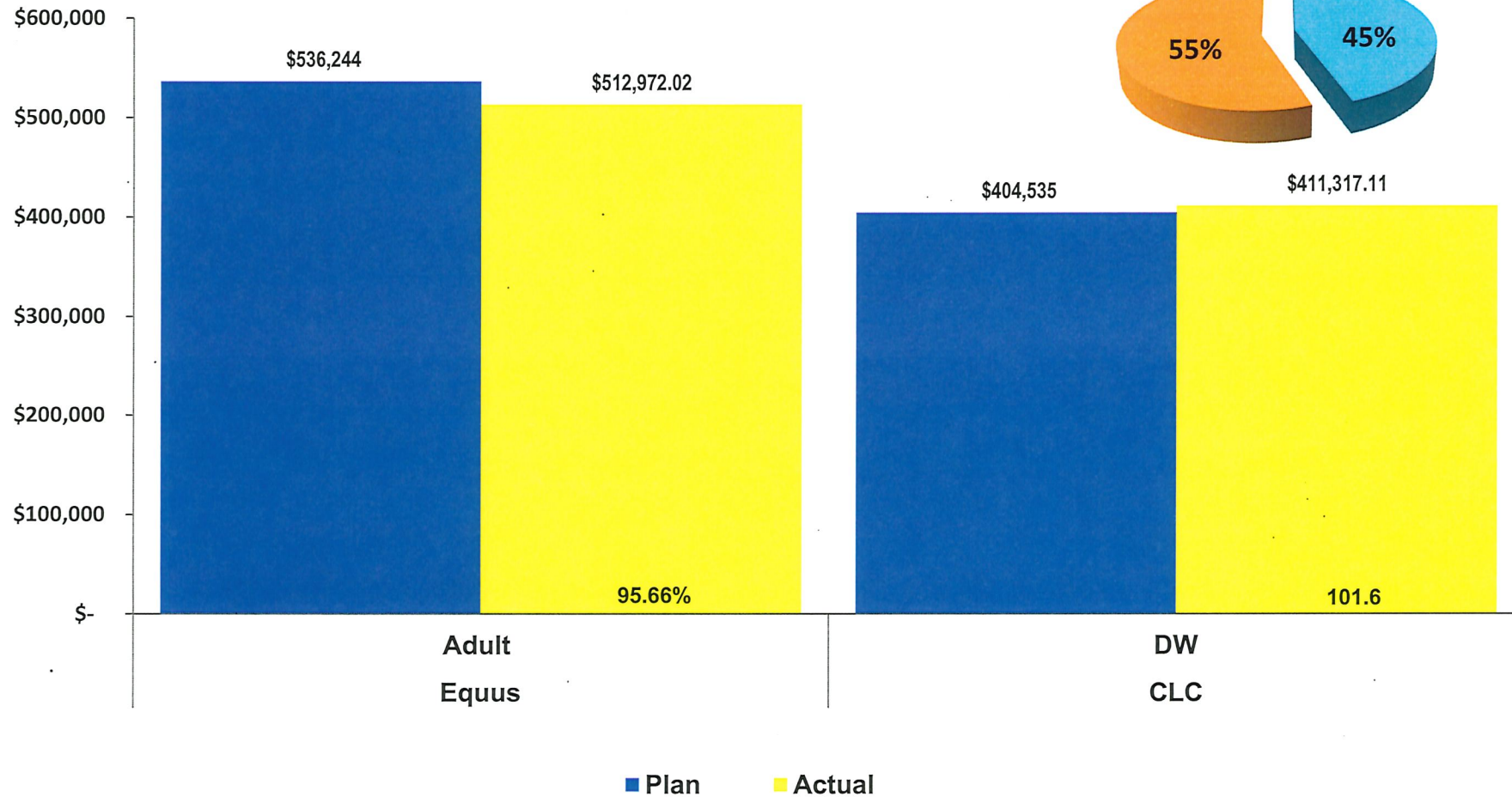
**Total Served- 894**



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

## Adult/ DW Expenditures

## Total Expenditures

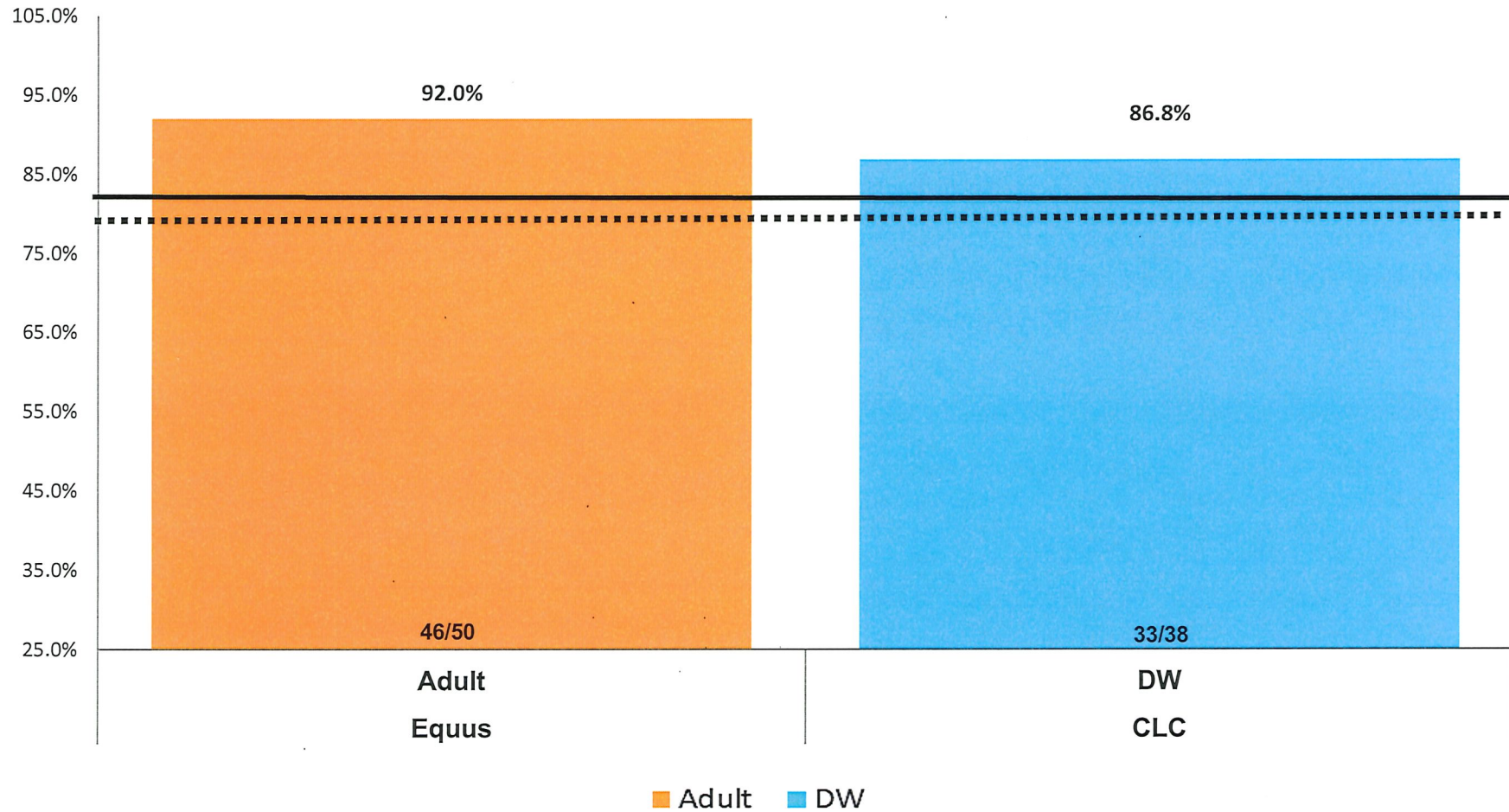



Note: Adult/DW Expenditures goal is 95% to 100%.

## Adult/DW Placement

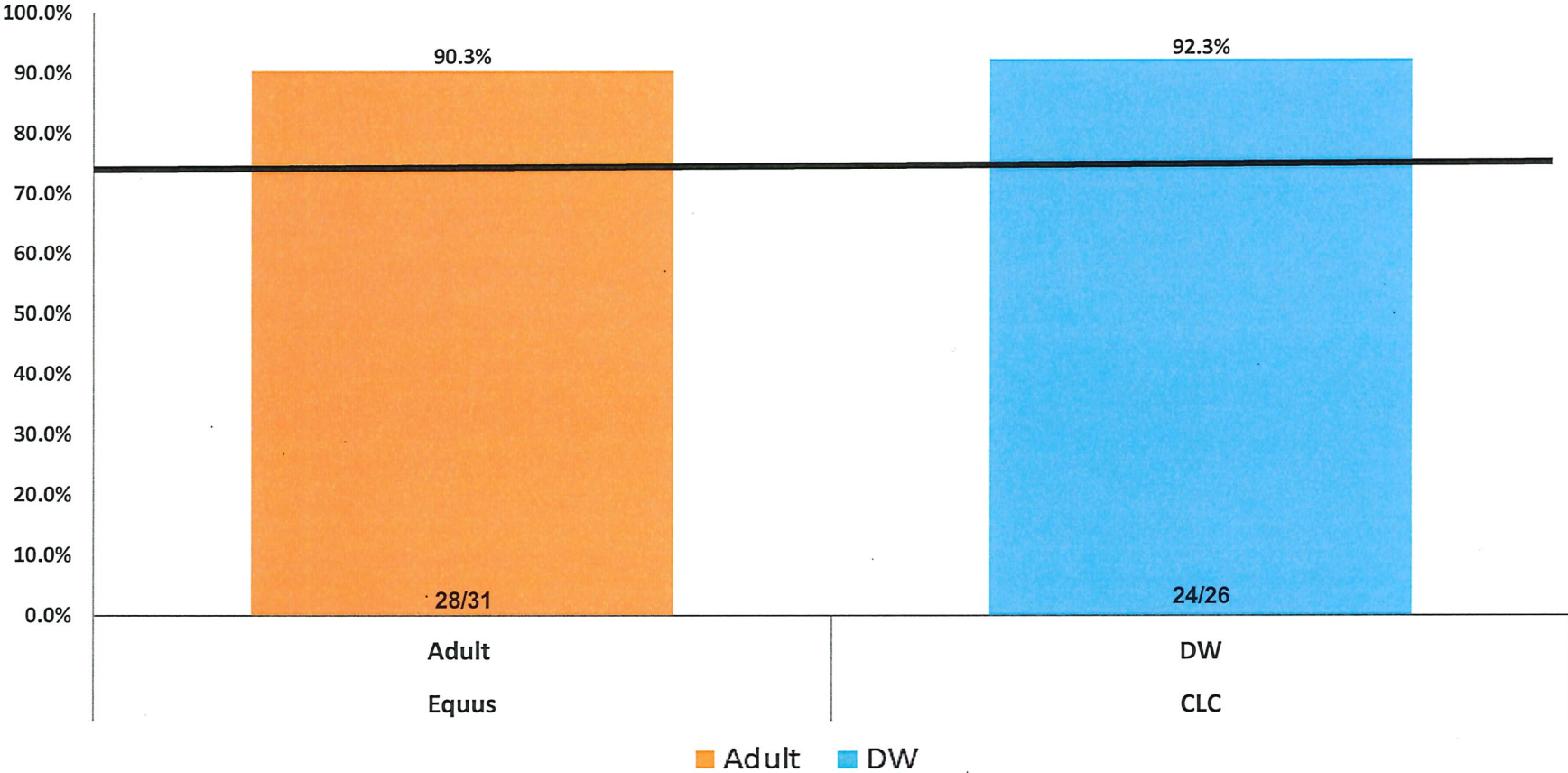
### Placement Goals

DW 80.5 %  
Adult 76.5%



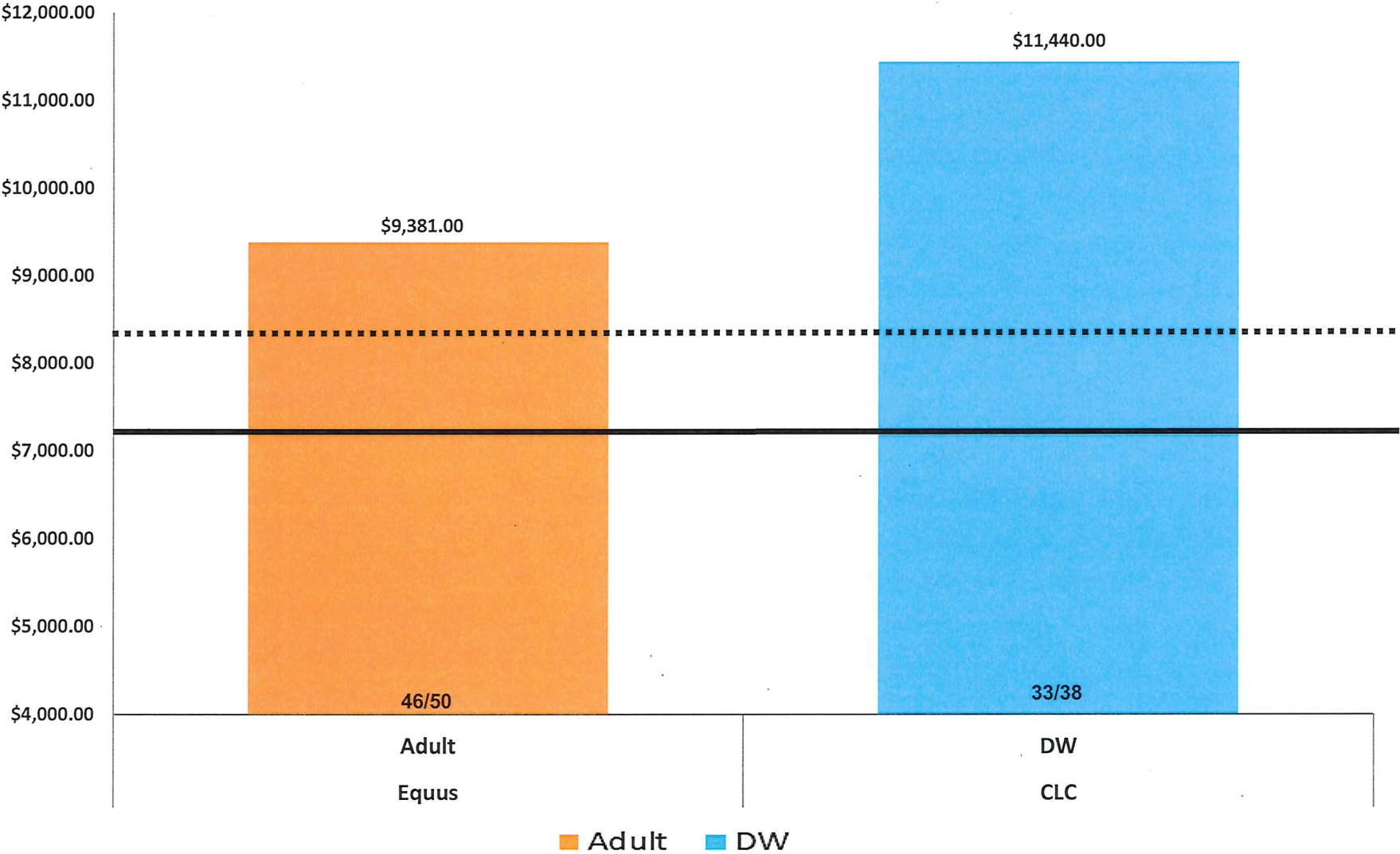
Certificate of Attainment Goal  
Adult/DW 73.2% 

Adult/DW Credential Rate



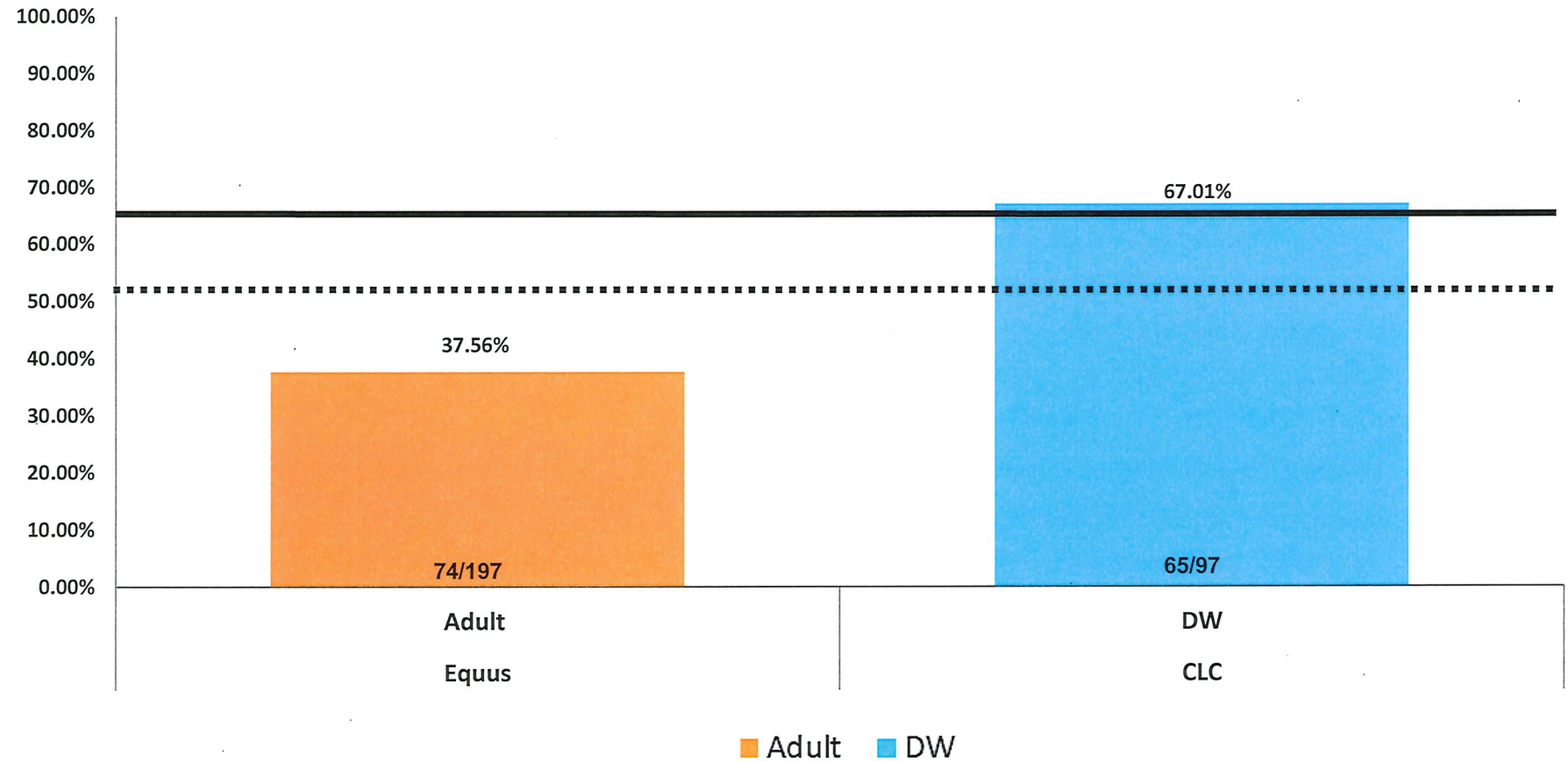
Goals  
DW \$ 8,200 —————  
Adult \$7,200 ·······

Placement Median Wage Earnings



Measurable Skills Gain

Goals  
Adult 53% .....  
DW 66% —————



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A3
MEETING DATE:	December 7, 2022
ACTION:	ACCEPT

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**TO:** Fresno Regional Workforce Development Board

**FROM:** Adult Council

**SUBJECT:** Providers of Services' Monitoring Report

**RECOMMENDATION:**

Accept the following Providers of Services' Monitoring Report for the First Quarter of Program Year 2022-2023.

The Adult Council approved this recommendation on October 27, 2022.

**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:**

Adult Providers of Services' Monitoring Report - First Quarter, Program Year 2022-2023

**Adult Providers of Services' Monitoring Report  
First Quarter, Program Year 2022-2023**

**Program Monitoring:**

*Programmatic monitoring of the following sub-recipients was completed during the first quarter of Program Year (PY) 2022-2023:*

<b>Sub-Recipient</b>	<b>Contract # (s)</b>	<b>Results</b>
Fresno Economic Opportunities Commission, Local Conservation Corps PY 21-22	646-0844 CalFire	<b>No Findings</b>
West Fresno Advanced Transportation Technology PY 21-22	728 TCC	<b>No Findings</b>
Kern, Inyo and Mono Workforce Development Board PY 21-22	639-0817 HRCC-SB1	<b>No Findings</b>
Merced Workforce Development Board PY 21-22	637 HRCC-SB1	<b>No Findings</b>
Central Labor Council Partnership PY 21-22	213	1) Document Naming Issues <b>Finding Closed</b>
Equus Workforce Solutions PY 21-22	321	1) Skills Training Process issues – missing documentation 2) Service Code usage issues – missing/late 3) Assessment issues – data entry 4) Job Readiness issues – data entry <b>Findings 2-4 closed; Monthly reviews to be conducted for Finding 1.</b>

*Programmatic monitoring of the following sub-recipients was in process as of the end of the first quarter: **NONE***

**Fiscal Monitoring:**

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

<b>Sub-Recipient</b>	<b>Contract # (s)</b>	<b>Results</b>
West Fresno Advanced Transportation Technology Fiscal Annual Review - PY 21-22	728 TCC	<b>No Findings</b>
Central Labor Council Partnership Fiscal Close-out - PY 21-22	213, 816, 1115	<b>No Findings</b>
Reedley Community College Fiscal Close-out – PY 21-22	374 CalFIRE	<b>No Findings</b>
Kern, Inyo and Mono Workforce Development Board Fiscal Close-out – PY 21-22	639-0817 HRCC-SB1	<b>No Findings</b>
Merced Workforce Development Board	637	<b>No Findings</b>

Fiscal Annual – PY 21-22	HRCC-SB1	
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*Fiscal monitoring of the following sub-recipients is in process as of the end of the first quarter:*

Sub-Recipient	Contract # (s)
Equus Workforce Solutions – Adult Services	320
Fiscal Close-out – PY 21-22	

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A4
MEETING DATE:	December 7, 2022
ACTION:	ACCEPT

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**TO:** Fresno Regional Workforce Development Board  
**FROM:** Adult Council  
**SUBJECT:** Providers of Services' Customer Complaint Report

## **RECOMMENDATION:**

Accept the Adult and Dislocated Worker Customer Complaint Report for the First Quarter of Program Year (PY) 2022-2023.

The Adult Council approved this recommendation on October 27, 2022.

## **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 First Quarter of PY 2022-2023

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A5
MEETING DATE:	December 7, 2022
ACTION:	ACCEPT

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**TO:** Fresno Regional Workforce Development Board  
**FROM:** Adult Council  
**SUBJECT:** Job Seeker Customer Satisfaction Report

## **RECOMMENDATION:**

Accept the First Quarter Job Seeker Customer Satisfaction Report for Program Year (PY) 2022-2023.

The Adult Council approved this recommendation on October 27, 2022.

## **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 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.

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 this Council.

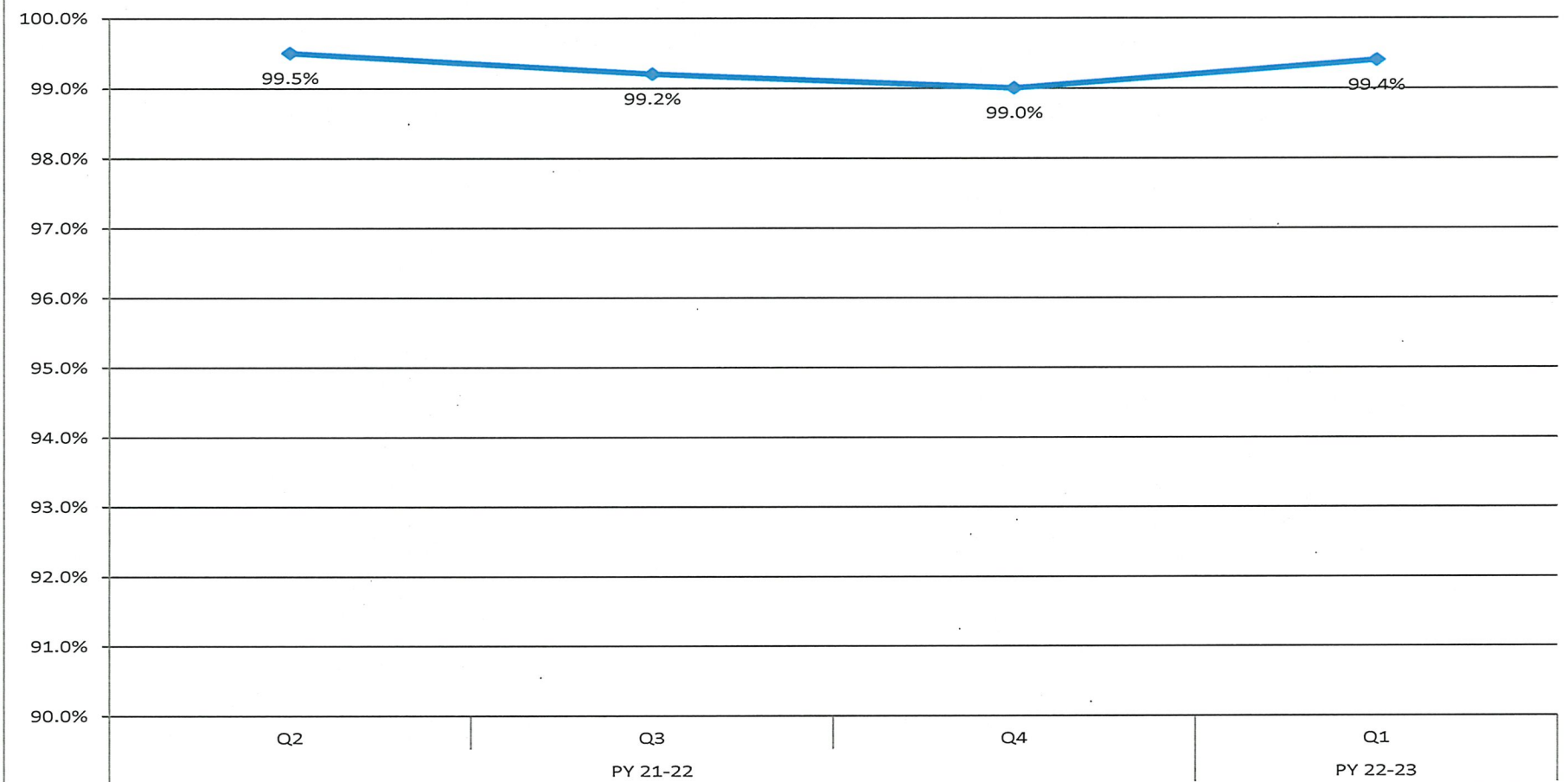
FRWDB staff work with service providers to improve the processes used to increase the satisfaction level with our job seekers. These improvements are based on data collected through these satisfaction surveys, monitoring reviews, complaints and monthly operations meetings between provider and FRWDB staff.

## **ATTACHMENT:**

ATTACHMENT I: Basic Career Services Report for the First Quarter of PY 2022-2023

ATTACHMENT II: Placement Satisfaction Report for the First Quarter of PY 2022-2023

## Basic Career Services



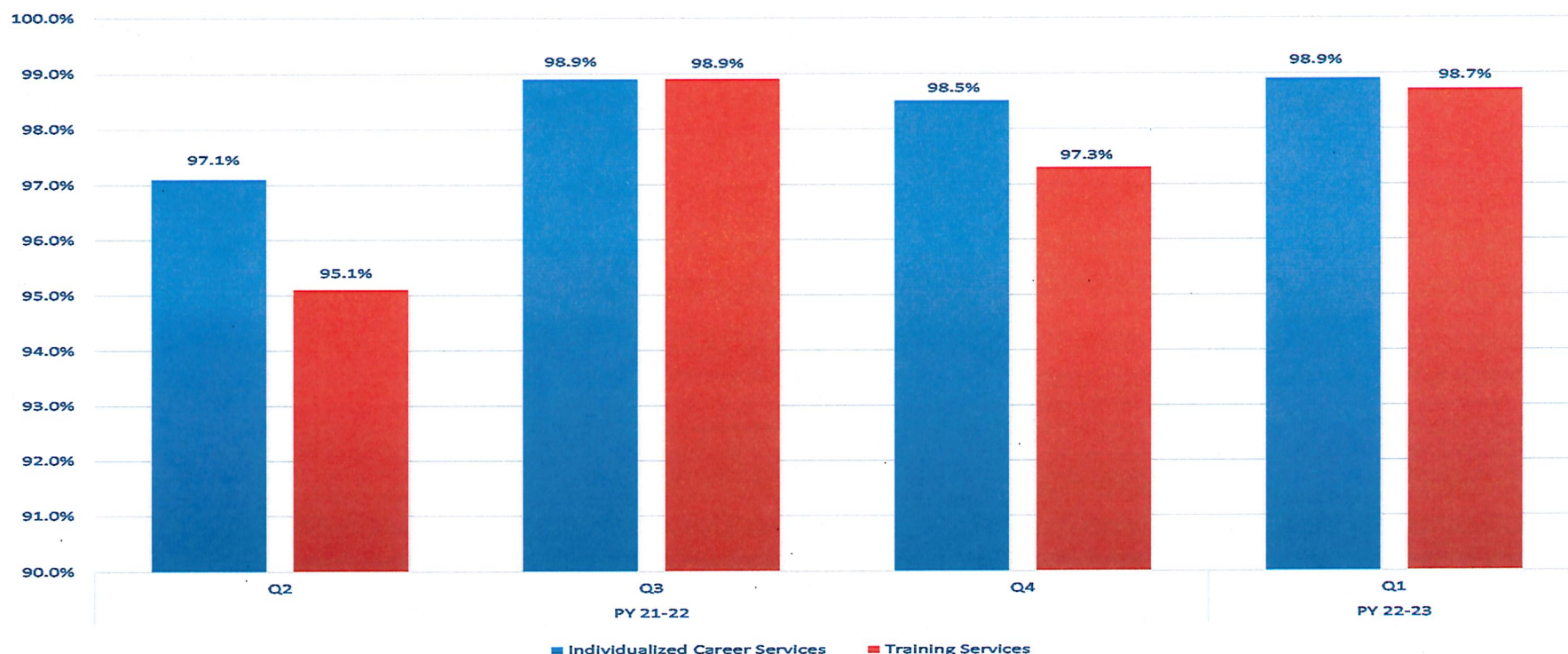
### Staff Notes:

	PY 21-22			PY 22-23
	Q2	Q3	Q4	Q1
<b>Surveys Received</b>	148	121	208	306
<b>Number of Users</b>	2,690	3,220	2,410	2,028
<b>Survey Response Rate</b>	5.5%	2.7%	8.6%	15.0%

### Sample of User Comments:

Very respectful; I've used these resources for several years and find them very helpful; very helpful staff; knowledgeable staff; wish I had known about Workforce Connection (WFC) a year ago; not enough computers in the resource room; Why did WFC move to a new location rather than open an additional facility; need to leave WFC in Reedley, lots of people use it; suggest you play soft instrumental music as background in resource room; outstanding staff; the facility is clean and professional, along with the staff; video was easy to understand; great new place and closer to me; love the new resource room; surprised at the number and quality of resources available;

### Placement Satisfaction



#### Staff Notes:

	PY 21-22						PY 22-23	
	Q2		Q3		Q4		Q1	
	Non-Training	Training	Non-Training	Training	Non-Training	Training	Non-Training	Training
Surveys Received by Type	27	60	18	44	15	49	23	44
Clients Closed & Placed by Type	42	91	30	73	38	69	23	44
Survey Response Rate	64.3%	65.9%	60.0%	60.3%	39.5%	71.0%	100.0%	100.0%

#### Participant Feedback:

**Individualized Career Services:** I will recommend the program to my friends; excellent staff; process is very lengthy.

**Training Services:** As a result of the work I did with staff, I secured employment with good pay with PG&E; Very supportive staff; The Forestry training was great and I secured employment in the field, thanks to staff; completely satisfied with my Workforce Connection experience; very grateful; the Clean Slate program changed my life forever;

Thank you email: "... thank you so much for everything your efforts never went unnoticed! I mean that. Also, this program made literally so soooo much difference in my successes I'm forever grateful and thankful for you all at workforce because of the financial assistance plus all the support provided, I literally, couldn't have made it without you guys. I brag about you guys to my colleagues and family I'm soooo thankful, so THANK YOU ALL!!

# Non-Consent

## Agenda Items

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	14
MEETING DATE:	December 7, 2022
ACTION:	ELECT

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**TO:** Fresno Regional Workforce Development Board

**FROM:** Jeffrey Hensley, Chair

**SUBJECT:** Election of Fresno Regional Workforce Development Board Chair, First Vice Chair, Second Vice Chair, and Two At-Large Members for the Executive Committee

## **RECOMMENDATION:**

Elect the Fresno Regional Workforce Development Board (FRWDB) Chair, the FRWDB First Vice Chair, the FRWDB Second Vice Chair one (1) City of Fresno At-Large Executive Committee member, and one (1) County of Fresno At-Large Executive Committee member.

## **REASON FOR RECOMMENDATION**

Article VII of the FRWDB Bylaws state that the officers of the FRWDB shall consist of a Chair, a First Vice Chair, and a Second Vice Chair that shall be voted on by the majority of the Directors and serve two (2) year terms. Section 7.02 "Qualifications of Officers" states that "any member of the Board of Directors of the FRWDB is qualified to be an officer of the FRWDB; provided, however, that the Chair and Vice Chairs shall be private sector business representatives serving on the Board, in accordance with Section 107(b)(3) of the WIOA."

Article VI Section 6.03 of the FRWDB Bylaws indicates that the Executive Committee shall consist of the Local Board Chair, First Vice Chair, Second Vice Chair, one (1) of the County elected officials appointed to the FRWDB by the County of Fresno Board of Supervisors, one (1) of the City elected officials appointed to the FRWDB by the City of Fresno, one (1) at-large Board Member from Fresno City appointees, one (1) at-large Board Member from Fresno County appointees, the appointed chair of the Youth Council, the appointed chair of any standing committee, and the Chair Emeritus. A minimum of three (3) of the members of the Executive Committee who are not elected officials appointed to the FRWDB by the Fresno County Board of Supervisors or the City of Fresno must be non-residents of the City of Fresno.

The FRWDB Chair will report out the recommendations of the ad hoc nominating committee.