



Chairperson: Leslie Abasta-Cummings

Director: Erick Serrato

Phone: (209) 724-2100

Fax: (209) 383-4039

Merced County Workforce Development Board Meeting

Wednesday, June 22, 2022; 2:00pm – 3:30pm

In-Person Meeting

Merced Civic Center (City Hall)

Sam Pipes Conference Room – First Floor

678 W 18th Street, Merced, CA 95340

Documents related to agenda items that are distributed to the WDB less than 72 hours prior to the meeting shall be available for public inspection at 1900 Airdrome Entry, Atwater, CA 95301 or visit our website at www.worknetmerced.com. Documents distributed to the WDB at the meeting by staff will be available at the meeting; documents distributed to the WDB by members of the public shall be made available after the meeting. This WIOA Title I financially assisted program or activity is an equal opportunity employer/program and auxiliary aids and services are available upon request to individuals with disabilities.

ALTERNATE AGENDA FORMATS: If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may make these requests to the WDB at 209.724.2041.

Agenda		
1. Call to Order	Roll Call of Members of the Board	Vice-Chair Thengvall Patricia Hinson
2. Host Welcome	Welcome by Frank Quintero, Deputy City Manager, City of Merced	Vice-Chair Thengvall
3. Public Opportunity	Public opportunity to speak on any matter of public interest within the Board's jurisdiction, including items on the Board's agenda	Vice-Chair Thengvall
4. Customer Impact Comments	First-person commentary from individuals or businesses impacted by Merced County WDB programs Adult Program: Hannah C.	Staff
5. Approval of Minutes	Approval of WDB Meeting Minutes from March 23, 2022	Vice-Chair Thengvall
6. Open Announcements	Updates and announcements from members of the Workforce Board	Vice-Chair Thengvall
7. Chair Comments	Comments from the Vice-Chair of Merced County Workforce Development Board	Vice-Chair Thengvall
8. Director's Comments	Synopsis of Meeting Agenda, comment on non-Agenda items, legislative updates, and other areas of interest	Erick Serrato
9. Strategic Planning Process	Discuss the opportunity of a full-day strategy 'retreat' to identify priority focus areas, long-range planning and the workforce board's role in Merced County communities	Erick Serrato Vice-Chair Thengvall

10. FY2022-2023 Workforce Development Board Budget (Preliminary)	Review and approval of the Workforce Development Board Budget, as submitted by Department of Workforce Investment for approval to the Merced County Board of Supervisors on June 21, 2022	Erick Serrato Linda Gutierrez
Workforce System		
11. WDB Bylaw Change	Review and approval of change to Bylaws to stagger Board member terms in compliance with WIOA rules	Erick Serrato Reyna Espinoza
12. Youth Committee Report	Report from Youth Committee meeting of June 1, 2022	Reyna Espinoza
13. Merced County Workforce Development Council	Update on formation of the workforce board 501(c)3 (Merced County Workforce Development Council) and subsequent request for tax-exemption status	Erick Serrato
Industry & Labor Market		
14. Business Services	Update on Business Service activities, including the June 28, 2022 “Jobs that Move” event, the Microbusiness grant, Workforce Fact Sheet, incumbent worker investments, and upcoming healthcare survey	Mario Pena
Career Services		
15. Adult, Dislocated Worker & Youth Performance Reports	Quarterly review of WIOA Programmatic Performance, Performance-Based Outcomes, and other key indicators	Reyna Espinoza
16. Approval of Subcontracts of PY2022-2023 WIOA Adult, DW, and Youth Service Providers	Review and approval of Contracts for PY 2022-2023 WIOA Adult, Dislocated Worker, and Youth, totaling \$2,601,215.00	Erick Serrato Linda Gutierrez
17. Post-Program Evaluation	A review of three recently-completed programs: Workforce Accelerator 8.0; Barriers to Employment; Opioid National Dislocated Worker Grant, all having ended March 31, 2022	Reyna Espinoza
18. External Monitoring of PY 2020-2021 WIOA Adult, Dislocated Worker, and Youth	Summary review of monitoring conducted by Colleen Brennan, Workforce Consulting	Reyna Espinoza Colleen Brennan
Other Items for Discussion		
19. Community Economic Resilience Fund (CERF)	Survey of Workforce Board membership to identify priority economic development projects in Merced County and strategies to assist workers and job seekers	Erick Serrato Mark Hendrickson
20. Future Agendas & Meetings	Future Items for meeting agenda for September 28, 2022 meeting (In-person); Location: TBD	Vice-Chair Thengvall
21. Adjournment	Adjourning of Workforce Development Board Meeting	Vice-Chair Thengvall

Optional tour of Bitwise – Merced Center directly after the meeting

**Workforce Development Board (WDB)
Merced County DWI
Hilmar Cheese
9001 N Lander Ave-Visitor's Center
Hilmar, CA 95324
March 23, 2022, 3:00 p.m.**



www.worknetmerced.com

Members Present:

Jorge De Nava	Greg Vincelet	Steve Tietjen	Joe R. Perez
Leslie Abasta-Cummings	Mark Hendrickson	Michelle Skoor	Tim Robertson
Daron McDaniel	Joshua Lepper	Jeff Segars	David Ness
	Amie Marchini	Chris Vitelli	Chris Winek

Members Absent:

Tim O'Neill	Steve Hobbs	
Michael Altomare	Chudy Nnebe	Vinton Thengvall
Jack Mobley	Satvir Arias	

Others Present:

Raul Mendez, David Mirrione, Erick Serrato, Reyna Espinoza, Mario Pena, Valente Huitron, Martha Torres, Holly Newlon, Mark Shelton, Scout Fuentez, Patricia Hinson, Stephanie Vue

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- 1. Call to Order/ Roll Call: The Chair,** Mrs. Leslie Abasta-Cummings, called the meeting to order at 3:05 pm. She thanked Hilmar Cheese for hosting the meeting.
 - 2. Host Welcome:** Canceled
 - 3. Public Opportunity to Speak:** None
 - 4. Customer Impact Comments:** Customer Testimonial:

Mark Shelton- Adult Program: Shared with members that he went to the Worknet office for services because he was struggling to find a full-time job due to some barriers from his past. He was assigned to a case manager who was able to place him with an OJT and due to his lack of commitment, the OJT was unsuccessful. Later he talked to his Worknet case manager, and he was able to start in a trucking class after attending the Worknet's Truck Fest in October 2021. He now has a good paying job working as a truck driver. He thanked the WDB for having the services available to him, and will forever be grateful to Worknet.

Scout Fuentez-Youth Program: Shared with members that he recently was a High School graduate and was not sure what career he wanted to pursue. He signed up with Merced County Office of Education Empower Program and was assigned to his case manager. After a detailed and thorough evaluation with his case manager, he decided that welding training would be what he wanted to do. He was signed up to attend the

welding classes at Modesto Technical School and was able to successfully finish the welding training. He now has a good job, and is very grateful to WDB members for supporting the Empower program.

5. **Approval of Minutes (December 8, 2021):** *Vitelli/Hendrickson* approved the meeting minutes as published.

Abstain: Chris Winek

6. **Open Announcements:** McDaniel shared with members that Merced County Board of Supervisors just signed a deal with Patriot Rail out at Castle that will be working towards our inland port project with the Port of LA. This has opened a lot more opportunities with ports from all across the nation that are interested now. This will benefit all industries as well as the AG Industry. They are currently recruiting and hiring people.

Erick thanked Mark for his leadership on the development of Patriot Rail. He noted that he is currently working together with Chris-Merced College to assist in the pipeline development in regards to the jobs for Patriot Rail. So far, they met with Patriot staff twice and will meet again on Friday.

7. **Chair Comments:** Leslie shared with members that at the last WDB meeting she was re-elected to be the WDB Chair. She is grateful to be reelected and thanked members for their support. She welcomed the new board members, Chris Winek, from F&M Bank, Michelle Skoor, from Bitwise Industries, David Ness, from MERCOCREDIT Credit Union, and Joe R. Perez appointed to be the new representative for CA State Dept. of Rehabilitation. She thanked them for attending the meeting and is looking forward to working with them.

8. **Director's Comments:** Erick thanked everybody for being present at the meeting. He shared with members' synopsis of Meeting Agenda, comment on non-Agenda items, legislative updates, and other areas of interest.

9. **Merced County Mission, Vision, Values Award Program:** In recognition for its outstanding work over the past year, the Merced County Workforce Development Board has been recognized as a recipient of the MVV Award for the 2021. The winner is selected by a committee comprised of the Board Chair, Vice-Chair, and three community volunteers.

CEO Raul Mendez attended the WDB meeting and presented the award to WDB Chair Leslie Abasta-Cummings who received the award on behalf of the WDB members.

10. **Board Appointments:** Updated on approval by the Merced County Board of Supervisors. Nomination and re-election of Board Members with terms ending June 30, 2022.

The following new candidates were appointed by the Board of Supervisors at the March 22, 2022 meeting:

Chris Winek, Farmers & Merchant Bank

David W. Ness, Merced County Credit Union

Michelle Skoor, Bitwise Industries

Joe R. Perez- Appointed to be the new representative for CA State Dept. of Rehabilitation.

Nomination and re-election of the following Board Members with terms ending June 30, 2022.

Request for a motion to nominate and re-elect members to a new four-year term to the Workforce Development Board, O'Neill, Thengvall, Altomare, Hendrickson, Vincelet, and De Nava to a new four-year term to the Workforce Development Board.

Motion by Steve Tietjen, second by Joshua Lepper to nominate and re-elect members to a new four-year term to the Workforce Development Board, O'Neill, Thengvall, Altomare, Hendrickson, Vincelet and De Nava; carried by unanimous roll call vote.

Abstain: Daron McDaniel

- 11. WIOA Policies:** Staff is requesting review and approval of the following three WIOA Policies: Incumbent Worker Training, Unlikely to Return to a Previous Industry of Occupation, and Allocation of One-Stop Costs.

Motion by Steve Tietjen, second by Mark Hendrickson the review and approval of three WIOA Policies: Incumbent Worker Training, Unlikely to Return to a Previous Industry of Occupation, and Allocation of One-Stop Costs policies; carried by unanimous roll call vote.

- 12. AJCC Facility Needs:** Staff provided an update on facility needs at Merced County AJCC, and potential opportunity to relocate services, if needed. Staff is requesting a motion to authorize Board staff to continue to explore options and report to the Executive Committee.

Motion by Jorge de Nava, second by Daron McDaniel to authorize Board staff to continue to explore options and report to the Executive Committee; carried by unanimous roll call vote.

- 13. Customer Personas:** WDB staff has developed its first draft of Merced County Workforce Development Personas, a representation of Merced County Worknet customers. Staff will use these personas in the development of workforce programs to ensure all solutions are oriented toward real customers. Erick presented colored copies of real customers as an example of what the project will look like using real customer data and qualitative information about customer needs and motivations.

- 14. Priority Sectors:** Board staff continues to review labor market information to determine whether the seven aforementioned sectors are as relevant today to the County workforce strategies as they were when first identified in 2017. Staff encourages the Board to consider the following changes: Removal of "Water Technology" as a priority sector, based on the limited number of available jobs in this sector; further exploration of workforces' opportunities in "Energy" to pin-point sector focus and possible redefine/rename the sector of focus; and addition of Early Childhood Education (ECE), due to the number of workforce changes occurring in the ECE space, and the Board's interest to childcare issues, and available employment opportunities.

Staff will be hosting (2) Sectors Work Groups inviting WDB members, the dates are, Wednesday, April 20th and a follow-up meeting on Wednesday, May 11th. Both meetings will be held via zoom at 1PM. A zoom meeting invite will be sent to all WDB members. A final account of sectors will be presented at the next WDB meeting in June.

- 15. Micro-Business Grant:** The DWI and WDB plan to launch the Merced County Microbusiness COVID-19 Relief Grant on Monday, April 18th. The grant program will focus on two specific populations in Merced County.

Childcare providers and swap meet vendors. The grant will remain open to all businesses that meet the required criteria. Merced County applied for and was awarded approximately \$359,000 to dispense 115 \$2,500 grants to organizations that meet basic eligibility criteria, mainly have less than five employees, and have made less than \$50,000 in revenue in 2019, and have started their business December 2019 or earlier. The department will partner with five community-based organizations to assist in the process related to the grant program. They are, CVOC, Merced County Hispanic Chamber of Commerce, Los Banos Chamber of Commerce, Merced Loa Family, and the Fresno Area Hispanic Foundation. The community partner will coordinate with staff to host application clinic sessions at each organization that will aim to each business member in need of assistance. The application to this grant will closed on August 18th or until funds have been exhausted.

16. Business Services: Staff provided a brief update on business service activities, recruitment and job fairs.

17. Adult, Dislocated Worker & Youth Performance Reports: WDB Staff gave an overview of WIOA Programmatic Performance to include program base outcomes, and other key performance metrics. Currently, the Adult, Dislocated Worker and Youth programs continue to struggle with rural community enrollments. DWI's goal was to reach rural communities and extend services beyond the largest cities' boundaries, helping with employment related databases and extending the reach of Workforce Investment services.

18. Youth Committee Report: The Youth Committee held its first meeting on Thursday, March 10, 2022 at the Roundtable Pizza in Merced. Some of the discussion items for the meeting included, Review and revision of the Youth Committee Purpose Statement- Members reviewed and made some suggestions. Staff will make the changes and forward back to Youth Committee members. Review of Program Year 2021-2022 Performance Outcomes for youth programs, Youth work experience projects, and a copy of the 2022 calendar of events and meetings was provided to Youth members.

19. Youth Work Experience Projects: Youth Committee Staff presented to the members an update and the following programs in youth Work Experience:

City of Merced youth work experience investment of \$1.025M to support youth in two summer employment programs;

Redesign of Human Services Agency contract to redirect approximately \$250,000 in wages toward youth in public-assistance dependent households;

Recent \$3.815M award from the CaliforniaForAll program to provide 111 youth adults ages 16-30 with meaningful part-time and full-time employment with area non-profits.

Staff noted that collectively, these new grants total more than \$5M in youth employment funds, the largest such investment in Merced County for youth programs.

20. Future Agenda & Meetings: Next WDB meeting is scheduled on June 22, 2022. Location TBD.

21. Adjournment:

The Chair, Mrs. Leslie Abasta-Cummings, adjourned the meeting at 4:32 p.m.



Workforce Development Board Meeting – June 22, 2022

Agenda Item 9. Strategic Planning Process

To:	Merced County Workforce Development Board
From:	Merced County Workforce Development Board Staff
Date:	June 22, 2022

Background

Strategic planning retreats are opportunities for organizations to fully focus on short- and long-term goals. This work is particularly important when an organization is experiencing growth, or when its environment is changing. The Merced County Workforce Development Board, in its last five years, has seen significant growth and change, with the transition to subcontracted services, expansion in programs, exploration of intersecting workforce opportunities, and change in leadership. The economic environment has seen serious change as well, including COVID-19, population growth, and other economic churn.

Discussion

A meeting poll will be circulated to identify a full day in August through October where the Board can meet to discuss emergent opportunities, new ways to engage Board membership in its work, the role of the non-profit, and short- and long-term goals. The retreat will be facilitated by the Board Chair and Board Director.

Recommended Action

Discussion Item Only



Workforce Development Board Meeting – June 22, 2022

Agenda Item 10. FY2022-2023 Workforce Development Board Budget (Preliminary)

To:	Merced County Workforce Development Board
From:	Merced County Workforce Development Board Staff
Date:	June 22, 2022

Background

The Workforce Development Board is updated annually on the status of its budget, which is administered by the County of Merced as the Department of Workforce Investment (DWI). All County departments present a preliminary and final budget to the County; the preliminary budget was presented and approved by the Board of Supervisors on June 21, 2022, and the final will be approved in September 2022.

Discussion

The following budget is presented as the Board’s preliminary budget, based on known revenues and expenses as of May 2022. The final budget will be presented in September, inclusive of any adjustments.

This preliminary budget was presented to the Executive Committee for feedback at its May 12, 2022 meeting. At the time of its presentation, the Formula Allocation from the State to the Workforce Development Board had not yet been released; the information presented at that time reflected a “flat” allocation (consistent with prior year). Final allocations were, in fact, slightly higher than previous year.

The total amount of the Board (Department) budget is \$8,937,157.00. A staff presentation will highlight major changes in year-to-year expenses.

Expense Categories	PROPOSED FY 22-23
Staff Salaries and Benefits	\$ 2,305,620.00
Leases and Facilities	\$ 402,099.00
Overhead	\$ 549,523.00
Marketing	\$ 52,641.00
Service Contracts	\$ 2,808,415.00
Professional Subs	\$ 104,980.00
Travel	\$ 67,248.00
DWI Direct Services	\$ 1,302,783.00
Other	\$ 1,343,848.00
Total	\$ 8,937,157.00

Recommended Action

Approve the Workforce Development Board Preliminary Budget as submitted by Department of Workforce Investment for approval to the Merced County Board of Supervisors on June 21, 2022



Workforce Development Board Meeting – June 22, 2022

Agenda Item 11. Workforce Development Board Bylaw Change

To:	Merced County Workforce Development Board
From:	Merced County Workforce Development Board Staff
Date:	June 22, 2022

Background

The Workforce Development Board of Merced County was re-formed in response to the passage of the Workforce Innovation and Opportunity Act (2014), adhering to Section 107 guidelines in its formation, structure, and Chief Local Elected Official (CLEO) policy and service direction. The Bylaws were last updated on June 8, 2021. Changes to the Bylaws require a 2/3 vote of all members in the affirmative and ratification by the Merced County Board of Supervisors.

Discussion

A recent policy monitoring by the California Employment Development Department (EDD) found a vulnerability in the Board’s membership structure. At the time of the Board’s re-formation, all Board terms were initiated with a four-year term. The policy review found that the Bylaws did not eliminate the possibility that the Board’s membership could end on the same day, at the conclusion of those four-year terms.

The Bylaws of the Workforce Development Board of Merced County require updates in the following section, as proposed by Board staff:

- Section E # 2 Term: Change from “All members may be appointed and/or reappointed to a four (4) year term” to “Each member shall serve for a term of four (4) years. However, the terms of thirteen (13) of the initial members of the board shall instead be two (2) years, to be determined by lot. Thereafter the terms of the membership shall be staggered four-year terms. There are no term limits. Members may serve as many terms as the Board of Supervisor appoints them.”

Recommended Action

Approve change to WDB Bylaws in Section E #2 as so described.

Bylaws

Workforce Development Board of Merced County

A. Name

The name of this organization shall be “Merced County Workforce Development Board” (hereinafter the “Board”).

B. Authority

The State of California, pursuant to the Workforce Innovation and Opportunity Act (WIOA) of 2014 (Pub.L113-128) hereinafter the “Opportunity Act”), has designated the geographic area of the County of Merced as a Workforce Development Area and provides funding thereto.

The Opportunity Act, at Section 107, requires that Local Workforce Development Boards shall be established in each Local Workforce Development Area and that such boards shall be certified by the Governor. WIOA further requires that Local Elected Officials shall appoint the members of such boards based on criteria established jointly by the Governor and the California Workforce Development Board.

On May 23, 2000, the Board of Supervisors, acting as the Local Elected Officials of the Merced Local Workforce Development Area, established the Workforce Development Board of Merced County and appointed its initial membership.

C. Address

All communication with the Board shall be addressed to the Chairperson of the Workforce Development Board of Merced County at 1900 Airdrome Entry, Atwater, CA 95301.

D. Purpose

The general purpose of the Board is to establish policy for and provide oversight of the workforce development system in the County of Merced.

Pursuant to Section 107 of WIOA, the following are mandated responsibilities of the Board:

1. In partnership with the Board of Supervisors, development of a local plan for the Local Workforce Development Area;
2. Selection of one-stop operator(s) pursuant to Section 121(d) with the concurrence of the Board of Supervisors;

3. May establish a standing youth committee (Youth Committee) pursuant to Section 107 (4)(A)(ii) of the Workforce Innovation and Opportunity Act and, in partnership with the Board of Supervisors, appoint its members;
4. Identification of eligible providers of youth activities and the awarding of grants or contracts on a competitive basis, based on recommendations of the youth standing committee, if such a committee is established for the local area;
5. Identification of eligible providers of training services pursuant to Section 122;

In the event that the local one-stop operator does not provide career services in the local area, identification of eligible providers of career services;

6. May terminate for cause the eligibility of such providers;
7. Development of a budget for itself, subject to the approval of the Board of Supervisors;
8. In partnership with the Board of Supervisors, the conduct of oversight of the one-stop delivery system, employment and training activities and youth activities in the Local Workforce Development Area;
9. In partnership with the Board of Supervisors, negotiation of local performance measures with the Governor;
10. Provision of assistance to the Governor in developing a statewide employment statistics system;
11. Coordination of workforce development activities conducted under the Workforce Innovation and Opportunity Act with local economic development strategies and develop employer linkages with such activities; and
12. Promotion of the participation of private sector employers in the statewide workforce development system.

E. Membership

1. Composition - The membership of the Board shall include:
 - a. At a minimum a majority of members shall be representatives of business in the local area, who (i) are owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policymaking or hiring authority; (ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and (iii) are appointed from among individuals nominated by local business organizations and business trade associations;

- b. No fewer than two (2) representatives of local educational entities administering education and training activities, including one representative from entities providing adult education and literacy activities under WIOA Title II, and one representative from postsecondary educational institutions providing workforce investment activities (including representatives of community colleges, where such entities exist), selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities;
 - c. Not less than 20% of the members shall be representatives of the workforce within the local area who shall include representatives of labor organizations nominated by local labor federations, including a representative of an apprenticeship program. At least 15 percent of local board members shall be representatives of labor organizations.
 - d. May include representatives of community-based organizations (including organizations representing individuals with disabilities and veterans, for a local area in which such organizations are present);
 - e. One (1) representative of economic development agencies, serving the local area;
 - f. One (1) representative from State Employment Office (EDD);
 - g. One (1) representative from Department of Rehabilitation;
 - h. A representative of the Merced County Board of Supervisors; and
 - i. May include various other representatives of entities and agencies as deemed appropriate under Section 107.
 - j. The Chairperson, Vice Chairpersons, and the majority of the members shall be representatives of business. Youth Committee
2. Term

~~All members may be appointed and/or reappointed to a four (4) year term.~~ Each member shall serve for a term of four (4) years. However, the terms of thirteen (13) of the initial members of the board shall instead be two (2) years, to be determined by lot. Thereafter the terms of the membership shall be staggered four-year terms. There are no term limits. Members may serve as many terms as the Board of Supervisors appoints them.

3. Removal of a Member

The Chairperson may recommend to the Board the removal of a Board Member or committee member for absenteeism or if the employment or affiliation upon which their membership was originally based changes such that they no longer represent the organization or constituency or category considered for their appointment.

Removal shall require the affirmative vote of a majority of the members of the Board and ratification of the Merced County Board of Supervisors.

4. Resignation

Resignation of a member shall be affected by written notice from that member submitted to the Board and the Merced County Board of Supervisors.

5. Vacancies

Vacancies on the Board shall be filled for the remaining term of the vacating member by the Merced County Board of Supervisors based upon recommendations from the Board.

F. Officers

1. Number and Titles

There shall be three (3) officers of the Board: Chairperson, Vice-Chairperson and Second Vice-Chairperson.

2. Term

The term of all officers shall be for **two (2) years**. Members may be reappointed.

3. Election

Officers shall be elected by the Board members **every two (2) years** at the last regular Board meeting of the operating year which commences on July 1 and ends on June 30 and as may otherwise be required by a resignation or removal.

4. Chairperson: The Chairperson shall be a representative of business. The duties of the Chairperson shall be to:

- a. Preside at all meetings of the Board, decide points of order, announce business, entertain motions, put motions to vote and announce the result of votes;
- b. Establish the agenda for each Board meeting;
- c. Execute, on behalf of the Board, necessary documents;
- d. Establish standing and ad hoc committees and name chairpersons and appoint members to such committees;
- e. Act as the legal representative of the Board;
- f. Call special meetings of the Board; and
- g. Call special meetings of committees.

5. Vice Chairperson: The Vice Chairperson shall perform the duties of the Chairperson in his or her absence and shall succeed the Chairperson for the balance of his or her term should the Chair become vacant.
6. Second Vice Chairperson: The Second Vice Chairperson shall perform the duties of the Chairperson in the absence of both the Chairperson and Vice Chairperson.

G. Committees

1. General: The Board will operate with a committee/ad hoc structure. Committee chairs shall be the presiding officers at all committee meetings. Committee vice-chairpersons, if named by the Chairperson of the Board, shall assume the duties of the committee chair in his or her absence.
2. Executive Committee: The Executive Committee shall be a standing committee.
 - a. Members of the Executive Committee shall be the Chairperson, Vice-Chairpersons, , the member representing the Merced County Board of Supervisors, the chairperson of the Youth Committee and two private sector WDB members elected at large. The Chairperson of the Board may, subject to ratification by the affirmative vote of two-thirds (2/3) of the Executive Committee, appoint a Board member to the Executive Committee based on background/expertise considered necessary for the committee.
 - b. Except as provided below, the Executive Committee may take actions on behalf of the Board when such actions are required before the next regularly scheduled meeting of the Board.
 - c. All actions taken by the Executive Committee shall be presented to the Board for ratification at its next regularly scheduled meeting.
 - d. The Executive Committee shall have no authority to take the following actions:
 - i. Make changes to these Bylaws;
 - ii. Make changes to any agreement between the Board and Merced County;
 - iii. Make changes to any Memorandum of Understanding with any One-Stop Partner or the One-Stop Operator; and
 - iv. Make appointments to the Youth Committee.
 - e. Two Private Sector members will be elected at large to the Executive Committee by the WDB, simple majority. Said election to take place during the election of WDB officers.
3. Youth Committee

- a. Pursuant to Section 107 (4)(A)(ii) of the Opportunity Act, there may be established a standing youth committee (Youth Committee). If a committee is established members of the Youth Committee shall be appointed by the Chairperson of the Board and such appointments shall be ratified by the Merced County Board of Supervisors.
 - b. The Youth Committee may be responsible for:
 - i. coordinating youth activities in a local area;
 - ii. developing portions of the local plan related to eligible youth (as determined by the Chairperson of the Board);
 - iii. recommending eligible youth service providers in accordance with WIOA Section 123 (subject to the approval of the Board);
 - iv. conducting oversight with respect to eligible providers of youth activities in the local area (subject to the approval of the Board); and
 - v. carrying out other duties, as authorized by the Chairperson of the Board.
 - c. The Board may delegate responsibility for the selection and oversight of eligible youth providers as well as other youth program responsibilities to the Youth Committee.
 - d. At least three (3) seats on the Youth Committee shall be filled by Workforce Development Board members.
 - e. The Chairperson of the Youth Committee shall be one of the three abovementioned Workforce Development Board members.
 - f. The Youth Committee may also include a WIOA-eligible Youth (ages 16-24), a representative of a youth-serving community-based or government organization (ex: Youth Probation); and a past member of the Workforce Development Board, approved by the Board.
4. Business Service Committee
- a. Pursuant to California Unemployment Insurance Code Section 14200(c)(9)(C), there may be established a committee that further develops and makes recommendation for the business service plan in the area. If a committee is established, members of the Business Service Committee shall be appointed by the Chairperson of the Board and such appointments shall be ratified by the Merced County Board of Supervisors.
 - b. The Business Service Committee may be responsible for further developing and making recommendations for the business service plan in the area, so that the plan includes strategies towards:
 - i. efforts to partner with businesses to identify the workforce training and educational barriers to attract jobs in the relevant regional economy, existing skill gaps reducing the competitiveness of local businesses in the relevant regional economies, and

potential emerging industries that would likely contribute to job growth in the relevant regional economy if investments were made for training and educational programs;

- ii. an electronic system for both businesses and job seekers to communicate about job opportunities;
 - iii. carrying out other duties, as authorized by the Chairperson of the Board.
- c. Members will be comprised of at least two (2) business representative Workforce Development Board members and one (1) labor representative Workforce Development Board member.
 - d. The Chairperson of the Business Service Committee shall be one of the two abovementioned business representative Workforce Development Board members.

H. Meetings and Actions

1. Public Access

The Board shall make available to the public, on a regular basis through open meetings, information regarding the activities of the Board, including information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth activities, and upon request, minutes of formal meetings of the Board. All meetings of the Board, its committees and the Youth Committee shall be open, public and noticed in compliance with the Ralph M. Brown Act, California Government Code 54950, et. seq., as amended.

2. Regular Meetings

There shall be at least four (4) scheduled meetings each year. Reasonable notice of the time and location of meetings shall be provided to Board members.

3. Quorum

- a. A quorum of the Board and its committees shall mean the presence of a majority of the members.

4. Remote Access

Any WDB member or committee member may participate in a WDB meeting, or a committee of the WDB, by means of a telephone or video conference or by any means of communication by which all persons participating in the meeting are able to communicate with one another, and such participation shall constitute presence at the meeting. In order to remotely attend a meeting the following conditions must be met:

- a. At least a quorum of the legislative body must participate from locations within the local agency's jurisdiction;
- b. Additional Remote Access locations may be made available for the public;
- c. Each Remote Access location must be specifically identified in the agenda of the meeting, including a full address and room number, as may be applicable;
- d. Agendas must be posted at each Remote Access location, even if a hotel room or a residence;
- e. Each teleconference location must be accessible to the public and have technology such as a speakerphone, to enable the public to participate;
- f. The agenda must provide the opportunity for the public to address the legislative body directly at each teleconference location;
- g. All votes must be by roll call.

5. Actions and Resolutions

Provided that there exists a quorum, all actions taken and resolutions passed by an affirmative vote of a simple majority of the members present at a duly constituted meeting shall constitute actions and resolutions of the full Board.

6. The Board shall set standards, policy and procedures for the expenditure of funds consistent with those of Merced County.
7. Minutes

There shall be recorded, for each meeting of the Board, the Youth Committee and any committees, the time and place of the meeting, the names of the members who were present, all official acts of the Board and the result of votes. When requested by a member, his or her dissent or approval and the reasons thereof shall be recorded. When a member abstains for reasons of conflict of interest, the abstention and nature of the conflict of interest shall be recorded. The minutes of each meeting shall be presented for review and approval at the next successive meeting of the Board.

I. Conflict of Interest

1. All members of the Board and of committees are subject to (a) the Political Reform Act of 1974 [California Government Code Section 81000 et seq.], (b) the regulations of the Fair Political Practices Commission [2 Cal. Code of Regs. Section 18100 et seq.], (c) California Government Code Section 1090 et seq. and (d) the Board's rules covering conflict of interest and disclosure of economic interests, and any amendments thereto.

2. As appropriate and required by law, the Board member having a conflict of interest shall be either disqualified from further Board membership or from participating in any Board action or decision in order that actual or perceived conflicts by a Board member may be avoided.
3. When a member is disqualified from Board membership or from participating in any decision making because of a conflict of interest, the reason for the disqualification must be announced at the meeting.
4. In addition, unless specifically allowed by statute, each member shall discharge his or her duties with integrity and fidelity and may not let private interests influence his or her public decisions.

J. Parliamentary Authority

Rosenberg's Rules of Order shall govern the Board in all cases in which they are applicable and in which they are not inconsistent with these Bylaws, any special rules of order the Board may adopt, or any applicable State and federal laws and regulations.

K. Adoption and Amendment of Bylaws, Effect

These Bylaws shall be adopted and may be amended by the affirmative vote of two-thirds (2/3) of the members. These Bylaws and any amendments thereto shall become effective upon ratification by the Merced County Board of Supervisors.

Responsible Official: Director

Revised Date: May 9, 2022



Workforce Development Board Meeting – June 22, 2022

Agenda Item 12. Youth Committee Report

To:	Merced County Workforce Development Board
From:	Merced County Workforce Development Board Staff
Date:	June 22, 2022

Background

In 2021, the Workforce Development Board approved the establishment of a Youth Committee, comprised of interested members of the Board, employers that employ large numbers of youth or represent industries that do, and a young person. The purpose of the Youth Committee is to oversee youth-facing programs, offer input on the development of new programs, and to consider labor market information and other workforce trends impacting young people in Merced County.

Discussion

The Merced County Youth Committee held its second meeting on Wednesday, June 1, 2022, at the Merced AJCC.

Discussion items for this meeting included:

- Fiscal Update
- Review of Program Year 2021-2022 Performance Outcomes for youth Programs
- Youth Work Experience Projects
- Special Presentation: Introduction of Youth Expanded Subsidized Employment Program (YES)

Staff and members of the Committee will provide a report out.

Recommended Action

Discussion Item Only



Workforce Development Board Meeting – June 22, 2022

Agenda Item 13. Merced County Workforce Development Council

To:	Merced County Workforce Development Board
From:	Merced County Workforce Development Board Staff
Date:	June 22, 2022

Background

The Merced County Workforce Development Board, via the Department of Workforce Investment, has developed the programmatic framework and formation documents for a non-profit organization whose mission is to support the activities of the workforce board and make workforce investments, through collaboration and granting of funds, to support workforce development in the County. The Executive Committee is provided regular updates on the progress of the 501(c)3 formation, its fund development and administration.

Discussion

The non-profit structure and application have evolved over a series of internal meetings and discussions with the County. Board staff have completed Structure and Process (attached), including:

1. Process Flow
2. Draft Memorandum of Understanding (MOU) outlining relationship between the County and the Non-Profit
3. Articles of Incorporation
4. Form 1023

The non-profit has been named “Merced County Workforce Development Council” to demonstrate its alignment with the Merced County Workforce Development *Board*. The trustees of this non-profit are the members of the Board’s Executive Committee.

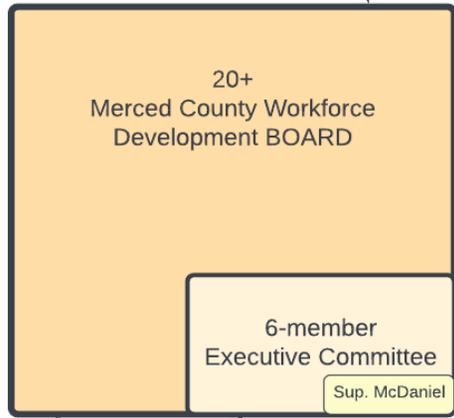
The first meeting of the Council was held on May 12, 2022 and served to present and review foundational documents. Having informed the full Board through this report and barring any concern or objection, documents will be submitted to the State of California by June 30, 2022.

Recommended Action

Discussion Item Only

(DRAFT) 501c3 Checks & Balances Version 3.28.22

Members are nominated by Workforce Board membership and appointed by Merced County Board of Supervisors



The Chair selects members from the general Board to serve on Executive Committee. Supervisor McDaniel is a standing member

Per Workforce Board Bylaws, the Executive Committee is comprised of Business representatives



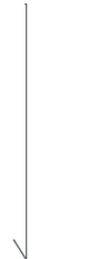
The Board of Supervisors (via Chair) can remove a member from the Workforce Development BOARD, thereby removing them from the Executive Committee and the 501(c)3 Board

Executive Director (Serrato) Fiscal Analyst (Gutierrez)

May be removed by CEO's Office



Department Director (Serrato)



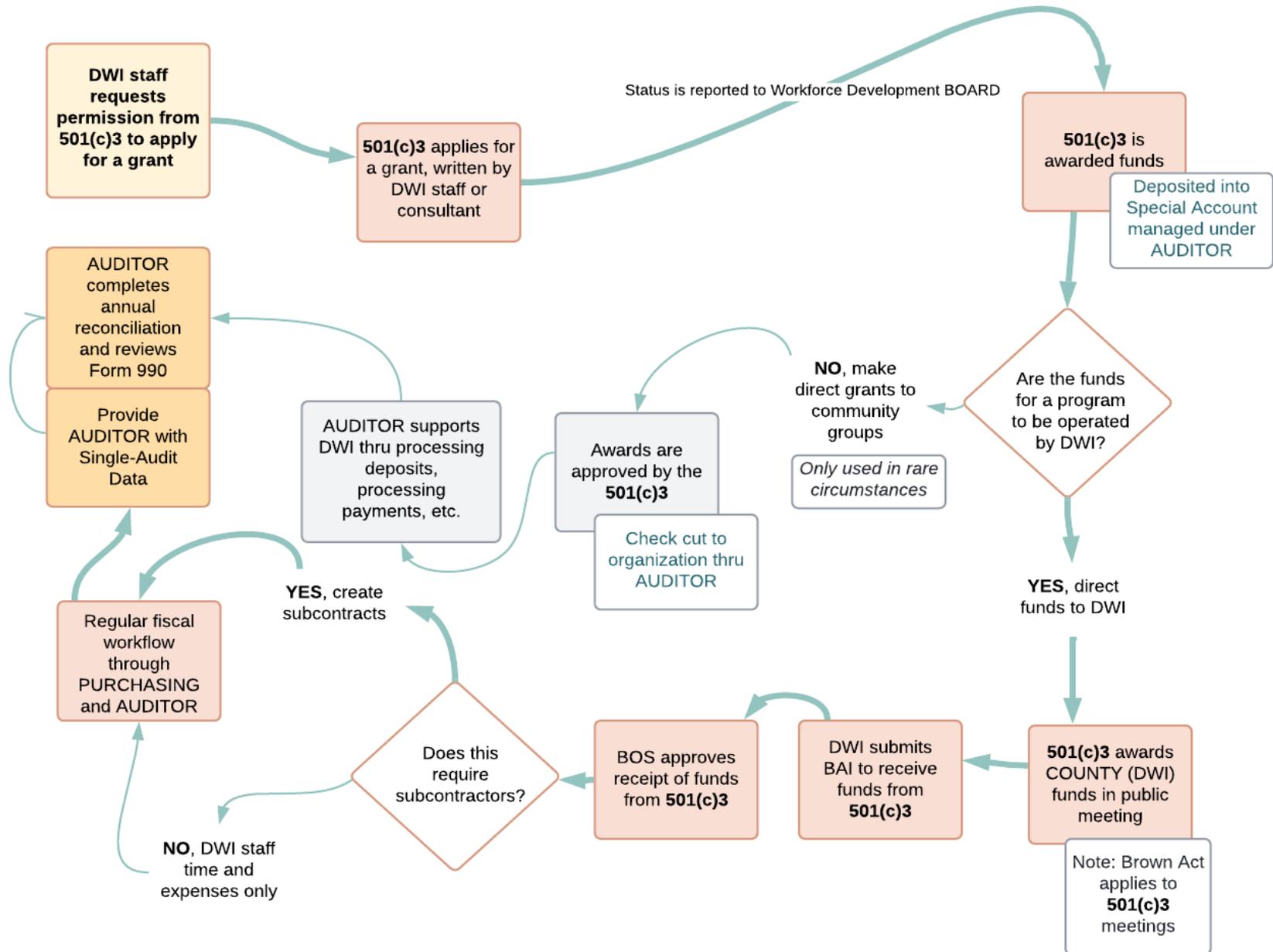
Fiscal Analyst (Gutierrez)



Staffs the 501(c)3



(DRAFT) FISCAL WORKFLOW & FUNDS TRANSFER Version 3.28.22





Workforce Development Board Meeting – June 22, 2022

Agenda Item 14. Business Services

To:	Merced County Workforce Development Board
From:	Merced County Workforce Development Board Staff
Date:	June 22, 2022

Background

Provision of services to businesses and industry in Merced County is integral to the work of the Board, and a major tenet of the Workforce Innovation and Opportunity Act (WIOA).

Discussion

There are a number of industry-facing activities currently underway:

▪ **Jobs that Move Event**

Building on the success of the Truck & Logistics Fest from 2021, the Board’s JOBS THAT MOVE event is scheduled for June 28, 2022. This year’s (2nd Annual) event will target various sectors: Transportation, Warehouse, Logistics, Agriculture, Construction, and Manufacturing. The event will have a job fair, a training expo (scholarships available), community partners with resources, a truck show, a raffle, food, prizes, and entertainment. The event will take place from 11 a.m. to 3 p.m.

• **Micro-Business Grant**

The California Microbusiness COVID-19 Relief Grant Program (MBCRG) was created in 2021 to assist qualified microbusinesses that have been significantly impacted by the COVID-19 pandemic in California. The California Microbusiness COVID-19 Relief Grant Program was enacted by Senate Bill No. 151 (Government Code 12100.90). Merced County applied for and was awarded approximately \$359,000 to disperse 115 \$2,500.00 grants to organizations that meet basic eligibility criteria, namely have less than five employees and have less than \$50,000 in revenues.

The Merced County Department of Workforce Investment/Workforce Board launched the Merced County Microbusiness COVID-19 Relief Grant Program on Monday, May 9 via MCBizGrants.com. The department has partnered with five community-based organizations to assist with the grant program: Central Valley Opportunity Center, the Merced County Hispanic Chamber of Commerce, Los Banos Chamber of Commerce, Merced Lao Family, and the Fresno Area Hispanic Foundation.

Application Data

City	# of Applicants
Merced	33
Los Banos	5
Atwater	3
Livingston	3
Winton	3
Gustine	1
Dos Palos	1
Fresno	1
Total Applications of a 6/13/22	50

- **Workforce Fact Sheet**

Educating the needs of our employers and residents in Merced County is a critical component of the Board's mission. As our workforce and economy change, combining all labor market information elements and data aims to educate our businesses, residents, and partners about our workforce and economic status in Merced County. The Merced County Department of Workforce Investment/Workforce Board developed our first Merced County Workforce Facts sheet using various sources to combine each important element into one sheet. Sources such as EDD, EMSI Labor Market, UC Merced, MCOE, and other websites helped staff extract vital information to make this possible. The draft information was shared with various partners, cities, and other major stakeholders to validate the data for accuracy. The Merced County Workforce Facts sheet is pending review by its Workforce Board for additional insights or feedback before finalizing the product before it is made public.

- **Incumbent Worker Investments**

Incumbent Worker Training (IWT) is an activity authorized by Section 134(d)(4)(B) of the Workforce Innovation Opportunity Act of 2014 (WIOA). IWT provides both workers and employers with the opportunity to build and maintain a quality workforce and increase participants' and employers' competitiveness. IWT is part of a comprehensive business engagement strategy designed to meet the special requirements of an employer (including a group of employers) to upskill current employees. The Merced County Workforce Development Board (WDB) may reserve and use up to 20 percent of its combined WIOA Adult and Dislocated Worker formulate allocations for IWT activities.

The Merced County Department of Workforce Investment (DWI) team initiated its first Incumbent Worker Training (IWT) agreement with Merced County Central Valley Railroad, LLC. (Patriot Rail) in Atwater. The IWT program will help reimburse the training costs of three of its full-time employees at Patriot Rail: Trainmaster, Locomotive Engineer, and a Conductor. The IWT total reimbursement for Patriot Rail is \$39,296.38. The IWT program will equip its staff with the proper knowledge and training to become vital assets for Patriot Rail in Merced County.

- **Healthcare Survey and Industry Work**

Healthcare will become the Workforce Board's next industry focus, launched in the coming weeks with an employer survey to identify key painpoints and opportunities. The survey will help affirm or challenge the need for industry-specific recruitment events, training programs and other investments, and launch the formation of a healthcare industry working group of the Board.

In addition, staff have participated in numerous industry-facing discussions. As an example, the Healthcare Leadership Council (HLC) for Merced County (led by the Merced County Department of Public Health) includes various community-based organizations, employers, and other County departments. The Workforce Board will lead the council's pillar on Workforce Development.

Recommended Action

Discussion Item Only



Workforce Development Board Meeting – June 22, 2022

Agenda Item 15. Adult, Dislocated Worker & Youth Performance Reports

To:	Merced County Workforce Development Board
From:	Merced County Workforce Development Board Staff
Date:	June 22, 2022

Background

Under the Workforce Investment and Opportunity Act (WIOA), each Local Area works to negotiate and meet local performance goals in set categories for Adult, Dislocated Worker, and Youth participants. Performance is negotiated and tracked by Department of Workforce Investment Staff. The areas below are segments of those contractual areas under the pay-for-performance contract.

Discussion

The following is a synopsis of cumulative performance for Adult, Dislocated and Youth programs. The categories below are locally-identified goals (above and beyond federal WIOA performance measures) included as Performance-Based Outcomes. Staff will highlight areas of success and concern.

Performance Outcomes	Merced		
	Goal	Actual	Success Rate
Adult			
Enrollment Goal	354	435	123%
Priority of Service	207	353	171%
Closures with Employment	200	179	90%
Successfully Completed On-the-Job Training	15	10	67%
Veterans or Eligible Spouses	40	15	38%
Rural Community Enrollment	139	75	54%
Dislocated Worker			
Enrollment Goal	210	114	54%
Closures with Employment	200	100	50%
Successfully Completed On-the-Job Training	15	2	13%
Veterans or Eligible Spouses	20	0	0%
Rural Community Enrollment	116	34	29%
Youth			
Enrollment Goal	310	278	90%
Closure with a wage \$16.00+	50	80	160%
HS Diploma/GED prior to Closure	30	6	20%
Employment: Training Related	100	36	36%
Rural Community Business WEX Placement	30	0	0%

Recommended Action

Discussion Item Only



Workforce Development Board Meeting – June 22, 2022

Agenda Item 16. Approval of Subcontracts, of PY 2022-2023 WIOA Adult, DW, and Youth Service Providers

To:	Merced County Workforce Development Board
From:	Merced County Workforce Development Board Staff
Date:	June 22, 2022

Background

Under the Workforce Investment and Opportunity Act (WIOA), each Local Area works to negotiate and establish a priority requirement with respect to funds allocated to a local area for adult employment and training activities. When using WIOA Adult funds to provide individualized career services and training services, American Job Center staff must prioritize recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. Under WIOA, priority must be implemented regardless of the amount of funds available to provide services in the local area.

In Merced County, WIOA funding includes a Pay-for-Performance component (aligned with WIOA Pay-for-Performance contract strategy described in § 683.500) in which 10% of a contract is “held-back,” to be earned by the subrecipient by meeting specific benchmarks. This model has been in place for the Adult and Dislocated Worker contracts since 2019, operated by Equus Workforce Solutions, and was introduced into WIOA Youth programs, operated by Merced County Office of Education, in the current program year. Each year, typically at its June meeting, the Board approves funding and contract parameters for its WIOA Adult & Dislocated, and Youth contracts.

Discussion

The following outlines proposed contract structure for PY 2022-2023 for both the Adult and Dislocated, and Youth contracts. These were developed in consideration of: a reduction in Formula funding in the last and current fiscal year, as compared to previous funding levels; success and gaps in the performance of last year’s contract goals and Performance-Based Outcomes (PBOs); and changes and expansion of service sites and other Board priorities. Changes to the proposed subcontracts are highlighted below:

Adult & Dislocated Worker.

Total Contract Amount \$1,415,215.00

- Decrease in new enrollments
- Addition of Service Location and Virtual Pods
- Holidays: added Flexibility to add in up to two (2) team-building days
- The majority of Business Services responsibilities shifted to Board (DWI) staff
- Update on performance-based outcomes changed from 8 to 5, modified to the service population
- Follow up Services will not be required for every exited client

Youth Contract

Total Contract Amount \$1,150,000.00

- Decrease in new enrollments
- Addition of service location Stephen Leonard Park and Los Banos AJCC
- Update on performance-based outcomes changed from 10 to 5
- Two (2) Career Fairs – one (1) that must be in Merced County’s Westside

This year's contract amounts represent significant cuts in funding to subcontractors, in alignment with funding reductions in WIOA Formula funds for the current year. The following table shows fluctuations over the previous three funding periods.

	FY 19-20	% Change previous year	FY 20-21	% Change previous year	FY 21-22	% Change previous year	FY 22-23	% Change previous year
Adult	899,360	n/a	1,350,994.66	50%	1,040,244	-23%	800,850	-23%
DW	780,640	n/a	1,065,603.93	37%	864,450	-19%	650,365	-25%
Youth	1,300,000	n/a	1,542,619.00	+19%	1,900,000	+23%	1,150,000	-39%

WIOA program proposals will continue to build on the foundation of expanding reach in rural communities and extending services beyond our largest cities' boundaries, offering rapid re-employment assistance, and extending the reach of Department of Workforce Investment services.

Contracts must be approved prior to the beginning of the PY 2022-2023, which begins July 1, 2022.

Recommended Action

Approve the Subcontracts for FY 2022-2023 for Adult, Dislocated Worker, and Youth

ADULT	Proposed (2022-2023)	2021-2022	2020-2021
New Enrollments	160	354	220
Carry-in Enrollments	80	305	175
Rural Enrollment Focus	Westside: 30 Merced: 104 Northside: 21 Eastside: 5	Enrollment in rural census tracts to total 139 or more	Los Banos: 100 New Direction Center and Libraries: 20
Designated Service Hours	Traditional Business Hours Open to 7pm first Thursday of each month	Traditional Business Hours Open to 7pm first Thursday of each month	Traditional Business Hours Open to 7pm first Thursday of each month
Service Locations	Merced AJCC Los Banos AJCC Castle AJCC Virtual – Pods	Merced AJCC Los Banos AJCC Merced College (partial year) New Direction Center (partial year)	Merced AJCC Los Banos AJCC Libraries New Direction Center
Holidays	County holidays except Columbus Day, Lincoln's Birthday, and President's Day. Flexibility to add in one to two team-building days in the contract when they will not be available to the public	County holidays except Lincoln's Birthday and President's Day	All County holidays
Business Services	Mostly moved from Contractor to DWI/Board Staff	Provided by Contractor with direction from DWI/Board Staff	Provided by Contractor with direction from DWI/Board Staff
Performance-Based Outcomes	Closures with employment Completion of OJT/CT w/MSG Employment hourly wage of \$18.00 or more Completion of ITA w/IRC Veteran or eligible spouse enrollment	Closures with (\$171.50) employment Enrollment in rural census tracts (\$149.00) Customer satisfaction survey (\$25.00) Employment hourly wage of \$18.00 or more (\$156.00) Completion of OJT/CT w/MSG (\$179.00) Completion of ITA w/IRC (\$179.00) Each enrollment beyond 354 (\$100.00) Veteran or eligible spouse enrollment (\$60.66)	New enrollments (\$25.08) Employment in WDB sector (\$215.01) Training in WDB sector (\$190.30) Completion of occupational skills training (\$275.20) Employment not in WDB sector (\$143.94)
Follow Up Services	Only required to make available for some	Required for every exited client	Required for every exited client

WIOA YOUTH

Dis. Worker	Proposed (2022-2023)	2021-2022	2020-2021
New Enrollments	129	210	200
Carry-in Enrollments	58	270	150
Rural Enrollment Focus	Westside: 25 Merced: 83 Northside: 17 Eastside: 4	Enrollment in rural census tracts to total 116 or more	Los Banos: 75 New Direction Center and Libraries: 20
Designated Service Hours	Traditional Business Hours Open to 7pm first Thursday of each month	Traditional Business Hours Open to 7pm first Thursday of each month	Traditional Business Hours
Service Locations	Merced AJCC Los Banos AJCC Castle AJCC Virtual – Pods	Merced AJCC Los Banos AJCC Merced College (partial year) New Direction Center (partial year)	Merced AJCC Los Banos AJCC Libraries New Direction Center
Holidays	County holidays except Columbus Day, Lincoln's Birthday, and President's Day Flexibility to add in one to two team-building days in the contract when they will not be available to the public	County holidays except Lincoln's Birthday and President's Day	All County holidays
Business Services	Mostly moved from Contractor to DWI/Board Staff	Provided by Contractor with direction from DWI/Board Staff	Provided by Contractor with direction from DWI/Board Staff
Performance-Based Outcomes	Closures with employment Completion of OJT/CT w/MSG Veteran or eligible spouse enrollment Completion of ITA w/IRC Each enrollment beyond 200	Closures with employment (\$147.50) Completion of OJT/CT w/MSG (\$146.00) Enrollment in rural census tracts (\$146.00) Employment with hourly wage of \$18.00 (\$87.00) Veteran or eligible spouse enrollment (\$77.20) Customer satisfaction survey (\$25.00) Each enrollment beyond 210 (\$100.00)	New enrollments (\$23.95) Employment in WDB sector (\$205.29) Training in WDB sector (\$222.80) Completion of occupational skills training (\$319.35) Employment not in WDB sector (\$136.86)
Follow Up Services	Only required to make available for some	Required for every exited client	Required for every exited client

Youth	Proposed (2022-2023)	2021-2022	2020-2021
New Enrollments	186	310	311
Carry-in Enrollments	59	N/A	116
Rural Enrollment Focus	Westside: 36 Merced: 120 Northside: 25 Eastside: 5	Westside: 60 Merced: 200 Northside: 40 Eastside: 10	Westside: 45
Designated Service Hours	Traditional Business Hours	Traditional Business Hours	Traditional Business Hours
Service Locations	Merced – MCOE Center Stephen Leonard Park Los Banos AJCC	Merced – MCOE Center	Merced – MCOE Center
Business Services	Provided by Contractor with direction from DWI/Board Staff	Provided by Contractor with direction from DWI/Board Staff	Provided by Contractor with direction from DWI/Board Staff
Performance-Based Outcomes	High School Dropout Enrollment Achievement of HS Diploma/GED Justice Involved Enrollment Industry Recognized Credential Obtained WEX placement in rural communities	High School Dropout Enrollment (\$437.00) Achievement of High School Diploma/GED (\$443.33) Foster Youth Enrollment (\$429.00) Justice Involved enrollment (\$456.00) Migrant Education participant (\$380.14) IRC Obtained (\$422.22) Employment Training Related (\$465.50) Completion of OJT w/MSG (\$760.00) WEX placement in rural communities (\$443.33)	None
Career Fairs	Two (2) Career Fairs – One (1) must be in Merced County's Westside	Four (4) Career Fairs – One (1) must be in Merced County's Westside	None were required



Workforce Development Board Meeting – June 22, 2022

Agenda Item #17. Post-Program Evaluation

To:	Merced County Workforce Development Board
From:	Merced County Workforce Development Board Staff
Date:	June 22, 2022

Background

The Workforce Development Board operates a number of discretionary grants aligned with its mission, often focused on particular workforce opportunities or target populations. These grants initiate and end throughout the program year, and each comes with specific performance goals. In September 2021, the Executive Committee requested that staff develop a new impact framework to better understand the success and value of recently completed programs. Known internally as “the Altomare Policy,” this analysis asks six questions to facilitate continuous improvement in grant management. Unlike a formal evaluation submitted to a project’s funder, these questions are designed to initiate internal dialogue among staff and inform future projects.

Discussion

Three special grants ended on March 31, 2022. These three programs (Workforce Accelerator-WAF, Opioid Crisis NWDG, and AB1111) focused on specific target populations and introduced new service strategies. In part because these grants began before and operated during the COVID-19 pandemic, each required significant revision and course correction to meet its intended outcomes. All grants met their overarching goals.

The following information includes guiding questions and responses, capturing both challenges and successes.

Recommended Action

Discussion Item Only

Attachments: Impact Reviews

1. Impact Review: WAF 8.0 Homeless Court (4/1/20 – 3/31/22)

<p>What would we change or improve for future projects?</p>	<p>We would improve this grant in several areas:</p> <ul style="list-style-type: none"> • Marketing – Evaluating where we are at the time of application in our recruitment process to determine expenditures. • Engagement – We would work with the community-based organizations earlier in our project timeline and get their buy-in and feedback.
<p>Did the project respond to the stated community needs and/or aspirations?</p>	<p>The sudden onset of lockdowns associated with the COVID-19 pandemic provided unique opportunities for maintaining our goals and referrals. It presented the workforce board with balancing the demands of our grant while simultaneously setting boundaries and a range of interventions to defend against on-site transmission by intensifying existing safety measures such as changing operating practices to ensure physical distancing and proper sanitation. We had to develop a flexible contingency system due to surprises such as temporary shutdowns. We acted swiftly in the face of changing policy and developed strategies that stratified risks and defined triggers for action.</p> <p>At the tail end of the project, we began to see the program's benefit as measures lessened and in-person activities resumed. We intended to provide homeless participants with a referral system to access health services, resources, and employment and clear fines on their records. We were able to accomplish that goal.</p>
<p>Did we meet the objective or expected result of the project?</p>	<p>We used this project to expand our growing network of community-based organizations, draw on their strengths, and experience working with the varying populations experiencing homelessness and housing instability. Examples include immigrants, persons with alcohol or drug addiction, victims of domestic violence, and re-entry populations. For all vulnerable populations, the high cost of housing is an issue. A high percentage of residents within these population subgroups live at or below the federal poverty level. Because of the high cost of housing, there is a need to increase the availability of affordable housing for vulnerable populations along with referral and access to health services, resources, and connections to employment.</p>
<p>How will the project be supported and sustained in the future?</p>	<p>We are currently working hard to find other funding sources to continue our work with the Merced Superior Court, Merced County Human Services Agency, and community-based organizations. We have also let our partner agencies know that while we want to participate, we cannot serve as the core funding source.</p>
<p>Did the grant have the desired impact we expected, and why?</p>	<p>Yes. The grant was successful in many ways but encountered challenges. A positive example: we had an individual who was homeless, living out of her car. She came through the program and had her fines cleared through the court process, and obtained training through our center to become a truck driver. She received her Class A license and is now employed, making a rewarding \$28.00 an hour. The program encountered some confusion among partners, and the number of individuals who went through the Court was much smaller than intended.</p>

Impact Review: Opioid Crisis NDWG (10/1/18 – 3/31/22)

<p>What would we change or improve for future projects?</p>	<p>We would improve this grant in several areas:</p> <ul style="list-style-type: none"> • Reporting – Without up-to-date reports on, for example, how much funding is left on a certain grant, subcontractors may be underspent, and then we have to scramble to reallocate funds and come up with the means to spend the money. • Worksite coordination – many of our worksites were at county offices. Through discussions with our executive board, they recommended that small businesses would have significantly benefited from this pipeline of workers instead of local government with flexibility in funding and hiring.
<p>Did the project respond to the stated community needs and/or aspirations?</p>	<p>Yes. We wanted to promote the adoption of best practices related to care coordination to reduce the inappropriate use of opioids and opioid addiction. Address unmet social service needs that create barriers to employment and housing and engage partners outside of the health care system, including law enforcement and social services, to address the root causes of opioid abuse and addiction at the community level.</p>
<p>Did we meet the objective or expected result of the project?</p>	<p>Yes, it met the objective we wanted to recruit, train, and support participants into temporary employment and build up the workforce of certified peer specialists to help individuals meet their recovery goals and promote wellness and recovery through community centers. We did not meet the result of the project, which was to place all the enrolled participants at a job or in training at the completion of the project.</p>
<p>How will the project be supported and sustained in the future?</p>	<p>No. The need for opioid services and the service delivery capacity have taken on new forms. Initiatives like sober living or recovery support services through discretionary grants make more sense in the times we are living in now. Merced County Workforce Board (MCWDB) needs longer-term sustainable funding resources.</p>
<p>Did the grant have the desired impact we expected, and why?</p>	<p>Yes. We assisted many dislocated workers during a critical period of distress when the pandemic hit and participants were being paid a sustainable wage and acquiring new skills in the workplace. County departments also benefited from the workforce to assist with the increase in demand for projects that required immediate assistance.</p>

Impact Review: AB1111 (10/1/18 – 3/31/22)

<p>What would we change or improve for future projects?</p>	<p>We would improve this grant in several areas:</p> <ul style="list-style-type: none"> • Grant Reporting – Proper documentation is critical for grant compliance when making timely decisions when we shift expense line items or accounts even though we have proper justification. • Reasonable Goals – The numerical goal for GEDs for the homeless exceeded the enrollment goal and practical goals tied to the populations we serve. • Training – We were missing the need for training that the workforce board staff and the provider staff could attend on trauma-informed care, so we understand how trauma affects people’s lives, their service needs, and service usage. • Partnership – There was a confusion on partner roles and goals, and our contractual documents were not originally reflective of these goals.
<p>Did the project respond to the stated community needs and/or aspirations?</p>	<p>Yes and No. We exceeded all enrollment goals and ensured that we connected participants to training services and employment opportunities. However, one of the areas we wanted to focus on and could not gain traction was participants linking up to telehealth services through the Department of Behavioral Health.</p>
<p>Did we meet the objective or expected result of the project?</p>	<p>Yes. We wanted to create ongoing collaborative partnership activities that aligned with our outcomes. We also had an opportunity to outreach to the homeless population with Behavior Health’s mobile unit and Central Valley Opportunity Center’s (CVOC) mobile unit. Participants had opportunities to receive credentials in obtaining their GED, Class A, Welding, or Labor Union Training.</p>
<p>How will the project be supported and sustained in the future?</p>	<p>Yes and No. AB1111 will continue in the form of the collaborative partnership activities and the benefits we sustained in outcomes. Still, when the grant was initially proposed, it was a different time, and our economic, social, administrative, and environmental needs have now shifted. Our program assistance and CVOC significantly influenced the farmworker population and our provider’s ability to communicate with those who were co-enrolled. In addition, we were providing leveraged services to these participants.</p>
<p>Did the grant have the desired impact we expected, and why?</p>	<p>Yes. This framework focuses on process-oriented impacts: outputs, outcomes, and medium-term effects. Our outputs are direct products of program activities. Our outcomes are tied to our participants’ skill attainment, training, and education. Once we modified the grant, we achieved the desired impact on the populations we served.</p>



Workforce Development Board Meeting – June 22, 2022

Agenda Item 18. External Monitoring of PY 2020-2021 WIOA Adult, Dislocated Worker, and Youth

To:	Merced County Workforce Development Board
From:	Merced County Workforce Development Board Staff
Date:	June 22, 2022

Background

The Merced County Workforce Development Board is an annual recipient of the State of California WIOA grant from the State of California Employment Development Department to administer a comprehensive workforce system by providing eligible WIOA services through the America’s Job Center of California (AJCC) delivery system.

Each recipient and subrecipient of funds under title I of WIOA must conduct regular oversight and monitoring of its WIOA programs and those of its subrecipients and contractors as required under title I of WIOA as well as under 2 CFR part 200. To comply with State requirements and ensure that contractors receiving WIOA funding meet the objectives of and are in compliance with all applicable federal and state laws, regulations, and policies, the Merced County Workforce Development Board has established.

Discussion

Brennan Workforce Consulting conducted a programmatic and fiscal monitoring of program year 2020-2021. This monitoring is conducted under the authority of Section 683.410 of Title 20 of the Code of Federal Regulations (20 CFR). The program monitoring process included the following elements: a review of program performance to date, a conference conducted by telephone with key staff providing services funded by WIOA, a review of selected participant electronic case files, interview conducted by telephone for a selection of participants receiving WIOA funded services and a review of program materials related to and in support of services provided to participants receiving WIOA funds.

The fiscal monitoring process included the following elements: fiscal and procurement policies and procedures, finance reporting; expenditures charted to WOA grant; cost allocation; indirect cost rate; oversight of subrecipients; subrecipient audits; debt collection; procurement transactions; and property management.

The following Attachment highlights observations for both subcontractors monitored.

Recommended Action

Discussion Item Only

Attachment: Monitoring Highlight

Equus Workforce Solutions

<p>Funding</p>	<p>Equus was awarded a total contract amount of \$2,452,595 broken down as follows:</p> <ol style="list-style-type: none"> 1. \$1,155,804 for the Adult Program from PY 2020-2021 state funding allocation. 2. \$195,189 carry-over Adult funding from PY 2019-2020. 3. \$960,500 for the Dislocated Worker program from PY 2020-2021 state funding allocation. 4. \$141,102 carry-over Dislocated Worker funding from PY 2019-2020 to provide services to eligible participants of 520 carry-in and new Adult program enrollees and 464 carry-in and new Dislocate4d Worker program enrollees, respectively. <p>The contract is a continuation of the Adult and Dislocated Worker contract that started on August 15, 2019 and continued through June 30, 2021.</p>
<p>Observations, Recommendations and Conclusions</p>	<p>Overall, the monitor concluded that Equus is meeting applicable WIOA requirements concerning program management for the Adult and Dislocated programs. Notable areas of observation were due to follow-up services on clients who had not received them, personally identifiable information (PII) in the case notes, and training for all subcontractor staff on the PII Policy. Equus did not follow areas under provisions of MCWDBs supportive service policy. Equus is required to provide backup documentation, or it is deemed a disallowed cost that they must reimburse.</p>

Merced County Office of Education (MCOE)

<p>Funding</p>	<p>MCOE was awarded a total contract amount of \$1,542,619 to provide WIOA eligible services to 382 new and carry-in enrolled youth between the ages of 16 and 24 in such areas but not limited to: recruitment, intake, outreach, eligibility, paid work experience, occupational skills training, job placement and follow-up services. The contract is for the period July 1, 2020 to June 30, 2021, and is a continuing contract from previous years.</p>
<p>Observations, Recommendations and Conclusions</p>	<p>Overall, the monitor concluded that MCOE is meeting applicable WIOA requirements concerning program management and financial management for the Youth Program. Notable areas of observation were due to personally identifiable information (PII) and that it is not transmitted to unauthorized users.</p>

Recommended Action

Discussion Item Only



Workforce Development Board Meeting – June 22, 2022

Agenda Item 19. CERF (Community Economic Resilience Fund)

To:	Merced County Workforce Development Board
From:	Merced County Workforce Development Board Staff
Date:	June 22, 2022

Background

The Merced County Workforce Development Board is supportive of economic development projects that work to ensure that residents have access to quality career pathways and that businesses have access to the skilled workforce they need to remain competitive. In the 2021-22 Program Year, this has included assistance provided to individual business owners, administration of small-business grants, and support of projects led by the Merced County Community and Economic Development Department (CED).

Workforce boards are often seen as valuable partners in such economic projects because they have the capacity to bring together a diversity of partners (business, labor, education, and community-based organizations), have access to valuable workforce intelligence, and have a track-record of projects aimed at job quality and economic stability.

Discussion

In 2021, The State introduced the Community Economic Resilience Fund (CERF) program which is designed to encourage and fund regional economic development aimed at equity and community stability. CERF identifies more than a dozen regions; Merced County falls within a region containing the counties of Merced, San Joaquin, and Stanislaus.

The three-county region stands to receive \$5M in planning funds for an 18- to 24-month planning period, with a subsequent implementation request based on the selection of priority economic development projects. Proposals must be submitted by a “team” that includes a Convener (lead organization), a fiscal agent, and a Coordinator (community-focused coordinator helping organize and advance activities). The current proposed structure includes San Joaquin Economic Development Partnership as Convener, Merced College as a fiscal agent, and Stanislaus Equity Partners as Coordinator. Each County in the region will be organized by a local organization. In Merced County, it is believed the Workforce Development Board will lead local convening. The Workforce Development Board may, at its June 22, 2022 meeting, create a working group to focus on the CERF process.

Recommended Action

Discussion Item Only