**Adult Council**

**May 18, 2022**

###### SUMMARY MINUTES

The meeting was called to order at 3:00 p.m.

ROLL CALL: PRESENT – Joe Olivares and Chuck Riojas

ABSENT – Sherri Watkins

AGENDA CHANGES: Due to a lack of quorum, the Youth Council meeting scheduled for May 19, 2022, was cancelled. In order for the Youth funding recommendations for Program Year (PY) 2022-2023 to be presented to the Fresno Regional Workforce Development Board (FRWDB) for approval at its June meeting, the Workforce Innovation and Opportunity Act (WIOA) Youth Funding Recommendations for Program Year (PY) 2022-2023 was presented as an emergency addition to the Adult Council agenda, as Item 3B.

**OLIVARES/RIOJAS – APPROVED THE EMERGENCY ADDITION OF ITEM 3B. (UNANIMOUS)**

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 27, 2022, Adult Council Meeting Minutes |
|  | Blake Konczal, Executive Director, FRWDB, presented the January 27, 2022, Adult Council (Council) meeting minutes for the Council’s approval. **RIOJAS/OLIVARES – APPROVED THE JANUARY 27, 2022, ADULT COUNCIL MEETING MINUTES. (UNANIMOUS)** |
| 2. | **Human Resources Role** |
|  | Mr. Konczal presented a recommendation for the Council’s approval for the FRWDB to authorize the Executive Director to change the role of the Human Resources (HR) contractor, Sierra HR Partners, and to increase the HR contract, not to exceed $75,000, as appropriate. The purpose would be to support the growing complexities of HR-related issues, including long-term planning and looking at possible actions needed for FRWDB/Fresno Area Workforce Investment Corporation to remain competitive. **OLIVARES/RIOJAS – RECOMMENDED THAT THE FRWDB AUTHORIZE THE EXECUTIVE DIRECTOR TO CHANGE THE HUMAN RECOURCES ROLE AND INCREASE THE HUMAN RESOURCES CONTRACT. (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 Third Quarter had been awarded to Jaime Castro, who had obtained employment as a Welder. Ms. Escareno showed a video presentation highlighting Mr. Castro’s journey of training to employment through Workforce Connection. The video was shown in Spanish with English subtitles.  Director Riojas commented that the video was great and thanked Ms. Escareno for the subtitles. Director Olivares asked if Mr. Castro would be one of the individuals featured at the Achievements and Excellence Awards event. Mr. Konczal indicated yes, and added that this year, all the quarterly award winners would be invited to the Awards event. Mr. Konczal complimented staff on the use of subtitles and said the quality of videos was always improving.  Martha Espinosa, Marketing and Grants Manager, FRWDB, reported that the Achievements and Excellence Awards breakfast was scheduled for June 9, 2022, from 8:00 AM to 10:00 AM at Fresno Fields by Wedgewood on Jaclyn Avenue.  Ms. Escareno reported that the FRWDB Outstanding Achievement Award for the Fourth Quarter had been awarded to De’Andre Jackson, who had obtained employment as a Commercial Truck Driver. Ms. Escareno stated that they were unable to get a video of Mr. Jackson because he had been working out of state, but he did send a picture and a paragraph thanking the FRWDB and stated how much of a blessing the program had been for him. Ms. Escareno added that like Mr. Castro, Mr. Jackson’s story would be highlighted at the annual awards breakfast on June 9, 2022.  This was an information item. |
| 3B. | **Workforce Innovation and Opportunity Act Youth Funding Recommendations for Program Year 2022-2023**  Mr. Konczal presented the WIOA Youth Funding Recommendations for PY 2022-2023 for the Council’s recommendation to the FRWDB.  Mr. Konczal indicated that the state had received funding from the Department of Labor, but had not yet released the breakdown for the local areas. FRWDB staff used last year’s funding allocation as a placeholder until the actual numbers were received.  **OLIVARES/RIOJAS – RECOMMENDED THAT THE FRWDB APPROVE THE WIOA YOUTH FUNDING RECOMMENDATIONS FOR PY 2022-2023. (UNANIMOUS)** |
| 4. | **Workforce Innovation and Opportunity Act Adult and Dislocated Worker Funding Recommendation for Program Year 2022-2023**  Mr. Konczal presented the WIOA Adult and Dislocated Worker Funding Recommendation for PY 2022-2023 for the Council’s recommendation to the FRWDB.  Mr. Konczal indicated that, as explained in the previous item, the state had received funding from the Department of Labor, but had not yet released the breakdown for the local areas. FRWDB staff used last year’s funding allocation as a placeholder until the actual numbers were received and would make any necessary adjustments once the actual numbers were received.  Referring to the Allocations Worksheet, Director Olivares asked what the Program Income was and if the FRWDB was generating program income. Cheryl Beierschmitt, Deputy Director of Fiscal Services, FRWDB, stated that the Program Income line item was for the anticipated payments received from the FRWDB’s co-located partners (i.e., Employment Development Department, Department of Rehabilitation and Department of Social Services) for their share of allocable facility costs at the America’s Job Centers of California (AJCC) such as rent, utilities, etc., per their Infrastructure Funding Agreement.  **RIOJAS/OLIVARES – RECOMMENDED THAT THE FRWDB APPROVE THE WIOA ADULT AND DISLOCATED WORKER FUNDING RECOMMENDATION FOR PY 2022-2023. (UNANIMOUS)** |
| 5. | **Local Demand Occupational Sectors** |
|  | Phyllis Stogbauer, Senior Deputy Director, FRWDB, presented the Local Demand Occupational Sectors for the Council’s recommendation to the FRWDB. Ms. Stogbauer stated that staff looked at several forms of data to determine what jobs would be in high demand in the next five (5) to ten (10) years. Based on the data, FRWDB staff developed a list of sectors that included high demand, higher wage, and low turnover occupations. Ms. Stogbauer stated that if the list was approved, it would be utilized to provide career guidance to job seekers and maintain appropriate, eligible training providers to ensure training for in demand jobs.  Mr. Konczal added that information technology was now present in every industry. He stated that while most people know how to perform basic functions within information technology, if the FRWDB does not screen for this, there would be a small subset of clients who would not receive assistance in this area who cannot perform those functions.  Director Riojas asked if the list was ranked by number and where did construction fall on the list.  Ms. Stogbauer stated that the list was not in any type of order and that construction was projected to continue to be one (1) of the highest growing industries in California over the next ten (10) years.  **OLIVARES/RIOJAS – RECOMMENDED THAT THE FRWDB APPROVE THE LOCAL DEMAN OCCUPATIONAL SECTORS. (UNANIMOUS)** |
| 6. | **High Road Construction Careers Grants**  Ka Xiong, Special Projects Manager, FRWDB, gave an overview and update on the High Road Construction Careers grants. Ms. Xiong stated that to date, the program had received four (4) grants, conducted 13 cohorts, and trained 172 participants. Another nine (9) cohorts were already scheduled that would serve 80 more participants across the region. |
|  | Ms. Xiong stated in the next quarter, FRWDB staff would be focused on hosting Project Labor Agreement (PLA) seminars across the region, as well as an all women ValleyBuild cohort.  Mr. Konczal noted he had great hope that by starting these seminars, it would engage small rural jurisdictions and get them thinking about PLAs from the standpoint of local hiring. Mr. Konczal indicated that the FRWDB had submitted an unsolicited grant application to the state for the amount of $3,000,000. He stated that he indicated to Secretary of Labor Natalie Palugyai that if the FRWDB received these funds, it would change the dynamic in the valley through PLAs.  Director Olivares commented that local jobs positively impact the local economy. Mr. Konczal agreed with Director Olivares, adding that if local workers are not trained for these positions, the paychecks of workers imported from out of the area would benefit wherever those workers’ families happen to be.  This was an information item. |
| 7. | **Insurance Agent/Brokerage Services Award Recommendation** |
|  | Stephen DeWitt, Monitoring Department Manager, FRWDB, presented the Insurance Agent/Brokerage Services Award Recommendation for the Council’s recommendation to the FRWDB. FRWDB staff released a Request for Proposals (RFP) on February 28, 2022, and one (1) proposal was received. Because a minimum of three (3) proposals had to be received for the procurement to be considered successful, the process was deemed failed. The one (1) proposal received did not meet the proposal criteria, so it was not rated or considered. FRWDB staff recommendation was to award a sole source contract for insurance broker services to the current provider.  Director Riojas asked if the recommended awardee had submitted a proposal. Mr. DeWitt responded that they did not submit a proposal, but they did submit an application for renewal. Staff’s recommendation was to renew the current insurance policies with the current provider and then re-compete for the business in the next program year.  Director Olivares asked if the current provider was willing to accept the extension of the contract.  Mr. DeWitt replied that they were. Director Olivares suggested that it be noted that the current provider did not submit a proposal. Mr. DeWitt responded that would be an option that can be put forth when the next procurement was released, that the current provider would not be asked to submit a proposal; however, it would be up to FRWDB staff to make that recommendation.  **OLIVARES/RIOJAS – APPROVED THE INSURANCE AGENT/BROKERAGE SERVICES AWARD RECOMMENDATION. (UNANIMOUS)** |
| 8. | **Janitorial Services Award Recommendation**  Mr. DeWitt presented the Janitorial Services Award Recommendation for the Council’s recommendation to the FRWDB. FRWDB staff released an RFP on February 28, 2022, and two (2) proposals were received. Although a minimum of three (3) proposals was needed to be received to call it a valid, competitive procurement, staff rated the two (2) proposals. Both proposals received more than the required 70 point minimum. Mr. DeWitt stated that FRWDB staff recommend the contract be awarded to Merchants Building Maintenance, LLC, as they had a perfect score. If approved, the contract would be subject to an additional four (4) annual renewals for a total contract length of five (5) years, depending on performance and cost, according to Mr. DeWitt.  **OLIVARES/RIOJAS – RECOMMENDED THAT THE FRWDB APPROVE THE JANITORIAL SERVICES AWARD RECOMMENDATION (UNANIMOUS)** |
| 9. | **Third Quarter Workforce Innovation and Opportunity Act Adult and Dislocated Worker Participant Training Report for Program Year 2021-2022** |
|  | Ms. Escareno presented the Third Quarter WIOA Adult and Dislocated Worker Participant Training Report for PY 2021-2022 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. Ms. Escareno stated that at this time, staff did not have any concerns with training expenditures, but would continue to monitor the reports to ensure the required 30% of the funding was fully expended by the due date of June 30, 2022.  **OLIVARES/RIOJAS – RECOMMENDED THAT THE FRWDB ACCEPT THE THIRD QUARTER WIOA ADULT AND DISLOCATED WORKER PARTICIPANT TRAINING REPORT FOR PY 2021-2022. (UNANIMOUS)** |
| 10. | **Third Quarter Local Performance Results Reports for Program Year 2021-2022** |
|  | Ms. Escareno presented the Third Quarter Local Performance Results Reports for 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, and median wage earnings at placement 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.  Director Riojas asked if the individuals who participate in the pre-apprenticeship program were a part of these reports. Mr. Konczal indicated that they are included in the reports.  **OLIVARES/RIOJAS– RECOMMENDED THAT THE FRWDB ACCEPT THE THIRD QUARTER LOCAL PERFORMANCE RESULTS REPORTS FOR PY 2021-2022. (UNANIMOUS)** |
| 11. | **Third Quarter Providers of Services’ Monitoring Report for Program Year 2021-2022**  Mr. DeWitt presented the Third Quarter Providers of Services’ Monitoring Report for Program Year 2021-2022 for recommendation to the FRWDB. He stated a lot of time was spent monitoring regional grants as well as non-formula grants, and there were no findings.  **RIOJAS/OLIVARES – RECOMMENDED THAT THE FRWDB ACCEPT THE THIRD QUARTER PROVIDERS OF SERVICES’ MONITORING REPORT FOR PY 2021-2022. (UNANIMOUS)** |
| 12. | **Third Quarter Providers of Services’ Customer Complaint Report for Program Year 2021-2022** |
|  | Mr. DeWitt presented the quarterly customer complaint report for the Third Quarter of PY 2021-2022 for the Council’s recommendation to the FRWDB. Mr. DeWitt stated that the FRWDB received no complaints during the Third Quarter.  **RIOJAS/OLIVARES – RECOMMENDED THAT THE FRWDB ACCEPT THE THIRD QUARTER PROVIDERS OF SERVICES’ CUSTOMER COMPLAINT REPORT FOR PY 2021-2022. (UNANIMOUS)** |
| 13. | **Third Quarter Job Seeker Customer Satisfaction Report for Program Year 2021-2022** |
|  | Mr. DeWitt presented the Third Quarter Job Seeker Customer Satisfaction Report for PY 2021-2022 for the Council’s recommendation to the FRWDB. |
|  | Mr. DeWitt reviewed the report, noting that the placement satisfaction was split up between non-training and training related services. He also pointed out that some of the participants’ comments were on the bottom of the report, and were mostly positive. The Council had no questions about the report.  **OLIVARES/RIOJAS – RECOMMENDED THAT THE FRWDB ACCEPT THE THIRD QUARTER JOB SEEKER CUSTOMER SATISFACTION REPORT FOR PY 2021-2022. (UNANIMOUS)** |
| 14. | **Program Year 2021-2022 Workforce Innovation and Opportunity Act Local Area Adult and Dislocated Worker Performance Results** |
|  | Tim Giles, Deputy Director of Information and General Services, FRWDB, presented the PY 2021-2022 WIOA Local Area Adult and Dislocated Worker Performance Results for the Council to recommend to the FRWDB.  Mr. Giles explained that these results come from the State by the Department of Labor, annually. Mr. Giles reviewed each of the components of the report and explained that the performance measures were being phased in and that the FRWDB would not have full accountability for the measures until PY 2022-2023, which would come out before the end of PY 2023-2024.  Director Riojas asked for clarification on the table headings, as the Dislocated Worker heading said 2019, but the Adult said 2020. Mr. Giles stated that was a mistake. They should all be 2020 and that would be corrected.  **OLIVARES/RIOJAS – RECOMMENDED THAT THE FRWDB ACCEPT THE PY 2021-2022 WIOA LOCAL AREA ADULT AND DISLOCATED WORKER PERFORMANCE RESULTS, AS CORRECTED. (UNANIMOUS)** |
| **15.** | **Third Quarter Adult and Dislocated Worker Demographics Reports for Program Year 2021-2022**  Mr. Giles presented the Adult and Dislocated Worker Demographics Report for the Third Quarter of PY 2021-2022 for the Council’s review. Mr. Giles reviewed each of the components of the report and the Council had no comments or questions.  This was an information item. |
| 16. | **America’s Job Centers 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.  This was an information item. |
| 17. | **Agenda Items for July 28, 2022, Meeting**  There were no items suggested for the July 28, 2022, Adult Council meeting. |
| **18.** | **Meeting Feedback**  None |

Meeting adjourned at 4:04 p.m.