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### Special Adult Council Meeting

### May 21, 2020

**SUMMARY MINUTES**

The meeting was called to order at 2:31 p.m. and was held via WebEx

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| ROLL CALL: PRESENT - | Raine Bumatay, David Daniel, Jeff Hensley, David Mercer (arrived at 2:34 p.m.), Joe Olivares, Elizabeth Rivinius, Stuart VanHorn (arrived at 2:40 p.m.) and Sherri Watkins |
| ABSENT - | None |
| AGENDA CHANGES: | None |
| ABSTENTIONS/RECUSALS/ DISCLOSURES OF POTENTIAL CONFLICTS OF INTEREST: | David Mercer – Item 5 |
| CHAIR/STAFF REPORT: | None |
| PUBLIC COMMENTS: | None |

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| **Item** | **Description/Action Taken** |
| **1.** | **October 24, 2019, Adult Council Meeting Minutes** |
|  | Chair Hensley presented the October 24, 2019, Adult Council (Council) meeting minutes for correction and/or approval. |
|  | **BUMATAY/OLIVARES – APPROVED THE OCTOBER 24, 2019, ADULT COUNCIL MEETING MINUTES. VOTE: YES – 7, NO – 0 (UNANIMOUS)** |
|  | Director Mercer arrived (2:34 p.m.) |
| **2.** | **Fresno Regional Workforce Development Board Outstanding Achievement Award** |
|  | Nuvia Varela, Adult/Youth Program Manager, Fresno Regional Workforce Development (FRWDB), reported that the FRWDB Outstanding Achievement Award for the Fourth Quarter had been awarded to Ruben Macias. Mr. Macias is employed by Central Valley Gutters. Ms. Varela stated that a video presentation highlighting Mr. Macias’ journey to employment through Workforce Connection could be viewed on YouTube, and that the link to that video could be found on the agenda item.  This was an information item. |
|  | Director Van Horn arrived (2:40 p.m.) |

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| **3.** | **Workforce Innovation and Opportunity Act Adult and Dislocated Worker Funding Recommendation for Program Year 2020-2021** |
|  | Blake Konczal, Executive Director, FRWDB, stated that the California Employment Development Department (EDD) released the Workforce Innovation and Opportunity Act (WIOA) formula allocations for Program Year (PY) 2020-2021. The FRWDB received an increase of eight percent (8%) compared to the allocations received for PY 2019-2020. He also reported that the projected carryover of WIOA funds reflects a 15% increase compared to the last carryover cycle.  Mr. Konczal reviewed the funding allocations as outlined in the agenda item and stated that approval of this item would allocate $16,748,243 of WIOA Adult and Dislocated Worker funds, and would allocate $1,294,392 to carryover for PY 2021-2022. |
|  | **WATKINS/OLIVARES – RECOMMENDED THAT THE FRWDB APPROVE THE WORKFORCE INNOVATION OPPORTUNITY ACT ADULT AND DISLOCATED WORKER FUNDING RECOMMENDATION FOR PROGRAM YEAR 2020-2021. VOTE: YES – 8, NO – 0 (UNANIMOUS)** |
| **4.** | **California Department of Forestry and Fire Protection Central Valley Forestry Corps Project Funding** |
|  | Phyllis Stogbauer, Deputy Director of Program Services, FRWDB, presented for the Council’s recommendation to the FRWDB, the allocation of $1,675,125.92, which was awarded by the California Department of Forestry and Fire Protection for the Central Valley Forestry Corps program. Ms. Stogbauer explained that the FRWDB will act as fiscal agent on this grant, and will partner with the Reedley Community College, Fresno Economic Opportunities Commission Local Conservation Corps, and the Associated California Loggers to develop the program and train forestry techs to help address tree mortality in California’s forests. This grant will run through June 1, 2022. The funding allocation was detailed in the agenda item, and included administrative and program oversight, training, equipment purchases, case management, and paid work experiences. |
|  | **MERCER/OLIVARES – RECOMMENDED THAT THE FRWDB APPROVE THE CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION CENTRAL VALLEY FORESTRY CORPS PROJECT FUNDING. VOTE: YES – 8, NO - 0 (UNANIMOUS)** |
| 5. | **Third Quarter Workforce Innovation and Opportunity Act Adult Participant Training Report for Program Year 2019-2020** |
|  | Ms. Stogbauer presented the Third Quarter of PY 2019-2020 WIOA Adult Participant Training Report for the Council’s recommendation to the FRWDB. She reminded the Council that the FRWDB is mandated by the state to expend 30% of its funding on training. As of the Third Quarter, the FRWDB is on track to meet the 30% requirement.  Chair Hensley indicated that there appeared to be a discrepancy between the urban and rural areas in the cost per enrollee and cost per completion. Ms. Stogbauer indicated that FRWDB staff would look into that question and will report back to the Chair. |
|  | **OLIVARES/WATKINS – RECOMMENDED THAT THE FRWDB ACCEPT THE THIRD QUARTER WIOA ADULT PARTICIPANT TRAINING REPORT FOR PY 2019-2020. VOTE: YES – 7, NO – 0, ABSTENTION - 1 (UNANIMOUS)** |
| 6. | **Third Quarter Local Performance Results Reports for Program Year 2019-2020** |
|  | Ms. Stogbauer presented the Third Quarter Local Performance Results Report for PY 2019-2020, for the Council’s recommendation to the FRWDB. Ms. Stogbauer reviewed the reports, which reflected the numbers served, expenditures, placement and credential rates, and median wage earnings at placement for Adult and Dislocated Worker clients, by Provider. Ms. Stogbauer reviewed each report and spoke to the areas in which a particular Provider had not met their goal. The Council had no questions about the reports. |
|  | **OLIVARES/VANHORN** **– RECOMMENDED THAT THE FRWDB ACCEPT THE THIRD QUARTER LOCAL PERFORMANCE RESULTS REPORTS FOR PROGRAM YEAR 2019-2020. VOTE: YES – 8, NO - 0 (UNANIMOUS)** |
| 7. | **Second and Third Quarters Providers of Services’ Monitoring Report for Program Year 2019-2020** |
|  | Stephen DeWitt, Quality Systems Manager, FRWDB, presented the Second and Third Quarters Providers of Services’ Monitoring Report for PY 2019-2020, for recommendation to the FRWDB. Mr. DeWitt reported for programmatic monitoring over these quarters, Proteus, Inc. had a total of three (3) findings. One (1) finding had been closed and two (2) had been conditionally closed. He noted that for PY 2018-2019 fiscal closeout monitoring, there had been no findings, and that the annual review for the current PY had no findings. |
|  | **VAN HORN/OLIVARES** **– RECOMMENDED THAT THE FRWDB ACCEPT THE SECOND AND THIRD QUARTERS PROVIDERS OF SERVICES’ MONITORING REPORT FOR PROGRAM YEAR 2019-2020. VOTE: YES – 8, NO - 0 (UNANIMOUS)** |
| 8. | **Second and Third Quarters Providers of Services’ Customer Complaint Report for Program Year 2019-2020** |
|  | Mr. DeWitt presented for the Council’s recommendation to the FRWDB, the Second and Third Quarters Providers of Services’ Customer Complaint Report for PY 2019-2020. Mr. DeWitt stated during the Second Quarter, no complaints were received, but during the Third Quarter, there were two (2) complaints received. One (1) of the complaints was for a denied waiver for cosmetology training and that complaint had been closed. The other complaint was related to training and was being reviewed and the results will be reported at the next meeting. The Council had no questions about the Customer Complaint Reports. |
|  | **VAN HORN/MERCER** **– RECOMMENDED THAT THE FRWDB ACCEPT THE SECOND AND THIRD QUARTERS PROVIDERS OF SERVICES’ CUSTOMER COMPLAINT REPORT FOR PROGRAM YEAR 2019-2020. VOTE: YES – 8, NO - 0 (UNANIMOUS)** |
| 9. | **Second and Third Quarters Job Seeker Customer Satisfaction Report for Program Year 2019-2020** |
|  | Mr. DeWitt presented the Job Seeker Customer Satisfaction Report for the Second and Third Quarters of PY 2018-2019 for the Council’s recommendation to the FRWDB. Mr. DeWitt noted that on the Basic Career Services report, the comments and scores were still positive, but that there was a decrease in the survey response rate, possibly due to the Shelter-in-Place orders that went into effect in March. On the Placement Satisfaction report, the response rate went up, but there were very few comments. |
|  | **MERCER/OLIVARES** **– RECOMMENDED THAT THE FRWDB ACCEPT THE SECOND AND THIRD QUARTERS JOB SEEKER SATISFACTION REPORT FOR PROGRAM YEAR 2019-2020. VOTE: YES – 8, NO - 0 (UNANIMOUS)** |
| 10. | **Program Year 2018-2019 Workforce Innovation and Opportunity Act Local Area Adult and Dislocated Worker Performance Results** |
|  | Tim Giles, Deputy Director of Information Systems, FRWDB, presented the PY 2018-2019 Adult and Dislocated Worker Performance Results report for the Council’s recommendation to the FRWDB. Mr. Giles stated that the FRWDB exceeded its goals for all outcomes, except the Measurable Skills Gain, for which there was not yet a goal established. |
|  | **WATKINS/BUMATAY – RECOMMENDED THAT THE FRWDB ACCEPT THE PY 2018-2019 WIOA LOCAL AREA ADULT AND DISLOCATED WORKER PERFORMANCE RESULTS. VOTE: YES – 8, NO – 0 (UNANIMOUS)** |
| 11. | **Third Quarter Adult and Dislocated Worker Demographics Report for Program Year 2019-2020** |
|  | Mr. Giles presented the Third Quarter cumulative Adult and Dislocated Worker Demographics Report. Mr. Giles reviewed the reports and directed the Council’s attention to the Ethnicity report. He noted that under WIOA, the feds changed the way they collect data, especially related to people of Hispanic origin, who do not have a “Hispanic origin” option, so they do not respond. The Council had no comments or questions about the Demographics Report.  This was an information item. |
| 12. | **America’s Job Center of California Usage Report** |
|  | Mr. Giles presented the America’s Job Center of California (AJCC) Usage Report, which is a 13-month trend report that shows the client usage at the AJCC broken out by unique clients receiving AJCC services and then number of client visits to the AJCC by month.  Chair Hensley stated that it is always humbling to see the numbers that reflect how many people are in need and are trying to get help to do better.  This was an information item. |
| 13. | **Agenda Items for July 23, 2020, Meeting** |
|  | There were no items suggested for the July 23, 2020, Adult Council meeting. |
| 14. | **Meeting Feedback** |
|  | Chair Hensley asked Mr. Konczal to provide a brief report on the impact of COVID-19 on FRWDB staff and the AJCC. Mr. Konczal reported that the Manchester AJCC has not closed during the COVID-19 Shelter-in-Place, but has been allowing individuals to visit the site by appointment only and only for an hour. AJCC staff has been practicing social distancing and wearing masks, and extra steps have been taken to ensure the Resource Room is cleaned frequently to keep staff and clients safe. FRWDB staff have been  working remotely from home, with the exception of fiscal staff, who have been onsite several days a week to ensure checks are processed for clients and contractors.  Mr. Konczal noted that FRWDB staff has utilized social media and other online tools to conduct presentations and meetings during this time and anticipates that they will continue using these platforms even after returning to work in the office. |

The meeting was adjourned at 3:34 p.m.