



**KINGS COUNTY JOB TRAINING OFFICE**

124 North Irwin Street • Hanford, California 93230  
Phone (559) 852-4932 • Fax (559) 585-7395 • TDY Relay Number 1-800-735-2922  
www.kingsworkforce.org

**Workforce Development Board**  
Kings County Government Center  
Human Services Agency, Cedar Room  
1400 W. Lacey Blvd., Building #8  
Hanford, CA 93230  
September 13, 2018, 10:00 a.m.

**AGENDA**

- 10:00 **Call to Order/ Introduction of new Economic and Workforce Development Director Lance Lippincott and new Compliance and Standards Officer Laura Magana**
- 10:10 **Approval of Minutes –May 3, 2018** **ACTION**
- 10:15 **Public Comment and Unscheduled Appearances**  
Any person may directly address the Board at this time on any item on the agenda, or on any other items of interest to the public, that is within the jurisdiction of the Board. Five (5) minutes are allowed each item.
- 10:20 **Reports**
  - Career Center Usage Report - Pages 7 and 8
  - One-Stop Operator Report - Presented by Daniel Patterson
- 10:30 **Community Services Employment Training (CSET) MOU Pages 9 - 11** **ACTION**
- 10:35 **Youth Incentive Policy Pages 12-14** **ACTION**
- 10:40 **Local and Regional Plan Modification**
- 10:50 **Economic Development Report**
- 10:55 **Member Roundtable**
- 11:00 **Unemployment Rate**
- 11:05 **Public Comment**
- 11:10 **Adjournment**

**Workforce Investment Board Meetings**  
Kings County Government Center  
Administration Building, Multi-Purpose Room  
**First Thursday of every other month at 10:00 a.m.**

**November  
1**

If reasonable accommodations due to a disability are needed please contact Vince Velo at (559) 585-3562  
no less than 3 days prior to the scheduled meeting date  
*Information relating to open session items is available for review at 124 N. Irwin St, Hanford, CA 93230*





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### Workforce Development Board

September 13, 2018

10:00 a.m.

### AGENDA BACKUP INFORMATION

#### Reports

- **Career Center Usage Report** the Career Center usage report is contained on pages 7 and 8. This report will be reviewed at your meeting.
- **One-Stop Operator Report** the One-Stop Operator for the Kings County AJCC will be reporting out.

#### Community Services Employment Training (CSET) MOU pages 9 through 11

The Kings/Tulare Area Agency on Aging (K/TAAA) has awarded Community Services Employment Training, Inc., (CSET) a contract to operate Title V, the Senior Community Service Employment Program (SCSEP) in Kings and Tulare Counties. The contract between the entities requires a signed MOU with the Local Workforce Investment Boards.

#### Youth Incentive Policy pages 12 through 14

The Workforce Innovation and Opportunity Act authorizes the utilization of incentives in specific circumstances to encourage higher level participation and completion of programs leading to employment. In order to maintain compliance, there must be a Workforce Board Policy in effect to authorize the incentives. The submitted policy updates the previous policy from the Workforce Investment Act to Workforce Innovation and Opportunity Act standards.

#### Local and Regional Plan Modifications

Under WIOA, a biennial update of regional and local plans is required in order to ensure plans remain current and account for “changes in labor market and economic conditions or in other factors affecting the implementation of the local plan” (29 U.S. Code § 3123). The California Workforce Development Board (State Board) has also made changes to the State Plan which require that Local Boards update their plans to keep them consistent with the policy direction of the State Plan. Guidance has been issued from the state concerning the local/regional plan updates.

#### Economic Development Report

Staff will provide a review of local and regional economic development activity at your meeting.

#### Member Roundtable

Members are encouraged to share information from their areas of representation.



**Unemployment Rate**

The unemployment rate is as follows:

	July 2017	June 2018 Revised	July 2018 Prelim
Labor Force	58,700	57,800	58,200
Employed	53,800	53,000	53,900
Unemployed	4,900	4,800	4,300
Rate	8.3%	8.2%	7.5%

JC



**KINGS COUNTY JOB TRAINING OFFICE**

**JOHN S. LEHN**  
DIRECTOR

124 North Irwin Street • Hanford, California 93230  
Mailing Address: 1400 W. Lacey Blvd. • Hanford, California 93230  
Phone (559) 585-3532 • Fax (559) 585-7395 • TDY Relay Number 1-800-735-2922

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Human Services Agency, Cedar Room  
1400 W. Lacey Blvd., Building #8  
Hanford, CA 93230  
May 3, 2018  
10:00 a.m.

**Minutes**

**Members Present**

Nancy Silva, Chairperson, Silva Dental  
Ronny Jungk, IBEW Local 100  
Robert Kleyn, California Department of Rehabilitation  
Kenny Lavinder, Carpenters Local 1109  
Wendy Lomeli, Employment Development Department  
Janet Long, Bank of the West  
Mae Lee, Proxy for Dan Ramirez, Proteus

**Staff Present**

John Lehn, Director  
Cobi Revious, Fiscal Analyst III  
Jessica Cervantes, Executive Secretary

**Guests Present**

Yvette Olivera, KARELink

**Call to Order/Introduction**

Chairperson Nancy Silva called the meeting to order at 10:12 am. Introductions were made.

**Approval of Minutes**

M/S/C Kenny Lavinder/Wendy Lomeli to approve the minutes of the March 1, 2018, Workforce Development Board meeting.

**Public Comment**

None

**Reports**

- **Career Center Usage Report**, Director Lehn discussed the March 2018 Career Center Usage Report. There was an increase in customer visits, which can be contributed to increasing online job listings.
- **Workforce Innovation and Opportunity Act Fiscal and Procurement Report 2017-2018**, Director Lehn explained that a Fiscal and Procurement Report is an annual review of financial transactions, policies and WIOA expenditures. There were no findings in this report, and it was issued as a preliminary and a final report.
- **Workforce Innovation and Opportunity Act Annual Onsite Compliance Report 2017-2018**, Director Lehn explained after the monitor completed the on-site review no findings were reported. Upon receipt of the report, a single finding was noted, requiring an annual on-site

review of subcontractors to ensure compliance with non-discrimination and equal opportunity provisions of the law. Formal documentation needs to be complete for each subcontractor and presented upon audit. The state has not generated a form for subcontractor monitoring. As many workforce groups use the same subcontractors the Regional group Kings County belongs to, the group is collaborating to design a monitoring tool and to coordinate the required monitoring.

- **Projected Fiscal Year 2018-2019 Allocations**, Director Lehn discussed the Funding Allocations for Adult, Dislocated and Youth. There is a slight increase in funds for fiscal year 2018-2019. The funding amounts for Rapid Response have not been issued.

### **Hallmarks of Excellence Certification**

Director Lehn explained the purpose of Hallmarks of Excellence is to encourage improvements of the America's Job Centers of California (AJCC) System. Eight Hallmarks were rated on a scale from 1-5, and a continuous improvement plan was developed for each hallmark. Director Lehn provided a brief description of each Hallmark of Excellence. The collective ranking for the Hallmarks of Excellence was 29, with each Hallmark rated at or above a 3, which meets state standards.

M/S/C Janet Long/Robert Kleyn to authorize Chairperson Nancy Silva to sign the Hallmarks of Excellence Certification and submit to the state.

### **Consider Dissolution of Youth Council**

Director Lehn explained the Workforce Investment Act (WIA) required a Youth Council be formed with certain community groups being represented. The Workforce Innovation and Opportunity Act (WIOA) does not require a formalized Youth Council, as long as there is a mechanism to receive input on matters relating to WIOA Youth Programs. There are several groups in the community that address specific youth matters. During the last Youth Council meeting, the dissolution of the Youth Council was recommended by its members to reduce system duplication.

M/S/C Ronny Jungk/Kenny Lavinder to approve the dissolution of the Youth Council Board.

### **Consider Kings County Workforce Development Board Bylaws Revision**

Director Lehn explained minor updates were made to the Workforce Development Board bylaws.

M/S/C Janet Long/Wendy Lomeli to approve the revised Kings County Workforce Development Board bylaws.

### **Memorandum of Understanding with Non-Collocated Partners**

Director Lehn explained a Memorandum of Understanding (MOU) has been completed for all workforce system partners who occupy space at the One-Stop Job Center. An additional document will be prepared for partners who do not have a presence in the One-Stop Job Center. The Memorandum of Understanding with Non-Collocated Partners will reflect a monetary value to the services provided. These numbers have not yet been received. As the MOU is due June 30, 2018, it is recommended to give Chairperson Nancy Silva the authority to review the final MOU and if it seems reasonable, to sign the MOU with Non-Collocated Partners.

M/S/C Kenny Lavinder/Ronny Jungk to authorize Chairperson Nancy Silva to review the Memorandum of Understanding with Non-Collocated Partners and if reasonable to sign and submit to the state.

### **Election of Officers**

The current Workforce Board Bylaws provide for an annual election of officers at a meeting preceding the end of the fiscal year, with an effective date of July 1 of that year. Officers consist of a Chairperson and a Vice Chairperson. The Chairperson must be a business representative.

Janet Long nominated Nancy Silva as Chairperson; Secnd: Kenny Lavinder. Vote was unanimous.

Nancy Silva nominated Janet Long as Vice Chairperson; Second: Ronny Jungk. Vote was unanimous.

**Economic Development Report**

Director Lehn reviewed the report, and focused on the current prospects and successful projects.

**Member Roundtable**

Yvette Olivera – is the Housing Navigator for the KARELink Program, she is currently acting as the Job Developer. Yvette’s goal is to become involved with workforce and to make appropriate referrals. Yvette works with individuals 18 years of age or older who are eligible for Medi-Cal, Mental Health, or substance use disorder/chronic health issues.

Kenny Lavinder – Constructions work is anticipated to increase due to the high-speed rail project.

Wendy Lomeli – EDD just announced the availability of discretionary funds under Wagner Peyser for Deaf and Hard of Hearing Services.

**Unemployment Rate**

Chairperson Nancy Silva – provided the current unemployment rate for March 2018, at 9.2%. This is down from March 2017 rate of 11.2%.

	March 2017	February 2018 Revised	March 2018 Prelim
Labor Force	57,500	58,000	57,500
Employed	51,100	52,300	52,200
Unemployed	6,400	5,700	5,300
Rate	11.2%	9.8%	9.2%

**Public Comment**

Director Lehn reported the New Economic and Workforce Development Director Lance Lippincott, will assume the position on June 4, 2018.

**Adjournment**

The meeting was adjourned by Chairperson Silva at 11:16 am.

## *Participants Services Rec'd*

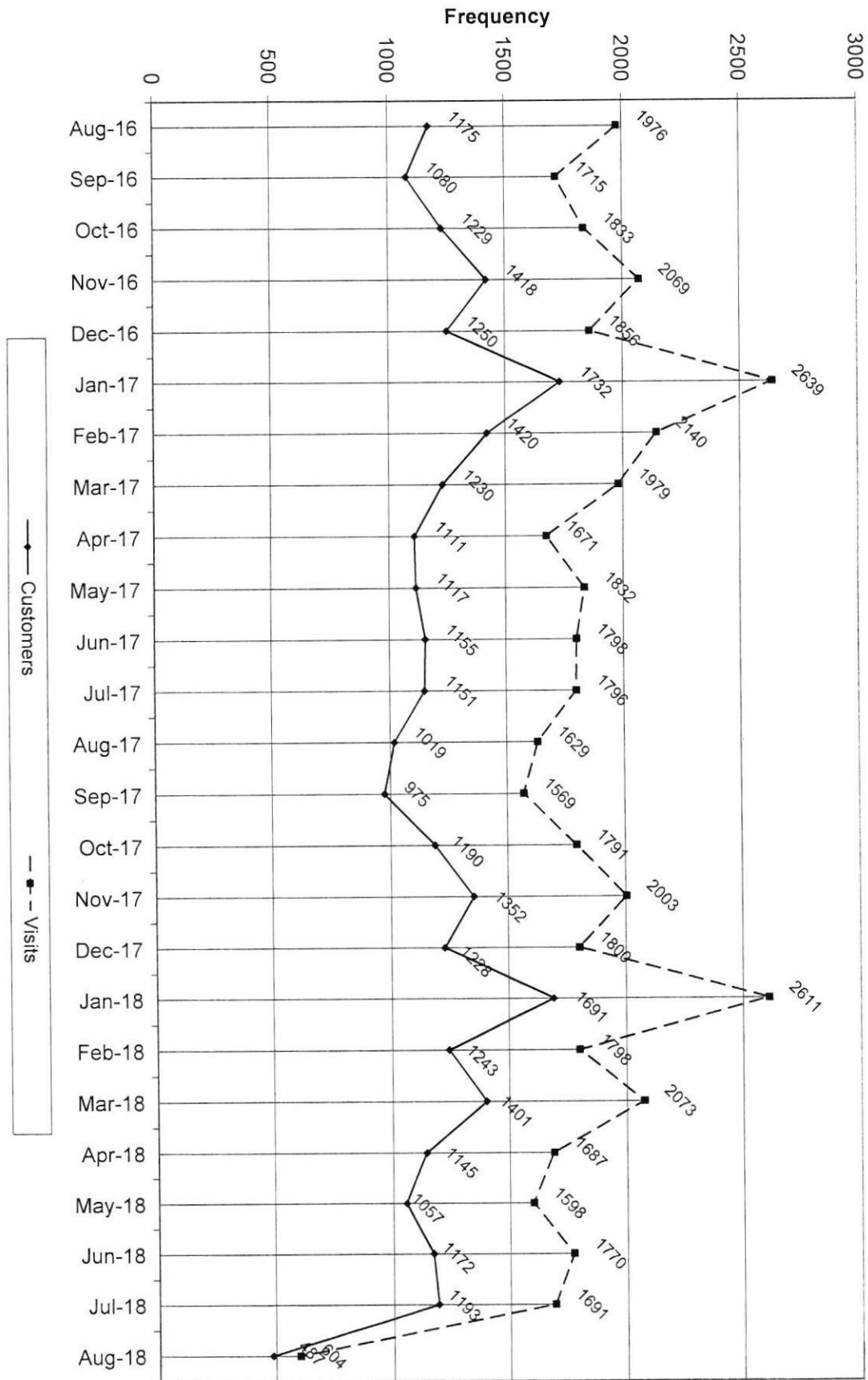
*8/1/2018 Thru 8/13/2018*

*Total Participants Served: 487*  
*New Participants: 108*  
*Returning Participants: 379*  
*Total Visits During Period: 604*  
*Avg Visits Per Participant: 1.24*

### *Totals - All Participants*

<i>Service</i>	<i>Total</i>
	0
CalJobs registration	13
Job Search Asst - Resume, TypeCert, Internet,	455
Meet with EDD Representative	187
Telephone - U I Dedicated	44
	<hr/>
	699

# Kings One-Stop Customer Use Chart





**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**KINGS COUNTY JOB TRAINING OFFICE (JTO)**

**AND**

**COMMUNITY SERVICES EMPLOYMENT TRAINING, INC. (CSET)**

**1. Preamble**

Whereas, the Kings/Tulare Area Agency on Aging (K/TAAA) has awarded Community Services Employment Training, Inc., (CSET) a contract to operate Title V, the Senior Community Service Employment Program (SCSEP) in Kings and Tulare Counties; and

Whereas, said contract requires a signed MOU with the Local Workforce Investment Board and American Job Center (AJC, One-Stop Career Center) detailing how services will be provided; and

Therefore, be it resolved that this Memorandum of Understanding (MOU) is entered into in the spirit of cooperation and collaboration between the JTO and CSET for the express purpose of coordinating program services of Title V of the Older Americans Act with the Workforce Innovation and Opportunity Act (WIOA).

**2. Responsibilities**

CSET will refer Kings County SCSEP clients, who are low-income people 55 years of age and older and who have poor employment prospects, to the JTO for WIOA career services. These services will include but are not limited to initial access, initial assessment, job search/placement assistance, information on the local labor market and resources, and employment counseling services. CSET will ensure reciprocity of assessment and employment development plans by using WIOA assessment and IEP forms for the Title V program. CSET will also refer Kings County customers who are ineligible for SCSEP to the JTO.

Both CSET and the JTO will make referrals to/from the Title V program using referral processes established and proven in the provision of One-Stop services.

**3. Duration**

The term of this MOU shall be binding upon each party hereto upon execution by such party, and shall be automatically renewed thereafter on a year-to-year basis, unless any party gives notice of non-renewal at least 30 days prior to an anniversary date or withdraws from this MOU as permitted in the following paragraph.

**4. Withdrawal from MOU**

Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 30 calendar days in advance of the effective withdrawal date and upon completion of any financial and operational commitments.

**5. Modification and Assignment**

This MOU may be modified at any time by written agreement of the parties. Assignment of responsibilities under this MOU by any of the parties shall be effective only upon prior written consent of the other party, which shall not be unreasonable withheld.

**6. No Joint Venture**

The parties expressly agree that it is not intended in any way that this MOU be interpreted as a legal partnership or legal joint venture between the parties. Neither party hereto will make representations to outside parties that a legal partnership exists nor that either party is responsible for the debts or defaults of the other.

**7. Indemnification Provision**

Each party agrees to indemnify, defend and hold harmless the other party and its respective officers, agents and employees from any and all claims, actions and losses accruing or resulting to any person who may be injured or damages solely by the indemnifying party in its performance of this MOU, in accordance with Government Code Section 895.4. This provision shall survive the term of this MOU.

**8. Assurances of Non-Discrimination**

Each party expressly agrees that it will not discriminate in employment or in the provision of services on the basis of any characteristic or condition upon which discrimination is prohibited by state or federal law or regulation.

**9. Authority and Signatures**

The individuals signing below have the authority to commit the party they represent to the terms of this MOU, and do so commit by signing. Notwithstanding the use of the terms partners and partnerships in this MOU, I understand that these terms are used only in a colloquial sense. Therefore, both parties to this MOU are independent contractors with respect to one another and agree that there is no legally enforceable partnership, agency or joint venture among or between the parties.

Signatures continued on following page.

**For Community Services Employment  
Training, Inc.**

**County of Kings**

\_\_\_\_\_  
Mary Alice Escarsega-Fechner  
Executive Director

\_\_\_\_\_  
Richard Valle  
Chairman, Kings County Board of Supervisors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Kings County Workforce Development  
Board**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Nancy Silva  
Chairwoman

\_\_\_\_\_  
Colleen Carlson  
County Counsel, Kings County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **INCENTIVE POLICY**

### **Purpose:**

The purpose of this policy is to set forth conditions regarding the payment of incentive awards for Workforce Innovation and Opportunity Act (WIOA) Title I participants in the Kings County Workforce Investment Area.

### **Reference:**

- Code of Federal Regulations (CFR), Title 2, Chapter II, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- CFR, Title 20, Chapter 5, Part 681, Subpart C, Section 681.640
- Workforce Services Directive (WSD) 17-07, WIOA Youth Program Requirements

### **Background:**

The Code of Federal Regulations, at Section 681.640 provides that local areas shall establish policies, interpretations, guidelines, and definitions to implement provisions of Title I of WIOA.

Incentives may be awarded for specific efforts, attendance, performance, or other actions. Typical incentives for adults, dislocated workers, or youth may be based on receiving acceptable and timely documentation of unsubsidized employment, school attendance coupled with satisfactory progress, specific educational proficiencies, workshop completion, leadership activities, concurrent secondary and postsecondary enrollment, participation in mentoring, unsubsidized employment, or other activities agreed to by the One Stop Director.

### **Policy:**

Incentives may be offered to youth enrolled in Youth Services training activities to encourage participants to follow through and succeed in their WIOA sponsored training commitment. Incentives may be awarded only to those participants that are enrolled in approved and WIOA sponsored training programs with acceptable attendance, and who pass all classes with a "Credit" or grade of "C" or better.

The following incentive awards may be offered by Youth Services staff to enrolled WIOA sponsored participants, if the following requirements are adhered to:

- Training programs that are six months or less in length:
  - Halfway through the training, if the participant has maintained 90% attendance and is passing all classes with a “C” or better, a \$50.00 incentive will be paid upon receipt of verification of attendance and academic performance.
  - At completion of training, if the participant has maintained 90% attendance, passed all classes with a “C” or better, and received a certificate, a \$50.00 incentive will be paid upon receipt of verification of attendance, academic performance and certificate.
  - If the participant obtains industry certification a \$100.00 incentive will be paid upon receipt of verification documentation.
  
- Training Programs that are six months or more in length:
  - Halfway through the training, if the participant has maintained 90% attendance and is passing all classes with a “C” or better, a \$100.00 incentive will be paid upon receipt of verification of attendance and academic performance.
  - At completion of training, if the participant has maintained 90% attendance, passed all classes with a “C” or better, and received a certificate, a \$100.00 incentive will be paid upon receipt of verification of attendance, academic performance and certificate.
  - If the participant obtains industry certification a \$150.00 incentive will be paid upon receipt of verification documentation. An industry certification is any industry based exam that is required to perform work in that classification (*i.e., Class A Truck Driving License, Certified Nursing Assistance License, Vocational Nursing License, Psychiatric Technician License, or Register Nursing License*).
  
- Verification of attendance and course grades:
  - 90% attendance verification is validated by provision of an attendance document from the training provider and signed by the instructor and/or registrar.
  - Participant course grades verification indicating a “C” or better is validated by provision of a training provider document which is signed by the instructor and/or registrar.
  - Industry certification is validated by provision of an original document indicating the specific certification for the participant in the field or training.

Incentives for youth participants may be awarded based upon specified, pre-negotiated career development activities identified within their Individual Career Plan and

substantiated with appropriate verification documentation. Those activities may include, but are not limited to, academic performance, positive school attendance, community service activities, extra curricular activities, leadership participation and tutoring activities. Incentive awards will be initiated by the Youth Services staff, based upon the satisfactory completion of the pre-determined activity.

The Director of the One-Stop may authorize or disburse incentive awards for events which were not contemplated in the development of this policy. This policy and such other incentives shall be consistent with all appropriate WIOA, State, and local rules and regulations.