**Adult Council**

**May 19, 2021**

**Special Meeting**

###### 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, Stuart Van Horn, 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. | January 28, 2021, Adult Council Meeting Minutes |
|  | Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB) presented the January 28, 2021, Adult Council (Council) meeting minutes for the Council’s approval. **OLIVARES/WATKINS – APPROVED THE JANUARY 28, 2021, ADULT COUNCIL MEETING MINUTES. VOTE: YES – 4, NO – 0 (UNANIMOUS)** |
| 2. | **Fresno Regional Workforce Development Board Outstanding Achievement Awards** |
|  | Nuvia Varela, Adult/Youth Program Manager, FRWDB, reported that the FRWDB Outstanding Achievement Award for the Third Quarter had been awarded to Jimmy Prieto, who has obtained employment as a Commercial Truck Driver. Ms. Varela showed a video presentation highlighting Mr. Prieto’s journey of training to employment through Workforce Connection. She indicated that the video presentation was available on YouTube and that a link to that video could be found on the agenda item.This was an information item. |
| 3. | **Workforce Innovation and Opportunity Act Regional and Local Plan** |
|  | Mr. Konczal explained that on January 29, 2021, the State of California released its guidelines for the 2021-2024 Local and Regional Plans. He reminded the Council that every four (4) years, the FRWDB is required to submit a new Local Plan to the State that addresses what the FRWDB |
|  | anticipates will change in the local economy and how the FRWDB will respond. The State also requires that the Local Plan be related to a Regional Plan. The FRWDB is part of a nine (9) county region, established by the state, that encompasses Workforce Development Boards from San Joaquin County in the north to Kern County in the south.  The Plans were drafted and released for a 30-day public comment period. Due to the time required to draft the Plans and to have them out for public comment, FRWDB staff was unable to obtain FRWDB and Chief Local Elected Officials’ (CLEOs’) approval and signatures for submission to the State by the April 30, 2021, due date. Instead, the FRWDB submitted its Plans to the State without signatures, explaining that the full FRWDB would review the Plans for approval at its June 2, 2021, meeting, and at the same time, the Plans would be submitted to the CLEOs: The City of Fresno and the Fresno County Board of Supervisors, for their review and approval/signature.  Director Olivares asked if there were any significant changes from the FRWDB’s previous Plan. Phyllis Stogbauer, Senior Deputy Director, FRWDB, indicated that items addressed in the current Plan that were not in the previous Plan were Inclusion and Digital Literacy.  **OLIVARES/RIOJAS – RECOMMENDED THAT THE FRWDB APPROVE THE WORKFORCE INNOVATION AND OPPORTUNITY ACT REGIONAL AND LOCAL PLAN. VOTE: YES – 4, NO – 0 (UNANIMOUS)** |
| 4. | **Workforce Innovation and Opportunity Act Adult and Dislocated Worker Funding Recommendations for Program Year 2021-2022** |
|  | Mr. Konczal reported that the California Employment Development Department released the Workforce Innovation and Opportunity Act (WIOA) formula allocations for Program Year (PY) 2021-2022. The FRWDB received a ten percent (10%) decreased allotment from last PY, making the total received for Adult and Dislocated Worker programs $11.1 million. Mr. Konczal indicated that the FRWDB does have some carryover in training funds to help lessen the impact of this decrease.  He briefly explained how the formulas are calculated at the state level to determine how much each local area receives and those formulas are based on population, unemployment rates, among other factors.  Details of the FRWDB’s funding recommendations were outlined in the agenda item, including the following items Mr. Konczal highlighted: Three and a half percent (3-1/2%) for Community Outreach and One-Stop Marketing, move costs for the relocation of the One-Stop, a decrease in carryover to PY 2022-2023, a decrease in Incumbent Worker Training, and maintains the funding of the Clean Slate Program and the Technology budget.  **VAN HORN/OLIVARES – RECOMMENDED THAT THE FRWDB APPROVE THE WIOA ADULT AND DISLOCATED WORKER FUNDING RECOMMENDATIONS FOR PY 2021-2022. VOTE: YES – 4, NO – 0 (UNANIMOUS)** |
| 5. | **Program Year 2021-2022 Adult Services and Dislocated Worker Services Contract Award Recommendations** |
|  | Mr. Konczal presented for the Council’s recommendation to the FRWDB, the award of the PY 2021-2022 Adult Services and Dislocated Worker Services contracts. Mr. Konczal reported that the FRWDB released two (2) Requests for Proposals (RFPs): One (1) for Adult Services and |
|  | one (1) for Dislocated Worker Services. He indicated that these RFPs were different than previous RFPs for these services. Previously, the FRWDB procured for Adult and Dislocated Worker Services based on geographic areas in the county: Metro, rural east and rural west. The PY 2021-2022 procurement sought proposals from contractors to provide services throughout Fresno county: one (1) contractor to provide Adult Services in the metro, rural east and rural west areas of Fresno County, and one (1) contractor to provide Dislocated Worker Services in the metro, rural east and rural west areas of Fresno County.  The procurements were considered competitive, with each RFP receiving three (3) proposals. The procurement process was followed and the rating teams made the following recommendations: Adult Services contract be awarded to Equus Workforce Services, and Dislocated Worker Services contract be awarded to Central Labor Council Partnership.  **RIOJAS/VAN HORN – RECOMMENDED THAT THE FRWDB APPROVE THE PY 2021-2022 ADULT SERVICES AND DISLOCATED WORKER SERVICES CONTRACT AWARD RECOMMENDATIONS. VOTE: YES – 4, NO – 0 (UNANIMOUS)** |
| 6. | **Authorization to Award AJCC Office Furniture Contract** |
|  | Mr. Konczal presented for the Council’s recommendation, authorization for the FRWDB Chair to receive and approve the award of a contract for office furniture and cubicles for the new America’s Job Centers of California (AJCC) site, based on the recommendations to be provided by the rating team. The process will follow the FRWDB Procurement Policy.  Mr. Konczal explained that the RFP for office furniture and cubicles was released on May 5, 2021, and that the procurement is expected to be completed and ready for contract award no sooner than June 8, 2021. In order to prevent any delays in the move of the AJCC that could cause the need to temporarily extend the lease at the current One-Stop location at Manchester Mall, this recommendation was being made.  **VAN HORN/OLIVARES – RECOMMENDED THAT THE FRWDB AUTHORIZE THE FRWDB CHAIR TO AWARD THE AJCC OFFICE FURNITURE CONTRACT. VOTE: YES – 4, NO – 0 (UNANIMOUS)** |
| 7. | **Third Quarter Workforce Innovation and Opportunity Act Adult Participant Training Report for Program Year 2020-2021** |
|  | Ms. Stogbauer presented for the FRWDB’s acceptance, the Third Quarter WIOA Adult Participant Training Report for PY 2020-2021. Ms. Stogbauer explained that this report reflects expenditures of the mandated 30% funding allocation for training services. Ms. Stogbauer stated that due to COVID, total training enrollments were lower than normal, and expenditures were at 75%. She noted that although this was beyond the FRWDB’s control, they may have to submit a corrective action plan to the state for not meeting its goals.  **RIOJAS/OLIVARES – RECOMMENDED THAT THE FRWDB ACCEPT THE THIRD QUARTER WIOA ADULT PARTICIPANT TRAINING REPORT FOR PY 2020-2021. VOTE: YES – 4, NO – 0 (UNANIMOUS)** |
| 8. | **Third Quarter Local Performance Results Reports for Program Year 2020-2021** |
|  | Ms. Stogbauer presented the Third Quarter Local Performance Results Report for PY 2020-2021, for the Council’s recommendation to the FRWDB. Ms. Stogbauer reviewed the reports, which reflected the number of individuals served, expenditures, placement and credential rates, |
|  | and median wage earnings at placement for Adult and Dislocated Worker clients, broken out by Provider. She noted that COVID has, again, affected enrollment, with numbers being below what is normal. She indicated that the FRWDB did de-obligate some funding due to expenditures being so far below normal, and that those monies would be placed into carryover for the next PY. The Council had no questions about the reports.  **OLIVARES/WATKINS – RECOMMENDED THAT THE FRWDB ACCEPT THE THIRD QUARTER LOCAL PERFORMANCE RESULTS REPORT FOR PY 2020-2021. VOTE: YES – 4, NO – 0 (UNANIMOUS)** |
| 9. | **Third Quarter Providers of Services’ Monitoring Report for Program Year 2020-2021** |
|  | Stephen DeWitt, Quality Systems Manager, FRWDB, presented the Third Quarter Providers of Services’ Monitoring Report for PY 2020-2021 for recommendation to the FRWDB. He reported that for programmatic monitoring, one (1) monitoring was completed, and on the fiscal review side, program staff had begun the annual fiscal reviews.  **OLIVARES/WATKINS – RECOMMENDED THAT THE FRWDB ACCEPT THE THIRD QUARTER PROVIDERS OF SERVICES’ MONITORING REPORT FOR PY 2020-2021. VOTE: YES – 4, NO – 0 (UNANIMOUS)** |
| 10. | **Third Quarter Providers of Services’ Customer Complaint Report for Program Year 2020-2021** |
|  | Mr. DeWitt presented for the Council’s recommendation to the FRWDB, the Third Quarter Providers of Services’ Customer Complaint Report for PY 2020-2021, which reflected two (2) complaints. He explained that both of the complaints were related to a new process the FRWDB implemented where individuals coming into the program with a four (4)-year degree must conduct a focused job search before going into training. Each individual filing a complaint requested a meeting with Mr. Konczal, and a decision was made in each case to approve the appeals. Both individuals are currently enrolled in training.  **OLIVARES/WATKINS – RECOMMENDED THAT THE FRWDB ACCEPT THE THIRD QUARTER PROVIDERS OF SERVICES’ CUSTOMER COMPLAINT REPORT FOR PY 2020-2021. VOTE: YES – 4, NO – 0 (UNANIMOUS)** |
| 11. | **Third Quarter Job Seeker Customer Satisfaction Report for Program Year 2020-2021** |
|  | Mr. DeWitt presented the Job Seeker Customer Satisfaction Report for the Third Quarter of PY 2020-2021 for the Council’s recommendation to the FRWDB. Mr. DeWitt noted that there were two (2) parts to this Report: Basic Career Services, which measures customers’ satisfaction with Resource Room services; and Enrolled Services, which has two (2) areas of measurement: 1) Individualized Career Services (job search) and 2) Training Services. He reported that there was a 98.4% satisfaction rate for Non-Training Related Placements and 96% for Training Related Placements.  **OLIVARES/WATKINS – RECOMMENDED THAT THE FRWDB ACCEPT THE THIRD QUARTER JOB SEEKER CUSTOMER SATISFACTION REPORT FOR PY 2020-2021. VOTE: YES – 4, NO – 0 (UNANIMOUS)** |
| 12. | **Program Year 2019-2020 Workforce Innovation and Opportunity Act Local Area Adult and Dislocated Worker Performance Results** |
|  | Ms. Stogbauer presented for the Council’s recommendation to the FRWDB, the PY 2019-2020 WIOA Adult and Dislocated Worker Performance Results report. She reviewed the results in each of the performance areas, noting that the FRWDB far exceeded its goals, with the exception of Measurable Skills Gains, which was establishing a baseline in PY 2019-2020.  **WATKINS/OLIVARES – RECOMMENDED THAT THE FRWDB ACCEPT THE PY 2019-2020 WIOA LOCAL AREA ADULT AND DISLOCATED WORKER PERFORMANCE RESULTS. VOTE: YES – 4, NO – 0 (UNANIMOUS)** |
|  | **Third Quarter Adult and Dislocated Worker Demographics Report for Program Year 2020-2021** |
| 13. | Ms. Stogbauer presented the Third Quarter Adult and Dislocated Worker Demographics Report for the Council’s review. Ms. Stogbauer reviewed each of the components of the report and the Council had no comments or questions.  This was an information item. |
|  | **America’s Job Centers of California Usage Report** |
| 14. | Ms. Stogbauer presented the 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 the number of client visits to the AJCC by month. She noted that for the reporting period presented, it had been anticipated that the visits to the AJCCs would be lower in February 2021 versus the number of visits in February 2020, due to the impact of COVID. She did note, however, that numbers went up slightly in March 2021.  The Council had no questions or comments regarding the AJCC Usage Report.  This was an information item. |
|  | **July 22, 2021, Agenda Items** |
| 15. | There were no items recommended for the July 22, 2021, Adult Council meeting agenda. |
|  | **Meeting Feedback** |
| 16. | Chair Riojas shared that this would be Director Van Horn’s last Adult Council meeting as he will be retiring from West Hills Community College District at the end of June. Chair Riojas thanked Director Van Horn for his service to the Adult Council. |
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Meeting adjourned at 4:54 p.m.