**Adult Council**

**January 27, 2022**

###### 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), stated that the Governor has put forward rules that allow for hybrid or electronic meetings through December of 2023, but each Committee or Board has to adopt a resolution stating that they need to have such meetings. Council member Watkins asked to clarify if the resolution needed to be adopted every month. Mr. Konczal answered yes, FRWDB’s ability to adopt resolutions on a monthly basis goes until December of 2023, as long as certain criteria was met.  **OLIVARES/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)** |
| 2. | **October 28, 2021, Adult Council Meeting Minutes** |
|  | Mr. Konczal presented the October 28, 2021, Adult Council meeting minutes for the Council’s approval, or correction and approval. **OLIVARES/WATKINS - APPROVED THE OCTOBER 28, 2021, ADULT COUNCIL MEETING MINUTES. VOTE: YES - 3, NO-0 (UNANIMOUS)** |
| **3.** | **Fresno Regional Workforce Development Board Outstanding Achievement Awards** |
|  | Ana Escareno, Youth Program Coordinator, FRWDB, reported that the FRWDB Outstanding Achievement Award for the Second Quarter had been awarded to Jordan Morris. Ms. Escareno showed a video highlighting Mr. Morris’ journey with the Forestry Corps.  This was an information item. |
| 4. | **America’s Job Center of California Partner Memorandum of Understanding** |
|  | Mr. Konczal presented the America’s Job Center of California Partner Memorandum of Understanding (MOU) template for the Council’s recommendation to the FRWDB. Mr. Konczal stated that the FRWDB has an MOU with various partners who are co-located at the One-Stop location and that these MOUs must be renewed by June 30, 2022. Mr. Konczal presented the MOU template for the Committee’s review. The Committee had no comments regarding the template.  **WATKINS/OLIVARES – RECOMMENDED THAT THE FRWDB ACCEPT THE AMERICA’S JOB CENTER OF CALIFORNIA PARTNER MEMORANDUM OF UNDERSTANDING. VOTE: YES – 3 NO – 0 (UNANIMOUS)** |
| 5. | **One-Stop Operator Report** |
|  | David Baquerizo, Pro Path Inc., presented the One-Stop Operator Report. Mr. Baquerizo described the meetings and development sessions that he participated in for the America’s Job Center of California (AJCC) One-Stop re-certification process required by the State. Mr. Baquerizo stated that the evaluations from the continuous improvement plan portion of the re-certification assisted in identifying policies, procedures, and strategies that can be improved upon, as well as new strategies on operating the AJCC One-Stop centers.  Mr. Baquerizo stated that he developed and facilitated a FRWDB-AJCC One-Stop co-located partner survey. Mr. Baquerizo explained that the survey was established to receive feedback from the One-Stop co-located partners and identify any need for improvement in the One-Stop system from their perspective.  Mr. Baquerizo described the plans he developed to identify performance measures and training programs.  This was an information item. |
| 6. | **America’s Job Center of California Certification and Continuous Improvement Plan** |
|  | Phyllis Stogbauer, Senior Deputy Director, FRWDB, presented the America’s Job Center of California Certification and Continuous Improvement Plan for the Council’s recommendation to the FRWDB.  Ms. Stogbauer stated that the State approved the certification of the AJCC comprehensive and affiliate sites in December 2021, and the certification goes through June 30, 2024. Ms. Stogbauer explained that in addition to the approval, a continuous improvement plan was required, which resulted in indicators that identified areas of improvement. Ms. Stogbauer stated that partner surveys and other activities had been implemented to show the State that the continuous improvement areas have been met by the timelines indicated.  **OLIVARES/WATKINS – RECOMMENDED THAT THE FRWDB ACCEPT THE AMERICA’S JOB CENTER OF CALIFORNIA CERTIFICATION AND CONTINUOUS IMPROVEMENT PLAN. VOTE: YES – 3 NO – 0 (UNANIMOUS)** |
| 7. | **Workforce Innovation and Opportunity Act Adult and Dislocated Worker Participant Training Report for the First and Second Quarter of Program Year 2021-2022** |
|  | Ms. Escareno presented the Program Year (PY) 2021-2022 Second Quarter Workforce Innovation and Opportunity Act (WIOA) Participant Training Report for the Council’s recommendation to the FRWDB.  Ms. Escareno stated that the training expenditures required to be spent for PY 2020-2021 is 30%. Ms. Escareno noted that the expenditures were showing a little low, but she stated that historically the first and second quarters look low, but the expenditures increase in the third and fourth quarters as the training payments begin to be processed. Ms. Escareno noted that the 30% minimum expenditure is usually met by the fourth quarter.  **OLIVARES/WATKINS – RECOMMENDED THAT THE FRWDB ACCEPT THE WORKFORCE INNOVATION AND OPPORTUNITY ACT ADULT AND DISLOCATED WORKER PARTICIPANT TRAINING REPORT FOR THE FIRST AND SECOND QUARTER OF PROGRAM YEAR 2021-2022. VOTE: YES – 3, NO – 0 (UNANIMOUS)** |
| 8. | **Second Quarter Local Performance Results Reports for Program Year 2021-2022** |
|  | Ms. Escareno presented the Local Performance Results for the Second 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 stated that there were currently no concerns, as everything was on track to meet expenditures.  Ms. Escareno shared that FRWDB was currently working with providers Equus and CLC Partnership to develop and implement an outreach and marketing program in order to focus more on areas that are hard to reach, and to make sure services are being provided system-wide. |
|  | **OLIVARES/WATKINS – RECOMMENDED THAT THE FRWDB ACCEPT THE SECOND QUARTER LOCAL PERFORMANCE RESULTS REPORTS FOR PROGRAM YEAR 2021-2022. VOTE: YES – 3, NO – 0 (UNANIMOUS)** |
| 9. | **Second Quarter Providers of Services’ Monitoring Report for Program Year 2021-2022** |
|  | Stephen DeWitt, Monitoring Department Manager, FRWDB, presented the Providers of Services’ Monitoring report for the Second Quarter of PY 2021-2022 for the Council’s recommendation to the FRWDB.  Mr. DeWitt stated that at the time of the Second Quarter, no Adult program reviews had been completed, nor were any in process. Mr. DeWitt reported that on the fiscal monitoring side, the annual fiscal closeout for West Hills Community College District had been completed and there were no findings. The annual fiscal closeout for Fresno Economic Opportunities Commission Local Conservation Corps had also been completed, and there were no findings.  **OLIVARES/WATKINS – RECOMMENDED THAT THE FRWDB ACCEPT THE SECOND QUARTER PROVIDERS OF SERVICES’ MONITORING REPORT FOR THE PROGRAM YEAR 2021-2022. VOTE: YES – 3, NO – 0 (UNANIMOUS)** |
| 10. | **Second Quarter Providers of Services’ Customer Complaint Report for Program Year 2021-2022** |
|  | Mr. DeWitt presented the Second Quarter Providers of Services’ Customer Complaint Report for Program Year 2021-2022 for the Council’s recommendation to the FRWDB.  Mr. DeWitt reported that the FRWDB received two (2) complaints during the second quarter. Both complaints were against United Truck Driving School. Mr. DeWitt stated that the problem was a lack of equipment and instructors available for training, which began in the beginning of November 2021. By the time FRWDB found out about the problem at the end of November 2021, United Truck Driving School already had a corrective action plan in place. Mr. DeWitt reported that he verified the corrective action plan and that the school was working on it. The school’s fleet was back up to speed by the middle of December 2021, at which time Mr. DeWitt closed out the complaints. Mr. DeWitt stated that he has continued to monitor the school closely and conducted site visits. Mr. DeWitt concluded that the complaints were resolved with both of the clients.  Director Riojas asked if the clients who filed the complaints were able to participate in the training. Mr. DeWitt stated that both clients did participate in the training. The school offered trainings on the weekends to speed things up, and both clients have completed and received their licenses and are either employed or about to become employed.  **OLIVARES/WATKINS– RECOMMENDED THAT THE FRWDB ACCEPT THE SECOND QUARTER PROVIDERS OF SERVICES’ CUSTOMER COMPLAINT REPORT FOR THE PROGRAM YEAR 2021-2022. VOTE: YES – 3, NO – 0 (UNANIMOUS)** |
| 11. | **Second Quarter Job Seeker Customer Satisfaction Report for Program Year 2021-2022** |
|  | 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 reviewed the reports and noted that for Basic Career Services there has been a significant increase in response rates between the First and Second Quarters, and is now a typical response rate.  **OLIVARES/WATKINS – RECOMMENDED THAT THE FRWDB ACCEPT THE SECOND QUARTER JOB SEEKER CUSTOMER SATISFACTION REPORT FOR PROGREAM YEAR 2021-2022. VOTE: YES – 3, NO – 0 (UNANIMOUS)** |
| 12. | **Second Quarter Adult and Dislocated Worker Demographics Report for Program Year 2021-2022** |
|  | Tim Giles, Deputy Director Information and General Services, FRWDB, presented the Adult and Dislocated Worker Demographics Report for the Second Quarter of PY 2022-2022.  This was an information item. |
| 13. | **America’s Job Center of California Usage Report** |
|  | Mr. Giles presented the AJCC Usage Report, which is a 13-month trend report covering December of 2020 to December 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 April 28, 2022, Meeting** |
|  | There were no items suggested for the April 28, 2022, Adult Council Meeting. |
| **15.** | **Meeting Feedback**  None |
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Meeting adjourned at 4:39 p.m.