



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 2, 2018
10th Street Place Basement Training Room,
1010 10th Street, 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 Department of Workforce Development. See links below.

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

<http://stanworkforce.com/aboutus/meetings>

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

All meetings are conducted in English.

If you require assistance per the Americans with Disabilities Act, please notify Stanislaus County Department of Workforce Development at (209) 558-2114, 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.stanworkforce.com.

- I. Call to Order and Introductions
- II. Conflict of Interest
- III. Public Comment Period
- IV. Board Report
 - A. Introduction of New Board Members Kris Helton and Josh Bridegroom
 - B. Building Workforce Partnerships Conference Summary
- V. Director's Report
 - A. Update of Department Activities
 - B. Allocations at a Glance
- VI. Presentation
 - A. Business Services Contractor – Opportunity Stanislaus
- VII. Consent Items
 - A. Approval of the Minutes of the January 8, 2018 Workforce Development Board Meeting
 - B. Approval of Contract Renewals for Existing Workforce Innovation and Opportunity Act Providers of Youth Services, Business Services, Previously Incarcerated Adults and Dislocated Workers, and the One-Stop Operator for the 2018-2019 Program Year
 - C. Approval for Department of Workforce Development to Enter Into a Sole-Source Contract with ProPath, Inc. to Conduct the Hallmarks of Excellence America's Job Center of California Certification
 - D. Acceptance of Information to Request From Stanislaus County Board of Supervisors the Authorization for the Director of Workforce Development, or Designee, to Sign All Workforce Innovation and Opportunity Act-Related Grants, Sub-grant Agreements, and Any Modifications or Adjustments as Required for Program Year 2018-2019



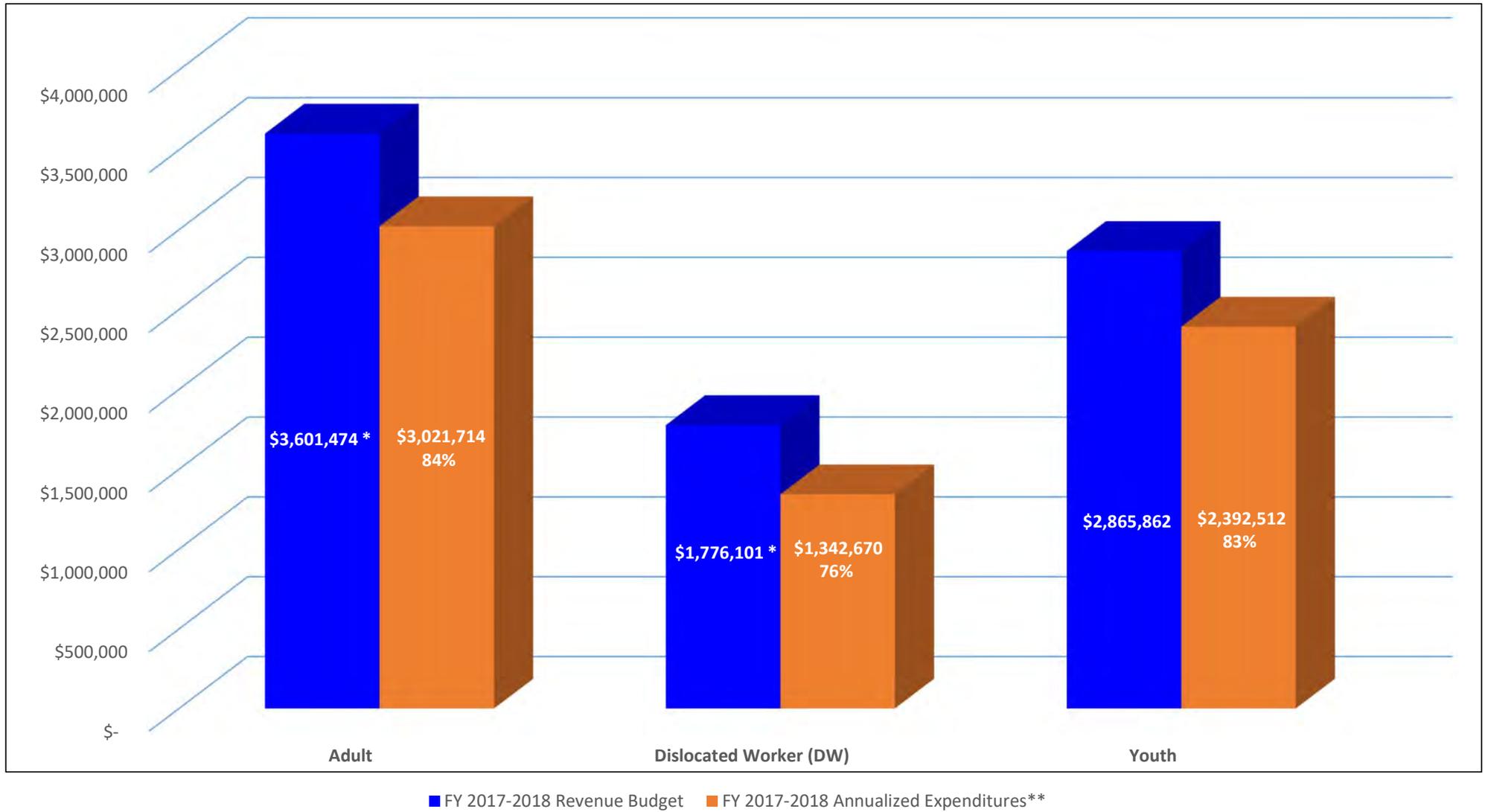
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- E. Accept the Information of the Contractor Name Change from Computer Tutor Business and Technical Institute to Stellar Career College
- VIII. Discussion and Action Items
 - A. Nominations and Elections of Workforce Development Board Officers
 - B. Acceptance of Information from the Youth Development Committee's Lunch N' Learn Meetings and its Vision and Mission Statements
 - C. Approval to Amend the Bylaws of the Stanislaus County Department of Workforce Development Board
- IX. Future Topic and Discussion

Next Meeting: Monday, July 2, 2018
Location: 1325 H Street, Modesto CA 95354
Time: 12:00 pm – 2:00 pm
Future Meetings: Monday, October 1, 2018

Fiscal Year 2017-2018 WIOA BUDGET VS. ANNUALIZED



Note: Variance between budget and annualized expenditures will be carried over for first quarter of Fiscal Year 2018-2019

1/8/18 WDB 1/8/18 WDB
 Adult Allocation: \$2,801,474 + \$800,000 = \$3,601,474*
 DW Allocation: \$2,576,101 - \$800,000 = \$1,776,101*
 Youth Allocation: $\frac{\$2,865,863}{\$8,243,438}$ = $\frac{\$2,865,863}{\$8,243,438}$

* Includes \$800,000 transfer from Dislocated Worker to Adult as approved at the 1/08/2018 WDB meeting.
 ** Expenditure trends as of February 2018, annualized through June 30, 2018.



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Board Meeting Minutes

Monday, January 8th, 2018
10th Street Place Basement Training Room
1010 10th Street, Modesto, CA 95354
12:00 pm – 2:00 pm

Members in attendance:

Margarita Cabalbag
Cal Campbell
Tom Changnon
Dean Fadeff
Richard G. Hagerty
Kathryn Harwell
Jody Hayes
Steve Hopper

Pedro Mendez
William O'Brien
Tim Robertson
Cecil Russell
Chris Savage
J. Douglas Van Diepen
Greg Vincelet
James B. Wood Jr.

Members absent:

Michael Alves
Ross Briles
Jennifer Carlson-Shipman

Mahalia Gotico
Dick Monteith
Doug Murdock

Staff in attendance:

Miranda Chalabi
Vinal Chand
Kyle De Jesus
Jaskaran Dhesi
Cheryl Fondse
Doris Foster

Eugene Garcia
Adolph Lopez
Stacy Luna
Teresa Pedro
Margarita Ramos
Martha Sanchez

10 Additional guests were present.

- I. Call to Order and Introductions
Chairman O'Brien called the meeting of the Workforce Development Board (WDB) to order at 12:09pm, thanked everyone for attending and invited the Board members, staff and guests 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 public comments on non-agenda items. There were public comments on items VII. B and VII C.



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IV. Director's Report

Director Doris Foster welcomed all attendees to the meeting, expressed appreciation of attendance and gave an overview of handouts that were given to Board members at arrival of the Board meeting, first speaking about the Conflict of Interest policy as approved at the previous Board meeting. The policy was requested to be completed and returned to Workforce Development Board staff. She then spoke of the other handout which was a flyer with information regarding the new Turlock Job Center opening January 16, 2018. Director Foster provided information regarding the new process of tracking participants at job centers to confirm value added and updates regarding new partnerships with Community Services Agency at the new Turlock Job Center and Modesto Junior College at their newly opened resource center. Director Foster provided information about the Equal Opportunity Employment monitoring of the Stanislaus County Department of Workforce Development that occurred noting that there were no findings. Director Foster noted that Workforce Development is implementing changes regarding the workings of the Department and provided updates on the new Workforce Development logo, On-the-Job Training, Apprenticeships, Work Based learning, Incumbent Worker, and reminded the Workforce Development Board of AB1234 Ethics Training and Form 700 (Statement of Economic Interest) requirements.

A. Allocations and Training at a Glance

Business Manager, Vinal Chand gave an overview and description of the Workforce Innovation and Opportunity Act Fiscal Year 2017-2018 Department of Workforce Development revenues, expenditures, training requirements and allocations referencing the attachments that were included in the agenda packet. Program Manager, Martha Sanchez, explained the definition of Adults as questioned by Board members. Director Foster explained allocations, the "County Cost" and where funding comes from as questioned by Board members.

B. Veterans Information Sheet

Business Manager, Vinal Chand gave an overview of the Veterans Information Sheet. Board members questioned what stats were for those who have exited trainings. Director Foster explained that we have not tracked results after clients exiting in the past, but plans are in the works to track results going forward.

V. Presentation

A. Workforce Innovation and Opportunity Act (WIOA) Contractor Performance Report

Director Doris Foster gave an overview of the WIOA Contractor Performance Report.

VI. Consent Items

No public comments on the consent items.

Consent items adopted. C. Savage/ R. Hagerty unan.

A. Approved the Minutes of the October 2, 2017 Workforce Development Board Meeting

B. Approved the Youth Development Committee Recommendation to Implement the Eligibility Definition for the Additional Assistance Criteria

C. Approved the 2018 In-Demand Occupation List for Workforce Innovation and Opportunity Act (WIOA) Funded Training

D. Approved for the Department of Workforce Development to Submit a Request to the State to Transfer \$800,000 of Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to the WIOA Adult Fund Category

E. Approved the 2018 Workforce Development Board Meeting Dates

F. Approved for the Workforce Development Board Chair to sign the Hallmarks of Excellence Criteria Matrix

G. Accepted Information on the Required Ethics Training and Statement of Economic Interests (Form 700)



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VII. Discussion and Action Items

A. Work Based Training and Learning Categories

Director Foster gave an overview of the item and introduced the Program Manager, Martha Sanchez, to give an explanation of the item included in the agenda packet on Work-Based Training and Learning categories.

B. Approved for Stanislaus County Department of Workforce Development to Implement a Pre-Apprenticeship/Apprenticeship Program in Accordance with the Local Plan

R. Hagerty/ J. Hayes unan. motion passed. The following Board members abstained from voting: D. Fadeff, T. Changnon, P. Mendez, G. Vincelet, J. Wood and T. Robertson.

Program Manager, Martha Sanchez gave an explanation of the Power Point presentation and overview of plan to Implement a Pre-Apprenticeship/Apprenticeship Program. She addressed questions and discussion by Board members at the July and October 2017 Board meetings regarding the skill needs of the Stanislaus County area and what specific programs were available listing the different industry growth opportunities. She communicated the Department's recommendation to the Board as listed in the agenda item. Board members discussed and requested for staff to report outcomes when available. There was a public comment on this item regarding pre-apprenticeship programs being a pathway to apprenticeship programs.

C. Approved for Stanislaus County Department of Workforce Development to Implement Incumbent Worker Training Program Activities and the Eligibility Factors with Adult and Dislocated Worker Funds

T. Changnon/T. Robertson unan. Motion passed.

Program Manager, Martha Sanchez gave an overview of the Power Point presentation and explanation of the plan to implement the Incumbent Worker Training program listing examples of how it will work and requirements. She introduced the staff's recommendation to include additional requirements as listed on the agenda item. Director Foster mentioned that this program, being a new program, will be piloted for six months. Board members discussed and requested for staff to report outcomes when available. There was a public comment on this item regarding the benefit this program would have on local businesses and employees.

VIII. Future Topic and Discussion

A. Proposed Amendments to the Stanislaus County Department of Workforce Development Board Bylaws

Board members will send suggestions for changes to Bylaws. Staff will send out amended Bylaws at least 45 days prior to the next Board meeting.

Chairman O'Brien and Director Foster gave their closing remarks.

Meeting Adjourned: 1:45 p.m.

Next Meeting: Monday, April 2nd, 2018
Location: 10th Street Place Basement Training Room, 1010 10th Street, Modesto 95354
Time: 12:00 pm – 2:00 pm



April 2, 2018

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Approval of Contract Renewals for Existing Workforce Innovation and Opportunity Act Providers of Youth Services, Business Services, Previously Incarcerated Adults and Dislocated Workers, and the One-Stop Operator for the 2018-2019 Program Year
- II. ITEM NUMBER: VII-B
- III. ITEM TYPE: Consent
- IV. STAFF RECOMMENDATION: Approve contract renewals for existing providers of WIOA Youth Services, Business Services, Previously Incarcerated Adults and Dislocated Workers, and the One-Stop Operator for the 2018-2019 Program Year.
- V. POLICY ISSUE: According to 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 Youth Services, Career Services (if not provided through the One-Stop Operator), and the One-Stop Operator for the local area. In line with the regulations, the Stanislaus County Workforce Development staff are requesting the Workforce Development Board's approval of the contractors for the 2018-2019 Program Year.
- VI. DISCUSSION: During Fiscal Year 2015-2016, Workforce Development released a Request For Proposal (RFP) for Business Services and in Fiscal Year 2016-2017 three separate RFPs were released for Youth, Previously Incarcerated Adults and Dislocated Workers, and One-Stop Operator. All RFPs allow for two additional contract renewals after the initial award, subject to satisfactory performance.

At the August 15, 2016, Workforce Development Board meeting the Board approved the Department to enter into a contract with Stanislaus Business Alliance to provide business services. The Board approved the year two contract renewal April 3, 2017.

Also at the April 3, 2017 meeting the Workforce Development Board approved the recommendation to enter into contracts with Ceres Unified School District (Project YES), Computer Tutor Business and Technical Institute, now Steller Career College (Project ASPIRE), and Eckerd Youth Alternatives, Inc. to provide Workforce Development services to disconnected and at-risk Youth during Program Year 2017-2018. Furthermore, the Board approved the recommendation to enter into contract with Friends Outside to provide workforce development services to Previously Incarcerated Adult and Dislocated Workers.

The performance for the respective providers was reported at the January 8th 2018, meeting of the Workforce Development Board, with all contractors achieving performance at a satisfactory level at the midpoint of the contract year. Since the January 8th report was made, each of the organizations has received a program and fiscal monitoring from the Department of Workforce Development. None of the contractors have had any disallowed costs, and while there were limited monitoring findings, no substantial issues were identified that would warrant non-renewal.

One change of note during the 2018-2019 Program Year is that Computer Tutor Business and Technical Institute was sold in the fall of 2017. Although the Project Aspire program model and services did not change, the organization transitioned to a new name, Steller Career College. Staff recommends that the new name be implemented starting with the new program cycle, and Steller Career College would be used in the contract and all 2018-2019 program reports and references to Project Aspire.

In attempts to procure a One-Stop Operator in Fiscal Year 2016-2017, Workforce Development issued two RFPs independently, and participated in one joint Request For Proposal with a consortium of five workforce development boards. The consortium included San Joaquin, Stanislaus, Merced, Madera and Kings Counties. Each of the RFPs was unsuccessful in obtaining a qualified provider. At the July 10, 2017 meeting of the Workforce Development Board, the Board approved staff to enter into a sole-source agreement with the five-county consortium to engage the services of a One-Stop Operator for the region.

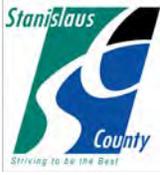
The One-Stop Operator, ProPath, Inc. has been performing the One-Stop Operator functions for the five county consortium for the 2017-2018 Program Year. Renewal will be facilitated through the Merced County Department of Workforce Investment if approved for renewal by the Workforce Development Boards.

Funding levels are yet to be determined, as funding levels for the 2018-2019 Program Year have not yet been announced by the Department of Labor. Staff expects the preliminary 2018-2019 Program Year funding levels to be announced soon, however, final funding amounts may not be available until as late as June, 2018.

- VII. ADMINISTRATIVE BUDGET IMPACT: Total amounts allocated for contracts for Fiscal Year 2017-2018 was \$2,653,000. The budget for 2018-2019 contract amounts will be determined through contract negotiation and will depend on final state WIOA allocation amounts.



Doris Foster, Director



April 2, 2018

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Approval for Department of Workforce Development to Enter Into a Sole-Source Contract with ProPath, Inc. to Conduct the Hallmarks of Excellence America’s Job Center of California Certification
- II. ITEM NUMBER: VII-C
- III. ITEM TYPE: Consent
- IV. STAFF RECOMMENDATION: Approve Department of Workforce Development to enter into a sole-source contract with ProPath, Inc. to conduct the Hallmarks of Excellence America’s Job Center of California certification.
- V. POLICY ISSUE: Workforce Services Directive (WSD) 16-20 provides guidance and establishes procedures for Hallmarks of Excellence Certification and is due to the state by June 30, 2018. Per the directive, the Local Board must officially decide and submit the certification status. Per Workforce Innovation and Opportunity Act (WIOA) guidelines, once the Hallmarks of Excellence America’s Job Center of California (AJCC) certification rankings have been completed, the Local Board Chair must sign the completed rankings matrix for submission to the State by June 30, 2018. At the January 8, 2018, Workforce Development Board meeting, the Stanislaus County Workforce Development Board approved the Workforce Development Board Chair to sign the Hallmarks of Excellence Criteria Matrix. The Department would like to request to enter into a contract with ProPath Inc. to conduct an independent and objective evaluation of the AJCC as that is the most viable and efficient option available.
- VI. DISCUSSION: On June 9, 2017, the State Employment Development Department (EDD) released Workforce Services Directive (WSD) 16-20 to provide guidance and establish the procedures for the certification of comprehensive AJCC locations in Local Workforce Development Areas (LWDAs).

In accordance with WIOA Section 121(g), Local Boards must conduct an independent and objective evaluation of the AJCCs in their Local Areas once every three years. The initial AJCC certification process will be conducted during Program Year 2017-2018 and take effect Program Year 2018-2019. For this initial certification, Local Boards are only required to certify their comprehensive AJCCs. Local Boards will be required to certify affiliate AJCCs beginning in Program Year 2018-2019, to take effect in Program Year 2019-2020.

There are two levels of AJCC certification: Baseline and Hallmarks of Excellence. The Baseline AJCC Certification was due to the State by December 31, 2017 and is intended

to ensure that every comprehensive AJCC is in compliance with key WIOA statutory and regulatory requirements. The Hallmarks of Excellence AJCC Certification is due to the State by June 30, 2018 and is intended to encourage continuous improvement by identifying areas where an AJCC may be exceeding quality expectations, as well as areas where improvement is needed.

For the Baseline Certification, Stanislaus County, San Joaquin County, and Mother Lode conducted a peer review certification. On December 11, 2017, Mother Lode Consortium conducted an on-site evaluation of Stanislaus County's Comprehensive AJCC and completed the Baseline Criteria Certification Matrix and the evaluation report certifying its compliance with WIOA Baseline Certification criteria. The Baseline Certification was submitted to the Regional Advisor prior to the deadline of December 31, 2017.

For the Hallmarks of Excellence AJCC Certification, Stanislaus County had anticipated engaging in a similar peer review certification process. As the Hallmarks of Excellence AJCC Certification process is more involved than the Baseline Certification, there was a lack of consensus in conducting the peer review process during this second phase of certification. Many of Stanislaus County's regional partners have decided to contract out this function to ProPath, Inc. and thus Stanislaus County is electing to enter into a sole-source agreement with ProPath, Inc. to conduct this certification. At the July 10, 2017, Workforce Development Board meeting, the Stanislaus County Workforce Development Board approved to enter into a sole-source agreement with the five-county consortium to engage the services of a One-Stop Operator for the region. ProPath, Inc. is currently the One-Stop Operator for Kings, Madera, Merced, San Joaquin and Stanislaus County. ProPath, Inc., being the One-Stop Operator, has the expertise to certify Hallmarks of Excellence AJCC Certification.

ProPath, Inc. has reached agreements with other regional partners with the full expectation of completing the Hallmarks of Excellence AJCC Certification process in a timely manner. Upon Board approval, ProPath, Inc. will be taking into consideration the items listed below for the certification process.

Hallmarks of Excellence AJCC Certification:

In order to highlight areas where AJCCs can continuously improve their service delivery, the State Board has identified eight Hallmarks of Excellence, with each one ranked on a scale of 1-5. In order to receive a Hallmarks of Excellence AJCC Certification, an AJCC must meet Baseline AJCC Certification and receive a ranking of a least 3 for each of the following:

1. The AJCC physical location enhances the customer experience.
2. The AJCC ensures universal access, with an emphasis on individuals with barriers to employment.
3. The AJCC actively supports the One-Stop system through effective partnerships.

4. The AJCC provides integrated, customer-centered services.
5. The AJCC is an on-ramp for skill development and the attainment of industry-recognized credentials which meet the needs of targeted regional sectors and pathways.
6. The AJCC actively engages industry and labor and supports regional sector strategies through an integrated business service strategy that focuses on quality jobs.
7. The AJCC has high-quality, well-informed, and cross-trained staff.
8. The AJCC achieves business results through data-driven, continuous improvement.

VII. ADMINISTRATIVE BUDGET IMPACT: Approximately \$10,500.

A handwritten signature in black ink that reads "D. Foster". The signature is written in a cursive, flowing style. Below the signature is a horizontal line.

Doris Foster, Director



April 2, 2018

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

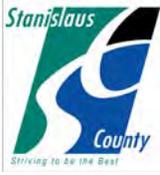
FROM: Doris Foster, Director

- I. SUBJECT: Acceptance of Information to Request From Stanislaus County Board of Supervisors the Authorization for the Director of Workforce Development, or Designee, to Sign All Workforce Innovation and Opportunity Act-Related Grants, Sub-grant Agreements, and Any Modifications or Adjustments as Required for Program Year 2018-2019
- II. ITEM NUMBER: VII-D
- III. ITEM TYPE: Consent
- IV. STAFF RECOMMENDATION: Accept the Information to request from Stanislaus County Board of Supervisors the authorization for the Director of Workforce Development, or designee, to sign all Workforce Innovation and Opportunity Act-related grants, sub-grant agreements, and any modifications or adjustments as required for Program Year 2018-2019.
- 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 fulfils 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 will be taken to the Board of Supervisors for authorization.
- VI. DISCUSSION: The Chief Local Elected Official has designated the Stanislaus County Department of Workforce Development to be the fiscal agent on behalf of the local workforce development area. Approval of staff's recommendations will allow the Director of Workforce Development to enter into and sign contracts to expend the Program Year 2018-2019 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 are expected to exceed \$100,000 in some instances. Approval to enter into contracts will be requested from the Stanislaus County Workforce Development Board and will follow the Board of Supervisors policies regarding the reporting of contracts and agreements.

- VII. ADMINISTRATIVE BUDGET IMPACT: None

Doris Foster, Director



April 2, 2018

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Accept the Information of the Contractor Name Change from Computer Tutor Business and Technical Institute to Stellar Career College
- II. ITEM NUMBER: VII-E
- III. ITEM TYPE: Consent
- IV. STAFF RECOMMENDATION: Accept the information of the contractor name change from Computer Tutor Business and Technical Institute to Stellar Career College.
- V. POLICY ISSUE: This item is informational only. No approval or action is needed as it is for a name change resulting from change in ownership of service provider.
- VI. DISCUSSION: At the April 3, 2017 Workforce Development Board meeting, the Stanislaus County Workforce Development Board approved the recommendation to enter into sub-recipient contracts with Ceres Unified School District (Project YES), Computer Tutor Business and Technical Institute (Project ASPIRE), and Eckerd Youth Alternatives, Inc. to provide Workforce Development services to disconnected and at-risk Youth during Program Year 2017-2018.

Computer Tutor Business and Technical Institute was sold in the fall of 2017. The new owner—Zulfiqar Satti—gave a brief overview of his background and his vision for the future of the school and the program at the October 3, 2017, Workforce Development Board meeting. The Project ASPIRE program model and services did not change with the sale of the school and Project Aspire is on track to complete all enrollments for this current contract period. The organization has, however, transitioned from the previous name of Computer Tutor Business and Technical Institute to Stellar Career College. For contract purposes, the change is nominal in nature and will not create any changes to the service provision offered by the organization under the terms of the current agreement.

- VII. ADMINISTRATIVE BUDGET IMPACT: None

Doris Foster, Director



Stanislaus County Workforce Development Board

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April 2, 2018

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Nominations and Elections of Workforce Development Board Officers
- II. ITEM NUMBER: VIII-A
- III. ITEM TYPE: Discussion and Action
- IV. STAFF RECOMMENDATION: Nominate and elect Workforce Development Board Officer positions of Chair, Vice Chair and Secretary
- V. POLICY ISSUE: The Stanislaus County Department of Workforce Development Board (WDB) is governed by Workforce Innovation and Opportunity Act (WIOA). Per WIOA law § 107, paragraph (3) "CHAIRPERSON.—The members of the local board shall elect a chairperson for the local board from among the representatives described in paragraph (2) (A)." WIOA law also states in § 679.310 "The CEO must establish by-laws, consistent with State policy for Local WDB membership." The current WDB bylaws, approved by the Stanislaus County Board of Supervisors on June 7, 2016, state in article V "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 current Officers of the Board's terms expired January 9, 2018.
- VI. DISCUSSION: On June 7, 2016, the Stanislaus County Board of Supervisors approved the latest version of the WDB Bylaws as required by regulations. The Bylaws include the authority of the Workforce Development Board, its purpose, define the membership, officers, meetings, committees, quorum, voting, vacancies, conflict of interest and amendments. A recommendation to amend, repeal, or alter the Bylaws, in whole or in part may be made by a majority vote of the WDB. Any amendments to the Bylaws, shall take effect only upon approval by the Stanislaus County Board of Supervisors.

As stated in the Bylaws under Article V Officers, the "Workforce Development Board shall elect a Chair, Vice Chair and Secretary. Only members of the Board may be Officers. Each Office shall have a term of one year." The description of the duties for each of the Officers is included in the Bylaws.

The election of each of the Officers requires an action by the majority of members present.

- VII. ADMINISTRATIVE BUDGET IMPACT: None

Doris Foster, Director



April 2, 2018

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Acceptance of Information from the Youth Development Committee's Lunch N' Learn Meetings and its Vision and Mission Statements
- II. ITEM NUMBER: VIII-B
- III. ITEM TYPE: Discussion and Action
- IV. STAFF RECOMMENDATION: Accept the Information from the Youth Development Committee's Lunch N' Learn Meetings and its Vision and Mission Statements.
- V. POLICY ISSUE: The Youth Development Committee (YDC) is a standing advisory committee to the Workforce Development Board assisting with activities related to the Workforce Innovation and Opportunity Act (WIOA) funded Youth program. The YDC has the ability to recommend strategies and activities that will lead Youth towards economic self sufficiency. This item is informational only as no approval or action is necessary from the Workforce Development Board.
- VI. DISCUSSION: At the January 9, 2017 Workforce Development Board meeting, the Board approved the formation of the Youth Development Committee (YDC), a standing advisory committee that assists with the planning, operational, implementation and performance activities related to the WIOA funded youth services being provided in the Stanislaus County workforce system. Jennifer Carlson-Shipman was named the Chair of the Committee at the subsequent Workforce Development Board meeting on April 3, 2017.

At the first quarterly YDC meeting on August 8, 2017, the Committee decided to hold two Lunch N' Learn meetings (one-hour additional learning opportunities for Committee members during lunch) held during the months in between the quarterly meetings to assist in familiarizing the Committee members on the Workforce Innovation and Opportunity Act (WIOA) Youth programs and other partner organizations throughout the community serving the youth within Stanislaus County.

The first Lunch N' Learn was held on September 18, 2017 where the youth vendors—Computer Tutor Business & Technical Institute's "Project Aspire", Ceres Unified School District's "Project Yes", and Eckerd Youth Alternatives, Inc.—highlighted the uniqueness of their programs.

The second Lunch N' Learn was held on October 19, 2017 where the Committee learned about the Stanislaus County Department of Education's "Come-Back Kids" program and about the America's Job Center of California (AJCC).

At the November 6, 2017, YDC quarterly meeting, positive feedback was received from Committee members regarding the Lunch N’ Learn meetings and the desire to continue the meetings. Committee members offered suggestions of future topics and set dates for two additional Lunch N’ Learn meetings for December 4th and January 12th. The December 4, 2017 Lunch N’ Learn featured five current or previously enrolled Youth participants from “Project ASPIRE” and “Project YES” in a question and answer panel. The January 12, 2018, Lunch N’ Learn featured presentations from Center for Human Services and Ceres Unified School District’s “Project YES” Tech Program. Future dates will be set as requested by the Committee.

In addition, at the November 6, 2017 YDC meeting, the Committee approved the recommended eligibility definition for those Youth that “require additional assistance to enter or complete an educational program or to secure and retain employment.” The recommended local criteria for individuals who require additional assistance was approved by the Workforce Development Board at the January 8, 2018 Workforce Development Board meeting and will take effect July 1, 2018 and has been locally defined as youth:

Additional Assistance Criteria:

- a. Who have a visible tattoo(s) and/or piercing(s) that may affect employability;
- b. Who is a victim of domestic violence;
- c. Who have a parent or legal guardian that is incarcerated;
- d. Who are refugees/immigrants;
- e. Who have family history of chronic unemployment, including long-term public assistance;
- f. Who lacks foundational skills, such as:
 - 1. Basic Skills; reading, writing, mathematics, listening, and speaking
 - 2. Critical Thinking Skills; creative thinking, decision making, problem solving, and reasoning
 - 3. Personal Characteristics; responsibility, self-esteem, social, self-management, and integrity/honesty, and lacks the understanding of work ethic

Further discussed at the November 6, 2017, Youth Development Committee meeting was the Committee’s Vision and Mission statements. The Committee chose to adopt the Workforce Development Board’s vision statement:

“To foster a demand-driven, skilled workforce that enables upward mobility through the alignment and integration of private and public partnerships.”

The Committee members also approved the following mission statement:

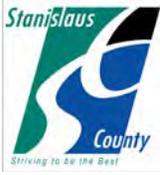
“Enhance the competitiveness of the region by preparing Stanislaus County’s young adult workforce with the skills necessary to achieve self-sufficiency.”

The Committee sees the continuation of Lunch N’ Learn meetings and the adoption of the Committee’s Vision and Mission statements as providing greater focus and understanding of available programs to serve the needs of Stanislaus County’s youth, thus allowing for well-informed recommendations to the Workforce Development Board.

VII. ADMINISTRATIVE BUDGET IMPACT: Cost of lunches that are already provided for in the Workforce Development Board budget.



Doris Foster, Director



April 2, 2018

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

- I. SUBJECT: Approval to Amend the Bylaws of the Stanislaus County Department of Workforce Development Board
- II. ITEM NUMBER: VIII-C
- III. ITEM TYPE: Discussion and Action
- IV. STAFF RECOMMENDATION: Approve and adopt the recommended amendments to the Bylaws for the Stanislaus County Department of Workforce Development Board.
- V. POLICY ISSUE: The Stanislaus County Workforce Development Board (WDB) is governed by Workforce Innovation and Opportunity Act (WIOA). Per WIOA law § 679.310 “The CEO must establish by-laws, consistent with State policy for Local WDB membership.” Per the current established Stanislaus County WDB bylaws, “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.”
- VI. DISCUSSION: On April 5, 2016, the Stanislaus County Board of Supervisors approved agenda item B-9 which included the formation of the Workforce Development Board (WDB) and bylaws which satisfied requirements of Workforce Innovation and Opportunity Act (WIOA). The bylaws allowed the Stanislaus County WDB to be fully functional as of July 1, 2016. The WDB is responsible for shaping and strengthening local and regional workforce development efforts to support small, medium, and large business job growth and provides a strategic vision for the many workforce development activities.

On June 7, 2016, the Board of Supervisors approved agenda item B-1 which included the recommended amendments of the WDB bylaws. Amendments included the following:

- Revise the member cap from 25 to 28 as the 25 member cap was not prescribed by WIOA;
- Add ruling that a Board member cannot miss more than three (3) consecutive meetings;
- Add verbiage that to allows Stanislaus County Board of Supervisors to appoint an interim Chair to the WDB until annual elections for WDB officers are conducted allowing the WDB to be fully functioning as of July 1, 2016 which was needed at the time since the WDB was newly formed.

The WDB staff presented the first draft of the proposed amended bylaws to the WDB at the January 8, 2018 Board meeting. After consideration of recommendations from the Board, the final draft of the proposed amended bylaws were provided to the Board on February 15, 2018 via e-mail in accordance with the current established WDB bylaws “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 30 days prior to the date of the meeting at which such vote shall be held.” The following amendments are to be made in addition to clerical adjustments highlighted in the attached proposed WDB bylaws (attachment VII-B1):

- **Page two-three, Article IV – Membership** – Add verbiage incorporating member term limits in the bylaws as they were not previously stated. Initial terms set for some members were shorter to ensure that the WDB has continuity after the expiration of seat terms. That initial short term was applied to eight Board seats randomly selected by assigning each Board seat a consecutive number and then using Excel’s random number generator function. After the expiration of the seats with the initial shorter terms, the term length will revert back to what is stated in the proposed bylaws (Attachment V–A1). This will result in the staggering of terms ensuring there is not a complete turnover of WDB members at one time; Add verbiage indicating there is no limit on the number of terms served by a member;
- **Page three, Article V – Officers** - Add verbiage increasing the officer term limits from one year to two year terms based on Board member feedback; Remove the verbiage “The County Board of Supervisors may appoint initially an Interim Chair until annual elections are conducted and Officers are elected” as this is no longer the situation of the WDB; Remove verbiage “an employee of Stanislaus County as approved by the Board of Supervisors;”
- **Page four, Article VI – Meetings** – Add verbiage “unexcused” in the rule that a Board member cannot miss more than three (3) consecutive Board meetings, to now state, “A Board member cannot miss more than three (consecutive) *unexcused* meetings”; Add the following verbiage, “A member may participate in Board meetings via teleconference if he or she is unable to attend the meeting physically, however, all specific requirements relating to teleconferencing must be followed.” The WDB complies with the provisions of the Ralph M. Brown Act (Gov. Code § 54950 *et seq.*). Section 54953(b) of the Ralph M. Brown Act authorizes the conduct of meetings by legislative bodies through teleconferencing under specified circumstances.

VII. ADMINISTRATIVE BUDGET IMPACT: None



Doris Foster, Director

**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 twenty eight (28) members with no limit on number of terms served, be consistent with ~~the~~ Workforce Innovation and Opportunity Act (WIOA) regulations, as it may be amended from time to time, and meet the following requirements:

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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. The term for Business Representatives is four years.

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 Vveterans 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. The term for Labor Representatives is four years.

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 ("Adult Education Representatives"); (ii) shall include a representative of institutions of higher education, including community colleges, providing workforce investment activities; ("Higher Learning Education Representatives") 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. The term for Education/Training Representatives is four years.

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

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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. The term for Economic and Community Development Representatives is four years.

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. The term for Other Representatives is two years.

**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~~two ~~(1)~~ years. Officers shall be elected annually at a regular meeting of the Board. ~~The County Board of Supervisors may appoint initially an Interim Chair Until annual elections are conducted and Offices are elected.~~

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.

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

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paragraph to Stanislaus County Workforce Development staff, 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.

A member with three (3) consecutive unexcused absences from meetings is considered resigned from the Board. A member may participate in Board meetings via teleconference if he or she is unable to attend the meeting physically, however, all specific requirements relating to teleconferencing must be followed.

**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 advisory 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.

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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 other 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 shall 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 Workforce Development's Conflict of Interest Policy and Code of Conduct, and annually shall file a Statement of Economic Interest as required under that Code.

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**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 ~~provided to 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.