1. **CALL MEETING TO ORDER**

2. **PUBLIC COMMENTS (Three minutes per individual/organization, fifteen minutes total)** - Any member of the public wishing to address the Workforce Investment Board of Tulare County on a specific matter under its jurisdiction, please notify the Secretary of the Board of your name and provide a brief description on the subject matter prior to the meeting. The Board will not be able to take action on any item not appearing on the agenda.

3. **CONSENT ITEMS** – All items under the Consent Calendar are considered routine and will be approved in one action without discussion. If a Board member requests that an item be removed from the Consent Calendar or a citizen wishes to speak on an item, the item will be considered under Regular Items.
   
   a. **Workforce Investment Board Meeting Minutes**
      Approve September 14, 2022, Board Meeting Minutes.
   
   b. **Resolution for Remote Attendance at WIB and Committee Meetings Pursuant to AB 361**
      Approve a resolution to provide for remote attendance at WIB and WIB Committee Meetings pursuant to the teleconferencing provisions of AB 361.
   
   c. **Agreement from Stanislaus County Workforce Development Board to Operate the Regional Equity and Recovery Partnerships (RERP) Grant**
      Accept $683,848 from Stanislaus County Workforce Development Board to operate the RERP grant contingent on receipt of funds for the period of December 1, 2022, through September 30, 2025.
   
   d. **Contract Management Guide (CMG)**
      Approve CMG revised November 9, 2022.
   
   e. **WIB Directive TUL 22-08, Standards for Oversight and Instruction for Monitoring**
      Approve WIB Directive TUL 22-08, Standards for Oversight and Instruction for Monitoring.
   
   f. **Appointment to the Workforce Investment Board Youth Committee**
      Approve WIB Youth Committee appointment recommendation of Jose Gonzalez, Probation Division Manager, Tulare County Probation to serve on the Youth Committee.
4. **REGULAR ITEMS**

   a. **Waiver of the WIOA Out-of-School Youth Expenditure Requirement**  
      Accept the WIB Youth Committee recommendation that the WIB applies for a waiver of the WIOA Out-of-School Youth expenditure requirement.

5. **INFORMATION/DISCUSSION ITEMS**

   a. **Regional Initiatives**  
      Update on the WIB’s role in recent successful regional grant awards, including:
      - Community Economic Resilience Fund
      - Good Jobs Challenge
      - Regional Equity and Recovery Partnerships

   b. **Biennial Modification to PY 2021-2024 WIB Local Plan and San Joaquin Valley and Associated Counties (SJVAC) Regional Planning Unit (RPU) Regional Plan**

   c. **30th Annual Tulare County Job Fair**

   d. **Microbusiness COVID Relief Grant**

   e. **Health Care Advisory Update**  
      The Tulare-Kings Healthcare Partnership meet in late September and began building Objectives and Key Results for their three priorities. Their Objectives are as follows -
      - Provide resources to develop a professional workforce who is well prepared to serve the community.
      - Foster and impact systems by creating pathways to prepare, education, and equip the future workforce.
      - Develop education pathways with healthcare industry partners to prepare students to enter needed healthcare careers.
      In their December meeting, they will have a working session to finalize teams and action plans for those objectives.

   f. **Workforce Data Newsletter – Volume 7, Issue 8 – August 2022**

   g. **Tulare County Metropolitan Statistical Area (MSA) – September 2022**

6. **WIB COMMITTEES/COUNCIL REPORT**

   - **WIB Youth Committee**

7. **GOOD OF THE ORDER/ADJOURN**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Laura Castanon at 559-713-5200 no later than noon the Tuesday before the meeting.

Documents related to the items on this agenda which are distributed to the board members after the mailing of the agenda packet are available for public inspection in the WIB office, located at 309 W. Main St., Suite 120, Visalia, CA.
WORKFORCE INVESTMENT BOARD
OF TULARE COUNTY

MEETING
September 14, 2022, Minutes

WIB Directors Present: Kerry Hydash – Chair, Colby Wells – Vice Chair, Joe Hallmeyer-Treasurer/Secretary, Brandon Lovenburg, Brent Calvin, David Pena, Gil Aguilar, Randy Baerg, Robert Kleyn, Yolanda Valdez

WIB Directors Present Virtually: Christina Garza, Maratha McCurry

WIB Directors Absent: Amy Shuklian, Ronny Jungk, Tricia Stever Blattler

1. Call to Order: Kerry Hydash – Chair called the meeting to order at 7:31 a.m.

2. Public Comment: Kerry Hydash – Chair called for public comments. Brent Calvin informed and presented the College of the Sequoias (COS) Community District, California, Bond Measure C on the November ballot. To expand COS’s University Center providing local, affordable university degrees/career training including nursing, public safety, teaching/education, agriculture/water technology, business, partnering with regional universities; acquire, construct, repair classrooms, facilities, sites/equipment, including student/veteran/mental health center; shall College of the Sequoias Visalia Area Improvement District No. 2 of the College of the Sequoias Community College District’s measure authorizing $95,000,000 in bonds at legal rates, levying $13 per $100,000 assessed valuation, generating $5,400,000 annually while bonds are outstanding, be adopted, requiring audits, oversight.

3. Consent Items:
   a. Workforce Investment Board Meeting Minutes
      Approve July 13, 2022, Board Meeting Minutes.
   b. Resolution for Remote Attendance at WIB and Committee Meetings Pursuant to AB 361
      Approve a resolution to provide for remote attendance at WIB and WIB Committee Meetings pursuant to the teleconferencing provisions of AB 361.
   c. Fiscal Year 2022-2023 WIOA Employment Connection Colocated Partners Infrastructure Funding Agreement (IFA)
      Approve the FY 2022-2023 WIOA Employment Connection colocated partners infrastructure funding agreement for the Porterville and Visalia Comprehensive Employment Connection Centers in an amount of $977,311 retroactive from July 1, 2022, to June 30, 2023, and Find that the WIB had the authority to enter into the proposed agreement as of July 1, 2022, and that it was in the WIB’s best interest to enter into the agreement on that date.
   d. Agreement with Stanislaus County Workforce Development for Portion of the Valley-Wide Contract with California Employers Association (CEA) to Provide HR Hotline
Approve an agreement with Stanislaus County Workforce Development for Tulare County's portion of the valley-wide contract with CEA to provide HR hotline services not to exceed $11,701, for the period of July 1, 2022, through June 30, 2023.

e. Agreement with Advanced Building Maintenance to Provide Janitorial Service at the Employment Connection Center in Visalia
Approve an agreement with Advanced Building Maintenance to provide janitorial service at the Employment Connection Center in Visalia for an amount not to exceed $56,175 from October 1, 2022, to June 30, 2024, with the option to extend for an additional one-year period.

f. Agreement with Fuentes Security Service to Provide Security Guard Services at the Employment Connection Centers in Visalia and Porterville
Approve an agreement with Fuentes Security Service to provide security guard services at the Employment Connection Centers in Visalia and Porterville from October 1, 2022, to June 30, 2024, in an amount not to exceed $74,620 with the option to extend for an additional one-year period.

g. Sublease Amendment with the Tulare County Economic Development Corporation (EDC) for Space at the WIB Industry Partnership Center Located at 309 W. Main Street, Suite 110, Visalia
Approve an amendment to the sublease with EDC for 356 square feet of office and conference room space at the WIB Industry Partnership Center located at 309 W. Main St., Suite 110, Visalia in the amount of $1,053 per month, retroactive from July 1, 2022, to June 30, 2023, and find that it was in the best interest of the WIB to approve retroactively.

Find that the WIB had the authority to enter into the proposed agreement as of July 1, 2022, and that it was in the WIB’s best interest to enter into the agreement on that date.

h. Agreement with Corefactors to Provide Two-Day Technology of Participation (ToP) Training
Approve an agreement with Corefactors to provide a two-day training for twenty WIB staff and partners in ToP Facilitation Methods training in the amount not to exceed $14,800.

i. Performance Guidance, WIB Directive TUL 22-04

j. 70 Percent LLSIL, Poverty Guidelines, and Self-Sufficiency Levels for 2022, WIB Directive TUL 22-05

k. Salary and Bonus Limitations for 2022, WIB Directive TUL 22-06
Approve WIB Directive TUL 22-06, Salary and Bonus Limitations for 2022, pending the end of the 30-day comment period of September 25, 2022

Motion was made by Joe Hallmeyer, second by Robert Kleyn to approve the consent items; carried by unanimous vote.

4. Regular Items:

a. Agreement with Middlestate to Develop a New Employment Connection Website
Approve an agreement with Middlestate to develop a new Employment Connection website, provide twelve months of staff support, and maintenance, and implement a search engine optimization (SEO) strategy in the amount not to exceed $26,700, for the period of 12 months through September 2023.
Motion was made by Gil Aguilar, second by Colby Wells to approve an agreement with Middlestate to develop a new Employment Connection website, carried by unanimous vote.

   Approve a PSA with EGF Consulting for Theory of Change development services for the period of September 14, 2022, to January 31, 2022, in an amount not to exceed $4,700

Motion was made by Brent Calvin, second by Yolanda Valdez to approve a PSA #365 with EGF Consulting for Theory of Change development services, Gil Aguilar abstained, carried by remaining votes.

5. **Information/Discussion Items:**
   a. **Measuring What Matters: Objectives and Key Results**
      WIB staff are implementing Objectives and Key Results (OKRs) for Program Year 2022-23 to measure the impact of the Employment Connection System and Youth Programs.
   b. **The Real Role of Workforce Boards**
      The course, conducted by Bob Lanter of CWA, will discuss ways to strengthen the positioning of the local workforce board as a leader within our community.
      Items covered include:
      - Examining the REAL role of workforce boards and how to get there;
      - Lessons from Leaders in 2020 - Crisis Management and the difference between management and Leadership;
      - Data analytics and positioning your board within the community;
      - Interactive dialogue with peers aimed at your key roles as workforce executives;
      - Today's current workforce initiatives and labor markets will be explored through the lens of LOCAL WORKFORCE BOARDS
   c. **Health Care Advisory Meeting Update**
      The Tulare-Kings Healthcare Partnership met on August 26, 2022, and set the following strategic priorities:
      - Essential Workplace Skills for New and Existing Workers
      - Incubation to Employment Through Employer & Education Partnerships
      - Innovative Resources to Attract the Healthcare Workforce
      - Employer-Driven Education and Training Coordination
      In their next meeting, they will determine goals and metrics for the priorities.
   d. **Workforce Data Newsletter – Volume 7, Issue 7, July 2022**
   e. **Tulare County Metropolitan Statistical Area (MSA) – July 2022**

6. **WIB Committee Reports**
   - WIB Employment Connection Committee (ECC) Meeting
   - WIB Youth Committee Meeting
7. **Good of the Order/Adjourn:** There being no further business; the meeting was adjourned by Kerry Hydash – Chair at 8:35 a.m.

Minutes submitted for approval by Joe Hallmeyer, Secretary.

_________________________  ___________________________
Joe Hallmeyer, Secretary        Date
Before the Governing Board
of the Workforce Investment Board
of Tulare County, State of California

Resolution No. 2022-08

Providing for Remote Attendance at Meetings Pursuant to AB 361

WHEREAS, meetings of this Governing Board (“Board”) of the Workforce Investment Board of Tulare County, State of California (“WIB”), and its committees are governed by the provisions of California’s open meetings law known as the Ralph M. Brown Act, found at Government Code section 54950, et seq. (the “Brown Act”); and

WHEREAS, for many years, the Brown Act has allowed local legislative bodies such as ours to conduct their meetings, at least in part, through the use of teleconferencing for the benefit of the public and the legislative body in connection with any meeting or proceeding authorized by law; and

WHEREAS, as a condition of using teleconferencing in part or whole for meetings of local legislative bodies, the Brown Act requires that such meeting agendas disclose the precise locations from which teleconferencing will occur, that notices and agendas of the teleconferencing meetings be posted at all of those locations, and that all of the locations be freely accessible by members of the general public during the meetings; and

WHEREAS, as part of his response to the COVID-19 pandemic, in March 2020, Governor Newsom issued his Executive Order N-29-20 suspending said posting, noticing, and public access conditions for teleconferencing in order to allow local legislative bodies to carry out their important work while promoting social distancing and combatting the spread of COVID-19; and

WHEREAS, Executive Order N-29-20 expired on September 30, 2021; and

WHEREAS, the newly-enacted AB 361 allows local legislative bodies to continue meeting remotely to the extent possible upon making certain findings; and

WHEREAS, a state of emergency, declared by the Governor pursuant to Government Code section 8625, remains in effect in the State of California due to the continued effects of the COVID-19 pandemic; and

WHEREAS, this Board wishes to allow its members, including members of its committees, to continue to have the option to participate in their respective meetings remotely through the use of the teleconferencing provisions of AB 361.
NOW, THEREFORE, the Governing Board of the WIB hereby finds and declares the following,

1. The above-listed recitals are adopted as being true and correct.

2. COVID-19 continues to threaten our community. The unique characteristics of public governmental meetings (such as the increased mixing associated with bringing together people from across the community, the need to enable those who are immunocompromised or unvaccinated to be able to safely continue to fully participate in public governmental meetings, and the challenges with fully ascertaining and ensuring compliance with vaccination and other safety recommendations at such meetings), and the continued increased safety protection that social distancing provides is one means by which to reduce the risk of COVID-19 transmission.

3. Relaxing the requirements for remote meeting attendance by Board and/or applicable committee members through teleconferencing will promote social distancing and allow potential governing Board and/or applicable committee meeting attendees to maintain the privacy of their vaccination status, which will reduce the health and safety risk inherent in personal attendance at public meetings.

4. Based on these findings and pursuant to Government Code section 54953 (e)(1)(A), members of the Board and each of its committees may use teleconferencing for meeting attendance without complying with the provisions of Government Code section 54953 (b)(3), so long as the requirements of AB 361 and this Resolution are met.

5. Pursuant to Government Code section 54953(e)(2), if meetings of this Board and/or applicable committees allow for remote participation by members through teleconferencing as described above, then all of the following shall apply to such meetings:

   (A) The Board and/or applicable committee shall give notice of the meeting and post agendas as otherwise required by the Brown Act.

   (B) The Board and/or applicable committee shall allow members of the public to access the meeting, and the agenda shall provide an opportunity for members of the public to address the Board and/or applicable committee directly pursuant to Government Code section 54954.3. In each instance in which notice of the time of the teleconferenced meeting is otherwise given, or the agenda for the meeting is otherwise posted, the Board and/or applicable committee shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the Board and/or applicable committee to provide a physical location from which the public may attend or comment.

   (C) The Board and/or applicable committee shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the Board and/or applicable committee.
(D) In the event of a disruption that prevents the Board and/or applicable committee from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the Board and/or applicable committee’s control which prevents members of the public from offering public comments using the call-in option or internet-based service option, then the Board and/or applicable committee shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the Board and/or applicable committee from broadcasting the meeting may be challenged pursuant to Government Code section 54960.1.

(E) The Board and/or applicable committee shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the Board and/or applicable committee and offer comment in real time. This subparagraph shall not be construed to require the Board and/or applicable committee to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Government Code section 54953.3, an individual desiring to provide public comment through the use of an internet website or other online platform, not under the control of the Board and/or applicable committee, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G) (i) If the Board and/or applicable committee provides a timed public comment period for each agenda item, then it shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) If the Board and/or applicable committee does not provide a timed public comment period, but takes public comment separately on each agenda item, then it shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) If the Board and/or applicable committee provides a timed general public comment period that does not correspond to a specific agenda item, then it shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

6. If a state of emergency remains active, then in order to continue to teleconference without compliance with Government Code section 54953 (b)(3), this Board and/or applicable committees shall, not later than 30 days after teleconferencing for the first time pursuant to this Resolution, and every 30 days thereafter, make the following findings by majority vote:
(A) This Board and/or applicable committee has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

7. If this Board and/or applicable committee does not meet within thirty days of this meeting, or any subsequent meeting where the findings required by paragraph 6 above are ratified, and a state of emergency pursuant to Government Code section 8625 remains in effect, then the Board and/or applicable committee will be deemed to have delegated to the WIB Executive Director the authority to make the findings required by paragraph 6 above every thirty days as may be necessary, provided that the Executive Director thereafter places on the agenda of next meeting of this Board and/or applicable committee an action item calling for the Board and/or applicable committee to ratify those actions and readopt this Resolution and said findings.

8. For purposes of this Resolution, a “state of emergency” means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act found at Article 1 (commencing with § 8550) of Chapter 7 of Division 1 of Title 2 of the Government Code.

* * * * * * * * * * * * * * * *

THE FOREGOING RESOLUTION was adopted by the Governing Board of the Workforce Investment Board of Tulare County, State of California, at its meeting of November 9, 2022, by the following vote:

AYES: Directors __________________________________________________________

NOES: Directors ________________________________________________________

Absent: Directors _______________________________________________________

Abstain: Directors _____________________________________________________

ATTEST: _____________________________________________________________

Kerry Hydash, Chair
INTEROFFICE MEMORANDUM

TO: Adam Peck, Executive Director
FROM: Jennie Bautista, Deputy Director - Operations
DATE: November 2, 2022
SUBJECT: Agreement from Stanislaus County Workforce Development Board to Operate the Regional Equity and Recovery Partnerships (RERP) Grant

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<tr>
<td>Agenda Date</td>
<td>WIB Meeting – Wednesday, November 9, 2022</td>
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<tr>
<td>Request</td>
<td>Accept $683,848 from Stanislaus County Workforce Development Board to operate the RERP grant contingent on receipt of funds for the period of December 1, 2022, through September 30, 2025.</td>
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| Summary       | The San Joaquin Valley and Associated County (SJVAC) Regional Planning Unit (RPU) was granted funds by the California Workforce Development Board for RERP to fund regions to work in partnership with industry, education, economic development, and other community partners to build sustainable quality jobs. Stanislaus will serve as the administrator the Skills to Success project for the region. In Tulare County, the Skills for Success Project will focus building skills in the Manufacturing, Transportation and Warehousing, and Construction industries through training and work-based learning opportunities that will lead to sustainable quality jobs. As a part of the project the WIB will be responsible for the following:
  • Partner with Manufacturing, Transportation and Warehousing, and Construction industry sectors to understand their training and workforce needs.
  • Work with education, community-based organizations, economic development, and other key organizations to respond to the needs of industry.
  • Connect targeted populations, including Out of School Youth, Residents of Disadvantaged Communities, and Low-income Individuals, to relevant training and employment through Employment Connection services.

  During the grant period, the project will enroll 83 individuals in RERP, enroll 50 in training, and place 70 in employment. |
| Fiscal Impact | This would result in an expenditure increase of $683,848 from PY 2022/23 to PY 2025/26. A portion of that increase would result in an increased expenditure of $144,564 related to training.                             |
| Alternatives  | If the request is not approved, the WIB will be unable to build its capacity to respond to the needs of Manufacturing, Transportation and Warehousing, and Construction industries.                                   |
| Involvement of Other Departments or Agencies | Kern, Inyo Employer’s Training Resource, Madera County Workforce Investment Corporation, County of Merced on behalf of the Department of Workforce Investment, Mother Lode Job Training, San Joaquin County Employment, and Economic Development Department, Stanislaus County Workforce Development, California Workforce Development Board. |
**INTEROFFICE MEMORANDUM**

**TO:** Jennie Bautista, Deputy Director-Operations  
**FROM:** Mary Rodarte, Workforce Services Program Manager  
**DATE:** November 1, 2022  
**SUBJECT:** Contract Management Guide (CMG)

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<td><strong>Agenda Date</strong></td>
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<tr>
<td><strong>Request</strong></td>
<td>Approve CMG revised November 9, 2022.</td>
</tr>
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</table>
| **Summary**   | The Contract Management Guide was released on August 31, 2022, for a 30-day comment period, and no comments were received. However, during the revision process, the WIB’s Subrecipients reviewed a draft of the Contract Management Guide and provided input for the revised edition of CMG. WIB staff request approval of the Contract Management Guide revised November 9, 2022, to replace the current Contract Management Guide dated May 7, 2014. The Contract Management Guide provides information to the WIB’s WIOA Youth and Career Services Subrecipients on managing the contracts in the following areas:  
  - Roles and Responsibilities of the WIB Contract Management Team  
  - Contracted Agreements, Modifications, and Amendments  
  - Performance Review and Evaluation  
  - Reporting Fraud and Abuse,  
  - Purchase Requests and Inventory |
| **Fiscal Impact** | None |
| **Alternatives** | The WIB could choose to continue to utilize the Contract Management Guide from May 7, 2014, or direct WIB staff to issue an alternative contract management Guide. |
| **Involvement of Other Departments or Agencies** |  
  - Community Services Employment Training (CSET)  
  - Proteus, Inc.  
  - Tulare County Office Education (TCOE) |
1.1 ROLES AND RESPONSIBILITIES OF THE WIB CONTRACT MANAGEMENT TEAM 3

1.1.1 Liaison 3
1.1.2 Funding Sources Requirements Coordination 3
1.1.3 Contract Status and Performance Measures 4
1.1.4 Staff Assistance Visits 4
1.1.5 Technical Assistance 4
1.1.5.1 Direct Technical Assistance 4
1.1.5.2 Training Workshops 5
1.1.5.3 New Subrecipients’ Orientation 5

1.2 CONTRACTED AGREEMENTS 5

1.2.1 Contract Types 5
1.2.1.1 Contract 5
1.2.2 Contract Modifications and Amendments 5
1.2.3 Amendment Limitations 6
1.2.4 Approval of Modifications and Amendment 6
1.2.5 Subcontracts 7
1.2.6 Compliance 8

1.3 PERFORMANCE REVIEW AND EVALUATION 8

1.3.1 Monthly Performance Review 8
1.3.2 Administrative Program Standards 9
1.3.3 Performance Evaluation Process 9

1.4 REPORTING FRAUD AND ABUSE 9

1.4.1 Subrecipient Responsibilities 9
1.4.2 Reporting Procedures 9

1.5 PURCHASE REQUESTS AND INVENTORY 10

1.5.1 Purchase Requests 10
1.5.2 Inventory Records and Tags 10

1.6 ATTACHMENTS 11
A. WIB Budget Modification Form
B. WIB Purchase Request Form

Approved on: __________________________

By: ________________________________
CONTRACT ADMINISTRATION

1.1 ROLES AND RESPONSIBILITIES OF THE WIB CONTRACT MANAGEMENT TEAM

The primary role of the WIB Contract Management Team is to serve as the WIB representative in the negotiation, development, management, fiscal tracking, and closeout of contractual agreements with all Subrecipients. The WIB Contract Management Team will closely monitor the financial and programmatic performance of Subrecipients to ensure that high-quality services are delivered to achieve established performance outcomes. The program design structure is evaluated against the goals of the grant, the contract, and the mission of the WIB. The WIB’s responsibility is to communicate its mission to all Subrecipients. The Contract Management Team and Subrecipient work together to plan, execute, and report on the management and overall attainment of objectives for the awarded funds.

The WIB Contract Management Team includes:
- Workforce Analysts – Career Services
- Workforce Program Coordinators
  - Youth Services
  - Business Services
  - Branding and Marketing
- Workforce Service Program Manager
- Deputy Director – Operations
- Deputy Director - Administration

1.1.1 Liaison

The WIB Contract Management Team is the link between the WIB and the Subrecipients. All questions, concerns, and requests for modifications, changes, or extensions related to contractual agreements must be communicated to the WIB Contract Management Team. The WIB Contract Management Team and the Subrecipient shall ensure that all programmatic and financial aspects of contractual agreements are reasonable and directly related.

1.1.2 Funding Sources Requirements Coordination

The WIB Contract Management Team will provide contract training and assist the Subrecipient in understanding how contractual provisions translate into goals and objectives. The goals and objectives are set forth by the Governor and the WIB's strategic plan. The program design and the Subrecipient's Contract have been developed to align with and support these objectives, with strategic, operational, and financial targets in mind.
1.1.3 **Contract Status and Performance Measures**

The WIB Contract Management Team shall conduct monthly performance reviews for each assigned contract utilizing customer information entered in CalJOBS, Advanced Individual Fund Tracking, and WIOA Contract-to-Date Financial Reports.

Actual performance data are compared to contract planned performance to determine progress in meeting goals and objectives. Financial budgets are compared to monthly expenditures for year-end forecasts. Low-performance results or expenditures or financial variance from the budget below 90 percent of the plan will prompt a corrective action plan(s) from the Subrecipient.

1.1.4 **Staff Assistance Visits**

The WIB Contract Management Team will meet monthly with each Subrecipient's onsite supervisors to have meaningful discussions around performance and site-specific operations. These meetings will help WIB and Subrecipients understand trends and successful strategies, detect challenges early and identify technical assistance needs, solution-oriented training, and support.

The Subrecipient is responsible for completing the monthly Performance and Expenditure Plan (PEP) financial report utilizing the WIB's developed format. The Performance and Expenditure Plan (PEP) will be reviewed and discussed with the WIB Contract Management Team. In addition, annual reviews will be conducted by the WIB Monitoring Unit.

1.1.5 **Technical Assistance**

The WIB maintains a formal technical assistance (TA) program for Subrecipients to assist Subrecipients with meeting contract performance objectives and ensuring compliance with the WIB, State, and Federal policies. Financial compliance is an additional area that requires periodic training and updates.

Technical Assistance components are direct TA, TA training workshops, and WIB orientation for new Subrecipients.

1.1.5.1 **Direct Technical Assistance**

The WIB Contract Management Team will assess the TA needs based on previous experience, past performance, and Subrecipient needs. Based on assessment outcomes, the WIB Contract Management Team will develop TA plans that identify critical TA areas of need (e.g., eligibility, recruitment, enrollment, placement, invoice preparation, file preparation, data entry, etc.) for each Subrecipient. In addition to identifying TA needs, the WIB Contract Management Team will analyze trends to determine the root causes of recurring operational
and financial issues. They will use this information to recommend system process improvements and best practices to resolve these issues. Also, other WIB staff (i.e., Fiscal and CalJOBS) will arrange for specialized subject matter TA to be provided.

1.1.5.2 Training Workshops

The WIB staff and outside consultants will conduct workshops to improve the quality of services delivered to our customers by building the capacity of our Subrecipients. Training workshop topics range from effectively serving customers with barriers to employment, how to meet WIOA performance measures, business engagement, and other specialized topics to increase the workforce system staff’s capacity to meet the needs of job seekers and businesses. Subrecipients are encouraged to participate in workshops and recommend training topics to WIB staff and the Employment Connection One-Stop Operator.

1.1.5.3 New Subrecipient Staff Orientation

The WIB staff shall orient new Subrecipient staff to WIB operations. The orientation includes training on organizational structure, documentation requirements, CalJOBS, financial management reporting, Employment Connection branding, WIB directives, statements of work, performance and expenditure plans, business services, and other applicable topics. Assistance with these topics may be requested through the WIB Contract Management Team at any time.

1.2 CONTRACTED AGREEMENT

1.2.1 Contracts

Contracts are an agreement between the WIB and the Subrecipient serving participants within a specified grant-training program. A contract covers all aspects of the programmatic and fiscal performance as specified and regulated by the grant used to fund the contract.

1.2.2 Contract Modifications and Amendments

Contract modifications are used to address program or financial revisions such as budget increases and decreases, variations in the program design, changes to the scope of work, expenditure trends, changes to budget line items, and shifting of performance outcomes from one month to the other, etc.

A contract amendment is any modification to a contract that requires the authorized signature of both the Subrecipient and the WIB. Contract terms are
determined during the request for proposal and negotiation process and may be changed only through a contract amendment. The WIB Executive Director can approve certain amendments.

The WIB Contract Management Team reviews and analyzes Subrecipients' monthly budget expenditures and may make recommendations for modifying budgets to prevent overspending allocations. The WIB may recommend contract amendments for financial or programmatic reasons at any time.

1.2.3 Amendment Limitations

Contract amendments cannot be used to bring a Subrecipient's programmatic or financial performance into compliance. As stated previously, Subrecipients should work with WIB staff during the negotiation phase to adequately plan their performance outcomes. A contract amendment is not a tool to administer changes due to poor planning or performance shortfalls.

Retroactive changes in programmatic or financial performance outcomes are not allowed due to the liability implications for the WIB and the Subrecipient when work is performed or reimbursed without a valid contract or amendment. Retroactive amendments may be considered when necessary to comply with a change in state or federal regulations and when approved by the WIB Board to implement specialized workforce projects.

Subrecipients must remain within budget lines for specialized workforce grants unless approved by the WIB.

1.2.4 Approval of Modifications and Amendments

1) WIB Executive Director Prior Approval Not Required

Budget line variations under $5,000 annually per budget line item, except participant costs or increases to indirect costs.

The modified budget must be submitted within three business days via email or hard copy to the WIB Contract Management Team on the WIB Budget Modification Form (Attachment A) and signed by the Subrecipient staff with signature authority.

2) WIB Executive Director Prior Approval Required

The following modifications do not require contract amendments:

- Variations over $5,000 annually per budget line item
- Variations to any special grant funding budget line items
• Variations to any participant budget line items of any funding source
• Increases to indirect line items
• Shifting of performance outcomes from one month to another within the specified period of performance.

Prior approval must be requested and obtained in writing from the WIB in advance of the change or obligation of funds. Subrecipients must submit modification requests in writing to the WIB Executive Director. The WIB Contract Management Team will notify the Subrecipient in writing when the request is approved or denied.

3) WIB Executive Director Prior Approval Required

The following modifications require contract amendments:

• Increase or decrease of any funding source of 5% or less of the Board's most recent approved total allocation.
• Any other appropriate administrative action short of contract termination.

4) WIB Board Prior Approval Required

The following modifications require contract amendments:

• Change in the scope of work
• Increase or decrease of any funding source greater than 5% of the total allocation.
• Change in performance goals, such as increases in participant enrollment or enrollments in an activity.

1.2.5 Subcontracts

A Subrecipient intending to subcontract a portion of its contract must have prior written approval from the WIB. Written subcontracts for any work or services sub-assigned must be provided to the WIB with the written request for approval of the subcontract and must be kept on file by the contractor. All subcontracts must be formalized through written contracts that specify services to be provided and include itemized budgets, as well as any appropriate performance expectations. A complete copy of all subcontracts with appropriate signatures must be on file with the WIB. Subcontracts must be procured through a documented and competitive process that is consistent with WIB Procurement Policy. The Subrecipient shall monitor all subcontractors to ensure compliance. This will be an item of review during monitoring visits.

The WIB, State, and DOL shall have the right to monitor and review all subcontracts issued under this agreement with or without prior notice to the Subrecipient.
1.2.6 Compliance

The Subrecipient shall document in writing that the staff working on this contract have read the contract and understand its contents, specifications, and exhibits. In addition, the Subrecipient will ensure that all staff assigned to this contract are familiar with and understand their responsibilities related to services to be performed and receive instructions on applicable sections of the WIOA Law, the Regulations, and WIB policies, procedures, and directives.

The Subrecipient contract outlines the applicable financial, accounting, and reporting requirements. A review of these requirements does not limit liability in terms of compliance with governmental regulations, as contractors are responsible for following all other regulations or stipulations set forth by the grant, program, or governing agency, including 2 CFR Chapter I and Chapter II, Parts 200, 215, 220, 225, 230 and, and conform to "Generally Accepted Accounting Principles" (GAAP). The central theme of GAAP is accountability and is intended to provide minimum standards, guidelines, and policies for financial accounting and reporting.

1.3 PERFORMANCE REVIEW AND EVALUATION

The WIB Contract Management Team is available to provide technical assistance and to make visits to each Subrecipient. The WIB Staff is responsible for preparing all performance evaluation reports provided to the WIB. All compliance and monitoring reports are prepared by the WIB's monitoring unit.

1.3.1 Monthly Performance Review

The WIB Contract Management Team is responsible for preparing a monthly program and financial performance report for each assigned contract, including analyzing to identify deficiencies that may result in the non-performance of contractual programmatic and financial goals. Based on the Subrecipient's non-performance, the WIB Contract Management Team will provide recommendations to resolve the challenges. As a basis for this report, various data reports may be generated.

The Subrecipient is required to submit corrective action plans by the 20th day following the end of the quarter for performance and expenditures less than 90 percent of the plan for WIOA Adult, Dislocated Worker, Youth, and specialized workforce grants. Subrecipients shall refer to the contract exhibits, statements of work, and performance and expenditure plans to determine when a corrective action plan is required for each of the various performance measures.
1.3.2 Administrative Program Standards

WIB Contract Management Team is responsible for effective contract administration and implementation, updating mailing list(s), processing purchase requests and contract modifications, closeout packages, and other contract-related requests.

1.3.3 Performance Evaluation Process

The WIB Contract Management Team and the WIB Program and Evaluation Committee are responsible for reviewing the Subrecipient's actual performance against the plan. The review may be performed annually or more frequently, when necessary, through the WIB’s performance evaluation process and includes financial and programmatic components.

The Subrecipient is advised when an evaluation will be made, and evaluation data will be presented to the Program and Evaluation Committee. Based on the performance evaluation results, the Program and Evaluation Committee may recommend to the WIB to increase or decrease funding levels, terminate a contract, or renew a contract.

1.4 REPORTING FRAUD AND ABUSE

1.4.1 Subrecipient Responsibilities

Each Subrecipient shall establish and implement appropriate internal program management procedures to prevent fraud, abuse, and criminal activity. These procedures include a reporting process to ensure that the WIB is notified immediately (i.e., within 24 hours) of any allegations of fraud, abuse, and criminal activity committed by staff or program participants of any programs funded by the WIB. The procedures shall also include the designation of a staff member responsible for such notification.

1.4.2 Reporting Procedures

The WIB’s Incident Reporting directive provides detailed procedures for reporting fraud and abuse, along with a glossary of terms, for use as a guide in identifying fraud, abuse, and criminal activity.

The Incident Reporting Directive also provides information on the use of the Department of Labor and Office of the Inspector General's (DOL/OIG) Hotline to allow employees and the public to notify DOL/OIG of suspected fraud abuse or waste in DOL-funded programs. The Hotline telephone number is (800) 347-3756.
1.5 PURCHASE REQUESTS AND INVENTORY

1.5.1 Purchase Requests

Purchase requests with a unit price of $3,000 or more, or an aggregate cost of $3,000 or more, must first be approved in writing by the WIB Executive Director or designee.

Requests for purchases must contain sufficient justification to show the need for the item(s) requested and comply with the procurement requirements in the WIB Procurement Policy Manual. In addition, the Subrecipient must attach the quote(s) and the following information to the Purchase Request Form (Attachment B):

1. Name of the business and individual that provided a quote(s)
2. Business address and telephone number
3. Business web address
4. Itemized costs, total quote, the date of the quote(s)
5. Attach quote(s) obtained

The Subrecipient shall submit the WIB Purchase Request Form (Attachment B) to the WIB Contract Management Team at least ten business days before the requested purchase date. The Contract Management Team will check requests against the line-item budget in the contract and contract. The cost must be reasonable, allowable, and necessary to operate the program within federal, state, and local policy and guidelines.

Subrecipients must submit the WIB Purchase Request Form (Attachment B) with a unit cost of $5,000 or more to the WIB at least 45 days before the requested purchase date to allow sufficient time for the WIB to review and submit it to EDD at least 30 days in advance of the requested purchase.

1.5.2 Inventory Records and Tags

Subrecipients are responsible for complying with the WIB’s Purchasing, Inventory, and Disposal Directive.

Subrecipients must maintain accurate inventory records for all property purchased. The inventory records must include a property description, purchase price, source of funds, location, disposition, and the manufacturer’s serial number, model number, and inventory tag number. Items that must be tagged include televisions, projectors, laptops, computers, monitors, printers, fax machines, scanners, and any item with a purchase price of $5,000 or more. The Subrecipient is responsible for requesting inventory tags for all appropriate items purchased.
The inventory record must contain tagged property and property that does not require an inventory tag. Items not requiring an inventory tag include desks, chairs, bookshelves, bookcases, projector screens, bulletin boards, cubicles, furniture, and office supplies other than laptops.

1.6 ATTACHMENTS

A. WIB Budget Modification Form
B. WIB Purchase Request Form
# Workforce Investment Board of Tulare County
## Budget Modification Form

**Requested By:**

**Name:**

**Budget Modification Request:**

**Service Area:**

**Phone:**

**Contract Number:**

**Effective Date:**

**Informational, modified budget:**

<table>
<thead>
<tr>
<th>Budget Line</th>
<th>Grant (Adult, DW, YOUTH, Other)</th>
<th>Current Budget Line</th>
<th>Proposed Budget Change</th>
<th>Adjusted Amount</th>
<th>Decrease or Increase</th>
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<tbody>
<tr>
<td>Personnel Costs</td>
<td>DW</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td>Decrease</td>
</tr>
<tr>
<td>Equipment Purchases &amp; Leases</td>
<td>DW</td>
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<td>-</td>
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<tr>
<td>Facilities Infrastructure Costs</td>
<td>DW</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td>Decrease</td>
</tr>
<tr>
<td>Professional Services</td>
<td>DW</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td>Decrease</td>
</tr>
<tr>
<td>Supplies Costs</td>
<td>DW</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td>Decrease</td>
</tr>
<tr>
<td>Staff Travel &amp; Training Costs</td>
<td>DW</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td>Decrease</td>
</tr>
<tr>
<td>Participant Costs</td>
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<td>-</td>
<td>Decrease</td>
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<tr>
<td>Supportive Services</td>
<td>DW</td>
<td>$</td>
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<td>Decrease</td>
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<tr>
<td>Indirect Costs</td>
<td>DW</td>
<td>$</td>
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<td>-</td>
<td>Decrease</td>
</tr>
<tr>
<td>Other Costs</td>
<td>DW</td>
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<td>-</td>
<td>-</td>
<td>Decrease</td>
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<tr>
<td><strong>Total Costs</strong></td>
<td></td>
<td>$</td>
<td>-</td>
<td>-</td>
<td>Decrease</td>
</tr>
</tbody>
</table>

| Personnel Costs                      | Youth                           | $                   | -                      | -              | Decrease             |
| Equipment Purchases & Leases         | Youth                           | $                   | -                      | -              | Decrease             |
| Facilities Infrastructure Costs      | Youth                           | $                   | -                      | -              | Decrease             |
| Professional Services                | Youth                           | $                   | -                      | -              | Decrease             |
| Supplies Costs                       | Youth                           | $                   | -                      | -              | Decrease             |
| Staff Travel & Training Costs        | Youth                           | $                   | -                      | -              | Decrease             |
| Participant Costs                    | Youth                           | $                   | -                      | -              | Decrease             |
| Supportive Services                  | Youth                           | $                   | -                      | -              | Decrease             |
| Indirect Costs                       | Youth                           | $                   | -                      | -              | Decrease             |
| Other Costs                          | Youth                           | $                   | -                      | -              | Decrease             |
| **Total Costs**                      |                                 | $                   | -                      | -              | Decrease             |

**Description of request:**

---

**Authorized Signature**

**Title**

**Date**

---

**FOR WIB USE ONLY**

**Staff Recommendation**

- [ ] Yes
- [ ] No

**Reviewer Signature**

**Reviewer Comments**

---

**WIB Executive Director or Designee signature**

**Title**

**Date**
**Workforce Investment Board of Tulare County**  
**Purchase Request Form**

Requested By: __________________________ Name: __________________________

Service Area: __________________________ Phone: __________________________

Contract number: ______________________ Date: _____________________________

<table>
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<tr>
<th>Qty</th>
<th>Description of Property</th>
<th>Unit Cost</th>
<th>Funding Source</th>
<th>Total</th>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Adult DW Youth Other</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00 $0.00 $0.00 $0.00 $0.00</td>
<td></td>
</tr>
</tbody>
</table>

| Total Request | $0.00 |

**Purchase Justification:**

Authorized Signature __________________________ Title __________________________

FOR WIB USE ONLY

Staff Recommendation: __________________________

Approved Funds: __________________________

<table>
<thead>
<tr>
<th>Amount</th>
<th>Funding Source</th>
<th>Staff Signature</th>
</tr>
</thead>
</table>

WIB Executive Director or Designee __________________________ Title __________________________
This form is to be used by Subrecipient for all purchases of property and materials with a unit price of $3,000 or more, or an aggregate cost of $3,000 or more.

It is not necessary to use this form for building rent, utilities, etc., as these items are covered by the line item budget that has already been approved through the negotiation process and is included in the contract.

Purchase of property (materials and non-expendable goods) with a unit price of $3,000 or more, or an aggregate cost of $3,000 or more, must first be approved in writing by the WIB Executive Director or designee. If the amount requested is over $10,000, a minimum of two bids are required for procurement and must be attached to the Purchase Request Form. The Subrecipient must put in writing the name of the business submitting the bid, name of the individual with whom they spoke, business address and telephone number, itemized costs, total bid, and the date on which the conversation occurred. This information must be attached to the Purchase Request Form when submitted to the Workforce Investment Board (WIB).

The Subrecipient shall submit the Purchase Request Form to the appropriate WIB Staff for review. Forms should be submitted at least ten days in advance of the requested purchase date.

Purchase Justification: Requests for purchases must contain sufficient justification to show the need for the item(s) requested. Include specific information as to who will use the property, what grant will benefit from it and location it will be housed.

When making a recommendation, the staff will check requests against the line item budget contained in the contract, contract negotiation agreements, reasonable, allowable and necessary costs as determined by federal, state and local policy. The form is then submitted to the WIB Executive Director or designee for approval.

When the property is obtained, be sure to place WIB Inventory tags on all appropriate items. Please be sure to follow all WIB procurement guidance as outlined in the Contract Management Guide and the WIB's Procurement Policy Manual.

Once signed, the Purchase Request Form is routed as such: original in the WIB contract file, copy to Subrecipient, copy to WIB Fiscal Unit and copy to Program Staff.
INTEROFFICE MEMORANDUM

TO:      David McMunn, Deputy Director- Administration
FROM:    Anabel Rodriguez, Workforce Development Analyst
DATE:    October 20, 2022

SUBJECT: WIB Directive TUL 22-08, Standards for Oversight and Instruction for Monitoring

<table>
<thead>
<tr>
<th>Item</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda Date</td>
<td>WIB Meeting – Wednesday, November 9, 2022</td>
</tr>
<tr>
<td>Request</td>
<td>Approve WIB Directive TUL 22-08, Standards for Oversight and Instruction for Monitoring.</td>
</tr>
<tr>
<td>Summary</td>
<td>This directive is in response to EDD Directive Number WSD 22-02 Standards for Oversight and Instruction for Substate Monitoring.</td>
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</table>

WIOA Section 107(d)(8) requires the Local Workforce Board, to conduct oversight of the WIOA programs and the AJCC system in the Local Area to ensure appropriate use and management of funds for workplace development activities and to maximize the performance outcomes.

WIOA Sections 184(a)(2)(A) and 184(a)(3)(A) require state, Local Area and provider(s) receiving funds under Title I to comply with the applicable uniform cost principles and administrative requirements, as published in the Office of Management and Budget’s Uniform Guidance.

Federal regulations, WIB Monitoring Procedures Manual and WIB Fiscal Policy Manual provide the general fiscal, administrative rules that each recipient and subrecipient must conduct regular oversight and monitoring of its WIOA activities and those of its subrecipients and contractors in accordance with the Uniform Guidance. Uniform Guidance Section 200.501(g) requires subrecipients to ensure that the procurement, receipt, payment for goods and services received to comply with federal and state laws, regulations, and subrecipient policies, and the provisions of contractors’ contracts and agreements.

This policy supersedes WIB Directive Standards for Oversight and Subgrant Monitoring (WIBD 08-13), dated December 17, 2008.

This directive is currently open for a 30-day comment period until November 4, 2022. All comments received will be included in the directive as an attachment. To date, there have been no comments received.

To expedite the issuance of the directive, staff are recommending approval and issuance of the directive pending review of any comments received during the comment period. If any substantial changes are warranted based on comments received, the directive will be brought back to the WIB Board for
consideration. If no comments are received, or no substantial changes are warranted based on the comments, the directive will be issued on November 9, 2022, with the approval of the Board.

<table>
<thead>
<tr>
<th>Fiscal Impact</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternatives</td>
<td>This is a Federal Government requirement and no alternatives are recommended.</td>
</tr>
<tr>
<td>Involvement of Other Departments or Agencies</td>
<td>WIB funded subrecipients and contractors.</td>
</tr>
</tbody>
</table>
WIB DIRECTIVE  

TO: WIB Subrecipients and WIB Staff

SUBJECT: Standards for Oversight and Instruction for Monitoring

EXECUTIVE SUMMARY
This policy provides guidance and establishes the procedures for oversight of the Workforce Investment Board of Tulare County’s (WIB’s) monitoring responsibilities regarding the Workforce Innovation and Opportunity Act (WIOA) program and other WIB funded programs. This directive provides standard instruction for subrecipient and contractor monitoring that applies to all WIB Providers of Workforce Innovation and Opportunity Act (WIOA) Title I activities and services.

The standards within this directive apply to all WIOA and WIB funded subrecipients and contractors.

REFERENCES
- Title 2 CFR Part 2900: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Department of Labor [DOL] Exceptions)
- Title 20, CFR, sections 667.400 (c)(1), 667.410 (a), 679.430, 683.200, 683.400, 683.410, and 683.430
- Title 29, CFR Part 95 - Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, and with Commercial Organizations, Foreign Governments, Organizations Under the Jurisdiction of Foreign Governments, And International Organizations
- Title 29, CFR Part 97 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- Office of Management and Budget Circulars (OMB) A-21, Cost Principles for Educational Institutions
- Office of Management and Budget Circulars (OMB) A-87, Cost Principles for State, Local, and Indian Tribal Governments
- Office of Management and Budget Circulars (OMB) A-122, Cost Principles for Non-Profit Organizations
- Office of Management and Budget Circulars (OMB) A-133, Audits of States, Local Governments, and Non-Profit Organizations
• Workforce Services Directive (WSD) 21-03, Eligible Training Provider List (ETPL) Policy and Procedures (November 10, 2021)
• WSD17-08, Procurement of Equipment and Related Services (March 14, 2018)
• WSD17-05, Oversight and Monitoring of Nondiscrimination and EO Procedures (August 29, 2017)
• WSD17-01, Nondiscrimination and Equal Opportunity (EO) Procedures (August 1, 2017)
• Workforce Services Information Notice 20-27, CA ETPL Subsequent Eligibility Review 2020 (November 20, 2020)
• Tulare County Workforce Investment Board, Inc. (TCWIB), Contract Management Guide
• Tulare County Workforce Investment Board, Inc., Fiscal Policy Manual
• Tulare County Workforce Investment Board, Inc., Monitoring Procedures Manual
• Tulare County Workforce Investment Board, Inc., Procurement Policy Manual
• Tulare County Workforce Investment Board, Inc., WIOA Eligible Training Provider List (ETPL) Policy and Procedures directive TUL 15-05
• Tulare County Workforce Investment Board, Inc., Allowable Cost and Prior Written Approval TUL 17-04
• Tulare County Workforce Investment Board, Inc., Nondiscrimination and Equal Opportunity Procedures directive TUL 17-05
• Tulare County Workforce Investment Board, Inc., Oversight and Monitoring for Nondiscrimination and EO Procedures directive TUL 17-08

WIB-IMPOSED REQUIREMENTS:
This directive contains WIB-imposed requirements. These requirements are indicated by **bold**, *italic* type.

EFFECTIVE DATE:
This directive is effective upon the date of issue.

FILING INSTRUCTIONS:
This policy supersedes WIB directive Standards for Oversight and Subgrant Monitoring (WIBD 08-13), dated December 17, 2008. This directive is to be retained until further notice.

BACKGROUND
The WIOA Section 107(d)(8) requires the Local Board, in partnership with the local Chief Elected Official (CEO), must conduct oversight of the WIOA programs and the America’s Job Center of CaliforniaSM (AJCC) system in the Local Area to ensure the appropriate use and management of funds for workplace development activities and to maximize the performance outcomes.

The WIOA Sections 184(a)(2)(A) and 184(a)(3)(A) require that each state and Local Area (including the local CEO) and provider receiving funds under Title I must comply with the applicable uniform cost principles and administrative requirements for grants and agreements applicable for the type of entity receiving the funds, as published in the Office of Management and Budget’s Uniform Guidance.

Title 20 CFR Section 683.200 and WIB Fiscal Policy Manual provides the general fiscal and administrative rules applicable to the use of WIOA Title I funds. Entities receiving WIOA Title I
funds must follow the uniform administrative cost requirements contained in the Uniform Guidance at Title 2 CFR part 200, including any DOL Exceptions (including agencies and organizational units) at Title 2 CFR part 2900, as applicable to their type of organization. Title 20 CFR Section 683.200 further identifies applicable cost principles at subpart E and appendices III through IX at Uniform Guidance Title 2 CFR part 200 and WIB directive TUL 17-04 regarding allowable costs.

Title 20 CFR Section 683.400 requires that subrecipients must continuously monitor grant-supported activities in accordance with the uniform administrative requirements at Title 2 CFR part 200 (Uniform Guidance). Title 20 CFR 683.410(a) and WIB Monitoring Procedures Manual requires that each recipient and subrecipient must conduct regular oversight and monitoring of its WIOA activities and those of its subrecipients and contractors. The purpose of this requirement is to ensure that expenditures are charged to the appropriate cost category and are within the cost limitation requirements of WIOA and the regulations, Uniform Guidance, and other applicable laws and regulations.

Uniform Guidance Section 200.501(g) requires subrecipients to ensure that the procurement, receipt, and payment for goods and services received comply with federal and state laws, regulations, and subrecipient polices, and the provisions of contractors’ contracts and agreements. The WSD17-08, Procurement of Equipment and Related Services, and WIB Procurement Policy Manual provide combined State, Local, and Federal Guidance regarding the procurement of goods and services. The WSD17-01, Nondiscrimination and Equal Opportunity Procedures and WIB directive TUL 17-05, Nondiscrimination and Equal Opportunity Procedures, provides guidance regarding nondiscrimination and equal opportunity in contracts, job training plans, and policies and procedures. Title 20 CFR Section 683.410(6) states that the Governor may issue additional requirements and instructions to subrecipients regarding monitoring activities.

POLICY AND PROCEDURES

Definitions
America’s Job Center of CaliforniaSM (AJCC) – The common identifier used within California for One-Stop centers, the One-Stop system, and access points to WIOA affiliated programs and services.

Area of Concern or Observation – If an effectiveness indicator is not met and the reviewer believes that it may possibly result in a finding at some later point if not addressed, an area of concern or observation is identified. Areas of concern or observation are not specific compliance violations, but may negatively impact the program or could lead to a finding in the future. A corrective action may not be specified or required for an area of concern or observation but may include suggestions for improvement.

Contract – A legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term as used in this part does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward. (Uniform Guidance Section 200.22)
**Contract Manager** – The contract manager is the authorized representative responsible for administering a contract and monitoring the contractor’s performance. The contract manager serves as a liaison with the contractor and may perform administrative tasks ranging from the request of contract services through the performance and final payment for completed services. (DGS State Contracting Manual Section 9.04)

**Contractor** – An entity that receives a contract as defined in Uniform Guidance Section 200.22. (Uniform Guidance Section 200.23)

**Corrective Action Plan (CAP)** – A list of specific steps that subrecipients must take within a stated period of time in order to achieve compliance.

**Finding** – A violation of a specific compliance requirement contained in laws, regulations, federal or state policies, Uniform Guidance, DOL Exceptions, grant terms and conditions, Employment and Training Administration (ETA) policy guidance, including Training and Employment Guidance Letters (TEGL), and/or the grant agreements that requires specific corrective action. Findings are also known as, but not limited to, non-compliance issues, questioned costs, and/or disallowed costs.

**Monitoring** – The monitoring review is an oversight activity that may lead to opportunities for technical assistance and/or corrective action. For ETA’s purpose, a monitoring review is a process used to measure progress, identify areas of compliance, offer opportunities for technical assistance to help resolve non-compliance issues, and ensure that federal funds are used responsibly.

**Non-Federal Entity** – A state, local government, Indian tribe, institution of higher education, for-profit entity, foreign public entity, foreign organization or nonprofit organization that carries out a federal award as a recipient or subrecipient. (Uniform Guidance DOL Exceptions Section 2900.2)

**Oversight** – Performed by subrecipients in various ways such as on-site monitoring, risk assessment, desk reviews, and analysis of performance and financial reports.

**Recipient** – A non-federal entity that receives a federal award directly from a federal awarding agency to carry out an activity under a federal program. The term recipient does not include subrecipients. (Uniform Guidance Section 200.86)

**Regional Fiscal Agent** – A non-federal entity designated by the State of California to carry out a federal award as a subrecipient. The Regional Fiscal Agent allocates funds to partner Local Boards and other organizations within a Regional Planning Unit.

**Regional Planning Unit** – Regions of the state determined by the Governor, with input from local CEOs and Local Boards, which represent the regional labor market and are responsible for developing and implementing Regional Plans.

**Segregation of Duties** – No one person should have sole control over the lifespan of a transaction. All organizations should separate functional responsibilities to ensure that mistakes, intentional or unintentional, cannot be made without being discovered by another person.
**Subaward** – An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. (Uniform Guidance Section 200.92)

**Subrecipient** – A non-federal entity that expends federal awards received from a pass-through entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency. (Uniform Guidance Section 200.93)

**Vendor** – The term “vendor” has been replaced with the term “contractor” as defined at Uniform Guidance Section 200.23, in which, a contractor is an entity that receives a contract as defined in Uniform Guidance Section 200.22.

**WIOA Administrative Entity** – A unit of local government, corporation, or agency designated by a Chief Elected Official (CEO) to oversee and administer WIOA programs and activities in the Local Area. (20 CFR 678.400)

**Subrecipient and Contractor Determinations**

A non-federal entity may concurrently receive federal awards as a recipient, a subrecipient, and a contractor, depending on the substance of its agreements with federal awarding agencies and pass-through entities. Therefore, a pass-through entity must make case-by-case determinations whether each agreement it makes for the disbursement of federal program funds casts the party receiving the funds in the role of a subrecipient or a contractor. The federal awarding agency may supply and require recipients to comply with additional guidance to support these determinations, provided such guidance does not conflict with this section. (Uniform Guidance Section 200.330)

**a.** Subrecipient characteristics that support the classification of the non-federal entity as a subrecipient include when the non-federal entity meets the following criteria:
1. Determines who is eligible to receive what federal assistance.
2. Performance is measured by whether objectives of federal program are met.
3. Has responsibility for programmatic decision making.
4. Responsible for adhering to applicable federal program requirements.
5. Uses federal funds to carry out a program for a public purpose.
6. Funded by a subaward.

**b.** Contractor characteristics include the following:
1. Provides the goods and services within normal business operations.
2. Provides similar goods or services to many different purchasers.
3. Provides goods or services that are supplementary to the operation of the federal program.
4. Not subject to compliance requirements of the federal program.
5. Provides goods and services for the grant recipient’s own use, creating a procurement relationship.
6. Funded by a procurement contract.
For additional information on subrecipient and contractor determinations, see *Subrecipient and Contractor Distinctions* (WSD18-06).

**Standards for WIB Oversight**

The WIB, in partnership with the Tulare County Board of Supervisors _(TCBOS)_ , must oversee activities funded under WIOA Title I conducted under the local plan established pursuant to WIOA Section 108. The monitoring and oversight must be consistent with the requirements stated in WIOA, relevant federal and state regulations, and state directives/policies (see Background). The WIB must determine whether monitoring will be conducted independently, jointly, or delegated to an appropriate entity. The monitoring must include the following:

1. On-site fiscal and programmatic monitoring of all subrecipients must occur annually and at least once each program year, unless an alternative approach is documented and justified according to uniform guidance and the *WIB Risk Management Directive*. Title 2 CFR 200.332 (b) directs pass-through entities to evaluate each subrecipient’s risk of noncompliance with Federal statues, regulations, and the terms and conditions of the subaward for the purpose of determining the appropriate subrecipient monitoring, which may include consideration of such factors as the following:
   a. The subrecipient’s prior experience.
   b. The results of previous audit findings.
   c. Whether the subrecipient has new personnel or new or substantially changed systems.
   d. The extent and results of Federal awarding agency monitoring.

   The evaluation of each subrecipient’s risk of noncompliance should be fully documented and readily available upon request.

2. Where WIOA administrative entities are parties to agreements that service multiple Local Area jurisdictions, the affected areas must coordinate and jointly establish procedures for monitoring multiple Local Area subrecipients.

3. In instances where Regional Planning Units receive regional awards and one Local Board is the Regional Fiscal Agent and in a subgrant with the EDD, that Regional Fiscal Agent must monitor their subrecipients.

4. Maintain a complete monitoring log of all monitored entities (the log must contain the date review was conducted, type of review, period reviewed, monitor, date of draft and/or final report, findings, corrective action, location of working papers, and dates and number of attempts to contact subrecipient for not responding to draft and/or final report).

5. The assurance that the procurement, receipt, and payment for goods and services received complies with federal and state laws, regulations, subrecipient polices, and the provisions of contractors’ contracts and agreements. *(Uniform Guidance Section 200.501[g])*
Instructions for Developing the WIB Oversight and Monitoring Plan

The development of the local monitoring plan and procedures has been delegated to the WIB, by agreement with the TCBOS. The plan establishes procedures for monitoring subrecipients, the oversight of the Employment Connection One-Stop delivery system, and the oversight of contractors, in accordance with policies developed by the WIB that are based on the Governor’s standards for Local Board oversight and monitoring. In addition to incorporating the WIB’s policies, the oversight and monitoring plan does the following:

1. Identifies procedures for annual on-site fiscal and programmatic monitoring of all WIB subrecipients. (WIOA Section 107[d][8]). Procedures should include but are not limited to the following:
   a. Identify procedures to require subrecipients, on a periodic basis, to provide documentation to support claim reimbursements prior to payment. Periodic basis must be identified within the procedures.
   b. Identify procedures to require expanded sample testing during monitoring reviews for high-risk areas (e.g., participants’ data/files, procurement, expenditures, etc.) and when exceptions are identified.
   c. Identify procedures on when to disallow costs due to non-compliance.
   d. Identify procedures to conduct announced and unannounced visits of subrecipients to observe service delivery, interview staff, and review source documents for program and fiscal data.

2. Identify procedures for oversight, including risk assessment, desk reviews, analysis of performance and financial reports, review of contractors, and all training providers utilized.

3. Require that the on-site review of each WIB subrecipient is both fiscal and programmatic, consistent with the requirements stated in Title 20 CFR 683.410(a). If the subrecipient’s fiscal office and/or records are separately located at an inaccessible site (i.e., not within a reasonable commute outside of the Local Area), the WIB will require that copies of fiscal records of a sufficient nature and sample size are sent to the subrecipient’s local office or directly to the WIB for review upon request. When mailing or emailing documentation, the subrecipient must take reasonable measures to safeguard protected personally identifiable information (PII) and other information that is deemed sensitive or confidential according to applicable privacy laws and obligations of confidentiality. (2 CFR Section 200.303[e], TEGL 39–11, *TCWIB directive TUL 19-03*)

4. Require that monitoring of WIB subrecipients follow a standardized review methodology that will result in written reports that record findings and areas of concern or observations, disallowed costs (if applicable), any needed corrective actions, and due dates for the accomplishment of corrective actions.

5. Require systematic follow-up to ensure that necessary corrective action has been taken. (WIOA Section 184[a][5][A]). Require subrecipients to submit specific and timely documentation of progress until deficiencies are corrected and not repeated. Submit to
the WIB for approval, the documentation that demonstrates that the findings have been corrected and not repeated by the subrecipient.

6. Implement firewalls that conform to Title 20 CFR 679.430 for demonstrating internal controls and preventing conflicts of interests. If the WIB performs more than one of the following functions, local fiscal agent, Local Board staff, one-stop operator or direct provider of services, there must be appropriate firewalls in place describing how the organization will carry out the responsibilities while demonstrating compliance with WIOA and corresponding regulations.

7. Ensure single audit reports do not take the place of an oversight or monitoring review for any subrecipient, AJCC, contractor, and/or training provider.

8. Conduct oversight and monitoring of all WIB youth workforce development activities (including youth providers). If a Local Board does not establish a Youth Standing Committee, the Local Board is still responsible for conducting the oversight of youth activities under WIOA Section 129(c). (WIOA Section 107[d][8])

9. Identify procedures to periodically examine training providers utilized by the WIB and its subrecipients to determine whether participants received WIOA services as claimed by the subrecipient (e.g., validating participant data, conducting participant interviews, conducting third-party verification, etc.). The periodic basis must be identified within the procedures. Any training providers found to not be providing sufficient training shall be reported to the ETPL administrator.

10. Describe procedures to ensure that the procurement, receipt, and payment for goods and services received complies with federal and state laws, regulations, and WIB polices, and the provisions of contractors’ contracts and agreements (Uniform Guidance Section 200.501[g] and WIB Procurement Policy Manual). While contractors are not subject to the same monitoring requirements as subrecipients, WIBs is responsible for ensuring compliance regarding contractor transactions. The procurement of goods and services from contractors must comply with federal and state requirements in WSD17-08, Procurement of Equipment and Related Services and WIB Procurement Policy Manual.

11. Require that a system is in place to ensure that WIB and its subrecipients comply with the requirements in WSD17-05, Oversight and Monitoring of Nondiscrimination and EO Procedures and WIB directive TUL 17-08, Oversight and Monitoring for Nondiscrimination and EO Procedures.

12. Require that all financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award must be retained for a period of three years from the date of submission of the financial reports and other documentation pertaining to monitoring and other oversight activities must be made available for review by federal and state officials. (Uniform Guidance Section 200.333)

13. Ensure the WIB keeps copies of their compliance monitoring efforts and reports on file. The WIB’s compliance monitoring reports should be used as an assessment reference.
when developing CAPs and for scheduled onsite monitoring reviews that may be required by authorized federal and state reviewers.

14. *The WIB Monitoring Procedures Manual contains the procedures and methodologies by which monitoring will be conducted.*

**ACTION**
WIB Subrecipients and contractors are required to adhere to the policies and guidelines set forth in this directive.

**INQUIRIES**
Please direct inquiries to this directive to the Workforce Investment Board of Tulare County at (559) 713-5200.

Adam Peck  
Executive Director

AP:AR:lc
TO: Mary Rodarte, Workforce Services Program Manager  
FROM: Desiree Landeros, Workforce Program Coordinator  
DATE: October 31, 2022  
SUBJECT: Appointment to the Workforce Investment Board Youth Committee

<table>
<thead>
<tr>
<th>Item</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda Date</td>
<td>WIB Meeting – Wednesday, November 9, 2022</td>
</tr>
<tr>
<td>Request</td>
<td>Approve WIB Youth Committee appointment recommendation of Jose Gonzalez, Probation Division Manager, Tulare County Probation to serve on the Youth Committee.</td>
</tr>
<tr>
<td>Summary</td>
<td>As specified in the WIB by-laws, a Youth Committee shall be designated as a standing committee of the WIB to provide information, assist with program design, and coordinate youth systems to ensure a full range of services and opportunities for Tulare County youth. The Youth Committee shall be comprised of members of community-based organizations with a demonstrated record of success in serving eligible youth; and other individuals with appropriate expertise and experience who are not members of local WIB. The Youth Committee seeks nominations to fill current and future vacancies with community members who contribute to the youth’s education and career paths. On October 6, 2022, the Youth Committee took action to recommend Jose Gonzalez to serve as a Youth Committee member representing justice-involved youth services.</td>
</tr>
<tr>
<td>Fiscal Impact</td>
<td>None</td>
</tr>
<tr>
<td>Alternatives</td>
<td>Seek another nomination to represent Justice-Involved youth.</td>
</tr>
<tr>
<td>Involvement of Other Departments or Agencies</td>
<td>CSET, Proteus, Tulare Chamber of Commerce, Tulare County Probation, Boys &amp; Girls Club of the Sequoias, Tulare County Office of Education, Pro Youth, and Educational Employee Credit Union.</td>
</tr>
</tbody>
</table>
INTEROFFICE MEMORANDUM

TO: Mary Rodarte, Workforce Services Program Manager
FROM: Desiree Landeros, Workforce Program Coordinator
DATE: October 31, 2022

SUBJECT: Waiver of the WIOA Out-of-School Youth Expenditure Requirement

<table>
<thead>
<tr>
<th>Item</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda Date</td>
<td>WIB Meeting – Wednesday, November 9, 2022</td>
</tr>
<tr>
<td>Request</td>
<td>Accept the WIB Youth Committee recommendation that the WIB applies for a waiver of the WIOA Out-of-School Youth expenditure requirement.</td>
</tr>
<tr>
<td>Summary</td>
<td>WIOA requires that a minimum of 75 percent of youth funding is dedicated to out-of-school youth (OSY) and a maximum of 25 percent is dedicated to in-school youth (ISY). Workforce Services Information Notice WSIN 22-06 allows Local Workforce Development Boards to apply for a waiver to decrease the OSY expenditure requirement from 75 percent to 50 percent. Conversely, this waiver would provide the flexibility to increase in-school youth (ISY) funding from 25 percent to 50 percent. This waiver aims to provide Local Boards with the ability to increase in-school youth (ISY) enrollments for those who meet the WIOA-defined youth barriers related to foster care, justice-involved, and/or experiencing homelessness. On October 6, 2022, the Youth Committee took action to recommend that WIB apply for the WIOA OSY expenditure waiver. The waiver will impact participants and the community by providing service delivery to a higher percentage of WIOA-defined youth currently not served through WIOA ISY funding. We anticipate increasing the number of ISY served by a minimum of 15 percent.</td>
</tr>
<tr>
<td>Fiscal Impact</td>
<td>None</td>
</tr>
<tr>
<td>Alternatives</td>
<td>The alternative is to not apply for the waiver and continue to serve OSY and ISY at the current proportion.</td>
</tr>
<tr>
<td>Involvement of Other Departments or Agencies</td>
<td>CSET, Proteus Inc., and Tulare County Office of Education/SEE Program</td>
</tr>
</tbody>
</table>
INTEROFFICE MEMORANDUM

TO: David McMunn, Deputy Director - Administration
FROM: Edith Hernandez, Program Coordinator
DATE: November 2, 2022
SUBJECT: Biennial Modification to PY 2021-2024 WIB Local Plan and San Joaquin Valley and Associated Counties (SJVAC) Regional Planning Unit (RPU) Regional Plan

<table>
<thead>
<tr>
<th>Item</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda Date</td>
<td>WIB Meeting – Wednesday, November 9, 2022</td>
</tr>
<tr>
<td>Request</td>
<td>Informational/Discussion Item</td>
</tr>
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</table>

Summary

Biennial Modification Overview
California provides guidance and establishes the procedures regarding the two-year modification of the Regional and Local Plan for PY 2021-2024 as required by the Workforce Innovation and Opportunity Act (WIOA).

SJVAC RPU Regional Plan
The SJVAC was designated as a workforce development region comprised of ten counties and eight local workforce development boards: Fresno, Kern-Inyo-Mono, Kings, Madera, Merced, San Joaquin, Stanislaus, and Tulare. WIOA requires each planning region to modify the PY 2021-2024 region plan with a focus on the following:
- Workforce and economic analysis of the region
- Regional indicators
- Fostering demand-driven skills attainment
- Enabling upward mobility for all Californians
- Alignment, coordination, and integration of programs and services

WIBs Local Plan Modification
Operational alignment, service-delivery strategies, and a focus on the following:
- WIOA core and required partner coordination
- State strategic partner coordination
- WIOA Title I coordination and administration requirements– training and professional development, statewide rapid response activities, AJCC Operator and Career Services administration overview.

Modifying the Local and Regional Plans entails building broad and inclusive partnerships with the regional and local businesses in various industry sectors. The WIB will host a series of forums to seek input from the community & key stakeholders to analyze the areas where the local workforce system is robust and areas of opportunity.
• **Role of the Workforce System in our Dynamic and Uncertain Economy** is a "Local Community & Stakeholder Forum" hosted at the Visalia Employment Connection on November 9, 2022, from 9:30 a.m. to 11:00 a.m.

• **Increasing Support for the CalFresh E & T Program** is a "Key Stakeholder Forum" with HHSA-CalFresh E & T Program, WIB, and CSET, hosted via Zoom on November 21, 2022, at 2:00 p.m.

• **Strengthening the Connections between the Workforce and Child Support Systems** is a "Key Stakeholder Forum" with the Commissioner for Child Support Tulare County Superior Court, Tulare County Department of Child Support Services, and WIB, hosted via Zoom on December 7, 2022, at 3:30 p.m.

• **Tracking Equity Outcomes for Central Valley Workforce Programs** is a "Mid-Valley Sub-Region Community Forum," hosted by Fresno Workforce Development Board at Fresno Workforce Connection on November 10, 2022, at 10:30 a.m.

**Local and Regional Plan Modification Timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 30</td>
<td>The start of the thirty (30) day public comment period</td>
</tr>
<tr>
<td>March 8</td>
<td>Local and Regional Plans presented to the WIB for approval</td>
</tr>
<tr>
<td>March 21</td>
<td>Local and Regional Plans presented to the Board of Supervisors for approval</td>
</tr>
<tr>
<td>March 31</td>
<td>Local and Regional Plans due to State Board</td>
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</table>

**Fiscal Impact**

- None

**Alternatives**

- N/A

**Involvement of Other Departments or Agencies**

- Local and Regional stakeholders include community-based organizations, community colleges, adult schools, local government, local and state corrections organizations, WIB members, and elected officials.
The unemployment rate in the Tulare County was 7.5 percent in September 2022, down from a revised 8.0 percent in August 2022, and below the year-ago estimate of 9.1 percent. This compares with an unadjusted unemployment rate of 3.7 percent for California and 3.3 percent for the nation during the same period.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Total, All Industries</td>
<td>175,200</td>
<td>174,900</td>
<td>(300)</td>
<td>169,400</td>
<td>174,900</td>
<td>5,500</td>
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<tr>
<td>Total Farm</td>
<td>38,900</td>
<td>37,700</td>
<td>(1,200)</td>
<td>36,800</td>
<td>37,700</td>
<td>900</td>
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<tr>
<td>Total Nonfarm</td>
<td>136,300</td>
<td>137,200</td>
<td>900</td>
<td>132,600</td>
<td>137,200</td>
<td>4,600</td>
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<td>Mining, Logging, and Construction</td>
<td>7,600</td>
<td>7,700</td>
<td>100</td>
<td>7,300</td>
<td>7,700</td>
<td>400</td>
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<tr>
<td>Manufacturing</td>
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<td>12,900</td>
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<td>300</td>
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<td>Trade, Transportation &amp; Utilities</td>
<td>30,100</td>
<td>30,100</td>
<td>0</td>
<td>30,400</td>
<td>30,100</td>
<td>(300)</td>
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<td>700</td>
<td>0</td>
<td>600</td>
<td>700</td>
<td>100</td>
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<td>3,800</td>
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<td>3,800</td>
<td>3,800</td>
<td>0</td>
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<tr>
<td>Professional &amp; Business Services</td>
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<td>10,600</td>
<td>11,100</td>
<td>500</td>
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<tr>
<td>Educational &amp; Health Services</td>
<td>18,900</td>
<td>18,800</td>
<td>(100)</td>
<td>18,200</td>
<td>18,800</td>
<td>600</td>
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<tr>
<td>Leisure &amp; Hospitality</td>
<td>14,300</td>
<td>14,200</td>
<td>(100)</td>
<td>12,800</td>
<td>14,200</td>
<td>1,400</td>
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<td>Other Services</td>
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<td>3,600</td>
<td>3,800</td>
<td>200</td>
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<tr>
<td>Government</td>
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<td>33,800</td>
<td>900</td>
<td>32,400</td>
<td>33,800</td>
<td>1,400</td>
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</table>

Notes: Data not adjusted for seasonality. Data may not add due to rounding. Labor force data are revised month to month. Additional data are available on line at www.labormarketinfo.edd.ca.gov
### Employment Data Not Seasonally Adjusted

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<tr>
<th></th>
<th>Sep 21</th>
<th>Jul 22</th>
<th>Aug 22 Revised</th>
<th>Sep 22 Prelim</th>
<th>Percent Change Month Year</th>
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<td>Civilian Labor Force (1)</td>
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<td>201,000</td>
<td>206,900</td>
<td>206,000</td>
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<td>Civilian Employment</td>
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<td>185,700</td>
<td>190,400</td>
<td>190,600</td>
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<tr>
<td>Civilian Unemployment</td>
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<td>16,500</td>
<td>15,400</td>
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<tr>
<td>Civilian Unemployment Rate</td>
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<td>7.6%</td>
<td>8.0%</td>
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<tr>
<td>(CA Unemployment Rate)</td>
<td>6.1%</td>
<td>3.9%</td>
<td>4.1%</td>
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<tr>
<td>(U.S. Unemployment Rate)</td>
<td>4.6%</td>
<td>3.8%</td>
<td>3.8%</td>
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<tr>
<td>Total, All Industries (2)</td>
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<td>169,900</td>
<td>175,200</td>
<td>174,900</td>
<td>-0.2% 3.2%</td>
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<tr>
<td>Total Farm</td>
<td>36,800</td>
<td>36,900</td>
<td>38,900</td>
<td>37,700</td>
<td>-3.1% 2.4%</td>
</tr>
<tr>
<td>Total Nonfarm</td>
<td>132,600</td>
<td>133,000</td>
<td>136,300</td>
<td>137,200</td>
<td>0.7% 3.5%</td>
</tr>
<tr>
<td>Total Private</td>
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<td>103,100</td>
<td>103,400</td>
<td>103,400</td>
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<td>20,700</td>
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<tr>
<td>Mining, Logging, and Construction</td>
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<td>7,600</td>
<td>7,600</td>
<td>7,700</td>
<td>1.3% 5.5%</td>
</tr>
<tr>
<td>Durable Goods</td>
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<td>9,900</td>
<td>10,000</td>
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<td>Food Man &amp; Beverage &amp; Tobacco</td>
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<td>Service Providing</td>
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<td>Private Service Providing</td>
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<td>Trade, Transportation &amp; Utilities</td>
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<td>Wholesale Trade</td>
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<td>Retail Trade</td>
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<td>16,200</td>
<td>16,300</td>
<td>16,300</td>
<td>0% -1.8%</td>
</tr>
<tr>
<td>General Merchandise Stores</td>
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<tr>
<td>Transportation, Warehousing &amp; Utilities</td>
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<td>700</td>
<td>0% 16.7%</td>
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<td>Financial Activities</td>
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<td>3,800</td>
<td>3,800</td>
<td>3,800</td>
<td>0% 0.0%</td>
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<tr>
<td>Finance &amp; Insurance</td>
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<td>0% 0.0%</td>
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<td>0% 4.7%</td>
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<tr>
<td>Educational &amp; Health Services</td>
<td>18,200</td>
<td>18,900</td>
<td>19,800</td>
<td>18,800</td>
<td>-0.5% 3.3%</td>
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<tr>
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<td>14,200</td>
<td>14,300</td>
<td>14,200</td>
<td>-0.7% 10.9%</td>
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<td>Arts, Entertainment &amp; Recreation</td>
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<td>1,000</td>
<td>0% 25.0%</td>
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<tr>
<td>Accommodation &amp; Food Services</td>
<td>12,000</td>
<td>13,200</td>
<td>13,300</td>
<td>13,200</td>
<td>-0.8% 10.0%</td>
</tr>
<tr>
<td>Accommodation</td>
<td>900</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
<td>0% 11.1%</td>
</tr>
<tr>
<td>Food Services &amp; Drinking Places</td>
<td>11,100</td>
<td>12,200</td>
<td>12,300</td>
<td>12,200</td>
<td>-0.8% 9.9%</td>
</tr>
<tr>
<td>Other Services</td>
<td>3,600</td>
<td>3,800</td>
<td>3,800</td>
<td>3,800</td>
<td>0% 5.6%</td>
</tr>
<tr>
<td>Government</td>
<td>32,400</td>
<td>29,900</td>
<td>32,900</td>
<td>33,800</td>
<td>2.7% 4.3%</td>
</tr>
<tr>
<td>Federal Government</td>
<td>1,100</td>
<td>1,100</td>
<td>1,100</td>
<td>1,100</td>
<td>0% 0.0%</td>
</tr>
<tr>
<td>State &amp; Local Government</td>
<td>31,300</td>
<td>28,800</td>
<td>31,800</td>
<td>32,700</td>
<td>2.8% 4.5%</td>
</tr>
<tr>
<td>State Government</td>
<td>1,700</td>
<td>1,700</td>
<td>1,700</td>
<td>1,700</td>
<td>0% 0.0%</td>
</tr>
<tr>
<td>Local Government</td>
<td>29,600</td>
<td>27,100</td>
<td>30,100</td>
<td>31,000</td>
<td>3% 4.7%</td>
</tr>
<tr>
<td>Local Government Excluding Education</td>
<td>13,600</td>
<td>13,900</td>
<td>13,900</td>
<td>13,900</td>
<td>0% 2.2%</td>
</tr>
<tr>
<td>Special Districts plus Indian Tribes</td>
<td>7,300</td>
<td>7,500</td>
<td>7,500</td>
<td>7,600</td>
<td>1.3% 4.1%</td>
</tr>
</tbody>
</table>

**Notes:**

1. Civilian labor force data are by place of residence; include self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

2. Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Rosendo Flores 559-230-4104 or Steven Gutierrez 559-230-4102
Data Not Seasonally Adjusted

<table>
<thead>
<tr>
<th></th>
<th>Sep 21</th>
<th>Jul 22</th>
<th>Aug 22 Revised</th>
<th>Sep 22 Prelim</th>
<th>Percent Change Month Year</th>
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</thead>
</table>

These data, as well as other labor market data, are available via the Internet at http://www.labormarketinfo.edd.ca.gov. If you need assistance, please call (916) 262-2162.

######
From September 2021 to September 2022...

Highlights from the recent report include:

- From September 2021 to September 2022, the unemployment rate in Tulare County decreased by 1.6 percent, while jobs increased by 3.3 percent.
- The 7.5 percent unemployment rate represents the lowest August unemployment rate for Tulare County since September 2006.
- From September 2021 to September 2022, employment increased by 7,300, and the labor force increased by 4,400.
- In September 2022, Tulare County saw record high employment numbers for Total Nonfarm jobs and for the following specific industries: Nondurable Goods, Accommodation, Other Services, and Local Government (special districts).

Employment in Tulare County vs. California

HOW DOES TULARE COUNTY’S UNEMPLOYMENT RATE CHANGE OVER TIME?
The California Employment Development Department (EDD) reported a 1.6 percent decrease in Tulare County's unemployment rate, from a revised 9.1 percent in September 2021 to 7.5 percent in September 2022.

From August to September of 2022, the month-over-month unemployment rate decreased by 0.5 percent, less than the average month-over decrease of 0.9 percent.

<table>
<thead>
<tr>
<th></th>
<th>September 2021</th>
<th>August 2022</th>
<th>September 2022</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Labor Force</strong></td>
<td>201,600</td>
<td>206,900</td>
<td>206,000</td>
<td>-900</td>
</tr>
<tr>
<td><strong>Employment</strong></td>
<td>183,300</td>
<td>190,400</td>
<td>190,600</td>
<td>200</td>
</tr>
<tr>
<td><strong>Unemployment</strong></td>
<td>18,300</td>
<td>16,500</td>
<td>15,400</td>
<td>-1,100</td>
</tr>
</tbody>
</table>

The graph below shows the trends in September employment and unemployment over the last 10 years. In September of 2022, there were 206,000 people in the labor force.
Gains + Losses | The Number of Jobs in Tulare County
HOW MANY JOBS HAVE COME AND GONE IN THE LAST YEAR & THE LAST MONTH?

YEAR OVER YEAR | A COMPARISON

From September 2021 to September 2022, Food Services & Drinking Places and Local Government (education) shared the greatest year-over numerical gain with an increase of 1,100 jobs, while Arts, Entertainment & Recreation showed the greatest percent gain with job growth of 25.0 percent. Retail Trade showed the greatest year-over numerical and percent declines with a loss of 300 jobs, or 1.8 percent of jobs.
MONTH OVER MONTH | A COMPARISON

From August to September 2022, Local Government (Education) showed the greatest numerical and percent gains with an increase of 900 jobs and job growth of 5.6 percent. Farm showed the greatest month-over numerical and percent declines with a loss of 1,200 jobs, or 3.1 percent of jobs.
The employment data referenced in this newsletter is provided by the Employment Development Department of California.
Please visit www.tularewib.org to learn more about our initiatives in Tulare County.

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Workforce Investment Board of Tulare County | 309 W. Main St. Suite 120, Visalia, CA 93291

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