

Stanislaus County Workforce Development

251 E. Hackett Road, Modesto, CA 95358 • www.stanworkforce.com • 209-558-2100 • 209-558-2164 fax

Board Meeting

Monday, January 4, 2021 Zoom Meeting

251 E Hackett Road Modesto, CA 95353 12:00 p.m. – 2:00 p.m.

This meeting will be held in accordance with the Governor's December 3, 2020 Regional Stay at Home Order and will not include in-person public attendance. Members of the public may remotely observe the meeting and address the Board as outlined below.

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

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

How to attend the meeting remotely:

To join by telephone dial: 1 (669) 900-9128

Meeting ID: 873 4365 7162

Password: 016820

The Agenda at each meeting allows for a public comment period, limited to 5 minutes.

How to submit public comment:

If you wish to provide a comment during Public Comment Period and/or on a specific Agenda item, please submit your comments via email prior to the start of the meeting to Angelique Prendez at prendeza@stanworkforce.com. Please include the Agenda item in the subject line of your email. Your comment will be shared with the Board members and kept on file as an official record of the Board meeting.

All meetings are conducted in English.

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

- I. Call to Order and Roll Call
- II. Conflict of Interest
- III. Public Comment Period
- IV. Introduction of new Workforce Development Board Member Raul Mendez
- V. Committee Reports
 - A. Youth Development Committee
 - B. Veterans' Development Committee
- VI. Department Report
 - A. Director's Update
 - B. Regional Organizer/Regional Training Coordinator
- VII. Consent Items
 - A. Approve the Minutes of the October 5, 2020 Workforce Development Board Meeting
 - B. Approval to Release a Request for Proposal for Services to Underserved Businesses
 - C. Approval to Release a Request for Proposal for Services to Formerly Incarcerated and Other Justice-Involved Individuals
 - D. Approval to Submit a Request for Approval to be America's Job Center of California Adult and Dislocated Worker Career Services Provider
- VIII. Discussion and Action Items
 - A. Approval and Discussion of the Commuter Study Post Release
 - B. Approval and Discussion of the Sector Strategy Activities and Recommendations
- IX. Future Topic and Discussion

Next Meeting:

Date: Monday, April 12, 2021

Location: Virtual or Stanislaus County Office of Education (SCOE)

Tom Changnon Building, Orestimba Room

Time: 12:00 p.m. – 2:00 p.m.

Future Meeting: Date: Monday, July 12, 2021

Location: Stanislaus County Office of Education (SCOE)

Tom Changnon Building, Orestimba Room

Time: 12:00 p.m. – 2:00 p.m.



SNAP BACK

ASSISTANCE FOR WORKERS





PROGRAM OVERVIEW

Stanislaus County Workforce Development was awarded \$171,000 in WIOA Dislocated Worker Funds for Underserved COVID-19 impacted Individuals funding by the California EDD and the Labor & Workforce Development Agency. The program was branded Snap Back Assistance for Workers, and designed to help workers "snap back" from the affects of COVID-19 and return to the workforce. The launch of the program saw tremendous demand. Within five days of the May 21, 2020 launch over 1,300 inquiries were submitted through the online pre-application.

Waves of COVID-19 related business closures by the State effected demand for the program as some workers were called back by employers temporarily. Because of this, SCWD requested an extension on the funding from the State. The extension ensured that we could continue to support our local area during unpredictable times. The extension was granted through December 31, 2020. As of November 30, 2020, 100% of program funds had been expended.

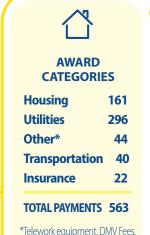


563
TOTAL
PAYMENTS
Awarded in 5 categories

\$171,000
TOTAL DOLLARS
AWARDED & EXPENDED
As of November 30, 2020

"I don't know if you realize how much of a help this will be, for me and my daughter; and how grateful I am for you, making this such an easy process, and two for this being available to help in the most needed, unprecedented time."

- Veronica, Snap Back Assistance recipient



Child Care, Hair Dresser Station

This program is funded by the Workforce Innovation and Opportunity Act (WIOA) and is available to those who qualify. This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

STANISLAUS COUNTY WORKFORCE DEVELOPMENT | Business &3Client Services 251 E. Hackett Road, Modesto CA 95358 • 209-558-8556 • www.stanworkforce.com





COVID-19 SAFE REOPENING ASSISTANCE FOR BUSINESS

A STANISLAUS COUNTY WORKFORCE DEVELOPMENT ASSISTANCE PROGRAM

WORK SAFE STANISLAUS PROGRAM DESCRIPTION

Stanislaus County Workforce Development was awarded \$500,000 in funding designed to assist businesses that have been adversely affected by COVID-19. Funding is provided through the Workforce Innovation and Opportunities Act and will be used to provide reimbursement payments to businesses for purchases of Personal Protective Equipment (PPE) and other related equipment/service necessary to keep the business open and from laying off employees. Funds will be awarded on a first come, first served basis. The program application process opened on October 26, 2020 and will close on January 29, 2021 or when all award money is expended. Consideration of reimbursement will be given for qualified purchases made between May 1, 2020- January 29, 2021. Maximum \$10,000 reimbursement per business.

PROGRAM ELIGIBILITY | Business applicants must

- Be physically located within Stanislaus County
- Have been open and operating prior to 03/19/2020
- Not have received any grant monies or financial assistance from other State, County or City assistance program.
- Be in good standing with Stanislaus County and/or the City where they do business
- Be able to demonstrate the adverse affects of COVID-19 on their business

PROGRAM SPENDING UPDATE (As of December 14, 2020)

32 **Applications Received**

Denials

Approved for Reimbursement

21 **Pending Application Review or Documentation**

Total Dollars Approved \$57,299 **Total Dollars Pending** \$179,470 **Total Current Available Funding** \$263,231

BUSINESSES CAN APPLY ONLINE AT STANWORKFORCE.COM, CLICK THE COVID-19 LINK

Stanislaus County Workforce Development | 251 E. Hackett Rd. Modesto CA 95358 www.stanworkforce.com | 209-558-4473 | business@stanworkforce.com

\$10,000 for eligible **COVID-19 expenses.**

ELIGIBLE EXPENSES

Equipment and supplies purchased between 05/01/20-01/29/21 to comply with social-distancing requirements are eligible for reimbursement.

- Sanitation and disinfection
- Personal Protective Equipment (PPE) and Supplies (i.e. face coverings, gloves, Plexiglas/sneeze guard barriers*)
- Remote access equipment
- Software programs/applications to support remote work
- Additional liability insurance for restaurants applicable to State of **Emergency orders**
- Other expenses such as tents, outdoor furniture, signage, disposable menus*, etc., may be eligible, however, they will be reviewed on a case by case basis.

*Not a comprehensive list.

REQUIRED DOCUMENTATION

- Valid Business License or 501c(3)/501c(6) (Non-Profits or Chambers of Commerce)
- Copy of most recent W-9
- Receipts for eligible expenses made between 05/01/20-01/29/21
- Any additional documentation needed to support the application



Stanislaus County Workforce Development

251 E. Hackett Road, Modesto, CA 95358 • www.stanworkforce.com • 209-558-2100 • 209-558-2164 fax

Board Meeting

Monday, October 5, 2020 Zoom Meeting 251 E. Hackett Road, Modesto, CA 95353 12:00 p.m. – 2:00 p.m.

Members in attendance:

Bill O'Brien, Chair Pedro Mendez
Josh Bridegroom Doug Murdock
Ross Briles Maryn Pitt
Margarita Cabalbag Tim Robertson

Charles Dossett Cecil Russell, Vice Chair

Dean Fadeff Jennifer Shipman Kathy Harwell J. Doug Van Diepen

Jody Hayes Greg Vincelet
Kris Helton Ardria Weston

Mary Machado

Members excused:

Lynis Chaffey Scott Kuykendall Richard Hagerty Chris Savage

Staff in attendance:

Andy Fiskum Adolph Lopez
Jeanette Fontana Angelique Prendez
Doris Foster Sara Redd

Doug Gee

Additional guests were present on the call.

I. Call to Order and Roll Call

Bill O'Brien, Workforce Development Board (WDB) Chair, called the meeting to order at 12:00 p.m., thanked everyone for attending and invited the Board members to provide their name for roll call.

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.

IV. Introduction of returning and new Workforce Development Board Members Dean Fadeef and Ardria Weston.

V. Presentation

A. Matt Sigelman with Burning Glass Technologies presented "Good Jobs in a Bad Economy: Big Data Insights for Driving Mobility, Low Wage Workforces, and Equity". His depiction uncovered how Burning Glass maps the job market to uncover the skills that drive opportunity. Across occupations, the pandemic hit California hard, displacing 40 million workers, and reshaping jobs. The skills gaps are increasing. Jobs are reshaping and taking on a hybrid approach. Developing hybrid skills aids workers to remain relevant. Industry skills have reshaped dramatically in the last 30-days versus 2019. The skills change can impact those workers seeking their previous jobs. To help workers, Burning Glass analyzed the skill adjacency to map pathways to more equitable futures.

VI. Committee Reports

A. Youth Development Committee

Youth Development Committee Chair, Jennifer Shipman reported the Youth Services Request for Proposal (RFP) has concluded. Ceres Unified School District, Project Yes was awarded the 2020-2021 contract. Current Youth Services contracts will end October 30, 2020. The contract with Ceres Unified School District, Project Yes will begin on November 2, 2020. Workforce Development Staff will work with providers on contract close outs and transitions.

The 2019 Summer Youth Program was successful. There was a total of 56 youth enrolled in the program. 90 percent of those enrolled were placed in work experience sites. This program was supported by 20 local businesses.

The next Youth Development Committee meeting is scheduled for November 2, 2020 at 1:00 p.m.

B. Veterans' Development Committee

Director Foster reported the Veterans' Development Committee has not met this year. She provided a depiction of the Stanislaus County Veteran Workforce Summary.

VII. Director's Report

A. Board Member Update – CWA Meeting of the Minds 2020: Critical Impact Board members reported on the CWA Meeting of the Minds 2020: Critical Impact conference take-aways. Specifically, the emphasis on equity conversations in communities, quality jobs: high road jobs, formation of diverse advisory groups, and the importance of engagement with local businesses to allow for informative and impactful business results.

B. Department Report

Director Foster reported Keith Boggs retirement. Raul Mendez is the new Stanislaus County Assistant Executive Officer. The Department has a new

Human Resources Manager, Aimee Meza. Aimee has been with the county for over 20-years.

The America's Job Center of California (AJCC), 629 12th Street location in Modesto is now open to clients, by appointment only. To adhere to safety guidelines, clients may contact the office to schedule an appointment.

Stanislaus County has been selected, along with several other counties in the state, to showcase activities that are happening at the local level. Stanislaus County has been requested to present virtually to the members of the California Congressional Delegation.

C. Update of Business Services

Workforce Development Manager, Doug Gee reported on the WORKsafe, Safe Reopening Stanislaus program, managed and ran by Stanislaus County Workforce Development. \$500,000 was funded by the Workforce Innovation and Opportunity Act (WIOA). This program is to assist businesses to retain their business and their employees. The program will be available until all funds have been exhausted.

This is a first come, first serve program, and is based on reimbursement of funds for Personal Protection Equipment (PPE) or other approved equipment. Multiple reimbursement submissions will be accepted. Receipts/invoices dated between May 1, 2020 – January 29, 2021 are required for reimbursement. Additional program details will be shared by community partners and can be found at stanworkforce.com by selecting the Resources Businesses & Works tab.

D. Update of Client Services

Workforce Development Manager, Sara Redd reported on the Stanislaus County Workforce Assistance for Workers, Snap Back Program. The Department applied and was awarded \$171,000 of WIOA Dislocated Worker funds for underserved individuals impacted by COVID-19. The funds were awarded to individuals providing up to \$800 in supportive services to assist with transportation, childcare, housing, educational expenses, work related expenses, or other related expenses to support return to work activity.

The Snap Back program opened on May 18, 2020. The Department received 1,300 interest applications within 3 days. To date, 360 clients enrolled. A total of 499 payments have been issued to clients, totaling \$154,266.

Related eligibility criteria include laid off due to COVID-19, reduction in hours and/or pay due to COVID-19, or unable to work due to COVID-19. Additional program details, eligibility, and how to apply can be found at stanworkforce.com by selecting the COVID-19 link or by calling 209-558-9675 to speak with a Workforce Specialist.

VIII. Consent Items

Consent items adopted. K. Helton / M. Cabalbag

- A. Approve the Minutes of the June 1, 2020 Workforce Development Board Meeting
- B. Approval of the 2021 Workforce Development Board Quarterly Meeting Dates and Location

IX. Discussion and Action Items

A. Accept the Year End Report for Workforce Innovation and Opportunity Act (WIOA) 2019-2020 Program Year

R. Briles / P. Mendez, unan. Motion passed.

Director Foster provided an overview of the 2019-2020 Annual Report. The Department provided services to 1,135 local businesses. This was an increase of 142% businesses served from the previous 2019-2020 Fiscal Year. The increase in unemployment attributed to the increase of businesses served. The local unemployment rate in August 2019 was 5.7%. In July 2020, the local unemployment rate was 13.6%.

The Year End Report shows performance measures were exceeded, with the exception of the Youth Credential Attainment Rate of 51.65%. For 2019-2020, 54% is required. To meet the performance measure in the future, Youth follow up has been implemented as part of the Summer Youth program.

This was the first year the Department provided Business Services in-house. A total of 57 businesses were assisted with Rapid Response Services. This was an increase of 63% from 2018-2019. A total of 2983 employees were affected. This was a 7% increase from 2018-2019. Abrupt closures due to COVID-19 resulted in the majority of WARN letters received after businesses were closed, making it difficult to provide services to those impacted. Due to this, a total of 1796 employees were temporarily affected including 28 businesses.

Business Services is assisting the County's Emergency Operations Center (EOC) COVID-19 support efforts, 211 calls, by setting up an in-house Call Center. Business Services Representatives receive calls from local business owners and community members. Representatives are able to assist with queries regarding what it means to be essential or non-essential, what is required for a business to open or remain open, the latest COVID-19 guidance, etc. The Call Center is still busy and in operation.

Business Services, Small Business Relief Program was funded by the CARES Act and was unanimously approved by the county Board of Supervisors. This micro grant was created to support small businesses through economic hardship caused by COVID-19. An additional \$150,000 was donated by local business owners through the Stanislaus Community Foundation's Resilient Stanislaus Fund. Workforce Development implemented the program and

awarded micro-grants up to \$10,000 to small businesses with up to 50 employees. A total of 551 applications were received. 344 businesses received grants, totaling \$3,130,668.

The Stanislaus County Commuter Study is being finalized. Resource Development Associates (RDA) will present the Commuter Study findings to the Board on October 27, 2020. Details will be sent to Board members and will be posted at stanworkforce.com.

- B. Approval to Amend the Bylaws of the Stanislaus County Department of Workforce Development Board
 - P. Mendez / C. Dossett, unan. Motion passed.

X. Future Topic and Discussion

There were no future topic suggestions or discussions. Chairman O'Brien encouraged Board members to contact Doris with any future topics.

Chairman O'Brien gave his closing remarks.

Meeting adjourned: 2:02 p.m.

Next Meeting: Monday, January 4, 2021

Location: Virtual Meeting

Time: 12:00 p.m. – 2:00 p.m.

Future Meeting: Monday, April 14, 2021

Location: Virtual Meeting

Time: 12:00 p.m. – 2:00 p.m.



Stanislaus County Workforce Development

251 E. Hackett Road, Modesto, CA 95358 • www.stanworkforce.com • 209-558-2100 • 209-558-2164 fax

January 4, 2021

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

I. SUBJECT:

Approval to Release a Request for Proposal for Services to Underserved Businesses

II. ITEM NUMBER: VII-B

III. ITEM TYPE: Consent

IV. STAFF RECOMMENDATION:

Approve recommendation to release a Request for Proposal (RFP) for services to Underserved Businesses.

V. POLICY ISSUE:

According to Workforce Innovation and Opportunities Act (WIOA) regulations 679.370, the Local Workforce Development Board, among other responsibilities, must: Develop effective linkages with employers in the region to support employer utilization of the local workforce development system; develop and implement proven or promising strategies for meeting the employment and skill needs of workers and, that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations. Under the RFP approach, award of contract is made on a "best value" basis by identifying the most cost-effective solution to the County's needs, with both price and non-price factors considered.

VI. DISCUSSION:

At the June 1, 2020 Workforce Development Board meeting, the Board approved Staff's recommendation to contract with an entity to serve as a community liaison for the purpose of engaging Workforce Innovation and Opportunity Act (WIOA) services directly to businesses that are at-risk, minority owned, minority represented, women-owned businesses and businesses that primarily serve-risk community members within Stanislaus County.

Due to the timeliness of the need, Workforce Development sought a well-developed community entity that has a trusted relationship in the targeted community and has the staffing resources that would successfully assist with the community needs. Workforce Development staff entered into a one year contract with City Ministry Network specifically to assist with the COVID-19 Grants and to help identify the underserved Businesses in Stanislaus County.

The Department continues to see the need in the community and is seeking approval to release a Request for Approval to carry out the following proposed activities:

- Identify minority-owned, underrepresented businesses that primarily serve at-risk underserved community members in Stanislaus County who could benefit from the resources and services of Workforce Development and its staff.
- Work with Workforce Development staff to identify resources and create business plan
 options that will lessen the impact to businesses as a result of COVID-19, and assist
 businesses in mitigating layoffs and closures.
- Ongoing engagement, partnership, and relationship-building activities with businesses that are underrepresented and/or minority owned to increase awareness and availability of a skilled workforce.
- Provide team-based assistance to educate business owners to facilitate better business decisions and business models that lead to increased productivity and customer engagement to strengthen the economy.
- Maintain ongoing relationships and communication with businesses to ensure recovery, continued engagement with available resources and services, and job retention.
- Track outcome and performance data and information related to the activities that were provided. Provide monthly reports to Workforce Development staff and reports to the Workforce Development Board on services provided.

In an effort to strengthen the economic condition of Stanislaus County, Workforce Development will conduct a procurement to obtain a provider to increase engagement and services to minority-owned and underrepresented businesses that primarily serve at-risk underserved community members. This contracted provider will assist in identifying and improving access to at-risk underserved businesses, and help Workforce Development increase service availability and economic viability to these important community members.

VII. REQUEST FOR PROPOSAL STRUCTURE:

The RFP will be for the provision of services to Underserved Businesses. The RFP award may be made to a single vendor or multiple vendors depending upon the capacity to fulfill the requirements of service and the proposals received. This RFP will have a one-year term with the option to renew the contract for two additional years. Workforce Development Board members will be requested to serve on the review panel.

VIII. ADMINISTRATIVE BUDGET IMPACT:

Workforce Development will enter into a contract not to exceed \$75,000 with contract awardee to provide services effective July 1, 2021.

Doris Foster, Director



Stanislaus County Workforce Development

251 E. Hackett Road, Modesto, CA 95358 • www.stanworkforce.com • 209-558-2100 • 209-558-2164 fax

January 4, 2021

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

I. SUBJECT:

Approval to Release a Request for Proposal for Services to Formerly Incarcerated and Other Justice-Involved Individuals

II. ITEM NUMBER: VII-C

III. ITEM TYPE: Consent

IV. STAFF RECOMMENDATION:

Approve the recommendation to release a Request for Proposal (RFP) for services to formerly incarcerated and other justice-involved individuals.

V. POLICY ISSUE:

According to Workforce Innovation and Opportunities Act (WIOA) regulations 679.370, the Local Workforce Development Board, among other responsibilities, must: Identify strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system. Under the RFP approach, award of contract is made on a "best value" basis by identifying the most cost-effective solution to the County's needs, with both price and non-price factors considered.

VI. DISCUSSION:

At the June 1, 2020 Workforce Development Board meeting, the Board approved Staff's recommendation to contract with an entity for the provision of Workforce Innovation and Opportunity Act (WIOA) services to be provided to formerly incarcerated and other justice-involved individuals. This includes individuals on county informal probation, county deferred entry of judgement, or any other county diversion program.

Stanislaus County Workforce Development (SCWD) had previously been working with Friends Outside. It was the desire to change the structure of the partnership in obtaining services that would enhance and specialize in working with formerly incarcerated individulas. Workforce Development staff are now seeking approval to release a Request for Proposal to carry out the following proposed services and activities:

1. Client Services

Provide direct Job Services to client, including but not limited to: Job Readiness

Service, Job Referrals, and assistance with Job Placement. Services shall be provided to all SCWD referred clients, which includes to provide services to the formerly incarcerated and other justice-involved individuals.

2.1 Job Readiness

The curriculum for the Job Readiness Workshops shall include, but not be limited to job applications, resumes, interview skills, job search skills, networking, life skills, and preparing an individual to attain and retain employment. The Workshops shall be provided on an open entry model.

Curriculum will focus on the following topics:

- Registration and use of CalJOBS
- Resume & Application Writing
- Interviewing Skills
- Employer Expectations
- Employee Expectations
- Ethics in the Workplace

- Communication
- Teamwork
- Adaptability
- Time Management
- Professionalism
- Resilience

2.2 <u>Job Development and Job Referrals</u>

Job Development Services shall be provided to clients matching each individual's skills and aptitude with unsubsidized jobs. Services will include, but are not limited to a minimum of three (3) job referrals to an unsubsidized employment for each client per month while receiving services.

2.3 Customer Survey

Vendor shall implement a customer survey that will measure the effectiveness of service/information and/or services provided. Customer surveys will be distributed to clients at the end of each Workshop and quarterly while each client is receiving services.

2.4 Specific Responsibilities

Vendors should use evidence based curriculum that is focused on job readiness and retention skills for the justice-involved population. The length of time a client would take to complete the modules would depend on the client's needs and proficiency.

2.5 Class Modules

Computer Awareness: Clients will learn the basics, how to use computer skills to search the internet for jobs, create resumes, complete applications, and how to send emails.

Job Readiness: Clients will be taught how to look for jobs based on his/her skill set. Job Readiness Staff will help them make a list of what skills they have and determine what can be used in the workforce.

Job Search/Work Skills Training: Clients will learn how to read a job description and use it to determine if he/she are a good fit for the job. They will also learn where to search for jobs such as which websites and how to ask within a company.

Resume and Application Preparation: Client will be taught how to register with CalJOBS. They will complete a resume based on their previous job experience and skills. Clients will also learn how to complete and submit online and paper job applications.

Social Skills/Cognitive Emotional Skills: Clients are shown how to talk with a manager or coworker, the socially correct way to talk to customers, how to handle stressful situations/rejection and the overall emotional stress of not getting a job. Clients will be shown techniques on how to adapt within the work environment. They will also be taught how to answer a phone or respond to an email. Clients will be put through mock conversations.

Interview Techniques: Clients will learn how to interview. Using mock interview techniques clients will be taught how to answer interview questions, how to sit during the interview and what to wear. Clients should also learn though discussion the ways to follow up after the interview such as a thank you letter and follow up call.

Job Retention: Clients will review how to retain the job once hired. In this class, clients learn to retain a job you have to do more than just show up. They will work on how to be a team player, employee/employer expectations, work ethics, and communication.

- Identify minority-owned, underrepresented businesses that primarily serve at-risk underserved community members in Stanislaus County who could benefit from the resources and services of Workforce Development and its Staff.
- Work with Workforce Development Staff to identify resources and create business plan
 options that will lessen the impact to businesses as a result of COVID-19, and assist
 businesses in mitigating layoffs and closures.
- Ongoing engagement, partnership, and relationship-building activities with businesses that are underrepresented and/or minority owned to increase awareness and availability of a skilled workforce.
- Provide team-based assistance to educate business owners to facilitate better business
 decisions and business models that lead to increased productivity and customer
 engagement to strengthen the economy.
- Maintain ongoing relationships and communication with businesses to ensure recovery, continued engagement with available resources and services, and job retention.
- Track outcome and performance data and information related to the activities that were provided. Provide monthly reports to Workforce Development Staff and reports to the Workforce Development Board on services provided.

VII. REQUEST FOR PROPOSAL STRUCTURE:

The RFP will be for the provision of services to Formerly Incarcerated and other Justice-Involved individuals. The RFP award may be made to a single vendor or multiple vendors depending upon the capacity to fulfill the requirements of service and the proposals received. This contract will have a one-year term with the option to renew the contract for two additional years. Workforce Development Board members will be requested to serve on the evaluation committee.

VIII. ADMINISTRATIVE BUDGET IMPACT:

Workforce Development will enter into a contract not to exceed \$95,000 with contract awardee to provide services effective July 1, 2021.

Doris Foster, Director



Stanislaus County Workforce Development

251 E. Hackett Road, Modesto, CA 95358 • www.stanworkforce.com • 209-558-2100 • 209-558-2164 fax

January 4, 2021

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

I. SUBJECT:

Approval to Submit a Request for Approval to be America's Job Center of California Adult and Dislocated Worker Career Services Provider

II. ITEM NUMBER: VII-D

III. ITEM TYPE: Consent

IV. STAFF RECOMMENDATION:

Approve submission of the Request for Approval application to be America's Job Center of California Adult and Dislocated Worker Career Services Provider and authorize the Chairman of the Board to sign the application.

V. POLICY ISSUE:

Workforce Innovation and Opportunity Act (WIOA) Final Regulations, Section 679.410(b) states that a Local Workforce Development Board may act as a provider of career services only with the agreement of the chief elected official in the local area and the Governor. On June 8th, 2020 the Employment Development Department released Workforce Services Directive (WSD)19-13, which provides guidance for the selection of both AJCC Operators and Career Services Providers.

VI. DISCUSSION:

At the January 9, 2017 Stanislaus County Workforce Development Board meeting, Stanislaus County Workforce Development requested and was granted approval to continue providing Career Services internally instead of having to procure these services. The recommendation was then approved by the Board of Supervisors on February 14, 2017 and submitted to the State on March 1, 2017. The State subsequently notified Stanislaus County that they had received approval to operate career services for two years. After the two years, on May 23, 2019 staff received an extention for an additional two year period, ending June 30, 2021.

Stanislaus County Workforce Development has consistently met or exceeded performance standards for Adult and Dislocated Workers in our Local Workforce Development Area. Staff and infrastructure are in place and continue to provide high quality services to the Stanislaus County constituents. Workforce Development staff take pride in being on the cutting edge, continuously monitoring program performance, and making adjustments to program services based on the needs of clients, and in keeping

with the concept of continuous improvement. Stanislaus County is classified as a High Performing Board, primarily based on the high quality of service provided, and the high level of performance of staff. Additionally, Workforce Development Staff contracts to provide workforce services to Welfare to Work participants. Currently staff co-enroll participants in both programs creating enhanced services for the clients with the greatest barriers to employment.

To facilitate the request of the local board acting as a provider of career services, staff must complete supporting documentation. The California Workforce Development Board (CWDB) and the Workforce Services Division of the California Employment Development Department (EDD) require the attached Request for Approval to be America's Job Center of California Adult and Dislocated Worker Career Services Provider. Previous requests to be the provider of Career Services did not include submission of policy documents, and included a comparison to other Local Areas.

The attached application shows performance numbers for Program Year 2018-2019 and 2019-2020 for Stanislaus County, and policies for Internal Controls/Separation of Duties including firewalls guarding against conflict of interest. Additionally the Conflict of Interest policy is attached as is now required with the application.

Staff have reviewed and completed required information and supporting documentation for submission of the request to the CWDB. The request needs the approval of the Stanislaus County Workforce Development Board. Once approved an Agenda Item will be taken to the Board of Supervisors for signature of the Chief Local Elected Official (Stanislaus County Board of Supervisors Chairman). The Request packet must then be submitted by March 1st, 2021 to the CWDB for approval by the Governor.

If approval is not received to provide Career Services internally, the Department would be required to contract out these services. This would have a significant impact on staffing, performance measures and services currently provided.

VII. ADMINISTRATIVE BUDGET IMPACT:

There is no budget impact associated with this agenda item to complete the application. Should the application not be approved, there would be significant impact to the budget.

Doris Foster, Director





Request for Approval

America's Job Center of CaliforniaSM Adult and Dislocated Worker Career Services Provider

Local Workforce Development Board

Stanislaus County

Local Workforce Development Area

Stanislaus County

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

The Workforce Innovation and Opportunity Act (WIOA) allows Local Workforce Development Boards (Local Board) to be an Adult and Dislocated Worker Career Services Provider with the agreement of the Chief Elected Official (CEO) and the Governor.

This application will serve as the Local Board's or administrative entity's request for Governor Approval to be an Adult and Dislocated Worker Career Services Provider within a Local Workforce Development Area (Local Area) under WIOA. The application must be submitted to the California Workforce Development Board (CWDB) by March 1, 2021, through one of the following methods:

Mail California Workforce Development Board

PO Box 826880

Sacramento, CA 94280-0001

Overnight Mail California Workforce Development Board

Hand Deliver 800 Capitol Mall, Suite 1022

Sacramento, CA 95814

If the CWDB determines the request is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your Regional Advisor for technical assistance or questions related to completing and submitting this request.

Stanislaus County Workforce Development	
Board	
Name of Local Board	
251 E. Hackett Rd. C-2	
Mailing Address	
Modesto CA	95358
City, State	Zip
Doris Foster, Director	
Contact Person	
(209) 558-2100	
Contact Person's Phone Number	
Date of Submission	

Request for Approval Adult and Dislocated Worker Career Services Provider

Local Chief Elected Official Statement

A Local Board or administrative entity that seeks approval to be an Adult and Dislocated Worker Career Services Provider within an America's Job Center of CaliforniaSM must provide a statement from the local CEO indicating his/her request as well as responses to the following questions.

Please provide responses to the following items on a separate document:

1. What factors guided the Local Board's or administrative entity's decision to submit this application to be an Adult and Dislocated Worker Career Services Provider within the Local Area?

There are facilities, infrastructure, and staffing already in place to meet the needs of Stanislaus County residents under the Workforce Innovation and Opportunities Act (WIOA). Historically, the County's Workforce Development Department has successfully fulfilled the role of assisting local constituents with career services. Stanislaus County Workforce Development has a successful track record, contacts in the community, and is a trusted provider of these services.

2. How would participants be better served by the Local Board or administrative entity acting in this role rather than through the awarding of contracts?

Stanislaus County Workforce Development staff has been fully invested in the success of customers in the various programs, and are fully trained in service provision, rules and regulations of the Workforce Innovation and Opportunities Act, and have demonstrated solid performance results for many years. Participants know and trust the professionalism of the Workforce Development staff, and staff has developed critical relationships with the Business community, as well as most organizations providing services in the community. A competitive process would likely yield a contract organization that does not have the technical knowledge, expertise, or experience of Workforce Development staff.

3. Describe the Basic and Individualized Career Services the Local Board or administrative entity will provide as well as their past experience providing these services.

Stanislaus County Workforce Development has deep ties with residents, service organizations, the educational community, and employers in the Stanislaus County area, and has acted in the Career Services role under the auspices of the County of Stanislaus since the inception of the Comprehensive Employment and Training Act. The Manager of the Career Services unit and the two unit supervisors each have over 18 years of experience providing services under employment and training/social services programs.

Workforce Development staff work with the general population of adults and dislocated workers as prescribed by WIOA, to assist individuals with finding appropriate opportunities to return to the labor force. Services provided to customers of the Career Services unit range from intake, eligibility, CalJOBS data entry, including initial Adult Basic Career Services, activities input, career counseling, preparation of Individual Employment Plans, assessment, employment data, closure, and follow-up input.

Workforce Development staff provide assessment of basic skills and current occupational skills sets, counsels clients in labor market trends and career choices based on current EDD labor market data, and may recommend training in paid internship, On-the-Job training or assess the need for occupational skills training with a private post-secondary provider. Individual Training agreements and Paid Internship agreements are produced by staff.

The processes for service provision have been in place at Stanislaus County Workforce Development since prior to the inception the Workforce Investment Act. When new legislation such as the Workforce Innovation and Opportunity Act take effect, staff has a proven track record of adapting to systemic changes, looking for ways to enhance the services for customers, and streamlining service delivery to maximize customer satisfaction.

4. Provide the Local Area's performance outcomes for each of the last two Program Years (PY 18-19 and 19-20) and evidence that the Local Board or administrative entity is qualified to provide Adult and Dislocated Worker Career Services, including testimonials that speak to the effectiveness and efficiency with which the Local Board or administrative entity has provided or can provide those services.

Goal versus Actual Performance Outcomes for Career Service Programs

	Adult			
	Goal 2018-19	Actual 2018-19	Goal 2019-20	Actual 2019-20
Employment 2 nd Quarter After Exit	64%	81.8%	66%	78.3%
Employment 2 nd Quarter After Exit	60.5%	69.7%	62.5%	80.9
Median Earnings	\$5,600	\$6,806.40	\$5,600	\$7,573.93
Credential Attainment Rate	56%	94.9	57%	90.4%
Measurable Skills Gains	Baseline	58%	Baseline	59%
	Dislocated Worker			
	Goal 2018-19	Actual 2018-19	Goal 2019-20	Actual 2019-20
Employment 2 nd Quarter After Exit	70%	90.6%	72%	77.1%
Employment 2 nd Quarter After Exit	67.5%	86.4%	69.5%	89.4%
Median Earnings	\$6,800	\$8,801.93	\$7,100	\$9,773.94
Credential Attainment Rate	59%	94.9%	61%	95.2%
Measurable Skills Gains	Baseline	66%	Baseline	63%

Stanislaus County Workforce Development has consistently met or exceeded performance standards for Adult and Dislocated Workers in our Local Workforce Development Area. Staff and infrastructure are in place and continue to provide high quality services to the Stanislaus County constituents. Workforce Development staff take pride in being on the cutting edge, continuously monitoring program performance, and making adjustments to program services based on the needs of clients, and in keeping with the concept of continuous improvement. Stanislaus County is classified as a High Performing Board.

Testimonials:

"My name is Adrian Barba Lomeli.

I used to do side jobs but it was hard to stay busy, being married with 3 kids I was struggling to provide enough money for my family, then I heard about a program on EDD office and inquired how to qualify, there are a few requirements but everybody was really helpful and willing to help me get approved. After I comply with everything, my worker Monica Hack guide me and stayed on top through all my 8 month course training, Monica and Steve Chisholm were the best case workers, even after I graduated they were still helping to make sure I get a good job and luckily I got hired by Turlock school district.

Thank you very much Monica and Steve

Adrian Barba LOMELI"

"Thank you so much, Steve.

I don't know if you realize how much of a help this will be, for me and my daughter; and how grateful I am for you, making this such an easy process, and two for this being available to help in the most needed, unprecedented time.

Best regards to you.

Veronica"

"My name is Anthony David Peraza. I was born in Stockton, California and I am one of five siblings. At the age of five, my parents separated. I was sent to live with my grandparents in Durango, Mexico. My father was a known drug dealer in San Joaquin County, he wanted to protect my older brother and I from his dangerous lifestyle, this is why we were sent away. Although I loved living with my grandparents in Mexico, the trauma and hardship of not having involved parents was difficult. My father, Rogelio, was incarcerated for most of my childhood; he eventually was deported indefinitely when I was sixteen.

I moved back to the United States with my grandparents, but because my father was now in Mexico, our family was struggling financially. I quickly picked up the ways of my father and started dealing drugs while I was attending High School. Selling drugs in my family was common and not frowned upon. Most of my family is either incarcerated, gang affiliated, drug addicted, and living in poverty. Because of these barriers, it was difficult for me to see the values in good morals and a brighter future. I was able to gain my GED, but I unfortunately started using the same drugs I was selling. This was the beginning of my drug addiction with meth.

At the age of twenty-one, while being incarnated on an assault charge, my daughter, Lilly, was born. My daughter brought light to my life and gave me the courage to stop using meth. I tried to turn my life around and started working at various jobs, but because I did not have any skills, certificates, or a higher education, I was barely making it and struggling. Once again, I started selling drugs. This choice brought more darkness in my life, I caught my first felonies in 2012 for drug trafficking. This pattern continued for years. Homeless, and now a felon, gaining employment was nonexistent for me.

A family friend offered me a place to stay as long as I gained employment and stayed away from drugs and crime. I knew how difficult this was going to be, but I felt like my life could not get any worse and I knew that I had to make a change. I heard of a program who helped people gain employment. I went to Project YES in Ceres, CA, regrettably, I was too old to get services from them, but they gave information for the local Workforce Development at the EDD office. This is where I met Yessenia Camacho and Monica Hack. What I admired about Workforce Development was that they over looked my past and they were eager to give me opportunities.

With the help of Yessenia and Monica from Workforce Development, I started attending Dehart Technical School for HVAC/ Refrigeration in April 2019. I gained employment doing maintenance for a local hotel. Working full time and attending vocational training was challenging. I worked on weekends and attended school at night. This left hardly any time for me to spend time with my daughter or even to have a day off, but I was starting to see the rewards of my hard work. While still attending school at Dehart, I continued to apply for other job opportunities. By doing this I gained employment with Jergen's Refrigeration Inc. in Lodi, Ca. Richard, the owner of Jergen's hired me on even though I was still attending school and knowing that I had a criminal history. This gave me a huge opportunity to build my career.

I graduated from Dehart Technical School for HVAC/ Refrigeration on April 1, 2020. I continue to be employed with Jergen's Refrigeration Inc. I have benefits, vacation time, and a company truck. I now have my own apartment, good credit score, and on my way of being debt free. I have a strong relationship with my daughter and now I can provide for her the way I have always wanted to. Without the support of my community, Project YES, Workforce Development, and my boss Richard Sorensen, this journey would not be possible. I will forever be grateful for the opportunities that were given to me and hope that I can repay my community for all of their support.

I now see a future for my daughter and myself. I imagine a life of good values, hard work, and positivity. My past and barriers do not define me."

Thank you,

anthony David Peraya

"After I was let go from the company I had been working at for 15 years due to its relocation out of state, I was grateful to go through and complete the training program offered by the county in order to start a new career. It was difficult in the beginning since there was a lot of different paperwork to submit. Once I was finally approved I chose to go to Modesto Technical College where I got my RETA refrigeration certificate, HVAC certificate, and other certifications. Upon completion, I was offered a job the day after the program ended. I have now been employed for almost 7 months and could not have a brighter out look on my career. Thank you guys for giving me the opportunity to be part of this.

Thanks, Carlos Moreno"

- 5. Attach documentation (signed and dated letter) that the members of the Local Board and other relevant parties (e.g., Board of Supervisors) reviewed the information provided in the application and approved the request in a public meeting.
- 6. Attach documentation of internal controls, conflict of interest, and firewall policies.

Signature Page

By signing below, the local CEO and Local Board chair request approval from the Governor to be an Adult and Dislocated Worker Career Services Provider. Each party certifies that this application submission was reviewed and demonstrates that the Local Board or administrative entity will meet all the requirements as an Adult and Dislocated Worker Career Services Provider under WIOA law and regulations.

Instructions

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

Local Workforce Development Board Chair	Local Chief Elected Official
Signature	Signature
Name	Name
Title	Title
Date	Date



Stanislaus County Workforce Development (SCWD) Policy

Date: December 28, 2020

Policy Number: WD.013.20-21

Subject: Internal Controls/Separation of Duties Policy and Procedure

PURPOSE:

The purpose of this policy is to establish procedures to provide reasonable assurance regarding the achievement of the following:

- 1) Transactions are properly executed, recorded and accounted for, in order to:
 - a) Permit the preparation of reliable financial statements and Federal reports;
 - b) Maintain accountability over assets; and
 - c) Demonstrate compliance with Federal statutes, Workforce Innovation and Opportunity Act (WIOA), the State of California and Stanislaus County
- 2) Funds, property and other assets are safeguarded against loss from unauthorized use or disposition.

BACKGROUND:

Internal Controls are necessary to safeguard property and electronically stored information, and to provide for the accountability and proper use of department funds.

POLICY:

It is the administrative policy of Stanislaus County Workforce Development (SCWD) that the guidelines and procedures included herein shall govern the internal control over property, electronically stored data, fiscal responsibilities, and state firewalls for separation of duties for the One-Stop Operator and SCWD Staff performing WIOA services.

PROCEDURE:

SCWD practices the following financial management standards:

- 1) Identification of all receipts and expenditures by funding source or allocation method.
- 2) Practices accurate, current and complete disclosure.
- 3) Maintains records that identify source and application of funds.
- 4) Performs effective control over and accountability for assets.
- 5) Compares expenditures to budgets on a monthly basis.
- 6) Follows written procedures for purchasing of goods and services.
- 7) Applies procedures for determining if costs are allowable, reasonable and necessary.







Roles and responsibilities have been defined and SCWD follows written policies and procedures. Training is provided when necessary. Effective oversight is maintained and communication and information sharing occur regularly. Accurate and timely reports are prepared and distributed each month and budget controls are in place. Asset management is conducted annually.

Separation of Duties Conflict of Interest, and Firewall

The One-Stop Operator is a contracted entity who will provide the following duties:

- 1. Facilitates collaboration and cooperation among Partners.
- 2. Validates and ensures partner organizations adhere to the America's Job Centers of California Partners ("AJCC") Memorandum of Understanding (MOU) documents providing infrastructure and operations contributions as determined in the WIOA legislation.
- 3. Act as a liaison between the Workforce Development Board and the AJCC Partners.
- 4. Conduct regular meetings of the AJCC Partnership, assist in implementation of partnership training plan, and assist in working towards achievement of goals of the Hallmark of Excellence and the AJCC Partnership Memorandum of Understanding.

The following duties are NOT to be performed by the One-Stop Operator as they are the duties of the SCWD Staff:

- 1. Convene system stakeholders to assist in the development of the local plan.
- 2. Prepare and submit local plans (as required under sec. 107 of WIOA).
- 3. Be responsible for oversight of itself.
- 4. Manage or significantly participate in the competitive selection process for one-stop operators.
- 5. Select or terminate one-stop operators, career services, and youth providers.
- 6. Negotiate local performance accountability measures.
- 7. Develop and submit budget for activities of the Local Board in the local area.

In order to ensure that no conflict of interest and proper Workforce Innovation and Opportunity Act firewalls are maintained, the following specific rights and responsibilities will be completed:

- 1. The Workforce Development Board will provide oversight of the One-Stop Operator.
- 2. The One-Stop Operator will have no duties related to procurement and contract selection, determination, termination, negotiation, or development related to one-stop operators, career services, youth providers, and other agencies.
- 3. The One-Stop Operator will facilitate stakeholder engagement but will have no role in direct referrals or service provision.

REFERENCES:

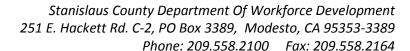
- 2 CFR 200.400 Policy Guide for Cost Principles, Sound Management Practices
- 2 CFR 200.303 Internal Controls
- 2 CFR 200.61 Definition Internal Controls
- 2 CFR 200.62 Definition Internal Control Over Compliance Requirements





POINT OF CONTACT FOR THIS POLICY: Any questions or comments regarding this Policy should be addressed to the Stanislaus County Workforce Development Contracts and Planning Coordinator.

Doris Foster, Director





STANISLAUS COUNTY DEPARTMENT OF WORKFORCE DEVELOPMENT STAFF POLICY

Date: October 13, 2017

Policy Number: 17-03

Subject: Conflict of Interest and Code of Conduct Policy

PURPOSE: This staff policy establishes a standardized departmental procedure regarding Conflict of Interest and Code of Conduct for department staff and Stanislaus County Workforce Develop Board Members.

BACKGROUND: The Stanislaus County Department of Workforce Development (SCDWD) is required to have policies in place to address Conflict of Interest and Code of Conduct for Workforce Development Board Members and staff to the Board. At the October 2, 2017 meeting of the Board, the following Conflict of Interest and Code of Conduct was adopted by SCWDB. This policy applies to SCDWD employees and Members of the SCWDB and its subcommittees.

Attachments to this policy include written verification for acknowledgement of the policies and procedures regarding Conflict of Interest and the Code of Conduct as well as a disclosure form for potential conflicts of interest. Staff, SCWDB Members and Members of any SCWDB subcommittees must sign and remand the signed copy to the Stanislaus County Department of Workforce Development. SCDWD will file the signed copies in the appropriate files.

A. CONFLICT OF INTEREST POLICY AND PROCEDURE

Statement of Policy: It is the policy and expectation of the Stanislaus County Workforce Development Board (SCWDB) that its Members will fulfill the fiduciary duties applicable to their service as Members of the SCWDB. Where this document references "Member" it shall mean any agent, SCWDB employee, officer, and Board Member. Due to the legal and statutory structures of the SCWDB, it is expected that conflicts of interest will arise and this policy is intended to provide a framework that will allow the work of the SCWDB to be achieved without the fact of or appearance of impropriety. If any SCWDB Member has a question regarding whether there is a conflict of interest in any given situation, the Member may contact the Director of the Stanislaus County Department of Workforce Development. The Director may provide guidance and/or seek advice from County Counsel if needed to determine if a conflict of interest is present. The SCWDB and all other agencies receiving direct financial assistance through the Workforce Innovation and Opportunity Act (WIOA) in the SCWDB region shall avoid conflict of interest, real or apparent, by observing the following requirements:

1. SCWDB is required under state law and the federal Workforce Innovation and Opportunity Act of 2014 to have policies to address conflicts of interest, among other things. The fiduciary duties of Members under state law and the WIOA include, without limitation, a continuing responsibility to thoroughly comply with conflicts-of-interest principles.

- Each Member shall sign an attestation denoting that the Conflict of Interest and Code
 of Conduct Policies have been read, are understood, and that the Member pledges to
 conduct him/herself in accordance with such policies and procedures during their
 service to the Board.
- 3. Each Member must also provide a disclosure of potential conflicts created by his or her position(s) outside of their service to the SCWDB. Such conflicts are detailed on the Disclosure of Conflict(s) of Interest form.
- 4. No Members shall use his or her position, or the knowledge obtained from his or her position, in such a manner that conflicts with the interest of the SCWDB or results in personal gain to the Member, or a third party that the Member is employed by, has a fiduciary relationship with, or to whom the Member provides services.
- 5. Any Member that has, or believes he or she has, a conflict of interest must disclose such potential conflict in accordance with the procedures established by the SCWDB in this policy and shall do so in writing on a prescribed form. In accordance with 20 CFR 683.200(c)(5)(i) "...a State WDB Member, Local WDB Member, or WDB standing committee Member must neither cast a vote on, nor participate in any decision-making capacity, on the provision of services by such Member (or any organization which that Member directly represents), nor on any matter which would provide any direct financial benefit to that Member or that Member's immediate family.
 - a. The following are deemed conflicts of interest that create a duty of the Member to fully disclose such interest immediately: If Member has a significant personal financial interest in a proposed transaction involving the SCWDB.
 - b. If Member is employed by, or is Trustee, Director, or Officer of any individual, organization or entity that shall have a financial interest in a proposed transaction involving the SCWDB.
 - c. If a Member represents a third party either through personal, professional, or confidential relationship and such party shall have a financial interest in a proposed transaction involving the SCWDB.
 - d. No Member shall solicit or accept gratuities or favors from suppliers or potential suppliers, including subcontractors.
 - e. No Member shall participate in the selection, award or administration of a procurement supported by WIOA funds where, to the individual's knowledge, any of the following has a financial or substantial interest in any organization which may be considered for award:
 - i. the officer, employee, agent or SCWDB Member;
 - ii. any Member of his or her immediate family;
 - iii. his or her partner, or;
 - iv. a person or organization which employs, or is about to employ, any of the above.
- 6. In the event that a SCWDB Member has an interest, directly or indirectly, in a business entity that would have a direct pecuniary effect due to any official action taken by the

SCWDB, the Member shall declare, before a vote or discussion on the matter, the nature and extent of the interest and shall not voluntarily discuss the proposed SCWDB action. A Member shall not be excluded from the meeting following such declaration. Furthermore, this limitation on discussion shall not prohibit the Member from providing factual information in response to direct questions concerning the matter from other Members. The disclosure shall be reflected in the minutes of the meeting of the SCWDB.

- 7. If an award of funding is made with Member violating the requirements of this procedure, the SCWDB is empowered to immediately suspend the obligation; the suspension subject to review at the next regular or special meeting of the SCWDB. The balance of the Board, excluding the Member(s) with potential conflict, will then determine what final corrective actions necessary. Actions will be taken in accordance with this Conflict of Interest Policy and Code of Conduct, and could include: removal of the Member, suspension of the obligation, termination of the obligation, or civil action to recover any monetary damages.
- 8. This policy is not meant to necessarily rule out transactions between the SCWDB and other persons or entities where an interest or a relationship between the Member and such a person or entity exists. This policy does, however, require proper disclosure and documentation of such relationships so that all decisions regarding these possible transactions are made in the best interest of the SCWDB. As stated in 20 CFR Section 683.200(c)(5)(ii) "Neither Membership on the State WDB, the Local WDB, or a WDB standing committee, nor the receipt of WIOA funds to provide training and related services, by itself, violates the conflict of interest provisions."
- 9. Nothing in this policy should be construed to prevent any Member's participation in WIOA programs. SCWDB Membership should not result in an employer receiving any more or any less consideration for trainees. This policy is to insure that the officer, employee, agent or SCWDB Member does not approve his/her own training package, or contract for services, but that the system of approval allows for objective determinations.
- 10. All Members are required to complete AB1234 training as provided by Stanislaus County within a 2 year period. These trainings are offered through an in-person setting or on-line. Arrangements for training may be made through the Stanislaus County Department of Workforce Development staff.

B. CODE OF CONDUCT

A written set of standards (Code of Conduct) governing the performance of the WDB and its employees, officers, or agents related to real or apparent conflicts of interest is a requirement (29 CFR 95.42). The following standards shall apply for the SCWDB, its employees, and its SCWDB standing committees:

- 1. Adherence to the Conflict of Interest Policies.
- Adherence to procurement procedures that serve to minimize the appearance of conflicts, in addition to eliminating actual conflicts. Members who represent One Stop Operators, Partners or actual or potential Service Providers and who serve on committees that oversee the One Stop System or the allocation of resources that would

- potentially be allocated to their programs shall refrain from discussing or voting on any matter that would impact the programs they represent.
- 3. A Member's employer may not participate in any way in a future bid on procurement where the Member helped to draft specifications. In order to avoid potential conflicts as circumstances change, Members whose employers may wish to participate in a future procurement will refrain from involvement in specification development or procurement processes.
- 4. A Member shall not become a recipient, directly or indirectly, of any salary payments or loans or gifts or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the SCWDB except that a disclosed token gift of a value within applicable Federally allowable maximums may be approved by the board.

C. STATEMENTS OF ECONOMIC INTERESTS

- All Members shall file statements of economic interests disclosing all sources of income, interests in real property and investments and business positions in business entities located in or doing business in Stanislaus County. Such statements shall be completed annually.
- 2. The Stanislaus County Department of Workforce Development shall furnish to each Member a Form 700- Annual Statement of Economic Interests. The department shall retain a copy of each Member's completed statement and shall forward the originals to the Clerk of the Board of Supervisors for Stanislaus County at:

Clerk of the Board of Supervisors Attention: Elizabeth (Liz) King 1010 Tenth Street, Suite 6700 Modesto, CA 95354

The Clerk of the Board shall retain the originals in the Clerk of the Board Office.

REFERENCES

Workforce Innovation and Opportunity Act § 102(2)(E)(i), §107(h)

2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule §200.112, §200.318(c), Appendix I (E)(2)

POINT OF CONTACT FOR THIS POLICY: Any questions or comments regarding this Policy may be addressed to Vinal Chand, Contracts & Planning Unit.

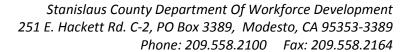
Doris Foster Director



Stanislaus County Department Of Workforce Development 251 E. Hackett Rd. C-2, PO Box 3389, Modesto, CA 95353-3389 Phone: 209.558.2100 Fax: 209.558.2164

STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD CONFLICT OF INTEREST POLICY AND CODE OF CONDUCT BOARD MEMBER

Norkforce Development Board do hereby attest and the Conflict of Interest Policy and Code of Conduct of Workforce Development Board on October 2, 2017.	d affirm that I have read and understand duly adopted by the Stanislaus County
I also hereby declare and promise to carry out my re Conflict of Interest Policy and Code of Conduct durin	-
Board Member	
Signed:	_
Date:	_
Witness	
Signature:	
Print Name:	_
Date:	





STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD CONFLICT OF INTEREST POLICY AND CODE OF CONDUCT BOARD COMMITTEE MEMBER

l,	hereby attest and affirm that I have read de of Conduct duly adopted by the
l also hereby declare and promise to carry out my res Conflict of Interest Policy and Code of Conduct durin	
Board Committee Member	
Signed:	
Date:	-
Witness	
Signature:	
Print Name:	
Data:	





STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD CONFLICT OF INTEREST POLICY AND CODE OF CONDUCT SCWDB STAFF

l,	, a staff Member of the Stanislaus
County Workforce Development Board, do hereby a understand the Conflict of Interest Policy and Code	ttest and affirm that I have read and of Conduct duly adopted by the
Stanislaus County Workforce Development Board or	n October 2, 2017.
I also hereby declare and promise to carry out my re the Conflict of Interest Policy and Code of Conduct of Member.	
Staff Member	
Signed:	-
Date:	_
Witness	
Signature:	
Print Name:	-
Date:	



STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD DISCLOSURE OF CONFLICT(S) OF INTEREST

Workforce Developme	ent Board, or SCWDB Staff	, a Member of the Stanislaus County f Member hereby disclose the sition that I hold outside of the
SCWDB.	interest with another po.	stion that i hold outside of the
	Check	All That Apply
with the SCV		that has current business/contractual dealings of the One Stop Operators, Partners, or other actors.
	der/Contractor or by ano	loyed by a current or potential WIOA funded ther organization that provides services
I represent a	WIOA funded Service Pro	ovider/Contractor.
I represent a	One Stop Operator.	
I represent A	n AJCC Partner.	
Other: (pleas	e describe the nature of t	he conflict)
discussion on the matte from participating in ar	r, the nature and extent ny discussions pertaining rstand that this shall n	test that I will hereby declare, before a vote or of the conflict. I will hereby voluntarily withhold to this matter and abstain from voting on the ot prohibit me from responding to any direct
Member Signature		Witness Signature
Signed:		
Print Name:		
Date:		



Stanislaus County Workforce Development

251 E. Hackett Road, Modesto, CA 95358 • www.stanworkforce.com • 209-558-2100 • 209-558-2164 fax

January 4, 2021

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

I. SUBJECT:

Approval and Discussion of the Commuter Study Post Release

II. ITEM NUMBER: VIII-A

III. ITEM TYPE: Discussion and Action

IV. STAFF RECOMMENDATION:

Approve and Discuss the Commuter Study and any actions that should be taken as a result of the presentation.

V. POLICY ISSUE:

Stanislaus County Workforce Development Board By-laws state that the Board will actively participate in convening workforce development system stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities.

VI. DISCUSSION:

The previously commissioned report of 2020 Stanislaus County Commuter Study was released by Workforce Development in association with Resource Development Associates and made public on October 27th, 2020 as part of a presentation open to the public. In relationship to the findings of the report, Staff would like to have a discussion of what actions the Board may consider appropriate as a result of the information contained in the report.

The 2020 Stanislaus County Commuter Study contained a section that summarized the workforce and economic opportunities that are present in Stanislaus County. The Key Finding Review included the following information:

- The City of Modesto is home to the second greatest share of super-commuters in the U.S., driven by differences in wages and cost of living between the Bay Area and Stanislaus County.
- Workforce trends demonstrate increasing concentration of employment within fewer industries, based on population aging and challenges to increasing education attainment.

- Health Care and Social Assistance is anticipated to have the greatest job demand compared to any other industry and add 3,635 new jobs in Stanislaus County by 2025.
- 85% of commuters can be hired to work for the following industries with the strongest outlook: Health Care and Social Assistance; Construction; Logistics/Warehousing; Educational Services; and Professional, Scientific, and Technical Services.

One point that is worthy of discussion is what the economy will look like post COVID-19 and what the impact will be with the shut down of so many businesses in the community. In addition, it is important to take into consideration that working from home will now transform the workforce and may have lasting impacts.

As part of the report, section three has recommendations for Next Steps. The strategies under workforce development are:

- 1. Continue to develop and assess the effectiveness of Opportunity Zones.
- 2. Continue to create entrepreneurship development or incubator progrms that support small business growth and monitor their effectiveness.
- 3. Create opportunities of subsidized on-the-job learning and training in target industires by leveraging community college capacity to create tailored career pathway programs.
- 4. Leverage workforce training and assisted employment progrms to provide workers with transferable skills and gain opportunities in strategic occupations and industries.

As a Workforce Development Board, strategic positioning of support, leveraging resources in the community, and developing initaitives that address these findings can assist in shaping the direction and success of employers and workers alike.

VII. ADMINISTRATIVE BUDGET IMPACT:

There is no budget impact associated with this agenda item.

Doris Foster, Director



Stanislaus County Workforce Development

251 E. Hackett Road, Modesto, CA 95358 • www.stanworkforce.com • 209-558-2100 • 209-558-2164 fax

January 4, 2021

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

I. SUBJECT:

Approval and Discussion of the Sector Strategy Activities and Recommendations

II. ITEM NUMBER: VIII-B

III. ITEM TYPE: Discussion and Action

IV. STAFF RECOMMENDATION:

Approve and discuss the Sector Strategy Activities and Recommendations

V. POLICY ISSUE:

The Workforce Innovation and Opportunity Act (WIOA) regulations 679.370 states the Local Workforce Development Board, amongst other responsibilities, must develop effective linkages with employers in the region to support employer utilization of the local workforce development system. WIOA regulations 678.435 further stipulate that Local Areas must establish and develop relationships and networks with large and small employers and their intermediaries and develop, convene, or implement industry or sector partnerships.

VI. DISCUSSION:

During Fiscal Year 2018-2019, Stanislaus County Workforce Development released a Request for Proposals (RFP) for Sector Strategy services. On April 1, 2019 the Workforce Development Board approved the recommendation to enter into a contract with Opportunity Stanislaus with an option to renew the contract for two additional years. Currently, the Department is in year two of the contract.

As part of the contract, Opportunity Stanislaus was tasked to lead the Sector Strategies Initiative which is defined as a community of businesses working together with government, non-profit and the private sector to build and contribute to economic success. The initiative was to address common challenges such as: high cost of on-boarding; skilled labor shortage; expanding the diversity of the workforce; and skills training. The Sector Strategies Initiative as defined by the Workforce Development Board, focuses on four industry sectors: Manufacturing, Agriculture, Logistics/Warehousing, and Healthcare. In the first half of the first contract year, Opportunity Stanislaus had two sector strategy

meetings with businesses from the Health Sector and the Manufacturing Sector. Toward the end of the first year, due to COVID-19, Sector Strategy meetings were cancelled in order to comply with the State orders to avoid large, in-person gatherings. Opportunity Stanislaus continued to send out surveys and setting up virtual meetings with individual businesses industry sectors. In all, over 130 employers were surveyed during the first year.

In the first half of the second contract year, Sector Strategy summits were scheduled for each of the four industry sectors where survey data was shared, the current state of industry businesses was identified and possible solutions discussed. These meetings were held on the following dates:

Manufacturing – November 18, 2020; 21 attendees with 7 businesses represented and 2 Workforce Board members

Healthcare – November 23, 2020; 12 attendees with 5 businesses represented **Logistics/Warehousing** – December 8, 2020; 5 attendees with 2 businesses represented **Agriculture** – December 8, 2020; 11 attendees with 6 businesses represented

Gathering the Data:

The following is a sample list of questions that were asked in the Employer surveys:

- How has your business been adversely impacted by the outbreak of the COVID-19 virus?
- Have you laid off employees as a result of the crisis? If so, how many?
- Name the top three critical positions for your industry (critical to your ability to grow and stay competitive), their corresponding skills/competencies, and credentials needed?
- What skills/competencies are hardest to find?
- Number of projected positions needed by quarter?
- What is the turnover rate?
- What are some other factors that affect filling and keeping these positions filled?
- What are you doing to attract and retain employees?
- What challenges have you encountered in helping workers keep pace with industry advances?
- Have you established an internal career pathway for employees to advance within your company or industry?
- Are you willing to participate in our Sector Strategy quarterly meetings? The goal is to identify skill gaps needs that Stanislaus County Businesses are experiencing and attempt to solve them with community partners input.

Reporting the Data:

For the Sector Strategy summit meetings, each business was asked to rank possible solutions for each of the three sector partner categories: Industry, Education, and Workforce Development. Below are listed the top five solutions by partner responsibility:

Responsibility of Industry:

Suggested Solution	Rank
Provide upskilling opportunities for incumbent workers	1
Work closely with educational providers to ensure right skills are being	1
taught (LEAD)	
Improve culture and work/life balance to attract more workers	2
Pay scales to complete locally but also with Bay Area	2
Provide work experience for high school students to establish important	3
connections	

Responsibility of Education:

Suggested Solution	Rank
Provide more critical thinking, problem solving and soft skills courses	1
Make sure curriculum is relevant for current and future needs	2
Make sure training costs are affordable enough for local student population	3
Make sure we have ample and relevant CTE offerings in local high schools	4
Listen to employers	5

Responsibility of Workforce Development:

Suggested Solution	Rank
Be the bridge between industry and education	1
Provide marketing and awareness for industries as a great career	2
choice	
Support industries in the community with leaders, elected officials, etc	2
Arrange for additional cluster trainings for technical skill occupations	3
Provide training dollars to those educational partners that are meeting	5
the demands of the industries	

Summary:

As a result of these Sector Strategy summit meetings, the following common factors emerged across the board for all industries:

- All 4 industries are vibrant and provide many good paying jobs in our County
- There is difficulty competing with Bay Area wages
- There is a lack of local trained talent who possess the critical skills needed in our area
- Some hard-to-fill careers lead to a high student loan debt
- There is a lack of willingness to stay long term by a large number of employees
- More upskilling is needed for incumbent workers
- There is not enough positive marketing for these industries as a great career or career of choice

Recommendations:

The following recommendations were made from the summary of data:

- Businesses need to create Career Pathways to promote industry as viable career choice
- Businesses need to address Work/Life Culture to improve retention and attractiveness
- Businesses and Educators need to communicate needs
- Businesses and Educators need to collaborate on specific training and work experience opportunities for high school and adult education
- Educators need to incorporate more critical thinking and soft skill development into their curriculum
- CTE needs to match industry needs
- Educators need to look to technical trainings for hard-to-fill positions within industries
- Workforce, Economic Development and community partners need to come together to market Stanislaus County as the place to work and live
- Workforce and Economic Development need to be the bridge between industry and educators to offer solutions, for financial backing and needed research

Next Steps:

Identifying the 'next steps' will be key to the future Sector Strategy summit meetings as all three partner groups, Industry, Education, and Workforce Development, come together. It will be important to have all partners involved in these discussions in order to determine the best approach in developing solutions for addressing the concerns and challenges that Stanislaus County sector industries are facing.

VII. ADMINISTRATIVE BUDGET IMPACT:

There is no budget impact associated with this agenda item.

Doris Foster, Director



43

Sector Strategy Initiative

Ensuring that local industry employers have the skilled talent needed for our local community is vital to the economy of Stanislaus County.

December 30, 2020

Report

Prepared by

Teresa Green
Program Manager
Sector Strategy
Opportunity
Stanislaus

Prepared for Stanislaus County Workforce Development

Sector Strategy Initiative

SUMMARY	3
INTRODUCTION	4
FINDINGS	5-8
CONCLUSION	9
RECOMMENDATIONS	10

Report





Focus of the initiative

Stanislaus County Workforce Development has contracted with Opportunity Stanislaus to lead the Sector Strategies Initiative, a community of businesses working together with government, non-profit and the private sector to build and contribute to economic success.

This initiative will address common challenges such as:

- · High cost of on-boarding new employees
- · Skilled labor shortage
- Expanding the diversity of the workforce
- Employee training

The Sector Strategies initiative focuses on four industry sectors **Manufacturing · Logistics/Warehouse · Health · Agriculture**Our mission is to build a strong community of businesses that will help to determine local business needs, assist in developing a skilled workforce and strategize solutions.

By industry employers coming together and sharing common critical issues, educational partners can strive to meet employer needs at a greater level.

Significance of a Sector Strategy Initiative

Working within our community our aim is to establish and maintain talent pipelines by training local talent to be prepared for in-demand occupations. Teaching competencies needed by employers within the identified industries provides employment opportunities with sustainable wages or career ladders to self-sustaining wages for local workers and their families. It is in everyone's best interest who lives and works in Stanislaus County to ensure that local industry organizations thrive. Industry representatives, educational partners, workforce development entities and other community stakeholders have come together to develop a local sector strategy initiative to identify and implement actionable strategies to strengthen the local industries talent pipeline.

3

Introduction

Opportunity
Stanislaus surveyed
over 130 employers
from all four identified
industries. They were
asked to identify
critical positions that
were difficult to fill and
the necessary skills
needed for them.



Identified Critical Positions

Manufacturing

- Maintenance & Electrical Mechanics
- Machine Operators
- Fabricators, Millwrights or Welders
- Supervisors or Managers
- Production Workers
- General Laborers

Warehouse/Logistics

- Class A Driver
- Sales
- Warehouse Operator
- Order Selector
- Lift Driver
- Maintenance Mechanic
- Sanitation

Agriculture

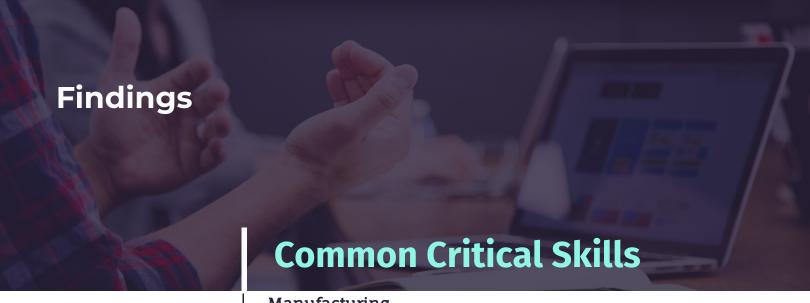
- Ag & Diesel Mechanics
- Sales & Merchandisers
- Truck Drivers
- Supervisors or Managers
- Quality Control
- General & Farm Laborers

Healthcare

- Certified Nurses Assistance
- Registered Nurse
- Medical Assistant
- Technical or Imaging
- Call Center
- Physicians
- Dentist
- Hygienist

Highlight of all Surveys

- One common theme pushed to the forefront. Job Applicants are lacking the necessary "soft skills" needed to become and remain employed.
- 70% of employers surveyed reported job applicants are lacking industry knowledge or experience for the jobs they are applying for.



The 130 Businesses which were surveyed shared these common critical skills that they believe are needed and lacking in job applicants and employees.

Problem Solvings Will Communication of Honesty Time Management 35%

Manufacturing

- Attention to Detail
- Strong Communication
- Critical Thinking
- Teamwork
- Dependability
- STEM Skills (Science, Technology, Engineering, Mathematics)
- Flexibility
- Problem Solving

Healthcare

- Customer Service
- Strong Communication
- Leadership
- Operations
- Management

Warehouse/Logistics

- Adaptability
- Strong Communication
- Critical Thinking
- Time Management
- Project Management
- Team Work
- Calm Under Pressure
- Problem Solving
- Honesty

Agriculture

- Adaptability
- Strong Communication
- Critical Thinking
- Interpersonal Skills
- Dependability
- STEM Skills (Science, Technology, Engineering, Mathematics)
- Time Management
- Problem Solvir1g



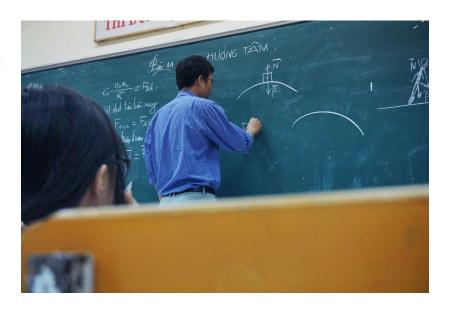
Sector Strategy Summits were held for each of the four industries. Survey Data was shared. Current state of Industry Businesses were identified. Possible solutions were discussed. Below are the common factors across the board for all industries:

- All 4 industries are vibrant and provide many good paying jobs in our County.
- There is difficulty competing with Bay Area wages.
- There is a lack of locally trained talent who possess the critical skills needed in our area.
- Training for some specialized, advanced positions leads to high student loan debt.
- There is a lack of willingness to stay long term by a large number of employees.
- There is not enough positive marketing for these industries as a great career or "Career of Choice".
- More upskilling is needed for incumbent workers.

Solutions Offered for Industry and Selected by Business Representatives

SOLUTION	RESPONSES
Improve company culture and life/work balance to attract more workers	17
Provide work experience for high school students to establish important connections	12
Pay scales to compete locally but also with Bay Area	17
Provide upskilling opportunities for incumbent workers	19
Work closely with educational providers to ensure right skills are being taught. (LEAD)	19
Market industries as a "Career Of Choice"	7
Establish career pathways for all employees	8
Look to assessment testing to hire ter candidates	0

Survey data was shared with industry representatives. Current state of industry educators were identified. Possible solutions were discussed. Below are the common factors itemized for all four industries:



- More communication and documentation skills need to be taught
- Not enough work experience for high schoolers in these industries
- More entry level training need (i.e. certified nursing assistant, use of hand tools, machine operation)
- Need more local trainings for specialized, advanced positions
- Need more high school career technical education programs that match industry career requirements
- Need more direction by industry
- Need better coordination between local high schools and trade schools
- Need better marketing information about current curriculum for college and trade schools

Business Representatives Suggestions to improve education/training offerings

SOLUTION	RESPONSES
Listen to Employers	9
Learn to be nimble, flexible to meet needs of Employers	8
Work Collaboratively with other providers to ensure all skills are covered	2
Provide more critical thinking, problem solving and Soft Skills courses	20
Make sure training costs are affordable enough for local student population	11
Develop more funding opportunities for training	8
Make sure curriculum is relevant for current and future needs	18
Make sure we have ample and relevant CTE offerings in local high schools	10

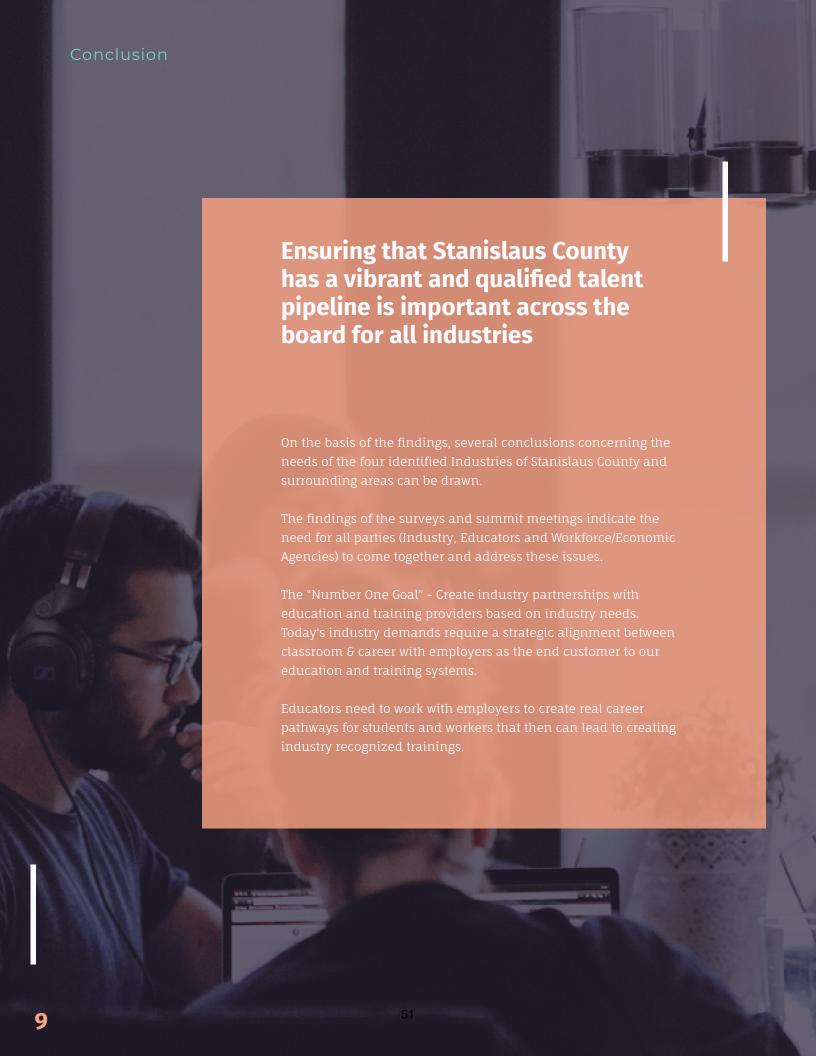


Question was asked of the same group of Industry representatives as to how can Economic Development and Workforce Development organizations do more to assist their needs.

Solutions Offered for Workforce and Selected by Business Representatives

SOLUTION	RESPONSES
Provide training dollars to those educational institutions that are meeting industry demands	5
Provide training dollars or work based experience for non college adults and high school students	4
Be the bridge between industry and education	18
Provide marketing and awareness for industries as a great career choice	17
Support industries in the community-with leaders, elected officials, etc.	17
Arrange for additional cluster trainings for technical skill occupations.	11





Recommendations

Based on the findings and conclusions, the following recommendations are made:

4

- Sector Industries need to create real career pathways. By doing this students and workers can identify sector industries as careers of choice and plan their education accordingly.
- Sector industries need to address improving work/life culture to increase their retention and attraction ability.

2

- Sector industries and educators need to communicate needs.
- They need to work together on specific trainings and create work experience for high School and adult education students.

3

- Educators need to incorporate more problem solving, communication, critical thinking and soft skills into their trainings.
- CTE offerings need to match industry needs
- Educators should look at developing needed technical trainings to fill specialized, advanced positions such as medical techs and imaging, advanced maintenance mechanics, industry automation techs, etc.

4

- Workforce, economic cevelopment and community agencies should come together to market Stanislaus County as the place to live and work and the sector industries as excellent career choices.
- Workforce and economic development need to be the bridge between industry and educators offering solutions, financial backing and needed research.



52

0