

WORKFORCE DEVELOPMENT BOARD GENERAL BOARD MEETING

Workforce Development Department East Valley AJCC Office
Audrey Mathews Conference Room
500 Inland Center Mall, Space 508, San Bernardino, CA 92408

WEDNESDAY, MAY 11, 2022 8:30 AM – 10:30 AM

This agenda contains a brief description of each item of business to be considered at today's meeting. In accordance with the Brown Act, this meeting agenda is posted at least 72 hours prior to the regular meeting on the Workforce Development Board website, on the official Workforce Development Board Bulletin Board outside of the Workforce Development Department Administration Office at 290 North D Street, 6th Floor, San Bernardino, CA 92415, and outside the meeting space. The agenda, its supporting documents and all writings received by the Board related to these items are public records and available for review during regular business hours at the WDD Administration Office at 290 North D Street, 6th Floor, San Bernardino, CA, 92415. The agenda and its supporting documents can be viewed online at www.sbcounty.gov/workforce. However, the online agenda may not include all available supporting documents nor the most current version of documents. Items listed on the Consent Calendar are expected to be routine and non-controversial and, unless the Board directs that an item be held for further discussion, the entire Consent Calendar will be acted upon as the first item of business on the Discussion Calendar.

Members of the public may address the Board on any item on the agenda and on any matter that is within the Board's jurisdiction. To address the Board regarding an item that is on the agenda, complete and submit the purple form entitled "Public Comment". These requests must be submitted to the Executive Secretary to the Board prior to the time the item is called for consideration or prior to the public comments section on the agenda. The Chair will call speakers forward to present their comments at the appropriate time.

Conflict of Interest Advisement

WDB members please be advised: If an item on the Agenda relates to the provision of services by you, your immediate family, the entity you represent, or any person who has made \$250 in campaign contributions to you during the last twelve months, or if approval or disapproval of an Agenda item would have a foreseeable material effect on an economic interest of you, your immediate family, or the entity you represent, **then please follow these procedures:**

"When the Agenda item is first introduced, please immediately announce that you are recusing yourself from participating in the agenda item, and then refrain from discussing, voting on, or otherwise influencing the Board's consideration of the Agenda item."

AGENDA

8:30 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT GENERAL BOARD

OPENING

- 1) Call Meeting to Order
- 2) Pledge of Allegiance
- 3) Introductions
- 4) Success Stories
 - a) AJCC Client
 - b) Business Services
 - c) Youth

PUBLIC COMMENT

- 5) Comments from the General Public in Attendance

CONSENT AGENDA

- 6) Approval of Minutes from March 23, 2022 General Board Meeting

DISCUSSION

- 7) Approve contract for HR Hotline Services with California Employers Association for a term of three years with two optional one-year extensions and not to exceed \$150,000 total, \$50,000 per year.
- 8) Approve contracts for Business Workshops with Build ED, Asociacion de Emprendedoras, Welborn Media, and California Employers Association, each for a term of three years with two optional one-year extensions and each not to exceed \$150,000 total, \$50,000 per year.
- 9) Approve contract for Business Improvement Services with Welborn Media, Instructional Access, and California Manufacturing Technology Consulting, each for a term of three years with two optional one-year extensions and each not to exceed \$599,997 total, \$199,999 per year.
- 10) Approve contract for the Smile Crew Dental Assistant Program with the Riverside County Office of Education, for a term of one year and not to exceed \$40,000.
- 11) Approve Workforce Development Board Policy #8 – Recovery of WIOA Tuition and Training Funds

- 12) Approve the recommendation of the Youth Ad Hoc Committee for Workforce Innovation and Opportunity Act Youth Program to award contracts to the following service providers, in the aggregate amount not to exceed \$15,028,497, for the period of June 15, 2022 through June 30, 2025, with the option to renew up to two (2) additional one (1) year terms:
- (1) California Association Health & Education Linked Professions
 - (2) Chino Valley Unified School District
 - (3) El Proyecto del Barrio, Inc.
 - (4) Arbor E&T, LLC dba Equus Workforce Solutions
 - (5) First Institute Training and Management, Inc.
 - (6) Hawkeye Properties and Workforce Innovation, Inc.
 - (7) Operation New Hope
 - (8) Youth Action Project, Inc.

REPORTS AND INFORMATION

13) Committee Updates:

- Executive Board
 - Fiscal Reports
 - Legislative Updates
- EDBR Committee
- Special Populations Committee
- Youth Committee

14) Memorandum of Understanding with the City of Ontario to Provide Workforce Development Career Services

15) County Report

16) Chair Report

ADJOURNMENT

In conformity with Government Code section 54957.5, any writing that is a public record, that relates to an item listed on the Agenda, and that will be distributed to all or a majority of the Board less than 72-hours prior to this meeting (or is distributed at this meeting), will be available for public inspection at the time the writing is distributed. This inspection may be made at the office of the Workforce Development Department, 290 North D Street, 6th Floor, San Bernardino, California 92415, or during this meeting.

The Workforce Development Board meeting is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Board Secretary at least three (3) business days prior to the Board meeting. The Board Secretary's telephone number is (909) 387-9862. California Relay Service 711.

This WIOA Title –I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aides and services are available upon request to individuals with disabilities.

**San Bernardino County
Workforce Development Board
Agenda Item**

MEETING DATE: May 11, 2022

ITEM: (6)

SUBJECT: Minutes from March 23, 2022 Workforce Development Board
General Meeting

PRESENTED BY: Brad Gates, Director
Workforce Development Department (WDD)

CONSENT X **DISCUSSION** _____ **INFORMATION** _____

RECOMMENDATION: Approve Minutes from March 23, 2022 Workforce Development Board
General Meeting

BACKGROUND: See attached minutes

**WORKFORCE DEVELOPMENT BOARD
GENERAL BOARD MEETING
BUDGET WORKSHOP FY 2022-2023**

**THIS MEETING WAS CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S
EXECUTIVE ORDER N-29-20 DATED MARCH 17, 2020, WHICH SUSPENDS CERTAIN
REQUIREMENTS OF THE RALPH M. BROWN ACT.**

WEDNESDAY, MARCH 23, 2022, 8:30 AM - 10:30 AM

MEETING MINUTES

ATTENDANCE:

Members				Staff to WDB	
	Present		Present		Present
Phil Cothran (<i>Chair</i>)	X	Lowell King	X	Devra Bell	X
Will Sterling (<i>Vice-Chair</i>)	X	Scott Kuethen	X	Sophie Akins	X
Orlando Acevedo		Louie Lopez	X	Brad Gates	X
Cinnamon Alvarez	X	Robert Loeun			
Ken Boshart	X	Dale Marsden	X		
Ricardo Cisneros	X	Lina Montes	X		
Jimmy Elrod	X	Henry Shannon	X		
Mike Gallo	X	Shannon Shannon	X		
Cherilyn Greenlee	X	Jonathan Weldy	X		

OPENING

- 1) **Chair Call Meeting to Order** at 8:31 AM
- 2) **Pledge of Allegiance** – Dale Marsden led the pledge of Allegiance
- 3) **Introductions** – The Board Secretary took roll call attendance.

PUBLIC COMMENT

- 4) **Comments from the General Public in Attendance**
There were no public comments.

CONSENT AGENDA (Roll Call Vote)

- 5) Adoption of Resolution to Make Certain Findings as Required by California Government Code section 54953(e) to Participate in Public Meetings via Teleconference**
- 6) Approval of Minutes from February 9, 2022 General Board Meeting**

The Chair requested a motion to approve the consent agenda. Will Sterling motioned; Scott Kuethen seconded the motion.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

Phil Cothran, Chair: Aye
Orlando Acevedo: Absent
Cinnamon Alvarez: Aye
Kenneth Boshart: Aye
Ricardo Cisneros: Aye
Jimmy Elrod: Aye
Mike Gallo: Absent
Cherilyn Greenlee: Aye
Lowell King: Aye
Scott Kuethen: Aye
Louie Lopez: Aye
Robert Loeun: Absent
Dale Marsden: Aye
Lina Montes: Absent
Henry Shannon: Aye
Shannon Shannon: Aye
Will Sterling: Aye
Jonathan Weldy: Aye

Without further comment or objection, motion carried.

WORKSHOP

7) Budget Workshop – FY 2022-2023

Brad Gates discussed the guiding principles of the budget workshop, as well as the budget timelines for development and approvals. He noted the budget needs to be submitted by March 28, 2022, with approvals by the Board of Supervisors currently scheduled for June 4, 2022. He also reviewed the budget highlights, which included the Workforce Development Departments total budget and expenditures.

Next, Mr. Gates reviewed the proposed revenues by Grant, which included funding for FY 2021-2022, as well as, carryover amounts; estimated funding allocated for FY 2022-2023 and the total of all funds available. He noted these estimates are based on level funding, as actual funding information will not be made available until later in the Spring of 2022. Members asked how well our estimates from the prior FY came through and Mr. Gates noted that some came in higher and some came in lower. He also noted that some are based on a formula.

The next category discussed was proposed expenditures, which was broken out into nine categories: Salaries/Benefits, Services/Supplies, County Expenses, Travel, Program/Training, Equipment, Transfers, Reimbursements and Reserves. Mr. Gates reviewed information from the FY 2021-2022 budget, estimated expenditures from the same fiscal year, recommended budgets for FY 2022-2023, dollar amount changes between those years and the percent of the budget these categories each represent. There was discussion about the reserves and how those funds can be utilized or moved to another category, if needed.

Mr. Gates then reviewed the various training and direct services we provide and their prior budget information, estimated expenditures and new recommended budget. The Board members requested additional information regarding the Prison to Employment category, as nothing was budgeted going forward. Mr. Gates noted the program ends on 3/31/2022, so we are unable to note any potential funding in the budget at this time. It is anticipated that more funding will follow later in the year and the budget will be adjusted accordingly. The last item covered was to reiterate the budget highlights and statistics for a couple of key categories (salary and benefits, county costs and offsets, rent and budgets for program and training costs.

DISCUSSION ITEMS

8) Approval of Fiscal Year 2022-2023 Budget

Brad Gates provided an overview of the item. The Chair requested a motion to approve. Dale Marsden motioned; Lina Montes seconded the motion. The Board Secretary took a roll call vote.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

Phil Cothran, Chair: Aye
Orlando Acevedo: Absent
Cinnamon Alvarez: Aye
Kenneth Boshart: Aye
Ricardo Cisneros: Aye
Jimmy Elrod: Aye
Mike Gallo: Aye
Cherilyn Greenlee: Aye
Lowell King: Aye
Scott Kuethen: Aye
Louie Lopez: Aye
Robert Loeun: Absent
Dale Marsden: Aye
Lina Montes: Aye
B.J. Patterson: Aye
Henry Shannon: Aye
Shannon Shannon: Aye
Will Sterling: Aye
Jonathan Weldy: Absent

Without further comment or objection, motion carried by unanimous vote.

ADJOURNMENT

The Chair called for a motion to adjourn. Henry Shannon motioned; Scott Kuethen seconded the motion. None opposed. Motion carried.

The meeting adjourned at 10:26 AM

The next meeting of the General Board is scheduled for May 11, 2022, at 8:30 AM at the WDD Administration Office, 290 North D Street, 6th Floor, San Bernardino, CA 92415

Devra Bell, WDB Secretary

**San Bernardino County
Workforce Development Board
Agenda Item**

MEETING DATE: May 11, 2022

ITEM: (7)

SUBJECT: **Approve Contract Award to the Workforce Development Board for HR Hotline Services to California Employers Association for a term of three years with two optional one-year extensions and not to exceed \$50,000 per year.**

PRESENTED BY: Bradley Gates, Director
Workforce Development Department

CONSENT _____ **DISCUSSION** X **INFORMATION** _____

RECOMMENDATION: Approve contract award for HR Hotline Services to the California Employers Association for a term of three years with two optional one-year extensions and not to exceed \$50,000 per year, for a total aggregate amount not to exceed \$150,000. Approval will allow vendor to provide HR Hotline Services for the entire contract term of July 1, 2022, through June 30, 2025.

BACKGROUND: On February 23, 2022, Workforce Development Department (WDD) staff issued a Request for Qualifications (RFQ) on behalf of the Workforce Development Board (WDB) to solicit potential vendors to provide Human Resource Hotline Services. The service provides a toll-free dedicated telephone number for local employers to call and receive live human resource information specifically related to employment and labor law questions.

On March 23, 2022, one Statement of Qualification (SOQ) was received from California Employers Association (CEA). The SOQ was determined responsive to the RFQ's minimum criteria. WDD staff evaluated CEA's capacity to perform the services, their experience, and the cost reasonableness of the proposal. CEA is recommended for a contract award in an amount not to exceed \$50,000 per year to provide HR Hotline Services for the period of July 1, 2022, through June 30, 2025.

On April 20, 2022, the Economic Development and Business Resource Committee recommended this item for approval by the WDB. If approved, the WDD staff will execute an agreement with the recommended vendor for a term of three years beginning July 1, 2022, with two optional one-year extensions and each not to exceed \$50,000 per year, for a total aggregate amount not to exceed \$150,000.

**San Bernardino County
Workforce Development Board
Agenda Item**

MEETING DATE: May 11, 2022

ITEM: (8)

SUBJECT: **Approve Contract Award to the Workforce Development Board for Business Workshops to Build ED, Asociacion de Emprendedoras, Welborn Media, and California Employers Association, each for a term of three years with two optional one-year extensions and each not to exceed \$50,000 per year.**

PRESENTED BY: Bradley Gates, Director
Workforce Development Department

CONSENT _____ **DISCUSSION** X **INFORMATION** _____

RECOMMENDATION: Approve contract award for Business Workshops to Build ED, Asociacion de Emprendedoras, Welborn Media, and California Employers Association, each for a term of three years with two optional one-year extensions and each not to exceed \$50,000 per year, for a total aggregate amount not to exceed \$150,000 per vendor. Approval will allow vendors to provide Business Workshops Services for the entire contract term of July 1, 2022, through June 30, 2025.

BACKGROUND: On February 23, 2022, Workforce Development Department (WDD) staff issued a Request for Qualifications (RFQ) on behalf of the Workforce Development Board (WDB) to solicit potential vendors to provide Business Workshops designed to assist local employers to stay in business and increase employment in the County's workforce.

Four Statements of Qualification (SOQ) were received from the following vendors:

- Build ED
- Asociacion de Emprendedoras
- Welborn Social Media
- California Employers Association (CEA)

All SOQ's were determined responsive to the RFQ's minimum criteria. The SOQ's were evaluated by WDD staff, all four vendors are recommended for a contract award as a bench in an amount not to exceed \$50,000 per year each to provide a bench of Business Workshops providers, for the period of July 1, 2022, through June 30, 2025. The bench system provides maximum staff discretion to assign work among vendors on an as-needed basis, subject to annual budgets and the vendor's annual not to exceed contract amount.

On April 20, 2022, the Economic Development and Business Resource Committee recommended this item for approval by the WDB. If approved, the WDD staff will execute agreements with the recommended vendors for a term of three years beginning July 1, 2022, with two optional one-year extensions and each not to exceed \$50,000 per year, for a total aggregate amount not to exceed \$150,000 per vendor.

**San Bernardino County
Workforce Development Board
Agenda Item**

MEETING DATE: May 11, 2022

ITEM: (9)

SUBJECT: **Approve Contract Award to the Workforce Development Board for Business Improvement Services to Welborn Media, Instructional Access, and California Manufacturing Technology Consulting, each for a term of three years with two optional one-year extensions and each not to exceed \$199,999 per year.**

PRESENTED BY: Bradley Gates, Director
Workforce Development Department

CONSENT _____ **DISCUSSION** X **INFORMATION** _____

RECOMMENDATION: Approve contract award for Business Improvement Services to Welborn Media, Instructional Access, and California Manufacturing Technology Consulting, each for a term of three years with two optional one-year extensions and each not to exceed \$199,999 per year, for a total aggregate amount not to exceed \$599,997 per vendor. Approval will allow vendors to provide Business Improvement Services for the entire contract term of July 1, 2022, through June 30, 2025.

BACKGROUND: On February 23, 2022, Workforce Development Department (WDD) staff issued a Request for Qualifications (RFQ) on behalf of the Workforce Development Board (WDB) to solicit potential vendors to provide Business Process Improvement Services. These services help prevent layoffs, maintain and create jobs, and strengthen a skilled workforce, providing opportunities for growth and improved economic conditions throughout the County. The services provided are specifically tailored to each individual business and the consultants provide companies at risk of closure or reductions in employment with layoff aversion strategies.

On March 23, 2022, three Statements of Qualification (SOQ) were received from the following vendors:

- Welborn Social Media
- Instructional Access, Inc.
- California Manufacturing Technology Consulting (CMTC)

All three SOQ's were determined responsive to the RFQ's minimum criteria. The SOQ's were evaluated by a panel of qualified neutral parties representing the WDB, the County and Riverside County's Workforce Development Department. The SOQ's were scored in accordance with the evaluation process outlined in the RFQ.

Based on the evaluation, all three vendors are recommended for a contract award as a bench in an amount not to exceed \$199,999 per year each to provide a bench of Business Process Improvement Services, for the period of July 1, 2022, through June 30, 2025. The bench system provides maximum staff discretion to assign work among vendors on an as-needed basis, subject to annual budgets and the vendor's annual not to exceed contract amount. Staff anticipates a total budget of approximately \$230,000 for Business Process Improvement Consulting Services during the first year of these contracts, to be allocated among the three vendors as appropriate.

On April 20, 2022, the Economic Development and Business Resource Committee recommended this item for approval by the WDB. If approved, the WDD staff will execute agreements with the recommended vendors for a term of three (3) years beginning June 1, 2022, with two optional one-year extensions and each not to exceed \$199,999 per year, for a total aggregate amount not to exceed \$599,997 per vendor.

**San Bernardino County
Workforce Development Board
Agenda Item**

MEETING DATE: May 11, 2022

ITEM: (10)

SUBJECT: **Approve Contract Award to the Workforce Development Board for the Smile Crew Dental Assistant Program to the Riverside County Office of Education, for a term of one year and not to exceed \$40,000**

PRESENTED BY: Bradley Gates, Director
Workforce Development Department

CONSENT _____ **DISCUSSION** X **INFORMATION** _____

RECOMMENDATION: Approve contract award for the Smile Crew Dental Assistant Program to the Riverside County Office of Education, for a term of one year and not to exceed \$40,000. Approval will allow vendor to provide Contracted Education Training of the Smile Crew dental assistant program for a contract period of June 1, 2022, through May 31, 2023.

BACKGROUND: On March 10, 2022, staff issued a Request for Bid (RFB) on behalf of the Workforce Development Board (WDB) to solicit potential vendors to provide Dental Assistant Contracted Education Training. The State of California has identified a shortage of Dental Assistants (DA) and Registered Dental Assistants. Together, the California Dental Association (CDA), the California Employment Development Department (EDD), and San Bernardino County Workforce Development Department (WDD) seek to train individuals with no prior experience to serve as entry level DA's through its "Smile Crew" program.

WDD seeks a training provider utilizing Contracted Education Training (CET) funds that can implement one cohort of 15 participants for a 4-week "bootcamp" Dental Assistant readiness training. The provider would be implementing a curriculum that has already been developed by the CDA. Participants will graduate the bootcamp with the knowledge and skills to step into a dental office and continue to learn on the job. WDD will provide subsidized wages for new hires once training is complete, to incentivize hiring. There are three key topics each week in addition to four mandatory certifications. Each module will be approximately 2-3 hours with an accompanying classroom lesson. Participants will have approximately 10 hours in a classroom setting and 30 hours of online learning each week. Training will include 15 days e-learning on the Elsevier Evolve platform as well as classroom sessions with 4 days on the job training in a dental facility and one week of mandatory certification instruction.

The WDD anticipates utilizing CET funds to contract directly with an eligible training provider. Specifically, a local board may award a contract to an eligible training provider if the local board determines that it would facilitate the training of multiple individuals in high-demand occupations if such contract does not limit customer choice. CETs provide the same flexibility and are intended to increase education, training enrollments, and training capacity at a time when many states and educational institutions are experiencing budget shortfalls. Direct contracts with institutions of higher education or eligible training providers allow local boards to quickly design training to fit the needs of both job seekers and employers.

On April 1, 2022, one bid was received from the Riverside County Office of Education and determined responsive to the RFB's minimum criteria. Based on evaluation by WDD staff, the Riverside County Office of Education was selected for an award not to exceed \$40,000 for a one-year period of June 1, 2022, through May 31, 2023.

On April 20, 2022, the Economic Development and Business Resource Committee recommended this item for approval by the WDB. If approved, WDD staff will execute an agreement with the recommended vendor for a term of one year beginning June 1, 2022 and a total contract amount not to exceed \$40,000.

**San Bernardino County
Workforce Development Board
Agenda Item**

MEETING DATE: May 11, 2022

ITEM: (11)

SUBJECT: **Approve Workforce Development Board Policy #8 – Recovery of WIOA Tuition and Training Funds**

PRESENTED BY: Bradley Gates, Director
Workforce Development Department

CONSENT ____ **DISCUSSION** X **INFORMATION** ____

RECOMMENDATION: Approve Workforce Development Board Policy #8 – Recovery of Workforce Innovation and Opportunity Act Tuition and Training Funds to ensure compliance with Workforce Innovation and Opportunity Act regulations.

BACKGROUND: Under the Workforce Innovation and Opportunity Act (WIOA), the Workforce Development Board (WDB) has general program oversight of local employment and training activities and the one-stop delivery system and ensures the appropriate use and management of WIOA funds in San Bernardino County.

WIOA, Title 20 CFR 683.410(a)(1) states it is the responsibility of the recipient and each subrecipient to conduct regular oversight and monitoring of its WIOA activities and those of its subrecipients and contractors in order to determine whether expenditures have been made against the cost categories and within the cost limitations specified in WIOA and the regulations. The Department of Labor (DOL) audit found that some subrecipients do not have a process or procedure in place for the recovery of unused WIOA training monies and/or tuition refunds.

WDB Policy #8 establishes that all participants enrolled in training must be covered by the training institution's tuition refund policy. In the absence of a refund policy established by the training institution, the service provider or subrecipient must negotiate a reasonable refund policy with the training site. Any substantial changes to this policy or new policies developed will be presented to the WDB for approval.

With approval, this item will be published to the WDB website.

Attachment:
WDB Policy #8



POLICY MANUAL

No. WDB 8

PAGE 1 OF 2

Date of approval May 11, 2022

POLICY: RECOVERY OF WIOA TUITION AND TRAINING FUNDS

APPROVED
PHILLIP W. COTHRAN
Chair, Workforce Development Board

INTRODUCTION

Workforce Innovation and Opportunity Act (WIOA) is designed to increase participant access to training services. Training services are provided to equip individuals to enter the workforce and retain employment.

BACKGROUND

WIOA, Title 20 CFR 683.410(a)(1) states it is the responsibility of the recipient and each subrecipient to conduct regular oversight and monitoring of its WIOA activities and those of its subrecipients and contractors in order to determine whether expenditures have been made against the cost categories and within the cost limitations specified in WIOA and the regulations. A previous Department of Labor (DOL) audit found that some subrecipients do not have a process or procedure in place for the recovery of unused WIOA training monies and/or tuition refunds.

REFERENCES

- Title 2 CFR Part 200 and Part 2900
- Title 20 CFR Part 680.230, 680.300 and 683.410(a)(1)
- WIOA Sections 134(c)(3)(F)(i) – (iv), and 185(c)(3)
- Technical Assistance Guide (TAG), Department of Labor (DOL), July 2002, Section II-6-10, WIA Individual Training Accounts

POLICY

All participants enrolled in training must be covered by the training institution's tuition refund policy. In the absence of a refund policy established by the training institution, the service provider or subrecipient must negotiate a reasonable refund policy with the training site.

Service providers and/or subrecipients shall:

- Be responsible for acknowledging/determining a refund is due for early termination of a participant's training.
- Maintain, at minimum, monthly tracking to determine the participant is still receiving training and to ensure prompt return of any unused training monies.
- Be responsible for the collection process of any outstanding training and/or tuition refund.

Prior to participants entering training, the service provider and/or subrecipient shall ensure the refund policy must:

1. Establish general policy
2. Specify the circumstances in which require a refund for over-invoiced training, and
3. Must clearly define the recovery process used for over-invoicing or for services not provided.

Subrecipients should obtain the designated training provider's standard policy regarding the amount of tuition that must be paid in advance to enroll or accept a participant. The Technical Assistance Guide Section II-6-10 states that "unless specifically required as a condition of attendance, as in a tuition payment required before beginning a formal training course, payment should not be made in advance of the receipt of services." Subrecipients should negotiate any advanced payments with the training provider in order to minimize out of pocket expense prior to the start of training.

The subrecipient must verify the refund policy of the training provider for early termination of the participant from the training program. Items to research include the following:

- Percentage of the advanced payment to be returned upon non-completion of courses.
- Turnaround time of refund.
- Time spent in training before a refund will no longer be honored.
- Requirement for the training provider to immediately notify the subrecipient if a WIOA participant drops out of a training program during the time period when tuition can be refunded.

These agreements must be in the form of a contract with the training provider to ensure prompt return of any unused WIOA funds for the early dropout of a participant.

Each month subrecipients should check with training providers to ensure clients are still in the training program. If not able to check monthly, the subrecipient must check at least quarterly. If services are no longer being rendered within the refund time line agreed upon in the training provider's contract, then a refund for the portion of services not received must be recovered. Failure to recover these costs will result in an audit finding and disallowed costs.

**San Bernardino County
Workforce Development Board
Agenda Item**

MEETING DATE: May 11, 2022

ITEM: (12)

SUBJECT: **San Bernardino County Workforce Innovation and Opportunity Act Youth Program Recommendations for Program Years 2022 through 2025**

PRESENTED BY: Bradley Gates, Director
Workforce Development Department

CONSENT _____ **DISCUSSION** X **INFORMATION** _____

RECOMMENDATION: Approve the recommendation of the Youth Committee for the Workforce Innovation and Opportunity Act Youth Program to establish contract awards with the following service providers, in the aggregate amount not to exceed \$15,028,497, for the period of June 15, 2022 through June 30, 2025, with the option to renew up to two (2) additional one (1) year terms:

1. California Association Health & Education Linked Professions
2. Chino Valley Unified School District
3. El Proyecto del Barrio, Inc.
4. Arbor E&T, LLC dba Equus Workforce Solutions
5. First Institute Training and Management, Inc.
6. Hawkeye Properties and Workforce Innovation, Inc.
7. Operation New Hope
8. Youth Action Project, Inc.

BACKGROUND: The Workforce Development Board's (WDB) Workforce Innovation and Opportunity Act (WIOA) Youth Program provides academic enhancement, employment skills, and occupational training services to eligible youth participants in San Bernardino County. Contracted youth service providers are selected through competitive proposal process and serve youth on a two-year program cycle. While a youth is in their first year of a program cycle, the service providers provide youth with occupational training, work experience, counseling, tutoring and supportive services in order to place the youth in employment or higher education. While a youth is in the second year of a program cycle, the service providers provide the youth with follow up services to ensure success utilizing the skills obtained during the prior year.

On Thursday, January 6, 2022, the Request for Proposal (RFP) (EDA122-WDD-4431) was released soliciting qualified agencies to provide WIOA Youth Program services from July 1, 2022 through June 30, 2025 with the option to renew up to two (2) additional one (1) year terms.

On February 15, 2022, ten (10) proposals were received and determined to be responsive to the RFP minimum criteria. The proposals were evaluated by a committee of qualified neutral parties with youth related workforce development experience. Proposals were scored in accordance with the Proposal Review and Evaluation Process outlined in the RFP, including demonstrated ability serving youth, program design, and cost reasonableness.

A Youth Ad Hoc Committee of the WDB convened on April 4, 2022 to review the evaluators' recommendations and approved the development of the contracts after conducting interviews with the successful proposers on April 6, 2022 and April 7, 2022. On April 20, 2022, the Youth Committee reviewed and approved the recommendations of the Youth Ad Hoc Committee.

The aggregate contract total is not to exceed \$15,028,497.

The table below lists the geographical areas the youth providers will service and their annual enrollments in each PUMA (Public Use Microdata Area).

Public Use Microdata Area (PUMA)	Annual WIOA Enrollment Goal	Proposer	Minimum Annual Enrollment
#1 Big Bear City, Big Bear Lake, Crestline, Lake Arrowhead, Running Springs, and Wrightwood	89	California Association Health & Education Linked Professions	39
		Arbor E&T, LLC dba Equus Workforce Solutions	50
#2 San Bernardino and Muscoy	258	El Proyecto del Barrio, Inc.	86
		Youth Action Project, Inc.	86
		Operation New Hope	86
#3 Victorville and Adelanto	158	California Association Health & Education Linked Professions	158
#4 Rialto and Bloomington	105	Youth Action Project, Inc.	50
		El Proyecto del Barrio, Inc.	55
#5 Hesperia, Apple Valley and Lucerne Valley	129	California Association Health & Education Linked Professions	129
#6 Twentynine Palms, Barstow, Needles, Yermo, Joshua Tree, Newberry Springs and Yucca Valley	108	First Institute Training and Management, Inc.	108
#7 Fontana	180	Arbor E&T, LLC dba Equus Workforce Solutions	90
		First Institute Training and Management, Inc.	90
#8 Ontario	111	Arbor E&T, LLC dba Equus Workforce Solutions	97
		Hawkeye Properties and Workforce Innovation, Inc.	14
#9 Colton, Loma Linda and Grand Terrace	62	Arbor E&T, LLC dba Equus Workforce Solutions	31
		El Proyecto del Barrio, Inc.	31
#10 Redlands, Yucaipa, Mentone and Highland	74	Arbor E&T, LLC dba Equus Workforce Solutions	74
#11 Chino and Chino Hills	86	Chino Valley Unified School District	49
		Hawkeye Properties and Workforce Innovation, Inc.	37
#12 Upland and Montclair	68	Operation New Hope	50
		Hawkeye Properties and Workforce Innovation, Inc.	18
#13 Rancho Cucamonga	75	Operation New Hope	50
		Hawkeye Properties and Workforce Innovation, Inc.	25
SAN BERNARDINO COUNTY	1,503	8 Proposers	1,503

The table below illustrates the annual and cumulative enrollments and estimated contract amounts for each proposer, based on the enrollment numbers.

PROPOSER	PUMA(s) SERVED	ANNUAL MINIMUM ENROLLMENTS	ESTIMATED ANNUAL CONTRACT AMOUNT	MINIMUM ENROLLMENTS (3 YEARS)	ESTIMATED CONTRACT AMOUNT (3 YEARS)
California Association Health & Education Linked Professions	1, 3, 5	326	\$1,086,558	978	\$3,259,674
Chino Valley Unified School District	11	49	\$163,317	147	\$489,951
El Proyecto del Barrio, Inc.	2, 4, 9	172	\$573,276	516	\$1,719,828
Arbor E&T, LLC dba Equus Workforce Solutions	1,7, 8, 9, 10	342	\$1,139,886	1,026	\$3,419,658
First Institute Training and Management, Inc.	6, 7	198	\$659,934	594	\$1,979,802
Hawkeye Properties and Workforce Innovation, Inc.	8, 11, 12, 13	94	\$313,302	282	\$939,906
Operation New Hope	2, 12, 13	186	\$619,938	558	\$1,859,814
Youth Action Project, Inc.	2, 4	136	\$453,288	408	\$1,359,864
8 Proposers	13 PUMAs	1,503	\$5,009,499	4,509	\$15,028,497

This action will allow the Workforce Development Department to serve a minimum of 4,509 at-risk youth under the WIOA Youth Program for the 2022 through 2025 program cycles for San Bernardino County. With the WDB's approval, this item will be submitted to the Board of Supervisors (BOS) for review and approval on June 14, 2022.