

## Board Meeting

Monday, April 3, 2023  
Martin Petersen Event Center  
720 12th Street, Modesto, CA 95354  
12:00 p.m. – 2:00 p.m.

The Workforce Development Board complies with all provisions of the Brown Act and the Conflict of Interest Code on file with the Stanislaus County Department of Workforce Development. See links below.

<https://oag.ca.gov/sites/all/files/agweb/pdfs/publications/brownAct2003.pdf>  
<http://stanworkforce.com/board>

The Agenda at each meeting allows for a public comment period, limited to 5 minutes. Public Comment forms are available at [www.stanworkforce.com](http://www.stanworkforce.com).

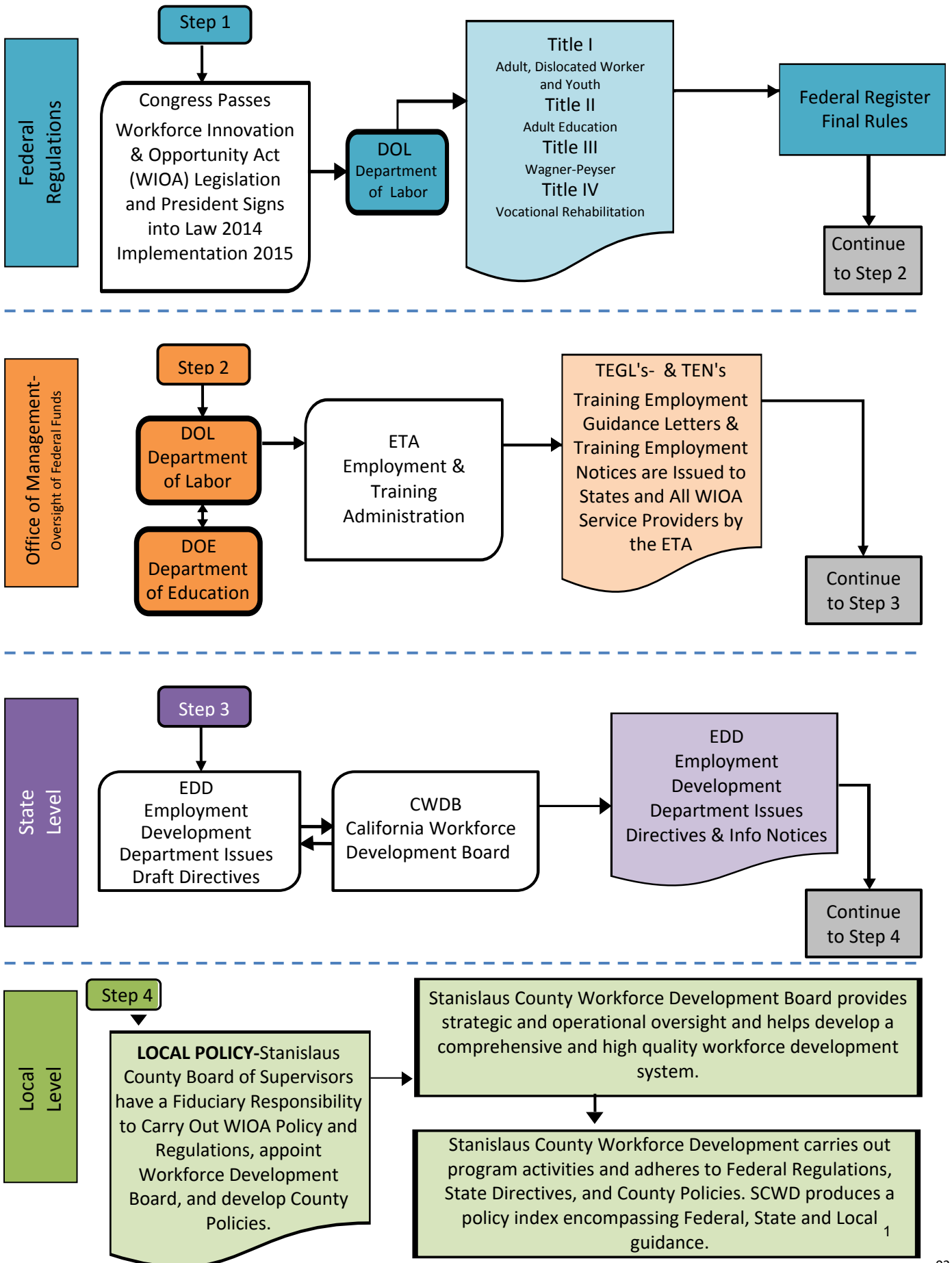
All meetings are conducted in English.

If you require assistance per the Americans with Disabilities Act, please notify Stanislaus County Workforce Development at (209) 558-2114, 72 hours in advance of the meeting. Public notice of all Workforce Development Board meetings are posted 72 hours in advance of the meeting on the webpage at <http://stanworkforce.com/board>.

- I. Call to Order and Roll Call
- II. Conflict of Interest
- III. Public Comment Period
- IV. Board Report
  - A. Resignation of Board Member Tim Robertson
- V. Presentation(s)
  - A. Stanislaus County Aging & Veterans Services, Ryan Kegley, Stanislaus County Veterans Services Officer
- VI. Committee Reports
  - A. Youth Development Committee – Jennifer Shipman
  - B. Career Development Committee – Charles Dossett
  - C. Business Development Committee – Kris Helton
- VII. Department Report
  - A. Director's Update
  - B. Update on Business Services and Client Services
  - C. Regional Organizer/Regional Training Coordinator
    1. WIOA Regulatory Overview
  - D. Marketing Strategies Overview
- VIII. Consent Items
  - A. Approve the Minutes of the January 9, 2023 Workforce Development Board Meeting
  - B. Approval for Stanislaus County Workforce Development to Submit a Request to the State to Transfer \$500,000 of Workforce Innovation and Opportunity Act Dislocated Worker Funds to the Workforce Innovation and Opportunity Act Adult Fund Category
  - C. Approval to Request Authorization from Stanislaus County Board of Supervisors for the Director of Workforce Development, or Designee, to Sign All Workforce Innovation and Opportunity Act-Related Grants, Sub-grant



## WIOA Regulatory Overview



**Board Meeting Minutes**

Monday, January 9, 2023  
Martin Petersen Event Center  
Room One and Two  
720 12<sup>th</sup> Street, Modesto CA 95354  
12:00 p.m. – 2:00 p.m.

Members in attendance:

Bill O'Brien, Chair	Maryn Pitt
Charles Dossett	Cecil Russell
Kris Helton	Chris Savage
Mary Machado	Jennifer Shipman
Pedro Mendez	Greg Vincelet

Members excused:

Ross Briles	Doug Murdock
Margarita Cabalbag	Ardria Weston
Scott Kuykendall	

Staff in attendance:

Doris Foster	Sara Redd
Kris Ixta	Donya Nunes

11 additional guests were present.

- I. Call to Order and Roll Call  
Bill O'Brien, Workforce Development Board (WDB) Chair, called the meeting to order at 12:07 p.m., thanked everyone for attending and invited the Board members and staff to introduce themselves.
- II. Conflict of Interest  
Chairman O'Brien outlined the Conflict of Interest Policy.
- III. Public Comment Period  
Chairman O'Brien gave information on the Public Comment Period. There were no comments.
- IV. Presentation  
Marian Kaanon, Amanda Hughes, Jody Hayes, & Karen Warner from Stanislaus 2030 presented the Stanislaus 2030 Investment Blueprint.
- V. Committee Reports
  - A. Youth Development Committee  
Jennifer Shipman, Youth Development Committee Chair, reported that at their December meeting two new committee members joined and received program

updates from Project Yes, Summer Youth Employment, Let's Work, and California for All.

B. Career Development Committee

Charles Dossett, Career Development Committee Chair, reported that the first committee meeting was held in November. The Committee is still in the process of being developed and appointing.

C. Business Development Committee

Kris Helton, Business Development Committee Chair, reviewed the Farm Bureau report from the Committee meeting. Director Foster also briefly reviewed the In-Demand Occupation List that was presented to the Committee. She noted that this item is on the agenda for consent and will be discussed later on in the meeting.

VI. Department Report

A. Director's Update

Doris Foster, Workforce Development Director, reported on the following:

- The Board was notified that Tim Robertson had resigned his position on the Workforce Development Board and his resignation is being presented to the Board of Supervisors at tomorrow's meeting.
- Update on the facility issues at the 12<sup>th</sup> Street location closure. Client numbers have decreased as a result. Director Foster noted that she is considering a possible pop-up Job Center at a downtown location. Currently the Labor Market Analyst is creating a heat map in order to pinpoint where the most client demand is for a future permanent location for the Department.
- There will be a Request for Proposal for Youth Services coming up, the Board will be notified for any of those interested in participating on the Evaluation Team.
- The Department has received some additional grants. The Department has agreed to assist In Home Supportive Services with workshops within the senior communities. Also, the Department once again received the Prison to Employment (PTE) grant as well as the Slingshot 5.0 grant which assists with regional training for staff.
- As requested at the last meeting a Stanislaus County Veteran Workforce Summary was provided to the Board. Director Foster noted that Ryan Kegley, County Veterans Services Officer, will present at the April Board meeting.
- Director Foster presented that staff would like to hold an assessment seminar for Board, Committee members, and Leadership staff. She provided a brief overview of the seminar and stated that additional information would be sent out for participation.

B. Update on Business Services and Client Services

Sara Redd, Workforce Development Assistant Director, provided a summary of the Job Center activity from October 1<sup>st</sup> through December 31<sup>st</sup>. Sara added that there were over 2,243 customers in the Job Centers. There have been 70 individuals newly enrolled, 10 paid internships, and 23 on-the-job trainings.

There have been 29 clients hired with an average starting hourly wage of \$20.96. Additionally, there have been 17 new clients that have started training and 68 WorkKey client assessments were administered.

- C. Regional Organizer/Regional Training Coordinator  
Doris Foster, Workforce Development Director, provided an update on the Region Plan. She stated that the Regional Plan will be open for public comment at the beginning of February. The Regional Plan will then be presented to the State by March 31<sup>st</sup>. The Board will be notified once the Plan is available for public comment. In addition, the HR Hotline has two webinars coming up.

#### VII. Consent Items

Consent items adopted. C. Russell / K. Helton

- A. Approve the Minutes of the October 3, 2022 Workforce Development Board Meeting.
- B. Approval of Stanislaus County Workforce Development's Local Plan 2 Year Modification and San Joaquin Valley and Associated Counties Regional Plan Modification for Program Years 2021-2024.
- C. Approval of the 2023 In-Demand Occupation List for Workforce Innovation and Opportunity Act and Request Authority for the Director of Stanislaus County Workforce Development to Make Exceptions as Necessary.

#### VIII. Discussion and Action Items

- A. Acceptance of the Updated Information of the Career Development Committee Formation. C. Dossett / C. Russell. The motion passed.
- B. Acceptance of the Updated Information on the 2022-2024 Two Year Stanislaus County Workforce Development Board Strategic Action Plan. C. Russell / C. Dossett. The motion passed.
- C. Approval of the Recommendation by the Cost-Benefit Analysis Advisory Committee to Engage in the Preparation of a Cost-Benefit Analysis Report for the Fiscal Year 2022-2023. C. Savage / M. Pitt. The motion passed.

#### IX. Future Topic and Discussion

Board member Cecil Russell requested an organizational chart as well as mission statements be provided to the Board for all Workforce Development committees.

Chairman O'Brien gave his closing remarks.

Meeting adjourned: 1:59 p.m.

Next Meeting: Monday, April 3, 2023  
Location: Martin Petersen Events Center  
720 12<sup>th</sup> Street, Modesto CA 95354  
Time: 12:00 p.m. – 2:00 p.m.

Future Meeting: Monday, July 10, 2023  
Location: Martin Petersen Events Center  
720 12<sup>th</sup> Street, Modesto CA 95354  
Time: 12:00 p.m. – 2:00 p.m.

**April 3, 2023**

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

I. SUBJECT:

Approval for Stanislaus County Workforce Development to Submit a Request to the State to Transfer \$500,000 of Workforce Innovation and Opportunity Act Dislocated Worker 2022-2023 Program Year Funds to the Workforce Innovation and Opportunity Act Adult Fund Category

II. ITEM NUMBER: VIII-B

III. ITEM TYPE: Consent

IV. STAFF RECOMMENDATION:

Approve Stanislaus County Workforce Development to submit a request to the State to transfer \$500,000 of Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker 2022-2023 Program Year funds to the WIOA Adult fund category.

V. POLICY ISSUE:

Under Workforce Innovation and Opportunity Act (WIOA) section 133(b) (4), local areas have the authority to transfer up to 100% of funds between Dislocated Worker and Adult funds. Per Employment Development Department's Directive WSD22-09, all transfer of funds requests must be approved by the Local Workforce Development Board.

VI. DISCUSSION:

The transfer of funds between Adult and Dislocated Worker funding categories is a permissible action under the Workforce Innovation and Opportunities Act as necessary to meet local needs. Under WIOA, up to 100% of funds may be transferred between Adult and Dislocated Worker funding streams. The transfer request requires completion and submission of a Transfer Request form (Attachment 1), a new Participant Plan (Attachment 2) and a Budget Plan revision (Attachment 3).

Stanislaus County Workforce Development is requesting approval to transfer \$500,000 of the Program Year 2022-2023 allocation from Dislocated Worker funds to the Adult services fund. Approval of this transfer will allow the Department to spend Fiscal Year 2022-2023 Dislocated Worker funds during the period of availability that ends June 30, 2024. Period of availability to use Adult and Dislocated Worker funds is for a term of 12 months that starts on July 1, 2023 with the allowance of carrying forward 20% of the 2022-2023 funds into 2023-2024. Therefore, federal funds from October 1, 2022 should be expended by June 30, 2024. Demand for Adult services is higher than Dislocated Worker services, thus Adult services can utilize these additional funds. The transfer of funds will allow Stanislaus County Workforce Development to serve a greater percentage of the Adult population without negatively impacting services to Dislocated Workers.

**ADMINISTRATIVE BUDGET IMPACT:**

There is no overall impact to the Department's budget as Adult and Dislocated Worker funds are fully interchangeable. Transferring these funds from Dislocated Worker to Adult funds will allow the Department to spend all of Fiscal Year 2022-2023 funds by the deadline date.



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Doris Foster, Director



### Transfer of Funds Request

1. Local Area Stanislaus County Workforce Development

2. Subgrant Number AA311041 3. Request Date 4/03/2023

4. Program Year 2023-2024 5. Transfer Request No 1

6. Direction of Transfer (Check One):

Adult to Dislocated Worker

201 → 299

202 → 200

Dislocated Worker to Adult

501 → 499

502 → 500

7. Amount of Transfer \$500,000

8. Contact Person Selina Valdez

9. Contact Person's Telephone Number (209) 558-2104

10. All transfer requests must be approved and signed off by the Local Board.

Date of Local Board meeting to discuss transfer \_\_\_\_\_

Date of Local Board meeting to approve transfer \_\_\_\_\_

11. By signing below, the Local Area Administrator/Designee requests a transfer of funds and certifies that this transfer request was approved at the Local Board Meeting on the date indicated above.

Signature \_\_\_\_\_

Name Doris Foster

Title Director

Date \_\_\_\_\_

12. Taking into account the factors described under the Transfer of Funds Procedures section on page 5 of the directive, describe the Local Board's reasoning to request a transfer of funds.

Service demand for the Adult population continues on an upward trend, and additional funds will help meet the needs of this demand. Historically, the need for Adult funding needs have outpaced the need for Dislocated Workers funding and this trend is continuing in the current fiscal year. The transfer of funds will allow Stanislaus County to better serve the Adult population, without negatively impacting services to the Dislocated Workers.

## Transfer of Funds Request Participant Plan

**Local Area:** Stanislaus County Workforce Development

**Prepared Date** 3/21/2023

Enter the number of individuals in each category.

TOTALS FOR PY 2022	ADULT	DW
1. Registered Participants Carried in from PY 2021	224	17
2. New Registered Participants for PY 2022	408	12
3. Total Registered Participants for PY 2022 (Line 1 plus 2)	<b>632</b>	<b>29</b>
4. Exiters for PY 2022	306	13
5. Registered Participants Carried Out to PY 2022 (Line 3 minus 4)	<b>326</b>	<b>16</b>

PROGRAM SERVICES		
6. Career Services	<b>632</b>	<b>29</b>
a. Basic Career Services	632	29
b. Individualized Career Services	632	29
7. Training Services	259	19

Sara Redd, Assistant Director

**Contact Person, Title**

209 581-6476

**Telephone Number**

**Comments:**

## Transfer of Funds Request Budget Plan

<b>Local Area</b> <u>Stanislaus County Workforce Development</u>	<b>Date Prepared</b> <u>3/20/2023</u>
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<b>Subgrant Number</b> <u>AA311041</u>	<b>Grant Code</b>	<b>Adult to DW</b>	<b>DW to Adult</b>
<b>Year of Appropriation</b> <u>2022</u>		<input type="checkbox"/> 201 → 299 <input type="checkbox"/> 202 → 200	<input type="checkbox"/> 501 → 499 <input checked="" type="checkbox"/> 502 → 500

FUNDING IDENTIFICATION	ADULT	DW
1. Formula Allocation	2,575,655	2,063,226
2. Prior Adjustments - Plus or Minus		
3. Previous Amounts Transferred		
4. Current Amount to be Transferred	500,000	(500,000)
5. TOTAL FUNDS AVAILABLE (Lines 1 through 4)	<b>3,075,655</b>	<b>1,563,226</b>

TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (Lines 6a through 6c)	<b>2,768,089</b>	<b>1,406,904</b>
a. Career Services	1,433,167	1,340,437
b. Training Services	958,642	10,577
c. Other	376,280	55,890
7. Administration	307,566	156,323
8. TOTAL (Lines 6 plus 7)	<b>3,075,655</b>	<b>1,563,226</b>

QUARTERLY TOTAL EXPENDITURE PLAN (cumulative)		
9. September 2023__	295,742	0
10. December 2023__	354,614	112,914
11. March 20__	354,614	112,914
12. June 20__	354,614	112,914
13. September 20__	354,614	112,914
14. December 20__	354,614	112,914
15. March 20__	354,614	112,914
16. June 20__	354,614	112,914

COST COMPLIANCE PLAN (maximum 10%)		
17. % for Administration Expenditures (Line 7/Line 5)	<b>10.00%</b>	<b>10.00%</b>

<u>Doris Foster</u>	<u>209-652-2458</u>
<b>Contact Person, Title</b>	<b>Telephone Number</b>

**Comments**

**April 3, 2023**

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

**I. SUBJECT:**

Approval to Request Authorization From Stanislaus County Board of Supervisors for the Director of Workforce Development, or Designee, to Sign All Workforce Innovation and Opportunity Act-Related Grants, Sub-grant Agreements, Request for Proposals, Contracts and Any Modifications or Adjustments as Required for Program Year 2022-2023

**II. ITEM NUMBER: VIII-C**

**III. ITEM TYPE: Consent**

**IV. STAFF RECOMMENDATION:**

Approve the request to seek authorization from Stanislaus County Board of Supervisors for the Director of Workforce Development, or designee, to seek requests for proposals and sign all Workforce Innovation and Opportunity Act (WIOA) - related grants, sub-grant agreements, contracts and any modifications or adjustments as required for Program Year 2023-2024.

**V. POLICY ISSUE:**

Workforce Innovation and Opportunity Act (WIOA) regulations 679.420 allow the Chief Local Elected Official or the Governor to appoint a fiscal agent to assist in administrative duties on behalf of the local workforce development area. The fiscal agent fulfills many functions including receiving funds, ensuring fiscal integrity, and procuring contracts or obtaining written agreements in support of the Local Board's objectives. This item is informational for the Workforce Development Board and to share that an Agenda Item, as it was done for prior Fiscal Years, will be taken to the Board of Supervisors for authorization.

**VI. DISCUSSION:**

The Chief Local Elected Official has designated Stanislaus County Workforce Development to be the fiscal agent on behalf of the local workforce development area. Approval of staff recommendations will allow the Director of Workforce Development to enter into and sign contracts to expend the Program Year 2023-2024 WIOA funds in the general administration of the program. The signatory authority approval will need to be approved by the Stanislaus County Board of Supervisors.

Individual contract amounts for the provision of WIOA services will vary, and are expected to exceed \$100,000 in some instances. Approval to enter into contracts is being requested from the Stanislaus County Workforce Development Board and will follow the Board of

Supervisors, State and Federal approved policies regarding procuring and the reporting of contracts and agreements. These contracts are reported to the Board of Supervisors as part of the Proposed and Final Budget, as well as the First, Mid-Year and Third Quarter Agenda Items.

Once approved by the Workforce Development Board, Staff will take an Agenda Item to the Stanislaus County Board of Supervisors seeking authorization for the Director to have signatory authority for all WIOA operations.

VII. ADMINISTRATIVE BUDGET IMPACT:

There is no fiscal impact associated with this item.

  
\_\_\_\_\_  
Doris Foster, Director

**April 3, 2023**

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

I. SUBJECT:

Approval of Contract Renewals for Existing Service Providers for Workforce Innovation and Opportunity Act Services to Underserved Businesses and Formerly Incarcerated and Other Justice Involved Individuals for the 2023-2024 Program Year

II. ITEM NUMBER: IX-A

III. ITEM TYPE: Discussion and Action

IV. STAFF RECOMMENDATION:

Approve contract renewals for existing service providers for Workforce Innovation and Opportunity Act Services to Underserved Businesses and Formerly Incarcerated and Other Justice Involved Individuals for the 2023-2024 Program Year.

V. POLICY ISSUE:

According to Workforce Innovation and Opportunities Act (WIOA) regulations 679.370, the Local Workforce Development Board, among other responsibilities, must: Develop effective linkages with employers in the region to support employer utilization of the local workforce development system, and select providers of Career Services (if not provided through the One-Stop Operator), and the One-Stop Operator for the local area.

VI. DISCUSSION:

**Services to Underserved Businesses**

At the January 4<sup>th</sup>, 2021 Workforce Development Board meeting, the Board approved the release of a Request for Proposal (RFP) Services to Underserved Businesses. An RFP was released and a subsequent contract was issued to the prevailing bidder, Stanislaus Equity Partners (formerly City Ministry Network), for a one year period from July 1, 2021 to June 30, 2022 with the availability for two additional renewals based on performance. This will be the second renewal issued for this program.

From July 1, 2022 through March 17, 2023 Stanislaus Equity Partners has provided three hundred and eight services (308) to fifty-six (56) underserved businesses, exceeding their required 50 for the contract. Per the contract, they are required to refer at least thirty-five (35) underserved businesses to resource partners and to date they have referred fifty-five (55), again exceeding the contract requirement. However, they are behind on initiating thirty-five

(35) partnership meetings with Stanislaus County Workforce Development (SCWD) Business Services and SCWD has only received five (5) referrals to date.

SCWD staff and Stanislaus Equity Partners have had a series of meetings to review the contract expectations, and both parties agreed that due to changes in the economic conditions, there needs to be a change in the current approach of serving Underserved Businesses. SCWD and Stanislaus Equity Partners will be making adjustments to the deliverables in the contract to better meet the needs of the underserved community for the next contract cycle. The basic intent of the contract, serving the Underserved Business needs will not change, but adjustments can provide opportunities for greater interaction between SCWD, Stanislaus Equity Partners, and the intended target populations.

### **Formerly Incarcerated and Other Justice Involved Individuals**

The Workforce Development Board approved the release of a RFP for Services to Formerly Incarcerated and other Justice Involved Individuals at the January 4, 2021 Board meeting. An RFP was released and a subsequent contract was issued to the prevailing bidder, Learning Quest-Stanislaus Literacy Center, for a one year period from July 1, 2021 to June 30, 2022 with the availability for two additional renewals based on performance. If approved for renewal, this will be the second renewal of this contract.

From July 1, 2022 through March 17, 2023 LearningQuest has provided a total of fifty (50) services (workshops) in their program. Exhibit C, Section 2.3 of the Contract states that a minimum of 24 workshops per quarter (totaling 96 annually) should be held. Due to the reduced number of clients referred, the fifty (50) workshops given served ten (10) referred clients. Learning Quest received 14 referrals of which 4 were no-shows. LearningQuest identified common clients and were able to refer clients to the Department for enrollment.

Over the course of the last year, staff have been researching opportunities to enhance program services and to maximize outcomes. While the intent of the agreement will remain the same, adjustments to the deliverables and outcomes may be made to enrich the client experience and increase program efficacy.

### **WorkKeys**

At this time there is no recommendation from the Business Development Committee regarding the WorkKeys contract with Opportunity Stanislaus. The Business Development Committee has requested information be provided for the next meeting in order to make an informed recommendation for renewal.

## **VII. ADMINISTRATIVE BUDGET IMPACT:**

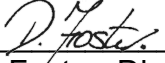
Funding levels for the 2023-2024 Program Year have not yet been announced by the Department of Labor. Staff expects the preliminary 2023-2024 Program Year funding levels to be announced soon, however, final funding amounts may not be available until as late as June 2023.

Total amounts allocated for Fiscal Year 2022-2023 WIOA contracts for Services was as follows:

- Services to Underserved Businesses - \$90,000
- Formerly incarcerated and other Justice Involved Individuals - \$95,000
- WorkKeys - \$55,000
- Total contract allocations: \$240,000



The budget for 2023-2024 contract amounts will be determined through contract negotiation and will depend on final State WIOA allocation amounts. Staff expects that funding levels will be in line with the Fiscal Year 2022-2023 allocation.

  
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Doris Foster, Director

**April 3, 2023**

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

**I. SUBJECT:**

Approval to Submit the Application for Subsequent Local Area Designation and Local Board Recertification and Authorize the Chair to Sign the Application

**II. ITEM NUMBER: IX-B**

**III. ITEM TYPE: Consent**

**IV. STAFF RECOMMENDATION:**

1. Approve the request to submit the application for subsequent Local Area Designation and Local Board Recertification.
2. Authorize the Chair to sign the application.

**V. POLICY ISSUE:**

The Workforce Innovation and Opportunity Act (WIOA) Sections 106 and 107 provides the criteria for the subsequent designation of Local Areas and recertification of Local Boards. Specifically, the WIOA Section 106 requires the Governor to designate Local Areas within the State, while Section 107 requires the Governor to certify one Local Board for each Local Area in the State that has received initial designation status. The Local Workforce Development Board Chair and the Chief Local Elected Official are required to sign the application.

**VI. DISCUSSION:**

The California Workforce Development Board (State Board) and the Employment Development Department (EDD), acting under the authority of the Governor, established policies and procedures for initial designation of Local Workforce Development Areas and certification of Local Workforce Development Boards. The initial designation of Local Areas was completed in June 2015 and was effective for Program Years (PY) 2016-2018, with the Local Board recertification completed in June 2016. The Local Area Designation and Local Board Recertification must be completed every 2 years, and have been paired together in a single application by the California Workforce Development Board and EDD.

The Local Area Subsequent Designation was last completed and approved by the Board of Supervisors at the April 27, 2021 meeting. Agenda item 6.B.1 continued to identify Stanislaus County as a stand-alone Workforce Development Area and allowed the Stanislaus County Board of Supervisors to be the fiduciary trustee of Workforce Innovation and Opportunity Act (WIOA) funds from July 1st, 2021 to June 30th, 2023. If the Local Area is modified, such as combining with another county or joining a consortium, a Modified Local Area Designation

application would have to be completed. The Department does not anticipate any modifications to its Local Area Designation status. The attached Local Area Subsequent Designation and Local Board Recertification Application will be valid for the period of July 1st, 2023 to June 30th 2025 if approved.

WIOA Section 106 calls for a subsequent designation process and requires the Governor to approve the request for subsequent designation from a Local Area if the area performed successfully, sustained fiscal integrity, and engaged in the regional planning process. The Department has met all of aforementioned criteria, thus expects approval to be granted without any exceptions.

The Local Board Recertification process examines the make-up of the Board, along with other factors to assure that the Local Board is performing the functions identified under WIOA. The Employment Development Department's Workforce Services Draft Directive WSDD-245 (released March 13, 2023) combines both the required Subsequent Designation and Local Board Certification stipulated in the Workforce Innovation and Opportunity Act.

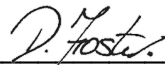
WIOA Section 107 provides criteria for the recertification of Local Boards. Specifically, it requires the Governor to certify one Local Board for each Local Area in the State once every two years. In order to be recertified, the Local Board must meet the WIOA membership requirements, meet or exceed performance accountability measures and achieve sustained fiscal integrity, all of which Stanislaus County Workforce Development has met.

Should the Workforce Development Board approve the request to submit this application, the WDB Chair would sign the application. After approval of the Workforce Development Board and signature of the Chair, the application must be approved by the Board of Supervisors, signed by the Chief Local Elected Official and submitted to the California State Workforce Development Board.

EDD Workforce Services Draft Directive WSDD-245, Local Area Subsequent Designation and Local Board Recertification Application Program Year 2023-25, was released on March 13, 2023, with the completed document due to the California Workforce Development Board by May 19, 2023. If application is approved, Stanislaus County Workforce Development staff will submit application to the State by due date.

VII. ADMINISTRATIVE BUDGET IMPACT:

Failure to apply for Subsequent Local Area Designation and Local Board Recertification would result in dissolution of the Workforce Development Board and the State reorganizing and designating an entity other than Stanislaus County to administer Workforce Innovation and Opportunity Act funds in the Local Area.

  
\_\_\_\_\_  
Doris Foster, Director

**Local Area Subsequent Designation and  
Local Board Recertification Application  
For Program Year 2023-25**

**Local Workforce Development Area**

Stanislaus County

## Application for Local Area Subsequent Designation and Local Board Recertification

This application will serve as your request for Local Workforce Development Area (Local Area) subsequent designation and Local Workforce Development Board (Local Board) recertification for Program Year (PY) 2023-25 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the California Workforce Development Board (CWDB) determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this application.

Completed applications must be submitted by 5 p.m. on Friday, April 14, 2023, to the CWDB at [PolicyUnit@cwdb.ca.gov](mailto:PolicyUnit@cwdb.ca.gov).

Stanislaus County Workforce Development

Name of Local Area

251 E. Hackett Rd C-2

Mailing Address

Modesto, CA 95358

City, State, ZIP

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Date of Submission

Doris Foster, Director

Contact Person

(209) 558-2100

Contact Person's Phone Number

## Local Board Membership

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting Local Board members:

1. Provide the names of the individuals appointed for each membership category listed below.
2. Attach a roster for the current Local Board.

*Category: Business* – WIOA Section 107(b)(2)(A) requires that business members constitute a simple majority of the Local Board, and WIOA Section 107(b)(3) states that the chairperson shall also be a member under this category. Specifically, a majority of the Local Board’s business members shall constitute the following representatives under this membership category:

- Owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority.
- Representatives of businesses, including small businesses or business organizations.
- Individuals appointed by those who have been nominated by local business organizations and business trade associations.

Please list the Local Board’s business members and identify the chairperson by typing CHAIR after their name:

<b>LOCAL BOARD BUSINESS MEMBERS</b>				
<b>Name</b>	<b>Title</b>	<b>Entity</b>	<b>Appointment Date</b>	<b>Term End Date</b>
Bill O'Brien Chair	General Manager	O'Brien's Supermarket, Inc.	07/01/2016	06/30/2026
Cecil Russell Vice Chair	CEO	Sylvan Financial & Advisor Group	07/01/2016	06/30/2026
Jennifer Shipman Secretary	Talent Acquisition Partner Relations Manager	The Wine Group	07/01/2016	06/30/2023
Maryn Pitt	Executive Director	Manufacturing Council of the Central Valley	07/01/2018	06/30/2026
Ross Briles	Owner	Funworks	10/25/2016	06/30/2026
Charles Dossett	President	DOCON, INC.	03/19/2019	06/30/2026
Mani Grewal	Owner	Various Commercial Businesses	01/10/2023	12/31/2023
Kris Helton	Business Partner	Barrett Business Services, Inc	03/27/2018	06/30/2026
Mary Machado	Owner	Machado & Sons Construction	07/18/2018	06/20/2026
Chris Savage	Sr. Director of Global Env. Affairs	E.J. Gallo Winery	07/01/2016	06/30/2023
Doug Van Diepen	Engineering Manager	Del Monte Foods	07/01/2016	06/30/2026

*Category: Labor* – At least 20 percent of the Local Board members shall be labor representatives from the Local Area’s workforce. Specifically, the Local Board shall have labor representatives under this membership category from the following entities (WIOA 107[b][2][B]):

- Labor organizations (for a Local Area in which employees are represented by labor organizations) and who have been nominated by local labor federations, or (for a Local Area in which no employees are represented by such organizations) other representatives of employees.
- A member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists.

Members may be representatives from community-based organizations with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and organizations with demonstrated

experience and expertise in addressing the employment, training, or education needs of eligible youth and/or out-of-school youth.

*California Unemployment Insurance Code (CUIC) Section 14202(b)(1)* further requires and specifies that at least 15 percent of Local Board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. For a Local Area in which such organizations represent no employees, other representatives of employees shall be appointed to the Local Board, but any Board that appoints representatives of employees not nominated by local labor federations must demonstrate that no employees are represented by such organizations in the Local Area.

List the Local Board’s labor members:

<b>LOCAL BOARD LABOR MEMBERS</b>				
<b>Name</b>	<b>Title</b>	<b>Entity</b>	<b>Appointment Date</b>	<b>Term End Date</b>
Dean Fadeff	Business Representative	Operating Engineers Local #3	08/11/2020	06/30/2026
Greg Vincelet	Training Coordinator	Central Valley Pipe Trades Local 442	07/01/2016	06/30/2026
Doug Murdock	Apprenticeship Coord/Maintenance Joint Apprent. Committee	Stanislaus County Manufacturing/ Maintenance Joint Apprenticeship Committee & Lawrence Livermore Lab	07/01/2016	06/30/2026

*Category: Education* – WIOA Section 107[b][2][C] requires that each Local Board include members who represent entities that administer education and training activities in the Local Area. Specifically, the Local Board shall have education representatives under this membership category from the following entities:

- Eligible Title II adult education and literacy providers; and
- Institutions of higher education providing workforce investment activities.

Members may be representatives from local educational agencies and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.



List the Local Board’s education members:

<b>LOCAL BOARD EDUCATION MEMBERS</b>				
<b>Name</b>	<b>Title</b>	<b>Entity</b>	<b>Appointment Date</b>	<b>Term End Date</b>
Pedro Mendez	Dean of Public Safety/Tech & Community Education	Modesto Junior College	03/19/2019	06/30/2026
Scott Kuykendall	Superintendent of Schools	Stanislaus County Office of Education	03/19/2019	06/30/2026

*Category: Economic and Community Development* – WIOA Sections 107[b][2][D] and [E] require each Local Board to include governmental, economic, and community development representatives under this membership category from the following entities:

- Economic and community development organizations.
- The state’s employment service office under the *Wagner-Peyser Act*.
- Programs carried out under Title I of the federal *Rehabilitation Act*.

A Local Board may have representatives from transportation, housing, and/or public assistance agencies; philanthropic organizations; and/or an individual or representatives of entities determined to be appropriate by the local CEO.

List the Local Board’s economic and community development members:

<b>LOCAL BOARD ECONOMIC AND COMMUNITY DEVELOPMENT MEMBERS</b>				
<b>Name</b>	<b>Title</b>	<b>Entity</b>	<b>Appointment Date</b>	<b>Term End Date</b>
Margarita Cabalbag	Employment Program Manager	Employment Development Department (EDD)	10/25/2016	06/30/2024
Ardria Weston	Staff Services Manager	CA Department of Rehabilitation (DOR)	09/15/2020	06/30/2024

**Performed Successfully**

The Local Area hereby certifies that it has performed successfully, defined as having an Individual Indicator Score of 50% or higher in PY 20-21 OR PY 21-22, as described in Workforce Services Directive *Calculating Local Area Performance and Nonperformance* (WSD20-02) dated September 18, 2020, for the following primary indicators of performance:

- Employment Rate 2<sup>nd</sup> Quarter After Exit
- Median Earnings

<b>PY 20-21 Individual Indicator Scores</b>		
<b>Indicators of Performance</b>	<b>Adults</b>	<b>Dislocated Workers</b>
Employment Rate 2 <sup>nd</sup> Quarter After Exit	<u>75.2%</u>	<u>67%</u>
Median Earnings 2 <sup>nd</sup> Quarter After Exit	<u>\$6,362.</u>	<u>\$8,294</u>
<b>PY 20-21 Individual Indicator Scores</b>		
<b>Indicators of Performance</b>	<b>Youth</b>	
Employment or Education Rate 2 <sup>nd</sup> Quarter after Exit	<u>66.3%</u>	
Median Earnings	BASELINE	

<b>PY 21-22 Individual Indicator Scores</b>		
<b>Indicators of Performance</b>	<b>Adults</b>	<b>Dislocated Workers</b>
Employment Rate 2 <sup>nd</sup> Quarter After Exit	<u>76%</u>	<u>56.5%</u>
Median Earnings 2 <sup>nd</sup> Quarter After Exit	<u>\$8198.</u>	<u>\$7015.</u>
<b>PY 21-22 Individual Indicator Scores</b>		
<b>Indicators of Performance</b>	<b>Youth</b>	
Employment or Education Rate 2 <sup>nd</sup> Quarter after Exit	<u>77.3%</u>	
Median Earnings	BASELINE	

## Sustained Fiscal Integrity

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PY 20-21 or PY 21-22:

- *Final determination of significant finding(s)* from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or improperly expended funds due to the willful disregard or failure to comply with any WIOA requirement.
- *Gross negligence* – defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- *Failure to observe accepted standards of administration* – Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 2 *Code of Federal Regulations* (CFR) Part 200.

Certify No Violation:

## Engaged in Regional Planning

*Engaged in regional planning* is defined as participating in and contributing to regional planning, regional plan implementation, and regional performance negotiations. The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways:

Stanislaus County is the Regional Planning entity for the San Joaquin Valley and Associated Counties Region and employs the Regional Planning Coordinator / Regional Training Organizer. It has contributed by coordinating all the training activities for the RPU, and is the lead organization for the Regional Plan for the RPU.

## Local Area Assurances

Through PY 23-25, the Local Area assures the following:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- The Local Area’s procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

- B. All financial reporting will be done in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive *Monthly and Quarterly Financial Reporting Requirements* (WSD19-05), dated December 4, 2019.
- All close out reports will comply with the policies and procedures listed in *WIOA Closeout Requirements* (WSD16-05), dated July 29, 2016.

Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

- C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include the following:

- The Local Area will meet the requirements of the *CUIC Section 14211*, to spend a minimum of 30 percent of combined total of WIOA Title I adult and dislocated worker formula fund allocations on training services.
- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

- D. The Local Area will select the America’s Job Center of California<sup>SM</sup> operator(s) through a competitive procurement process, such as a Request for Proposals, unless designated or certified as an operator with the agreement of the local CEO and the Governor (WIOA Section 121[d][2][A] and 107[g][2]).

- E. The Local Area will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBS<sup>SM</sup> reporting requirements and deadlines.

- F. The Local Area will comply with the nondiscrimination provisions of WIOA Section 188 and 29 CFR Part 38, including the collection of necessary data.

- G. The Local Area will engage in and contribute to, regional planning and regional plan implementation (for example, the Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and two-year modifications).
- H. The Local Area will participate in regional performance negotiations.
- I. The Local Area will comply with CWDB policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter* [TEGL] 10-09, and TEGL 19-16).

**Application Signature Page**

**Instructions** – The local CEO and Local Board Chair must sign and date this form. Electronic signatures are permitted for the PY 23-25 application.

By signing the application below, the local CEO and Local Board Chair request subsequent designation of the Local Area and recertification of the Local Board. Additionally, they agree to abide by the Local Area assurances included in this application.

Local Workforce Development Board Chair

Local Chief Elected Official

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Signature

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Signature

William O'Brien

Chance A. Condit

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Name

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Name

Chairman, Stanislaus County Workforce  
Development Board

Chairman, Stanislaus County Board of  
Supervisors

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Title

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Title

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Date

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Date

**April 3, 2023**

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

I. SUBJECT:

Acceptance of the Updated Information on the 2022-2024 Two Year Stanislaus County Workforce Development Board Strategic Action Plan

II. ITEM NUMBER: IX-C

III. ITEM TYPE: Discussion and Action

IV. STAFF RECOMMENDATION:

Accept the updated information of the 2022-2024 Two Year Stanislaus County Workforce Development Board Strategic Action Plan.

V. POLICY ISSUE:

WIOA Section 107 (d) states that the function of the local board includes (6) PROVEN AND PROMISING PRACTICES. —The local board shall lead efforts in the local area to (A) identify and promote proven and promising strategies and initiatives for meeting the needs of employers, and workers and jobseekers (including individuals with barriers to employment) in the local workforce development system.

VI. DISCUSSION:

Stanislaus County Workforce Development Board approved the Strategic Action Plan July 11, 2022. The Strategic Action Plan provides the Board's priority areas to ensure the focus of the department aligns services that guide activities toward the Board's mission. The first Strategic Action Plan update was presented and accepted by the Workforce Development Board on the January 9, 2023. Stanislaus County Workforce Development (SCWD) staff continue to align initiatives and services to meet the needs of businesses, those underemployed and jobseekers while implementing changes for the Workforce Development Board's Strategic Action Plan.

The four actions identified by staff to present to the Board at this April 3, 2023 meeting are:

1. Facilitate collaboration between business and education for common goals.
2. Increase business services headcount with the goal of doubling participation and awareness.
3. Promote and create programs and training for persons with disabilities.
4. Provide housing incentives tied to employment and/or training.

### **Facilitate collaboration between business and education for common goals.**

Stanislaus County Workforce Development (SCWD) staff facilitated the collaboration between education and business with the use of Sector Partnerships and Sector Strategy Initiatives. Workforce Development spent the first half of the 2022-2023 Fiscal Year working to develop sector partnerships within the Agricultural, Construction, and Health Care Sectors. The Agriculture Sector quickly established itself and hosted its first Sector Partnership meeting on November 9, 2022, with 40 employers and 9 supporting partners in attendance. SCWD is currently in the development stages for a Health Care and Construction Sector Partnerships. It is the anticipation that all Workforce Development Board identified In-demand Sectors will develop structured Sector Strategies within the next 18 to 24 months.

In addition to Sector Partnership and Sector Initiatives on March 2, 2023, the Business Development Committee approved the creation of a Business Engagement and Education Workshop Program which will leverage resources and partnerships in place to provide a variety of networking and educational workshops pertaining to the aforementioned categories. The workshops will begin during the Program Year 2023-2024, and will be initially conducted on a quarterly basis. Workshops will be facilitated by SCWD staff, contracted instructors, guest speakers and in partnership with other organizations currently providing trainings.

### **Increase business services headcount with the goal of doubling participation and awareness.**

To increase awareness of services offered by Business Services, a comprehensive engagement strategy to target small businesses has been developed with SCWD Marketing and Communications Coordinator. A heat map of Stanislaus County has been created to identify over twenty-one thousand businesses with one to fifty employees in the following sectors: Agriculture, Healthcare, Manufacturing, Logistics/Warehousing, Construction and underserved businesses. A marketing plan has been developed using "Geo Targets" based on the heat map. This will allow Workforce Development Business Service staff to target specific small businesses throughout the County and plan outreach and engagement to promote available services. The goal is to increase awareness of services and double business participation.

In addition to the planned marketing strategy, SCWD this fiscal year became members of all local area Chambers of Commerce. Business Services staff attend events to promote awareness of services and have been requested to present programs and initiatives to Chamber members.

### **Promote and create programs and training for persons with disabilities.**

SCWD has developed a contract with Enrich and Employ, a non-profit organization that offers training opportunities to persons with disabilities. The Enrich and Employ curriculum contains five learning modules with varying timelines for completion depending on the learning ability and the specific goals of the client. Training includes soft and hard skills in the following modules: dining room, janitorial, kitchen preparation, catering and customer service. No less than 25 individuals will be served Program Year 2023-2024.

Additionally, the Department has issued a Request for Proposal to contract with a service provider for Program Year 2023-2024 to work with Out of School Youth identified as having a disability. SCWD recognized the need for programs and services for youth within the community with disabilities and for the first time will contract with a service provider to work directly with enrolled Out of School Youth to ensure services are available as a priority to



disabled clients.

The Department will continue to look for opportunities to partner and develop additional services for the disabled population in Stanislaus County.

**Provide housing incentives tied to employment and/or training.**

Housing incentives tied to employment and training within Workforce Innovation and Opportunity Act regulations are paid through the guidance of Supportive Service policies. Due to recent changes from the State regarding the interpretations of supportive service policies, staff are recommending to push this Strategic Action Plan Priority regarding housing incentives to the second year of Action Plan.

SCWD staff met with the Executive Director at the Stanislaus County Regional Housing Authority to collaborate on future training opportunities. The discussion centered around future training and paid work experience which may lead to housing incentives for clients. This is in the preliminary planning stages and when developed will be brought back to the Board.

Additionally, the Department has issued a Request for Proposal to identify a service provider for Program Year 2023-2024 to work with Homeless Out of School Youth. SCWD identified the need for programs and services for Homeless youth, but also recognizes that Community Based Organizations are currently providing these services. The proposal is requesting that these organizations with Homeless Youth Services apply for the Request for Proposal to allow the Department to collaborate and partner with existing housing incentives. The contract provider will work directly to secure housing as a priority for the safety and security of the youth to ensure future success.

Staff will continue to work on the Strategic Action Plan and provide the Workforce Development Board with continued quarterly updates.

**Follow-up of requested additional information.**

At the January 9, 2023 Workforce Development meeting, Board members requested additional information on the structure and mission of the three committees – Business Development Committee, Career Development Committee and Youth Development Committee. Attachment A to this Agenda Item outlines the structure overview of each committee and the approved mission statements.

**ADMINISTRATIVE BUDGET IMPACT:**

There is no fiscal impact associated with this Agenda Item.

  
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Doris Foster, Director



## Workforce Development Committees and Committee Members

### Represented on the Business Development Committee is:

#### **Board Members –**

Kris Helton  
Jennifer Shipman  
Maryn Pitt  
Cecil Russell

#### **Manufacturing:**

The Wine Group – Board Member  
Manufacturing Council of the Central Valley – Board Member

#### **Agriculture:**

Roos Tree Nursery  
Sierra Renewables

#### **Warehouse & Logistics:**

Meyers Tow  
Beard Land Investment Company

#### **Public/Other**

Stanislaus County Office of Education  
Barrett Business Systems, Inc. – Board Member

#### **Construction:**

Valley Builders Exchange, Inc.

Mission Statement: “Collaborate with businesses to ensure the creation and alignment of programs to address and resolve sector needs and advise the Stanislaus County Workforce Development Board with information and guidance in planning, providing, and promoting services to businesses in the community.”

### Represented on the Career Development Committee is:

#### **Board Member –**

Charles Dossett  
Cecil Russell  
Pedro Mendez  
Kris Helton

#### **Education:**

California State University – Stanislaus  
Modesto Junior College  
Stanislaus County Office of Education  
Modesto City Schools

**Special Interest Stakeholders:**

Veteran – Prior Veteran Services Committee members  
Disabled – Enrich & Employ  
Justice Involved – Sheriff’s Department  
Immigrant/Refugee – International Rescue Committee  
English Language Learner  
Hispanic Chamber

Mission Statement: “Maximize opportunities to promote and support a workforce system in Stanislaus County dedicated to economic prosperity for all residents by providing training, education and opportunities for successful employment.”

*Represented on the Youth Development Committee is:*

**Board Members –**

Jennifer Shipman  
Mary Machado

**Education:**

Stanislaus County Office of Education (In school youth)  
Youth Advocate (Modesto City Schools/Stanislaus County)

**Community-Based Organization:**

Youth Navigation Center (The Center for Human Services)  
Debrief Methods Consulting

**Public Services**

Out of Custody/In Custody Youth (Stanislaus County Department of Probation)  
Foster Youth (Stanislaus County Community Services Agency)

Mission Statement: “The purpose of the Youth Development Committee is to provide the Stanislaus County Workforce Development Board assistance with the planning, operational, implementation and performance activities related to the WIOA funded youth services being provided in the Stanislaus County workforce system.”