



Stanislaus County Workforce Development Board

251 E. Hackett Road, Modesto, CA 95358 • www.allianceworknet.com • 209-558-2113 • 209-558-2164 Fax

Board Meeting

Monday, April 3, 2017
Kirk Lindsey Center
1020 10th Street Ste. 102, Modesto, CA 95354
12:00 pm –2:00 pm

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

http://ag.ca.gov/publications/2003_Intro_BrownAct.pdf

<http://www.stancounty.com/board>

The agenda at each meeting allows for a public comment period, limited to 5 minutes. Public Comment forms are available at www.allianceworknet.com.

All meetings are conducted in English.

If you require assistance per the Americans with Disabilities Act, please notify the Alliance Worknet at (209) 558-2151, 48 hours in advance of the meeting.

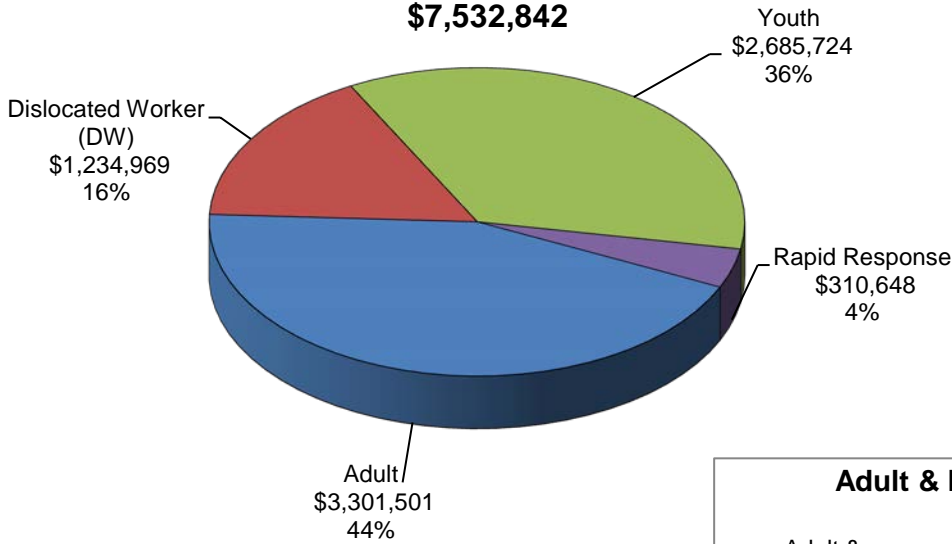
Public notice of all Workforce Development Board meetings are posted 72 hours in advance of the meeting at the location site and on the webpage at www.allianceworknet.com.

- I. Call to Order
- II. Introductions
- III. Conflict of Interest
- IV. Public Comment Period
- V. Director's Report
 - A. Allocations at a Glance
- VI. Consent Items
 - A. Minutes of the January 9, 2017 Workforce Development Board Meeting
 - B. Agreement between Workforce Development Board and Board of Supervisors
 - C. Approval of the Adult RFP Evaluation Committee's Recommendation
 - D. Approval of the Youth RFP Evaluation Committee's Recommendation
 - E. Approval of the One Stop Operator RFP Status and Staff Recommendation
 - F. Results to Date on Business Services Contract and Determination of Contract Renewal
- VII. Action and Discussion Items
 - A. Local Plan
 - B. On-The-Job Training Process
- IX. Future Topics and Discussion

Next Meeting: Monday, July 10, 2017
Location: Kirk Lindsey Center, 1020 10th Street Ste. 102, Modesto, CA 95354
Time: 12:00 pm
Future Meetings: Monday, October 2, 2017
Monday, January 8, 2018

Item A - Workforce Innovation and Opportunity Act (WIOA) - Allocations at a Glance

**Alliance Worknet
FY 2016/2017
WIOA Allocation
\$7,532,842**



	2016/17 Allocation	2015/16 Carryover	Total Revenue
WIOA Revenue	\$ 6,871,739	\$ 661,103	\$ 7,532,842

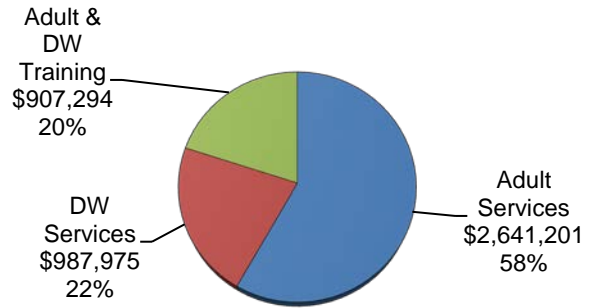
Adult - An individual who is 18 years of age or older and does not qualify as a Youth or Dislocated Worker.

Dislocated Worker - An individual who has been terminated or laid off and is unlikely to return to their previous industry or occupation.

Youth - In-school 14-21 year olds who are attending school; Out-of-School 16-24 year olds who are not attending any type of school.

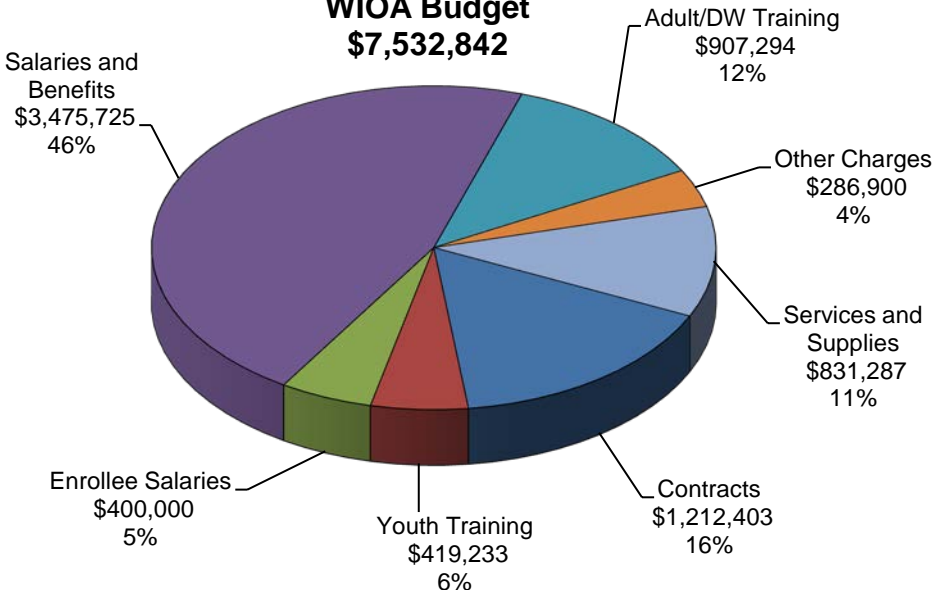
Rapid Response - An activity provided by an entity in the case of a permanent closure or mass layoff at a plant, facility, or enterprise; or a natural disaster that results in mass job dislocation, to help dislocated workers return to the labor market.

**Adult & DW Services and Training
FY 2016/2017**



Note: WIOA requires 30% of Adult and DW allocation be spent on training activities, of which 10% can be from leveraged sources. As such, Department budgeted training at 20% and 10% will be leveraged.

**Alliance Worknet
FY 2016/2017
WIOA Budget
\$7,532,842**





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Minutes of the WDB

Monday, January 09, 2017
Kirk Lindsey Center
1020 10th Street, #102, Modesto CA 95354
12:00 pm – 2:00 pm

I. Call to Order

Chairman O'Brien called the meeting of the Workforce Development Board (WDB) to order.

Members in attendance:

Michael Alves	Pedro Mendez
Margarita Cabalbag	Doug Murdock
Cal Campbell	Bill O'Brien
Jennifer Carlson-Shipman	Billy Powell
Tom Changnon	Stan Risen
Dean Fadeff	Cecil Russell
Mahalia Gotico	Chris Savage
Richard Hagerty	James Wood
Steve Hopper	

Members absent:

Ross Briles	Walter Nicolau
Lori Crivelli	Bryce Packnit
John Evans	Mike Repp
Kathryn Harwell	Doug Van Diepen
Greg Kyler	Greg Vincelet
Dick Monteith	

Staff in attendance:

Sue Bowman	Eugene Garcia
Miranda Chalabi	Adolph Lopez
Vinal Chand	Vita Perez
Jaskaran Dhesi	Paul Rodgers
Doris Foster	Martha Sanchez
Andy Fiskum	

II. Introductions

Chairman O'Brien opened the meeting at 12:10 pm and invited guests to introduce themselves. He welcomed everyone and thanked them for being there. Chairman O'Brien also introduced Doris Foster as the new Alliance Worknet Director. Chairman O'Brien gave a brief background on Doris and then thanked Martha Sanchez for doing such a good job filling in as Interim Director.

III. Conflict of Interest

Chairman O'Brien outlined the conflict of interest rules.

IV. Public Comment Period

Chairman O'Brien gave information on the Public Comment Period and noted that we received one Public Comment on Action Item C.



- V. Chairman's Report
William (Bill) O'Brien
Did not have a formal report, but did share about his positive experience in serving on the regional focus forums and planning meetings with Alliance Worknet staff in the development of the local plan. He went on to share that he learned more about workforce development during that process.

- VI. Consent Items
 - A. Minutes of the October 3, 2016 WDB Meeting
Jennifer Carlson-Shipman made the motion to approve the October minutes and Billy Powell seconded. Motioned/Seconded/Carried (M/S/C)

- VII. Information Items
 - A. Evaluation Committee Members Needed for Request for Proposals (RFP).
Doris Foster made the request for 5 volunteers to form the Evaluation Committee. The Evaluation Committee will be responsible for reviewing the RFPs and bringing recommendations to the WDB for action. Chairman O'Brien, Chris Savage, Cecil Russell and Jennifer Carlson-Shipman volunteered to serve on the Evaluation Committee.

 - B. Regional Economic Sector and Skills Gap Analysis: Stanislaus County Final Report.
Doris Foster provided a quick summary of the purpose of the report and informed the board that they can access the report through the Alliance Worknet website.

- VIII. **Break—10 minutes (Chair chose to bypass break at this time.)**

- IX. Action Items
 - A. Nominations and Elections of Workforce Development Board Officers for a one year term.
Chairman: William (Bill) O'Brien volunteered to remain as the Chairman. Stan Risen motioned and Jennifer Carlson-Shipman seconded. M/S/C
Vice Chair: Cecil Russell volunteered to fill the Vice Chair. Stan Risen motioned and Tom Changnon seconded. M/S/C
Secretary: Jennifer Carlson-Shipman volunteered to fill the Secretary. James Woods motioned and Dean Fadeff seconded. M/S/C

 - B. Approve the formation of the **Youth Development Committee**, Select a Committee Chair, and allow the Newly Appointed Chair to take Necessary Actions for the Committee Formation and provide an update at the next WDB meeting.
Jennifer Carlson-Shipman and Cal Campbell would like to be part of this Youth Development Committee. Tom Changnon and Stan Risen would like to offer a designee to serve on the committee. Pedro Mendez motioned and Tom Changnon seconded. M/S/C

 - C. Stanislaus County Workforce Innovation and Opportunity Act (WIOA) Program Years 2017-2021 Local Plan. Jaskaran Dhesi gave a brief overview of the goals. George Rawe had a public comment on this item. George is requesting that the Work Based Learning Experience stay at 20%. Dean Fadeff motioned and Chris Savage seconded. M/S/C

 - D. Approval of 2017 In-Demand Occupations List for Workforce Innovation and Opportunity Act (WIOA) Funded Training. Jennifer Carlson-Shipman motioned and Dick Hagerty seconded. M/S/C

 - E. On-The-Job Training (OJT) Program. **Tabled to bring back to the meeting in April.**



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F. Approval to be America's Job Center of California Adult and Dislocated Worker Career Services Provider. Chris Savage motioned and Billy Powell seconded. M/S/C

G. Transfer of Funds. Doug Murdock motioned and Pedro Mendez seconded. M/S/C

Meeting Adjourned: 1:33 pm
Next Meeting: Monday, April 3, 2017
Location: Kirk Lindsey Center, 1020 10th Street, #102, Modesto CA 95354
Time: 12:00 pm



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April 3, 2017

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Approve the Agreement between the Workforce Development Board and the Board of Supervisors.
- II. ITEM NUMBER: VI - B
- III. ITEM TYPE: Consent
- IV. STAFF RECOMMENDATION:
 1. Approval to enter into an Agreement between the Stanislaus County Workforce Development Board and the Stanislaus County Board of Supervisors.
 2. Authorize the Chairman of the Workforce Development Board to sign the Agreement between the Workforce Development Board and the Board of Supervisors.
- V. DISCUSSION: Workforce Innovation and Opportunity Act (WIOA) Final Regulations, Section 679.430 states that the Local Workforce Development Board and Chief Executive Officer must develop a written Agreement if a local organization is designated to perform more than one of the following functions:
 - Local fiscal agent,
 - Local Workforce Development Board staff,
 - One-stop operator and
 - Direct provider of services

The Agreement must clarify how the organization will carry out its responsibilities while demonstrating compliance with the Workforce Innovation and Opportunity Act and corresponding regulation. The Agreement between the Stanislaus County Workforce Development Board and the Stanislaus County Board of Supervisors has been attached for reference in addition to the bylaws of the Stanislaus County Workforce Development Board.

Once approved, the Department will take the Resolution to the Board of Supervisors for approval.

- VI. ADMINISTRATIVE BUDGET IMPACT: There is no budget impact associated with this Agenda Item.

Doris Foster, Director

AGREEMENT
(Stanislaus County – Stanislaus County Workforce Development Board)

THIS AGREEMENT is made and entered into, as of the date last signed below, with an effective date of July 1, 2017 (the “**Effective Date**”), by and between the STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD, a duly appointed and certified workforce development board under applicable state and federal laws (“**StanWDB**”), and STANISLAUS COUNTY, a political subdivision of the State of California (the “**County**”). StanWDB and County are sometimes collectively referred to herein as the “**Parties**” and singularly by their individual names or as a “**Party**.”

RECITALS:

WHEREAS, The federal Workforce Investment Act of 1998 (Public Law 105-220, 29 U.S.C. § 2801, et seq.), as amended (the “**WIA**”), funded local governments within locally determined workforce investment areas that assumed responsibilities for job training, employer services, community services, and other purposes through an integrated delivery system;

WHEREAS, The federal Workforce Innovation and Opportunity Act of 2014 (Public Law 113-128, 29 U.S.C. § 3101, et seq.) (the “**WIOA**”) amended and superseded the WIA in order to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth, and for other purposes;

WHEREAS, The County has been designated as the Local Workforce Investment Area (“**Local Area**”) in the local area, and, pursuant to the WIOA, the Stanislaus County Board of Supervisors is the designated Chief Elected Official of this Local Area;

WHEREAS, The WIOA requires the establishment of a local Workforce Development Board (“**WDB**”) to provide policy guidance and oversight with respect to a local workforce plan (“**Local Plan**”) developed by the WDB and submitted to the Governor;

WHEREAS, The County designated StanWDB as the Local Area WDB and adopted Bylaws by County Resolution 2016-171 dated April 5, 2016, and amended those Bylaws by County Resolution 2016-273, dated June 7, 2016;

WHEREAS, StanWDB and County now desire to enter into this Agreement in order to comply with the WIOA, to further clarify the Parties respective roles and responsibilities under WIOA, and to supplement StanWDB's existing Bylaws (attached hereto as "Exhibit 1" and hereby incorporated into this Agreement);

WHEREAS, It is the Parties' intend to maximize local control and decision making over individual employment and training programs while using each Parties' expertise and infrastructure where appropriate for the administration of WIOA's funded programs

including, but not limited to, evaluating training needs of the public and private sector, and providing program oversight; and

WHEREAS, The Parties intend for StanWDB to be vested with authority, for the design, development, administration, and operation of the workforce system in the Local Area.

Now, therefore, THE PARTIES AGREE THAT:

The STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD shall be responsible for:

1. Providing policy recommendation to the County on matters pertaining to the provision of service under the Act.
2. Develop and submit a 4-year local plan for the local area, consistent with WIOA sec. 108.
3. Develop and submit a regional plan in collaboration with other local areas.
4. Subject to the approval of the Board of Supervisors, the Workforce Development Board will select America's Job Center of California operators, youth service providers, training providers, and career service providers.
5. Designate the one-stop operator(s) and providers for programs, subject to the approval of County.
6. Establish membership of subcommittees as required by WIOA.
7. Provide Program Oversight.
8. Negotiate and reach agreement on local performance measures with the Board of Supervisors and the Governor.
9. Conduct workforce research and regional labor market analysis to include:
 - a. Analysis and regular updates of economic conditions, needed knowledge and skills, workforce, and workforce development (including education and training) activities to include an analysis of the strengths and weaknesses (including the capacity to provide) of such services to address the identified education and skill needs of the workforce and the employment needs of employers;
 - b. Assistance to the Governor in developing the statewide workforce and labor market information system under the Wagner-Peyser Act for the region; other research, data collection, and analysis related to the workforce needs of the regional economy as the board, after receiving

input from a wide array of stakeholders, determines to be necessary to carry out its functions.

10. Convene local workforce development system stakeholders to assist in the development of the local plan and in identifying non-Federal expertise and resources to leverage support for workforce development activities. Such stakeholders may assist the Local Board and standing committees in carrying out convening, brokering, and leveraging functions at the direction of the Local Board.
11. Employer Linkages Coordinating workforce investment activities with economic development strategies.
12. Ensuring the effective provision of convening, brokering and leveraging activities.
13. In the implementation of Workforce Development Plans, the Workforce Development Board shall seek the involvement of local business, local school districts, community colleges, Regional Occupational Centers and Programs, EDD's Job Service, public assistance agencies, Department of Rehabilitation, Organized Labor, community based organizations, and Economic Development Agencies. The involvement of these agencies is to identify services and resources available under WIOA and develop linkages among service providers.
14. The Workforce Development Board shall provide periodic reports to the County at the direction of the County Administrator.

The COUNTY shall be responsible for:

15. The County shall act as the Grant Recipient in accordance with Section 107 of the Workforce Innovation and Opportunity Act.
16. The County shall be financially responsible to the U.S. Department of Labor and the State of California, for the administration of funds received pursuant to the requirements of the Act.
17. The County has designated Alliance Worknet to act as the WIOA administrative entity and the local fiscal agent under Section 107 of the Workforce Innovation and Opportunity Act;
18. Alliance Worknet will act as staff to Workforce Development Board in accordance with Section 107 of the Workforce Innovation and Opportunity Act;
19. The County shall administer programs as described in the Workforce Development Plan and consistent with the Act and the Rules and Regulations promulgated to carry out the Act, as well as other Federal, State and local laws,

Rules and Regulations Administrative responsibility and authorities, which shall include:

- a. Receipt and disbursement of all funds related to program operations, including collection and disposition of program income generated by program activities pursuant to federal regulation.
 - b. Collection of program data necessary for management evaluation and the preparation of required and desired reports.
 - c. Monitoring and evaluation of program operations, pursuant to the Act.
 - d. Contracting with vendors and agencies for services described in the Workforce Development Plan.
 - e. Determination and verification of participant eligibility as described in the Act.
 - f. Procurement and maintenance of fixed assets and expendable supplies necessary for program operation.
 - g. Selection and hiring of staff.
 - h. Other administrative duties and responsibilities as required by the Act of the Grant Recipient and Administrator.
 - i. Recruitment and appointment of members to fill vacancies on the Workforce Development Board, in accordance with this Agreement, Workforce Development Board Bylaws, and WIOA. Workforce Development Board vacancies will be filled within sixty (60) days of occurrence.
 - j. Appointment or reappointment of the WDB Chairperson by affirming, the Chairperson selected by the Workforce Development Board membership or appointing another private sector representative on the Workforce Development Board to serve as Chairperson.
20. The County shall procure audits of funds as required under the Act and shall address any questions arising from said audits.
21. The County shall develop and manage a system to hear and resolve grievances brought by participants, vendors, and other interested parties, as required by the Act.

22. The Workforce Development Board and the County will maintain a consolidated office support and staff structure.
23. The Executive Director of Alliance Worknet shall be the managing officer of StanWDB and shall direct the consolidated staff and office support of the Workforce Development Board.

Membership:

24. The members of the Workforce Development Board shall receive no remuneration for their services except that the County permits actual and necessary costs consistent with federal funding.
25. Workforce Development Board members will be considered County Officials for the purposes of the California Tort Claims Act.

Administrative Procedures:

26. In addition to the State and federal requirements for Workforce Development Boards, StanWDB shall comply with the County's ordinances and administrative procedures.
27. Unless otherwise required by law or approved by the County Board of Supervisors, the County Board of Supervisors or the County Purchasing Agent shall execute all contracts for the Workforce Development Board.

Conflict of Interest:

28. No individual in a decision-making capacity, including StanWDB members shall engage in any activity, including participation in the selection, award, or administration of a subgrant or contract supported by WIOA funds if a conflict of interest, real or apparent, would be involved. Such conflict would arise when the individual, and member of the individual's immediate family, the individual's partner or an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm or organization selected for award. The officers, employees, or agents of the agency making the award will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements. StanWDB members shall not participate in financial matters before the Workforce Development Board that pertain to organizations that they represent.
29. Neither membership on the Workforce Development Board, nor the receipt of WIOA funds to provide training and related services shall be construed, by themselves, to violate the provisions of this section.

Term:

- 30. The initial term of this Agreement shall be for one year, thereafter, renewing itself for terms of one (1) year unless either party gives the other party ninety (90) days written notice of termination prior to the beginning of a new term.
- 31. This agreement may otherwise be terminated by mutual agreement of StanWDB and County or by written notice of one Party to the other Party not less than three (3) months prior to the effective date of the termination

Non-Allocation of Funds:

- 32. The terms of this Agreement and the services to be provided hereunder are contingent on the approval of funds by certain government agencies. Should sufficient funds not be allocated, the services provided may be modified, or this Agreement terminated by County by giving StanWDB thirty (30) days advance written notice.

[SIGNATURES SET FORTH ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have executed this Agreement to be effective as of the Effective Date.

“StanWDB”

“County”

STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD, a duly appointed and certified workforce development board

STANISLAUS COUNTY, a local workforce investment area

By _____
Its _____
Date: _____

By _____
Its _____
Date: _____

APPROVED AS TO FORM:
John P. Doering, County Counsel

By: _____
Amanda DeHart, Deputy County Counsel

**STANISLAUS COUNTY
WORKFORCE DEVELOPMENT BOARD**

BYLAWS

**ARTICLE I
NAME**

The name of this body shall be the Stanislaus County Workforce Development Board. Whenever the term "Board" is used in these Bylaws, it shall mean the Stanislaus County Workforce Development Board.

**ARTICLE II
AUTHORITY**

Stanislaus County's authority to form this Board is based in the federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 (the "WIOA"), and the state California Workforce Innovation and Opportunity Act, California Unemployment Insurance Code section 14000 *et seq.*

**ARTICLE III
PURPOSE**

The purpose of the Board shall be to carry out job training and employment programs, and to set policy for the workforce development system in the local Workforce Development Area of Stanislaus County, in coordination with statewide workforce development efforts and consistent with the federal WIOA, as amended, in order to: (i) attract greater employer participation in all aspects of local employment and training activities; (ii) increase the employment, retention, and earnings of customers/participants; (iii) increase the occupational skill attainment by customers/participants; (iv) improve the quality of the workforce, reduce dependency on social services, and enhance the productivity and competitiveness of the local Workforce Development Area; and (v) to accept donations and to otherwise actively apply for, seek, and accept funding, including from local, state, and federal sources, for this purpose.

**ARTICLE IV
MEMBERSHIP**

The County Board of Supervisors, as the chief local elected official in Stanislaus County, is authorized to appoint the members of the Board. The Board shall consist of no more than 25 members, consistent with the WIOA, as it may be amended from time to time, and the following requirements:

**STANISLAUS COUNTY
WORKFORCE DEVELOPMENT BOARD**

BYLAWS

1. **Business Representatives.** A majority (i.e., at least 51%) of the members of the Board, including the Board Chair, shall consist of representatives of Stanislaus County's private business sector.

2. **Labor Representatives.** No less than twenty percent (20%) of the members of the Board shall consist of representatives of labor organizations who have been nominated by local labor federations and (i) shall include at least one (1) representative, who is a member of a labor organization or a training director, from a joint labor-management apprenticeship program (if no such joint labor-management program exists in Stanislaus County, then the representative shall be a representative of an apprenticeship program within Stanislaus County, if such a program exists); (ii) may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and (iii) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

3. **Education/Training Representatives.** The Board shall include members who are representatives of entities administering education and training activities in Stanislaus County, which (i) shall include a representative of eligible providers administering adult education and literacy activities under title II of the WIOA; (ii) shall include a representative of institutions of higher education, including community colleges, providing workforce investment activities; and (iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

**STANISLAUS COUNTY
WORKFORCE DEVELOPMENT BOARD**

BYLAWS

4. **Economic/Community Development Representatives.** The Board shall include members who are representatives of governmental and economic and community development entities serving Stanislaus County who (i) shall include a representative of economic and community development activities; (ii) shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act serving Stanislaus County; (iii) shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 serving Stanislaus County; (iv) may include representatives of agencies or entities administering programs serving Stanislaus County relating to transportation, housing, and public assistance; and (v) may include representatives of philanthropic organizations serving Stanislaus County.

5. **Other Representatives.** The Board may include such other individuals or representatives of entities that the Stanislaus Board of Supervisors, as the local chief elected official in Stanislaus County, determines to be appropriate and as is consistent with the WIOA. Members of the Board that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority within the organizations, agencies, or entities. The members of the Board shall represent diverse geographic areas within Stanislaus County. Members of the Board shall serve without compensation but shall receive reimbursement for their actual expenses consistent with the policies of the Stanislaus County.

**ARTICLE V
OFFICERS**

The Officers of the Board shall be a Chair, a Vice Chair, and a Secretary. Only members of the Board may be Officers. Each Office shall have a term of one (1) year. Officers shall be elected annually at a regular meeting of the Board.

The Chair of the Board shall, if present, preside at meetings of the Board and exercise and perform such other powers and duties as may be from time to time assigned to the Chair by the Board or prescribed by these Bylaws.

In the absence or disability of the Chair, the Vice Chair shall perform all the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the Chair. The Vice Chair shall have such other powers and perform such other duties as from time to time may be prescribed by the Board or these Bylaws.

**STANISLAUS COUNTY
WORKFORCE DEVELOPMENT BOARD**

BYLAWS

The Secretary shall keep or cause to be kept a book of minutes of all meetings and actions of the Board. The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board. At the Board's discretion, the Secretary may delegate the responsibilities contained in this paragraph to an employee of Stanislaus County as approved by the Board of Supervisors.

**ARTICLE VI
MEETINGS**

The Board shall establish a regular meeting time and place. The Board may, through public notification, call for special meetings it deems necessary.

At all meetings of the Board, the Board shall comply with the provisions of the Ralph M. Brown Act (Gov. Code § 54950 *et seq.*), and the provisions of the California Public Records Act (Gov. Code § 6250 *et seq.*), as either or both may be amended from time to time.

**ARTICLE VII
COMMITTEES**

The Board may designate and direct the activities of standing committees to provide information and to assist the Board in carrying out workforce development activities. Such standing committees shall be chaired by a member of the Board, may include other members of the Board, and shall include other individuals appointed by the Board who are not members of the Board and who the Board determines have appropriate experience and expertise. At a minimum, the Board may designate each of the following:

1. **One-Stop Operations.** A standing committee to provide information and assist with operational and other issues relating to the One-Stop Delivery System, which may include as members representatives of the One-Stop Partners.

2. **Youth Services.** A standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.

**STANISLAUS COUNTY
WORKFORCE DEVELOPMENT BOARD**

BYLAWS

3. **Individuals with Disabilities.** A standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues regarding providing programmatic and physical access to the services, programs, and activities of the One-Stop Delivery System, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

4. **Other Committees.** The Board may designate standing committees in addition to the standing committees specified above.

**ARTICLE VIII
QUORUM AND VOTING**

The meetings of the Board shall be conducted in accordance with *Robert's Rules of Order* and the Brown Act. A majority of the current membership of the Board shall constitute a quorum for the transaction of any and all business duly presented at a meeting of the Board. Every action taken or decision made by a majority of the members present at a duly held meeting at which a quorum is present shall be the act of the Board.

**ARTICLE IX
VACANCIES**

Vacancies on the Board shall exist upon the death, resignation, or removal of any member, and whenever the number of authorized members is increased. Any member may resign from the Board by giving written notice to the Chair of the Board or to the Stanislaus County Board of Supervisors. Vacancies on the Board may be filled by the Stanislaus County Board of Supervisors.

**ARTICLE X
CONFLICT OF INTEREST**

Members of the Board are deemed to be Public Officials pursuant to the Political Reform Act, and are subject to the provisions of that Act, the regulations of the Fair Political Practices Commission, and Government Code section 1090 *et seq.*, as any or all may be amended from time to time. Furthermore, members of the Board shall be subject to the Stanislaus County Conflict of Interest Code, and annually shall file a Statement of Economic Interest as required under that Code.

**STANISLAUS COUNTY
WORKFORCE DEVELOPMENT BOARD**

BYLAWS

**ARTICLE XI
AMENDMENTS**

These Bylaws may be amended, repealed, or altered, in whole or in part, by the approval of the Stanislaus County Board of Supervisors. A recommendation to amend, repeal, or alter these Bylaws, in whole or in part, may be made by a majority vote of the Board members present at any duly held meeting of the Board, provided that a copy of any amendment proposed for consideration shall be mailed to the last recorded address of each member of the Board at least thirty (30) days prior to the date of the meeting at which such vote shall be held. These Bylaws, and any amendments to these Bylaws, shall take effect only upon approval by the Stanislaus County Board of Supervisors.



Stanislaus County Workforce Development Board

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April 3, 2017

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Previously Incarcerated Adult and Dislocated Worker Service Provider
- II. ITEM NUMBER: VI - C
- III. ITEM TYPE: Consent
- IV. STAFF RECOMMENDATION: Approve the recommendation to enter into a contract with Friends Outside to provide workforce development services to Previously Incarcerated Adult and Dislocated workers during Program Year 2017-2018.
- V. DISCUSSION: At the October 3, 2016 Workforce Development Board meeting, the Stanislaus County Workforce Development Board (SCWDB) approved the release of Previously Incarcerated Adults and Dislocated Worker Request for Proposal (RFP). At the January 9, 2017 meeting, staff informed members of the Board that the Department was seeking members to serve on the evaluation committee. As such, staff were able to establish an evaluation committee of five (5) evaluators which included two Board members. The evaluators read, scored, and subsequently met to rank the proposals.

A total of two (2) proposals were submitted during the Request for Proposal process.

Previously Incarcerated Adults and Dislocated Worker Proposal Scores			
Vendor	Total Evaluator Score*	Total Price Score**	Total Score***
Cambridge Academies	49.78	25.00	74.78
Friends Outside	53.91	25.00	78.91

***Total Evaluator Score:** This is the average of the evaluators' scores received. Maximum points available is 75.

****Total Price Score:** General Services Agency, a Department within Stanislaus County that oversees internal support functions and provides contract and purchasing assistance, reviewed and scored the bidders proposed budgets. Maximum points available is 25.

*****Total Score:** This is the sum of the evaluators' score and the price score.

Friends Outside received the highest total score. The agency plans to provide 80 previously incarcerated adult and dislocated worker participants with training services including, but not limited to, work experience, on-the-job training, occupational skills training, tutoring for educational support and unsubsidized employment as needed to meet the needs of individual participants.

- VI. ADMINISTRATIVE BUDGET IMPACT: Funding set aside for Fiscal Year 2017-2018 is up to \$320,000. The final amount will take negotiations and any allocation reductions into account.

Doris Foster, Director



Stanislaus County Workforce Development Board

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April 3, 2017

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Youth Services Providers
- II. ITEM NUMBER: VI - D
- III. ITEM TYPE: Consent
- IV. STAFF RECOMMENDATION: Approve the recommendation to enter into a contract with Computer Tutor Business and Technical Institute, Eckerd Youth Alternatives, Ceres Unified School District-Project YES, and ResCare Workforce Services to provide workforce development services to disconnected and at-risk Youth within Stanislaus County during Program Year 2017-2018.
- V. DISCUSSION: At the October 3, 2016 Board meeting, the Stanislaus County Workforce Development Board approved the release of Youth Services Request for Proposal (RFP). At the January 9, 2017 meeting, staff informed members of the Board that the Department was seeking members to serve on the evaluation committee. As such, staff were able to establish an evaluation committee of five (5) evaluators which included one Board member. The evaluators read, scored, and subsequently met to rank the proposals.

A total of four (4) proposals were submitted during the Request for Proposal process.

Youth Services Proposal Scores			
Vendor	Total Evaluator Score*	Total Price Score**	Total Score***
Computer Tutor Business & Technical Institute	41.16	18.74	59.90
Eckerd Workforce Development	44.02	25.00	69.02
CUSD Project YES	63.77	11.96	75.73
Rescare	44.52	9.37	53.89

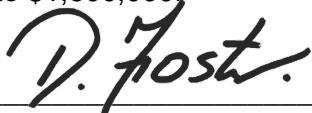
***Total Evaluator Score:** This is the average of the evaluators' scores received. Maximum points available is 75.

****Total Price Score:** General Services Agency, a Department within Stanislaus County that oversees internal support functions and provides contract and purchasing assistance, reviewed and scored the bidders proposed budgets. Maximum points available is 25.

*****Total Score:** This is the sum of the evaluators' score and the price score.

Youth Service Providers will serve disconnected and at-risk youth in Stanislaus County. Youth may be out-of-school or in-school and between the ages of 17 and 24. Services include but are not limited to work experience (WEX), on-the-job training, occupational skills training, leadership training, work maturity skills, General Education Diploma (GED) and High School Equivalency preparation, and placement in unsubsidized employment.

- VI. ADMINISTRATIVE BUDGET IMPACT: Staff recommend awarding all four bidders to increase the diversity of services available to the youth in the community. Award amounts will be determined during contract negotiations, any allocation reductions and will be based on the Request for Proposal Evaluation Committee's scores. Total funding for Youth Services will be up to \$1,600,000.

A handwritten signature in black ink, appearing to read "D. Foster", written over a horizontal line.

Doris Foster, Director



Stanislaus County Workforce Development Board

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April 3, 2017

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Approve to seek other options within Workforce Innovation and Opportunity Act (WIOA) guidelines to develop the America's Job Centers of California (AJCC) One-Stop Operator Services
- II. ITEM NUMBER: VI - E
- III. ITEM TYPE: Consent
- IV. STAFF RECOMMENDATION:
 - 1) Approval for Stanislaus County Alliance Worknet to join a five (5) county consortia's Request for Proposal (RFP) to secure America's Job Center of California (AJCC) One-Stop Operator services under Workforce Innovation and Opportunity Act (WIOA).
 - 2) Approval to re-release a stand-alone RFP for AJCC One-Stop Operator and contract with the winning bidder if the aforementioned consortium RFP fails.
 - 3) Approval to submit the "Request for Approval to be America's Job Center of California Operator" if no qualified bidders can be procured, or time constraints prohibit a second Alliance Worknet AJCC RFP or the option to follow other state approved methodologies for provision of one-stop operator services.
 - 4) Authorize the Chairman of the Workforce Development Board to sign the "Request for Approval to be America's Job Center of California Operator" on behalf of the Workforce Development Board if there is a need to submit the request.
- V. DISCUSSION: The Workforce Innovation and Opportunity Act (WIOA) requires Local Workforce Development Boards to procure services of a One-Stop Operator for America's Job Center of California (AJCC) in the local area, or get approval from the Chief Local Elected Official and the Governor to operate the AJCC's themselves. The One-Stop Operator must be in place by July 1, 2017.

The AJCC One-Stop is the first step in the employment system for jobseekers and employers seeking employment services. The AJCC provides linkages to providers of services in the local area (partners), access to workshops, internet access, job search materials, phone, fax and copying, resume preparation information, and labor market information. Facilitators in the AJCC are the face of the system, and provide information that help the public to navigate the one-stop partnership system. According to WIOA Regulations, at a minimum, the one-stop operator must coordinate the service delivery of required one-stop partners and service providers.

At the October 3, 2016 meeting, the Workforce Development Board approved the release of a Request for Proposal (RFP) for America's Job Centers of California (AJCC) One-Stop Operator Services. Stanislaus County General Services Agency and staff released the RFP on November 23, 2016, and the RFP closed February 3, 2017. Only one bidder, Catholic Charities of the Diocese of Stockton in partnership with Community Business College, submitted a proposal to provide services as the One-Stop Operator, resulting in a failed competition. In the interests of fairness, an evaluation committee was formed, and after reviewing the proposal, it was determined that the proposal did not meet the committee's expectations for a successful bid.

There are several options available after an RFP ends in a failed competition. A four county consortia made up of San Joaquin, Merced, Madera and Kings Counties released an RFP for AJCC One-Stop Operator Services which did not receive any responses, thus also ending in a failed competition. The four county consortia has analyzed why the competition yielded no bidders, corrected the issues, and is planning on re-releasing an AJCC One-Stop Operator Services RFP. The consortia has extended an invitation for Stanislaus County Alliance Worknet to join the RFP. The consortia's RFP includes the minimum duties allowed by law to be considered an AJCC One-Stop Operator, and staffing for the AJCC would revert to Alliance Worknet. In the interest of time and in the spirit of regional cooperation, staff recommends that Stanislaus County Alliance Worknet to join the consortia's RFP.

In the event that the Consortia's RFP is not released, or it ends in another failed competition, staff would re-release a stand-alone RFP for AJCC One-Stop Operator and contract with the winning bidder. Unlike the first RFP, which included staffing and operations for the one-stop, this second Alliance Worknet RFP would include only the minimum duties allowed by law to be considered an AJCC One-Stop Operator, and staffing for the AJCC would revert to Alliance Worknet.

Should all procurement measures fail, or if time constraints do not allow for a second Alliance Worknet AJCC RFP, staff would submit a formal "Request for Approval to be America's Job Center of California Operator" (Attachment 1) to the California Workforce Development Board and the Governor's office. This formal request requires approval of the Chief Local Elected Official and the Chair of the Workforce Development Board. The request asks for specific information regarding why the Local Workforce Development Area is asking to provide the AJCC One Stop Operator services, requires back-up documentation and information regarding attempts at procuring the services, written descriptions of the local operations, and the views of other local WIOA mandatory partners regarding the Workforce Development Board staff running the AJCC system.

VI. ADMINISTRATIVE BUDGET IMPACT: Estimated cost is approximately \$20,000 for the AJCC One-Stop Operator.



Doris Foster, Director



Request for Approval to be America's Job Center of CaliforniaSM Operator

Local Workforce Development Board

Local Workforce Development Area

The *Workforce Innovation and Opportunity Act* (WIOA) allows Local Workforce Development Boards (Local Boards) to be an America's Job Center of CaliforniaSM (AJCC) Operator, with the agreement of the Chief Elected Official (CEO) and the Governor. In order to be considered, the Local Board or administrative entity must have successfully participated in a competitive process, or provide substantial documentation that they meet one of the exceptions for sole source procurement.

This application will serve as the Local Board's or administrative entity's request for Governor's approval to be an AJCC Operator within a Local Workforce Development Area (Local Area) under WIOA. The application and required supporting documentation must be submitted to the California Workforce Development Board (State Board) by March 1, 2017, through one of the following methods:

Mail	California Workforce Development Board P.O. Box 826880 Sacramento, CA 94280-0001
------	--

Overnight Mail/ Hand Deliver	California Workforce Development Board 800 Capitol Mall, Suite 1022 Sacramento, CA 95814
---------------------------------	--

If the State Board determines the request 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 request.

Name of Local Board

Mailing Address

City, State

Zip

Contact Person

Contact Person's Phone Number

Date of Submission

**Request for Approval to be
America's Job Center of CaliforniaSM Operator**

Type of Procurement

1. What type of procurement was used by the Local Board or administrative entity?
 Competitive Sole Source
2. If Sole Source, did the Local Board or administrative entity offer an open, competitive procurement prior to Sole Source?
 Yes No
3. If Sole Source, identify the reason(s) for using this procurement method:
 The AJCC Operator services are only available from a single source.
 A public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
 After solicitation of a number of sources, competition was determined inadequate.

Documentation Requirements for Competitive Procurement

1. A description of the AJCC Operator.
 - a. Will the Local Board or administrative entity be the only AJCC Operator or act as a member of a consortium? If part of a consortium, include a list of the other consortium members.
 - b. Is there more than one comprehensive AJCC in the Local Area? If so, will the Local Board or administrative entity act as the operator for all of them? If not, list which ones the Local Board will act as operator for and who will be the operator for the others.
2. Documentation of local internal controls, conflict of interest, and firewalls policies adhered to during the AJCC Operator procurement process.
3. Documentation of the procurement process, including but not limited to, preparation of the request for proposal, public notices, receipt of bids/letter of intent, public bid/proposal meetings, evaluation, comparison, protest letters, and award notice/contract. In addition, provide a timeline that includes the date and staff name, organization, and title involved in each step of the selection process.
4. Identification of other entities in the Local Area that could be the AJCC Operator and the rationale for not selecting them.
5. Copy of the Local Board's or administrative entity's bid/proposal.

6. A written description of the following operational topics.
 - a. Specify the role(s) of the Local Board or administrative entity as the AJCC Operator(s) (i.e., coordinating service providers, primary provider of services, and coordinating activities throughout the AJCC system). If the Local Board or administrative entity is part of a consortium, provide each assigned role and the related responsibilities for each entity in the consortium.
 - b. How will the Local Board or administrative entity distinguish its roles and responsibilities between serving as the AJCC Operator and governing body over the Local Area?
 - c. How does this structure demonstrate the Local Board's or administrative entity's ability to successfully operate the AJCC system while also providing leadership for the entire Local Area and AJCC system?
 - d. How will this structure deliver the highest performance outcomes for the Local Area?
 - e. How will the Local Board or administrative entity maintain focus on strategic planning and accountability?

Documentation Requirements for Sole Source Procurement

1. A justification for whichever exemption mentioned above the Local Board or administrative entity feels they fall under in order to use Sole Source.
2. A description of the AJCC Operator.
 - a. Will the Local Board or administrative entity be the sole AJCC Operator or act as a member of a consortium? If part of a consortium, include a list of the other consortium members.
 - b. Is there more than one comprehensive AJCC in the Local Area? If so, will the Local Board or administrative entity act as the operator for all of them? If not, list which ones the Local Board or administrative entity will act as operator and who will be the operator for the others.
3. An analysis of market conditions and other factors that lead to the determination for utilizing Sole Source.
4. Copies of internal controls, conflict of interest, and firewall policies.
5. Provide a written description of the following operational topics:
 - a. Specify the role(s) of the Local Board or administrative entity as the AJCC Operator(s) (i.e., coordinating service providers, primary provider of services, and coordinating activities throughout the AJCC system). If the Local Board or

administrative entity is part of a consortium, provide each assigned role and the related responsibilities for each entity in the consortium.

- b. How will the Local Board or administrative entity distinguish its roles and responsibilities between serving as the AJCC Operator and governing body over the Local Area?
 - c. How does this structure demonstrate the Local Board's or administrative entity's ability to successfully operate the AJCC system while also providing leadership for the entire Local Area and AJCC system?
 - d. How will this structure deliver the highest performance outcomes for the Local Area?
 - e. How will the Local Board or administrative entity maintain focus on strategic planning and accountability?
6. Evidence that the request for approval of the Local Board or administrative entity to be an AJCC Operator through Sole Source was made available to the public for at least 30 days. Submit copies of comments received.
 7. Views expressed by the local WIOA mandatory AJCC partner programs. Submit copies of any letters of support, disagreement, or other views received.
 8. Attach documentation (signed and dated letter) that the members of the Local Board and other relevant parties (e.g., Board of Supervisors) reviewed the information provided in the application and approved its contents in a public meeting.

Signature Page

By signing below, the local CEO and Local Board chair request approval from the Governor to be designated as an AJCC Operator. Each party certifies that this application submission was reviewed and demonstrates that the Local Board met all the requirements to be designated as the AJCC Operator of the Local Area under WIOA law and regulations.

Instructions – The Local Board chair and local CEO must sign and date this form. Include the original signatures with the request.

Local Workforce Development Board Chair

Local Chief Elected Official

Signature

Signature

Name

Name

Title

Title

Date

Date



April 3, 2017

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Approval to Enter into a Contract for Program Year 2017-18 with Opportunity Stanislaus.
- II. ITEM NUMBER: VI - F
- III. ITEM TYPE: Consent
- IV. STAFF RECOMMENDATION: Approve the recommendation to enter into a Contract with Opportunity Stanislaus to provide business services for Program Year 2017-2018.

DISCUSSION: On August 15, 2016 the Workforce Development Board approved the contract for Business Services. Opportunity Stanislaus was awarded the Business Services contract for Program Year 2016-2017 to provide business services on behalf of Stanislaus County Alliance Worknet to small, medium and large businesses and to assist employers with recruitment needs, make employers aware of resources available, connect employers to On-The-Job Training (OJT) opportunities and ensure that employers' service needs are met as stipulated in the legislation.

The expectation for the first year of the contract was to develop policies and procedures related to the business services function, develop the referral mechanisms, and to integrate career and youth services into the system. Opportunity Stanislaus made strides to meet these benchmarks and continues to strive for improvement.

Opportunity Stanislaus was able to meet the following five goals as stipulated in the contract:

- Market the resources available to employers from Alliance Worknet;
- Assist employers to identify and hire customers with the necessary skills;
- Ensure regional collaboration meets the needs of local and regional economies;
- Ensure the employers service needs are met;
- Work with employers to identify Work-Based Learning opportunities that will develop the future workforce.

In addition to these goals, Opportunity Stanislaus was to serve as the primary contact for Rapid Response/Layoff Aversion services. They were to build required partnerships with agencies involved in the America's Job Centers of California (AJCC) and with entities involved in economic development. Regional initiatives were also to be enhanced via their participation in regional planning activities occurring across the San Joaquin Valley.

There are several contractual outcomes that Opportunity Stanislaus has met or is anticipated to meet by the end of the contract (June 30, 2017). Refer to attachment 1 for performance measurements on job opportunities identified, OJTs developed, resources provided outside of job placements, and job placement services.

Furthermore, other contractual expectations that are not measurable were also met. These include the following:

- Utilize the CalJOBS Customer Relationship Module (CRM) database and other data management systems as specified by Workforce Development Board to track and report on activities;
- Ensure complete, accurate, and timely data entry in compliance with WIOA;
- Report performance measurement information, including data on WIOA employer services performance measures yet to be defined;
- Prepare monthly and quarterly performance reports for County staff, Workforce Development Board, and/or Workforce Development Board committees;
- Prepare monthly financial and training expenditure reports, percentage of services to small, medium and large employers, and supporting documentation as required by the County, Workforce Development Board, and/or Workforce Development Board committees;
- Outreach, advocacy and provision of services to organizations serving populations with barriers to entrance into the workforce;
- Attend meetings with the One Stop System partners as directed by Workforce Development Board Staff;
- Attend Regional Workforce meetings, statewide Business Service meetings and training events as directed by the Workforce Development Board;
- Report Rapid Response Activities in accordance with State and/or Local regulations and/or requirements;
- Attend any scheduled Rapid Response meetings.

An on-site monitoring of Opportunity Stanislaus occurred on March 6, 2017 and resulted in two findings. These are not unusual results considering this is the first year of a new contract. Going forward, Alliance Worknet will meet with Opportunity Stanislaus on a more regular basis to ensure better communication between the two agencies. Opportunity Stanislaus has 30 days to provide comments to the monitoring report, however, they have already shared that a plan has been developed to ensure that going forward contract measurements will be met. Refer to attachment 2 for a summary of the results and observations of areas of improvement.

There are also other contractual areas that need immediate attention and require improvement, such as the following:

1. The contract requires 250 developed on-the-job trainings (OJTs), however to date, 101 OJTs have been developed. Opportunity Stanislaus and Alliance Worknet staff have engaged in several conversations concerning the need to increase the number of OJTs.
2. Opportunity Stanislaus staff have provided Alliance Worknet with training on CalJOBS job order information and have agreed to meet regularly to discuss ongoing activities focused on meeting employer and job seeker job matching.

3. Develop Paid Internship/Work Based Learning opportunities in coordination with WIOA Career Services, on an as-needed basis.
4. The contract requires 150 business services and/or resources outside of job placement services of which 83 such services have been provided.

Opportunity Stanislaus has begun to strategize necessary activities which ensure that employers are being surveyed and information is gathered regarding their workforce needs. Alliance Worknet staff will assist Opportunity Stanislaus to identify internship opportunities for customers.

- V. ADMINISTRATIVE BUDGET IMPACT: For Fiscal Year 2016-2017 the contract amount for Opportunity Stanislaus is \$844,520. As of the end of February, \$351,451 has been invoiced to Alliance Worknet. The Budget Year 2017-2018 contract amount will be determined through contract negotiations and will take into consideration State allocation reductions.

A handwritten signature in black ink that reads "D. Foster". The signature is written in a cursive style with a large, stylized "D" and "F".

Doris Foster, Director

Opportunity Stanislaus Performance Measurements for Program Year 2016-2017

Services Provided to Businesses as of March 10, 2017											
JOB OPPORTUNITIES IDENTIFIED*			ON-THE-JOB TRAINING (OJT) DEVELOPED**			RESOURCES OUTSIDE JOB PLACEMENT***			JOB PLACEMENT SERVICES****		
Total required per contract	Actual to-date	% Required per contract /Actual	Total required per contract	Actual to-date	% Required per contract/Actual	Total required per contract	Actual to-date	% Required per contract/Actual	Total required per contract	Actual to-date	% Required per contract/Actual
700	1051	150%	250	101	40%	150	83	55%	300	260	87%
Total Businesses Served: 343											

***Job Opportunities Identified:** These are positions that have been identified as open job opportunities.

****On-The-Job-Training Opportunities Developed:** Opportunity Stanislaus was contracted to develop at least 250 opportunities by June 30, 2017. As of March 10, 2017 101 opportunities have been developed.

*****Resources outside Job Placement:** These services include but are not limited to information on tax credit programs, zoning, permits, surveys, labor market information, and research.

******Job Placement Services:** These services include but are not limited to job fairs, recruitment events, screening resumes, screening applications, posting job orders, OJT & Paid Internship, assisting businesses with job descriptions, and assisting employer with interview questions.

JOB FAIR STATISTICS					
Job Fair Title	Job Fair Date	Job Fair Location	Businesses	General Public	Veterans
South Modesto Job Fair	8/27/2016	Hanshaw Middle School	22	201	
Veterans Job Fair	8/25/2016	Modesto Tech	28	110	27
West County Job Fair	9/8/2016	Patterson Professional Development Center	20	201	
Central Valley Job Fair	May	Pending			

Scope of Services (13.5.12) states Opportunity Stanislaus will need to coordinate at least one (1) large regional job fair that targets at least 50 employers and 1000 job seekers; and one (1) job fair that is geographically community centric targeting 30 employers and 300 job seekers

Monitoring Review Summary

Stanislaus Business Alliance - Opportunity Stanislaus

- Business Services Contract #932-16.
- An on-site monitoring review of the Stanislaus Business Alliance - Opportunity Stanislaus, a Workforce Innovation and Opportunity Act (WIOA) funded Business Services program occurred on March 6th 2017.
- This monitoring encompassed the months of July 2016 to March 2017.

Result of Program Compliance Monitoring Review

One (1) finding and one (1) concern was noted during the review:

Finding #1: Data in CalJOBS was not accurate or/and not entered in a timely manner

Observation #1: Several files reviewed contained activities and/or case notes that were not entered in a timely manner and did not reflect when the service was provided to a business. Stanislaus Business Alliance-Opportunity Stanislaus' Workforce Recruitment Process policy indicates that E-Codes will be entered into the CalJOBS system within 3 business days. For other Alliance Worknet WIOA contracts, a standard of thirty (30) day data entry is maintained. The table below indicates that neither of these timeframes were adhered to as the actual E-Codes were entered into the system several months after the services had been provided. Case notes were also entered into the system several months after the contact with the employer in question had occurred.

Businesses listed below:

Services Provided			
Company Name	Date Entered	Actual Date	Services Provided (E-Codes)
CHG Structural	3/6/17	8/23/16	E65/E69
Dave Wilson Nursery	3/6/17	1/31/17	E69
Frito Lay	3/6/17	10/31/16	E06
C.W. Brower	3/2/17	11/08/16	E46
Geil Enterprises	3/2/17	12/15/16	E33
Repsco	3/1/17	12/8/16	E90/E35/E61
Pacific Southwest Container	3/6/17	11/18/16	E21/E60/E62/E66

Case Notes		
Company Name	Date Entered	Contact Date
SaveMart	3/3/17	10/11/16
Burnside Body Shop	3/3/17	11/2/16
Pacific Southwest Container	3/6/17	10/25/16

Observation #2: Several files reviewed revealed that the total number of positions open for businesses were not entered accurately in CalJOBS. The table below illustrates the discrepancy. On more than one occasion businesses were shorted the actual number of job openings that existed during the time the position was available. The number of positions open was not entered correctly in CalJOBS for the following businesses:

Total Positions Opened		
Company Name	Posted	Actual
Frito Lay	1	33
Pacific Southwest Container	20	22
Flying J	74	114

Concern #1: No case notes or/and follow up notes in CalJOBS

Observation: Several files were reviewed, and revealed no case notes for services provided or contacts made despite services being entered for them. While services entered give an indication of what occurred, they do not replace the case note that summarizes the relevance of the contact. There were no case notes or follow up notes for the following businesses:

No Case Notes	No Follow Up Note
Trinity Renovations	SaveMart
Frito Lay	Trinity Renovations
Bella Viva	Frito Lay
CHG Structural	C.W. Brower
Dave Wilson Nursery	Geil Enterprises
Enviro Tech Chemical Services	Enviro Tech Chemical Services

Result of Fiscal Compliance Monitoring Review

Two (2) findings were noted during the review:

Finding #1: No evidence of management approval for expenses

Observation: In reviewing the program expenses under this contract, there was no evidence in the records that management reviewed or approved expenses prior to payment.

Finding #2: No evidence of an executed agreement for the sub-award to the Small Business Development Center

Observation: In reviewing the subrecipient monitoring schedule under this contract, it was determined that there was not an executed sub-award agreement produced for the Employer Assistance Program services provided by the Small Business Development Center.



Stanislaus County Workforce Development Board

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April 3, 2017

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Stanislaus County Workforce Innovation and Opportunity Act (WIOA) Program Years 2017-2021 Local Plan
- II. ITEM NUMBER: VII - A
- III. ITEM TYPE: Discussion and Action
- IV. STAFF RECOMMENDATION: Maintain the Local Plan as submitted to the State specifically increasing WIOA work based learning activities requirement from 20% to 40%.
- V. DISCUSSION: At the October 3, 2016 Stanislaus County Workforce Development Board (SCWDB) meeting, Board members were invited to participate in workgroups to assist in creating a vision, goals, and strategies to include in the Local Plan. Several Board members attended the workgroup meetings and spoke first hand regarding the lack of soft skills of youth applicants and employees entering into the workforce. The workgroup members engaged in discussions and sought strategies on cultivating an atmosphere of increased work readiness for youth in the community.

In addition to the workgroups, two regional forums were held in Stanislaus County to gather critical information for the local and regional plans. At the November 7, 2016 Career Pathways: Filling in the Skill Gaps forum and the December 12, 2016 The Needs of Business: Valued Credentials forum, business owners continuously highlighted the need for a workforce that displays foundational skills. Those skills identified include, but are not limited to, communication, the ability to work in a team, punctuality, and time management.

At the January 9, 2017 Workforce Development Board meeting, Board members reviewed the Local Plan and received a comment from the public. As a result, the Board requested additional information regarding *Goal 2: Develop Future Talent, Strategy 2.2* which sought to:

Locally increase youth funding expenditures for work based learning activities from the mandatory WIOA requirement of 20% to 40%.

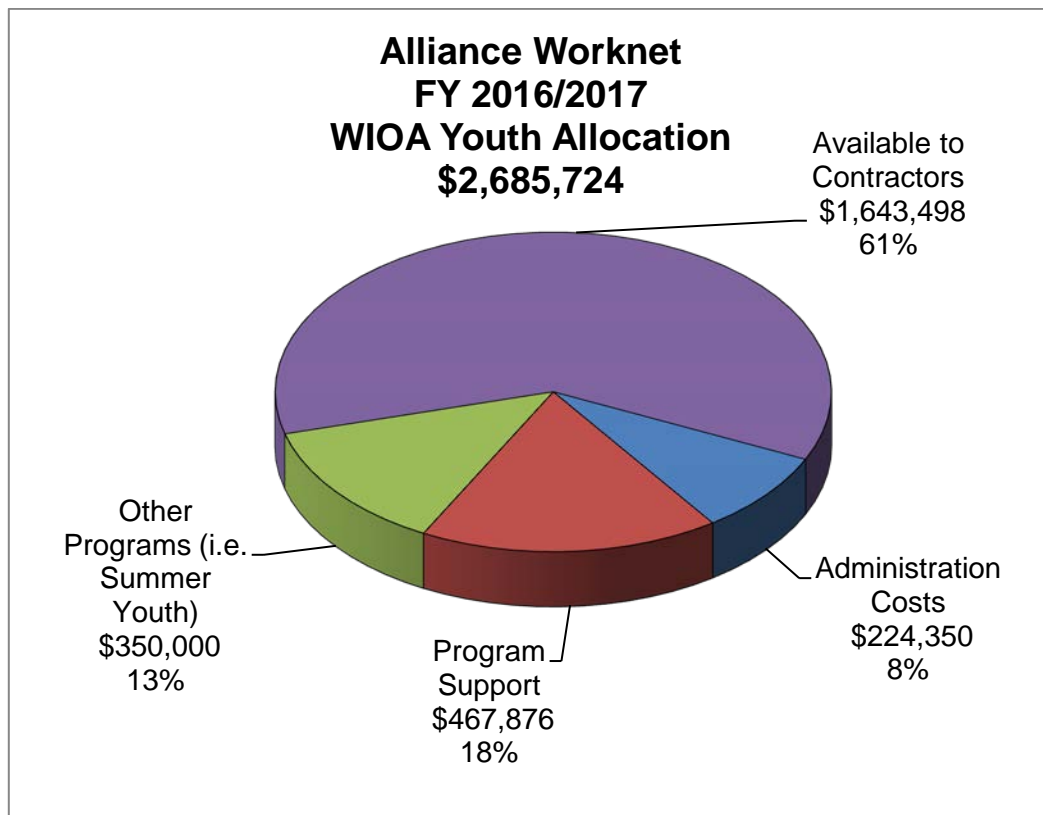
Public Comment began on January 17, 2017 and concluded on February 23, 2017. Townhalls were held in Turlock, Oakdale, and Modesto to allow for public comments, questions, and concerns. Staff received one public comment. The commenter requested that the work based learning activities not be increased to 40%.

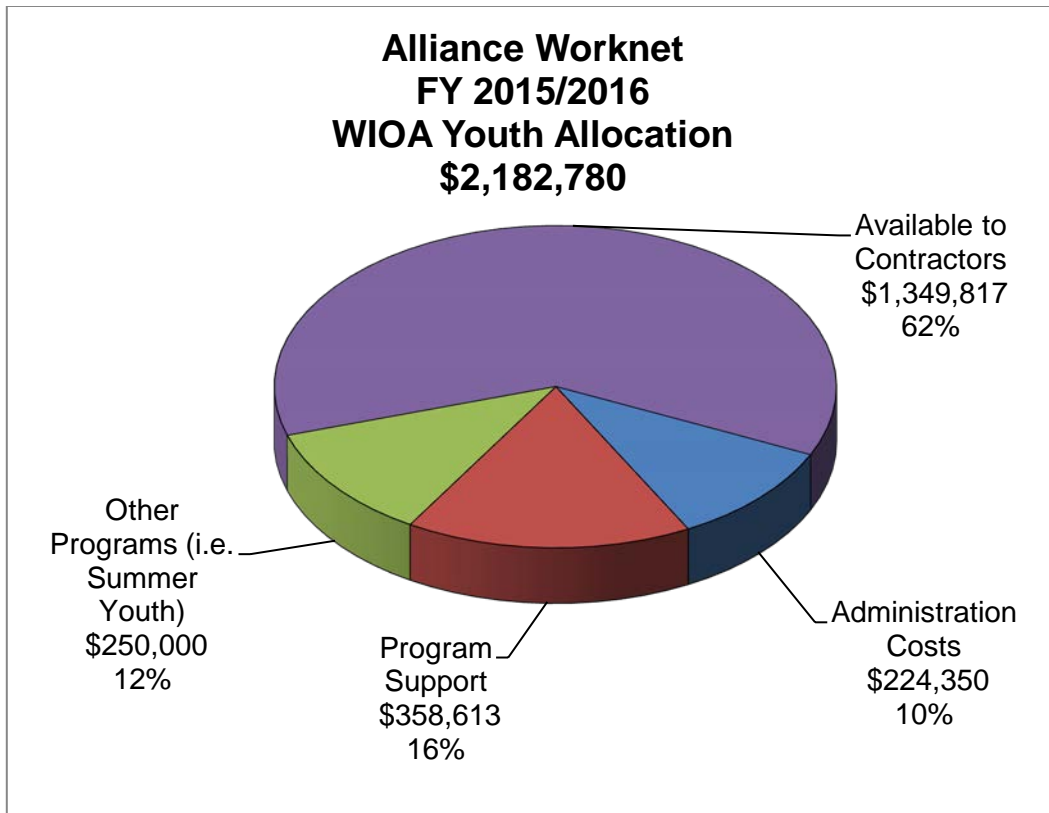
As of its implementation, WIOA places a requirement that local areas must spend a minimum of twenty (20) percent of non-administrative local area funds on work based learning. Under WIOA, paid and unpaid work experiences that have as a component academic and occupational education may include the following four categories:

- Summer employment opportunities and other employment opportunities available throughout the school year;
- Pre-apprenticeship programs;
- Internships and job shadowing; and
- On-the-job training opportunities.

Increasing the work based learning percentage from 20% to upwards of 40% assists in creating a more work-ready workforce and further corroborates the inherent spirit of the legislation.

The pie charts below depict total youth allocations for program years 2015-2016 and 2016-2017.





The table below depicts the Stanislaus County work based learning data from program years 2015-2016 and 2016-2017.

Work Based Learning Statistics		
Work Based Learning	2015-2016	2016-2017 Projected
20% Requirement	\$388,167	\$403,830
Expended	\$442,755	\$600,760*
Percent of Total Allocation Expended	23%	30%

*Data Projected through June 30, 2017

Alliance Worknet anticipates coordinating a summer youth program that should further assist in the increase of work based learning statistic to the 40% goal.

The local plan and regional plan was submitted to the State on Monday, March 13, 2017, two days prior to the deadline. The local plan may be amended at the Board's discretion. Once feedback is received from the State, the local plan will be brought back to the Workforce Development Board for final approval.

VI. ADMINISTRATIVE BUDGET IMPACT: None

Doris Foster, Director



April 3, 2017

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: On-The-Job Training (OJT)
- II. ITEM NUMBER: VII - B
- III. ITEM TYPE: Discussion and Action
- IV. STAFF RECOMMENDATION: Discuss and determine the On-The-Job Training (OJT) program reimbursement rate and set policy.
- V. DISCUSSION: At the January 9, 2017 Stanislaus County Workforce Development Board meeting, the Board was presented with a recommendation from staff to approve the increase of the On-the-job training (OJT) program minimum wage from \$10.50 to \$12.43 and the OJT reimbursement rate up to 75%. The Board did not take action on the Agenda Item and instead requested further information.

On-the job training is a work-based learning option that is provided under a contract with an employer or registered apprenticeship program sponsor in the public, private non-profit, or private sector. OJT puts unemployed individuals to work earning a wage while they receive training to address gaps in their skill set that hinders them from fully performing a job. This “learn and earn” approach offers individuals a chance to upgrade their skills while earning a paycheck. For employers, OJT offers the opportunity to offset initial training costs to fill skilled positions.

On-the-Job training must relate to the following:

- Introduction of new technologies,
- Introduction to new production or service procedures,
- Upgrading to new jobs that require additional skills, or workplace literacy.

The On-the-job training program is identified by the State of California as a Work Based Learning Activity. Other similar activities identified as Work Based Learning Activities include work experiences, transitional jobs, apprenticeships and incumbent worker training.

Training activities include OJTs and incumbent worker training, but not the other work based learning activities. In Program Year 2016-2017 the State of California increased the previous 25% training expenditure of WIOA Adult and Dislocated Worker funds to 30%.

Most of the participants in OJTs are selected from those enrolled in the Workforce Innovation and Opportunity Act (WIOA) programs through the Alliance Worknet. However, some positions are not able to be filled by enrolled participants and therefore Reverse Referrals are completed. A Reverse Referral is an OJT candidate selected by the employer who is referred for possible WIOA enrollment. If the candidate is eligible for WIOA, the OJT placement is classified as a Reverse Referral. Employers find this type of OJT placement beneficial when there are insufficient appropriate candidates already enrolled in WIOA services. Alliance Worknet plans to

implement a maximum number of Reverse Referral OJT placements with the same employer to 5 per program year.

Section 3(44) of the Workforce Innovation and Opportunity Act (WIOA) defines OJT as “training by an employer that is provided to a paid participant while engaged in productive work”. Additionally, any OJT should provide knowledge or skills essential to the full and adequate performance of the job. The Act allows for local Workforce Development Boards to approve, based on local needs, the OJT reimbursement wage and reimbursement rates.

In order to assist in determining the reimbursement wage and reimbursement rate, the Department compiled OJT related occupational data for the period of July 1, 2014 through February 24, 2017. The table below summarizes the 279 OJTs written during this timeframe of 19 occupational clusters. The Labor Market Information (LMI) portions identified are derived from the Employment Development Department Occupation Employment Wage statistics from Stanislaus County 2016, 1st quarter reported wages. The 25th Percentile Wage Average relates to the bottom 25 percent of all wages reported for the occupation cluster. Of the 279 OJTs written from January 2014 through February 24, 2017, 11 OJTs are pending completion. Attachment 1 includes the detail of the below information by the 19 occupational clusters.

Occupation:	# of OJTs Filled	OJT Average Wage	LMI 25 th Percentile Wage Average	LMI Average Median Wage	Average # of Hours	Average Employer Size	Success Rate	% of OJTs Filled within In-Demand
19 clusters	279	\$13.25	\$15.60	\$19.56	33	50	65%	50%

Based on feedback received from businesses, the primary reasons for the lack of OJT interest were.

- Related to the OJT performance outcomes. Locally, Alliance Worknet monitors the outcomes of an OJT as a means to identify any OJT employer related concerns. Employers shared that the requirement to maintain a 72% OJT completion rate and a 78% OJT retention rate (retained employment 90 days after OJT completion) was too stringent on their type of business. One employer added that the nature of their business required for high number of hires, but could not retain all the employees.
- Additionally, employers felt the added costs for a small business to train an OJT participant and pay the additional staff time to ensure the new employee is properly trained adds a strain on the business.
- The most significant impact to lack of OJT interest is the OJT approval and reimbursement process. Employers stated the documentation involved was cumbersome and was a deterrent to OJT participation. Staff will re-evaluate and streamline this process within guidelines. OJT reimbursement requirements are established by state, federal and local regulations. The current process is detailed in Attachment 2.

The Act allows reimbursement to the employer of up to a maximum of 50 percent of the wage rate to offset the extraordinary costs of the provision of the training and additional supervision required during the course of the training. WIOA Section 134(c)(H)(ii), in limited circumstances, permits a Local Workforce Development Board to increase the reimbursement rate for OJT up to 75 percent. The Act also allows the local Board to set the minimum wage. The current California minimum wage is \$10.50 per hour.

VI. ADMINISTRATIVE BUDGET IMPACT: The budget for all training is allocated at 30%, which includes OJTs regardless of the reimbursement rate.

A handwritten signature in black ink, appearing to read "D. Foster", written over a horizontal line.

Doris Foster, Director

Attachment 1

Occupational data for the period of July 1, 2014 – February 24, 2017

Occupation:	# of OJTs Filled	OJT Average Wage	LMI 25 th Percentile Wage Average	LMI Average Median Wage	Average # of Hours	Average Employer Size	Success Rate	% of OJTs Filled within In-Demand
Management	8	\$14.02	\$24.74	\$33.65	35	7	88%	50%
Business and Financial Operations	(9, 1 is pending) 8	\$14.81	\$15.63	\$19.08	36	27	56%	0
Computer & Mathematical	4	\$16.25	\$24.42	\$33.94	31	111	100%	25%
Architecture, Engineering	4	\$14.38	\$20.07	\$25.66	40	213	75%	0
Community & Social Service	3	\$11.17	\$12.94	\$18.76	36	9	33%	100%
Legal	1	\$18.00	\$21.27	\$23.90	32	7	100%	0
Education, Training, Library	10	\$10.05	\$11.15	\$17.47	24	8	60%	0
Arts, Design, Entertainment, Sports, Media	(2, 1 pending) 1	\$12.00	\$15.53	\$18.60	30	2	50%	0
Healthcare Support	(2, 1 pending) 1	\$11.50	\$13.99	\$17.03	22	2	50%	100%
Protective Service	1	\$13.21	\$20.16	\$21.62	40	14	100%	0
Food Prep & Service Related	5	\$10.70	\$9.78	\$10.48	25	4	20%	100%
Building Grounds Cleaning & Maintenance	9	\$12.28	\$11.05	\$14.38	33	23	100%	0
Personal Care & Service	5	\$10.10	\$9.62	\$11.54	23	5	60%	0
Sales & Related	(27, 2 pending) 25	\$10.83	\$12.29	\$14.27	29	14	59%	100%
Office & Admin Support	(93, 4 pending) 89	\$11.33	\$13.53	\$16.93	32	72	58%	73%
Construction & Extraction	22	\$19.40	\$17.80	\$21.91	39	28	64%	91%
Installation, Maintenance & Repair	(26, 1 pending) 25	\$14.15	\$15.81	\$18.90	38	13	58%	62%
Production	31	\$15.74	\$13.61	\$17.65	35	17	71%	13%
Transportation & Material Moving	(17, 1 pending) 16	\$11.76	\$12.99	\$15.94	39	59	65%	65%

Alliance Worknet: On-The-Job Training Process

