**Adult Council**

**October 28, 2021**

###### SUMMARY MINUTES

The meeting was called to order at 4:00 p.m. and was held via Zoom.

ROLL CALL: PRESENT – Joe Olivares, Chuck Riojas, and Sherri Watkins

ABSENT – David Daniel

AGENDA CHANGES: None

ABSTENTIONS/RECUSALS/

DISCLOSURES OF

POTENTIAL CONFLICTS OF

INTEREST: None

COMMITTEE

CHAIR/STAFF

COMMENTS: None

PUBLIC COMMENTS: None

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| Item | Description/Action Taken |
| 1. | Resolution to Allow for Electronic Board Meetings Pursuant to AB361 and Making Requisite Findings of State of Emergency Due to COVID-19 |
|  | Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB), explained that for over a year, the FRWDB has been operating under a special directive from the Governor that allowed meetings to take place via Zoom or other technology because of COVID-19. The state has put out a change to parameters that said organizations can continue to use Zoom or use a hybrid where some people are in the room and some are not. The organizations that do so must adopt a resolution stating that they are going to do so per the Governor’s Executive Order N-29-20. Mr. Konczal stated that as this is the first committee that has met since this new directive has come out from the state, he was seeking adoption of this resolution that would allow the Adult Council (Council) to meet electronically. Mr. Konczal stated that without the adoption of the resolution, the Council cannot continue to meet electronically and be in compliance with the Brown Act. **RIOJAS/WATKINS - ADOPTED THE RESOLUTION TO ALLOW FOR ELECTRONIC BOARD MEETINGS PURSUANT TO AB361 AND MAKING REQUISITE FINDINGS OF STATE OF EMERGENCY DUE TO COVID-19. VOTE: YES – 3, NO – 0 (UNANIMOUS)** |
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| 2. | **May 19,2021 Special Adult Council Meeting Minutes** |
|  | Mr. Konczal presented the May 19, 2021, Council meeting minutes for the Council’s approval, or correction and approval. Council member Watkins indicated that there was a typo on the first motion on page nine (9), where her name was incorrectly spelled as Watson rather than Watkins. Director Riojas moved to approve with the correction. **OLIVARES/WATKINS-APPROVED THE MAY 19, 2021 SPECIAL ADULT COUNCIL MEETING MINUTES, AS CORRECTED. VOTE: YES-3, NO-0 (UNANIMOUS)** |
| 3. | **Fresno Regional Workforce Development Board Outstanding Achievement Awards** |
|  | Ana Escareno, Youth Program Coordinator, FRWDB, played the video without an introduction per Mr. Konczal due to technical issues. The video highlighted the journey of apprentice electrician Alexis Forbes-Crowberry, who was awarded the FRWDB Outstanding Achievement Award for the First Quarter.  This was an information item. |
| 4. | **One-Stop Operator Report** |
|  | David Baquerizo, Pro Path, Inc., presented the One-Stop Operator Report. Mr. Baquerizo described the visits and meetings he facilitates to ensure that all of the America’s Job Centers of California (AJCC) are functioning properly and meeting the customers needs. Mr. Baquerizo stated he has recently been involved with the re-certification of the AJCC, as well as the re-location process of moving the Manchester and Reedley locations.  Mr. Baquerizo described the partner surveys that he facilitates at each meeting in order to get the partners’ thoughts, satisfaction, and ideas on strengthening their collaboration. Mr. Baquerizo explained that the scores from the surveys provide a benchmark of where to work from for improvement.  Ms. Stogbauer stated that a One-Stop Operator Report will be brought to every Adult Council meeting.  This was an information item. |
| 5. | **Special Projects Report** |
|  | Ka Xiong, Special Projects Manager, FRWDB, gave an overview and update on the Fatherhood Grant with the Department of Health and Human Services. Ms. Xiong stated that the first year of the program was completed in September 2021, and all performance goals were met for year one.  Veronica McAllister, Project Coordinator-Forestry, FRWDB, gave an overview and update on the Central Valley Forestry Corps Training Program. Ms. McAllister stated that three (3) cohorts and 29 graduates had completed the program so far, with the fourth cohort currently in progress. The first graduation to honor the three (3) cohorts would be held on November 3, 2021. |
|  | Ashley Matthews, Project Coordinator-Construction, FRWDB, gave an overview and update on the apprenticeship readiness program called Valley Build. Ms. Matthews stated that in the last year the program served 61 individuals in three (3) cohorts with a 97% completion and credentialing rate.  This was an information item. |
| 6. | **Updated Procurement Policy** |
|  | Phyllis Stogbauer, Senior Deputy Director, FRWDB, presented the Updated Procurement Policy for the Council’s recommendation to the FRWDB. Ms. Stogbauer explained that this is the procurement manual for the FRWDB and the Fresno Area Workforce Investment Corporation, and discussed the major changes to the policy.  **OLIVARES/WATKINS – RECOMMENDED THAT THE FRWDB ACCEPT THE UPDATED PROCUREMENT POLICY. VOTE: YES – 3 NO – 0 (UNANIMOUS)** |
| 7. | **Fourth Quarter Workforce Innovation and Opportunity Act Adult Participant Training Report for Program Year 2020-2021** |
|  | Ms. Escareno presented the Program Year (PY) 2020-2021 Fourth Quarter Workforce Innovation and Opportunity Act (WIOA) Participant Training Report for the Council’s recommendation to the FRWDB. Ms. Escareno reminded the Council that the training funds have a two (2) year life cycle and the FRWDB is required to spend the funds by the end of the second program year. For the PY 2019-2020, the FRWDB exceeded the mandated 30% training expenditure requirement by June 30, 2021.  The funding allocation for the PY 2020-2021 was $3,333,198 and must be fully expended by June 30, 2022. Ms. Escareno stated that an expenditure report will be provided to the Council at the next meeting.  **OLIVARES/WATKINS – RECOMMENDED THAT THE FRWDB ACCEPT THE FOURTH QUARTER WIOA ADULT PARTICIPANT TRAINING REPORT FOR PY 2020-2021. VOTE: YES – 3, NO – 0 (UNANIMOUS)** |
| 8. | **Local Performance Results Reports** |
|  | Ms. Escareno presented the Local Performance Results for the Fourth Quarter of PY 2020-2021 and the First Quarter of PY 2021-2022, for the Council’s recommendation to the FRWDB.  Ms. Escareno reviewed the reports, which reflected the numbers served, expenditures, placement and credential rates, placement median wage earnings, and measurable skills gain for Adult and Dislocated Worker clients, by Provider. Ms. Escareno reviewed each report and spoke to the areas in which a particular Provider had not met their goal.  Ms. Escareno shared that effective July 1, 2021, under the new procurement, there is a new model where there are only two (2) service providers covering the entire Fresno County, as well as the Reedley and Mendota offices. These Local Performance Results Reports include all three (3) offices. |
|  | **OLIVARES/WATKINS – RECOMMENDED THAT THE FRWDB ACCEPT THE LOCAL PERFORMANCE RESULTS REPORTS. VOTE: YES – 3, NO – 0 (UNANIMOUS)** |
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| 9. | **Fourth Quarter Program Year 2020-2021 and First Quarter Program Year 2021-2022 Providers of Services’ Monitoring** |
|  | Stephen DeWitt, Monitoring Department Manager, FRWDB, presented the Providers of Services’ Monitoring report for the Fourth Quarter of PY 2020-2021 and the First Quarter of PY 2021-2022 for the Council’s recommendation to the FRWDB.  Mr. DeWitt reported that West Hills Community College District had a total of five (5) findings during the Fourth Quarter, which did result in some disallowed costs. Mr. DeWitt stated the disallowed costs were re-paid, and the report was closed.  Mr. DeWitt reported that there were no findings for the First Quarter.  **OLIVARES/WATKINS – RECOMMENDED THAT THE FRWDB ACCEPT THE PROVIDERS OF SERVICES’ MONITORING REPORT FOR THE FOURTH QUARTER OF PY 2020-2021 AND THE FIRST QUARTER OF PY 2021-2022. VOTE: YES – 3, NO – 0 (UNANIMOUS)** |
| 10. | **Fourth Quarter Program Year 2020-2021 and First Quarter Program Year 2021-2022 Providers of Services’ Customer Complaint Report** |
|  | Mr. DeWitt presented the quarterly customer complaint report for both the Fourth Quarter of PY 2020-2021 and the First Quarter of PY 2021-2022 for the Council’s recommendation to the FRWDB. Mr. DeWitt stated that the FRWDB received no complaints during either quarter.  **WATKINS/OLIVARES– RECOMMENDED THAT THE FRWDB ACCEPT THE PROVIDERS OF SERVICES’ CUSTOMER COMPLAINT REPORT FOR THE FOURTH QUARTER PY 2020-2021 AND THE FIRST QUARTER PY 2021-2022. VOTE: YES – 3, NO – 0 (UNANIMOUS)** |
| 11. | **Fourth Quarter Program Year 2020-2021 and First Quarter Program Year 2021-2022 Job Seeker Customer Satisfaction Report** |
|  | Mr. DeWitt presented the Job Seeker Customer Satisfaction Report for the Fourth Quarter of PY 2020-2021 and the First Quarter of PY 2021-2022 for the Council’s recommendation to the FRWDB.  Mr. DeWitt noted that the survey response rate dropped, and he was working with the marketing and program units and service providers to determine how to get the rates increased again.  **WATKINS/OLIVARES – RECOMMENDED THAT THE FRWDB ACCEPT THE JOB SEEKER CUSTOMER SATISFACTION REPORT FOR THE FOURTH QUARTER OF PY 2020-2021 AND THE FIRST QUARTER OF PY 2021-2022. VOTE: YES – 3, NO – 0 (UNANIMOUS)** |
| 12. | **Fourth Quarter PY 2020-2021 And First Quarter PY 2021-2022 Adult And Dislocated Worker Demographics Report** |
|  | Tim Giles, Deputy Director Information and General Services, FRWDB, presented the Adult and Dislocated Worker Demographics Report for the Fourth Quarter of PY 2020-2021 and the First Quarter of PY 2021-2022.  This was an information item. |
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| 13. | **America’s Job Centers of California Usage Report** |
|  | Mr. Giles presented the AJCC Usage Report, which is a 13-month trend report covering August of 2020 to September of 2021. The report shows unique clients receiving AJCC services, and the number of client visits to the AJCC by month.  This was an information item. |
| 14. | **Agenda Items for January 27,2022, Meeting** |
|  | There were no items suggested for the January 27, 2022, Adult Council Meeting |
| **15.** | **Meeting Feedback** |
|  | None |

Meeting adjourned at 5:15 p.m.