



# WORKFORCE INVESTMENT BOARD MEETING AGENDA

**Wednesday, November 13, 2024; 7:30 AM – 8:30 AM**

**Workforce Investment Board of Tulare County  
309 W. Main Street, Suite 110, Visalia, CA**

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**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 11, 2024, Board Meeting Minutes and October 9, 2024, Annual Meeting Minutes.
- b. WIB Directive TUL 24-05 70 Percent LLSIL, Poverty Guidelines, and Self-Sufficiency Levels for 2024
- c. WIB Directive TUL 24-06 Risk Assessment  
Approve WIB Directive TUL 24-06 Risk Assessment.
- d. Sublease Renewal with the State of California Employment Development Department for Office Space at the Visalia Employment Connection  
Approve a sublease renewal with the State of California Employment Development Workforce Services Division for 5,566 square feet of space at the Visalia Employment Connection located at 4025 W. Noble Ave., Suite B, Visalia, beginning December 1, 2024, through November 30, 2029.
- e. Modification of Program Year 2024-25 WIOA Career Services Agreements to Add Second Increment 2023 Severe Winter Storms (SWS) NDWG  
Approve an amendment PY 2024-25 WIOA Title I Career Services agreements to allocate SWS funds contingent upon receipt of funds retroactively from October 1, 2024, through June 30, 2025, to operate the SWS program for the following agreements:

## WORKFORCE INVESTMENT BOARD OF TULARE COUNTY

- i. Community Services Employment Training for the Employment Connection Comprehensive Center in Visalia, agreement #3012425 A1, for up to \$613,225.
  - ii. Community Services Employment Training for the Employment Connection Comprehensive Center in Porterville, agreement #3002425 A1, for up to \$310,925.
- f. Modification of Jump Start Program Agreement with West Hills Community College Foundation (WHCCF)  
Approve the modification of agreement with WHCCF to reduce funding and reallocate the funding to support other Economic Development Pilot deliverables.

### 4. REGULAR ITEMS

- a. Irvine Foundation Public Workforce Capacity Fund  
Irvine Foundation Public Workforce Capacity Fund (PWCF):
  - i. Accept \$500,000 PWCF funds upon receipt from the James Irvine Foundation and its funding partner, Amalgamated Foundation.
  - ii. Amend PSA #408 to allocate up to an additional \$27,000 in PWCF funds for Middlestate for Community Engagement, Outreach, and Data Synthesis.

### 5. INFORMATION/DISCUSSION ITEMS

- a. 32nd Annual Tulare County Job Fair
- b. America's Job Center of California (AJCC) PY 2025-28 Continuous Improvement Plan for Comprehensive and Affiliate Employment Connection Centers in Tulare County
- c. 2024 Innovators by Design Conference
- d. Agreements Executed by WIB Executive Director Between \$5,000-\$20,000
- e. Tulare-Kings Healthcare Partnership Update
- f. Workforce Data Newsletter – Volume 9, Issue 9 – September 2024
- g. Tulare County Metropolitan Statistical Area (MSA) – September 2024

### 6. WIB COMMITTEES/COUNCIL REPORT

- WIB Youth Committee
- WIB Program and Evaluation 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 11, 2024, Minutes

**WIB Directors Present:** Colby Wells – Chair, Joe Hallmeyer – Vice Chair, Brent Calvin, Jeff Hudson-Covolo, Ronny Jungk, Gamaliel Aguilar, Robert Kleyn, Tricia Stever Blattler, Yolanda Valdez

**WIB Directors Absent:** Randy Baerg - Treasurer/Secretary, Amy Shuklian, Brandon Lovenburg, David Pena, Danielle Beckett

1. **Call to Order:** Colby Wells – Chair called the meeting to order at 7:31 a.m.
2. **Public Comment:** Colby Wells – Chair called for public comments; there were no public comments.
3. **Consent Items:**
  - a. Workforce Investment Board Meeting Minutes  
Approve August 14, 2024, Board Meeting Minutes.
  - b. America's Job Center of California (AJCC) Certification of the Comprehensive and Affiliate Employment Connection Centers in Tulare County  
Approve the Baseline Criteria Matrix and AJCC Certification Indicator Assessment for the Employment Connection Centers in Tulare County:
    - i. Employment Connection in Dinuba (Affiliate)
    - ii. Employment Connection in Tulare (Affiliate)
    - iii. Employment Connection in Porterville (Comprehensive)
    - iv. Employment Connection in Visalia (Comprehensive)
  - c. WIB Directive TUL 24-03 Youth Work Experience Policy and Procedure  
Approve WIB Directive TUL 24-03 Youth Work Experience Policy and Procedure.
  - d. WIB Directive TUL 24-04 Stipends and Incentives  
Approve WIB Directive TUL 24-04 Stipends and Incentives directive before the closing of the 30-day comment period.

Motion was made by Joe Hallmeyer, second by Ronny Jungk to approve the consent item; carried by unanimous vote.

**4. Regular Items:**

- a. Fiscal Year 2024-2025 Infrastructure Funding Agreement with Employment Connection Partners at the Employment Connection Centers in Visalia and Porterville

Approve the Fiscal Year 2024-2025 Infrastructure Funding Agreement with Employment Connection partners with staff colocated at the comprehensive Employment Connection Centers in Visalia for \$769,608 and Porterville for \$345,594.

Motion was made by Brent Calvin, second by Gamaliel Aguilar to approve Fiscal Year 2024-2025 Infrastructure Funding Agreement with Employment Connection Partners at the Employment Connection Centers in Visalia and Porterville, carried by unanimous vote.

- b. Modification of Program Year 2024-25 WIOA Career Services Agreements to Add Expanded Subsidized Employment (ESE) and Specialized Workforce Grant Funds

Approve an amendment to the PY 2024-25 WIOA Title I Career Services agreements to allocate ESE funds, contingent upon receipt of funds and additional Specialized Grant funds retroactive from September 1, 2024, through June 30, 2025, to operate the ESE and Specialized Grant programs for the following agreements:

- i. CSET for the Employment Connection Comprehensive Center in Visalia, agreement #3012425.
- ii. CSET for the Employment Connection Comprehensive Center in Porterville, agreement #3002425.
- iii. CSET for The Employment Connection Affiliate Center in Tulare, agreement #3042425.
- iv. Proteus, Inc. for the Employment Connection Affiliate Center in Dinuba, agreement #3092425.

Motion was made by Brent Calvin, second by Robert Kleyn to approve modification of PY 2024-25 WIOA Career Services Agreements to add ESE and Specialized Workforce Grant Funds with updated allocation making \$5,849,700 the total overall award, carried by unanimous vote.

- c. Lightcast Developer and eIMPACT Agreements

Approve two agreements with Lightcast, for the period of July 1, 2024, through June 30, 2025, to do the following:

- i. Renew Lightcast Developer subscription in the amount of \$20,000.
- ii. Purchase Lightcast eIMPACT subscription in the amount of \$9,500.

Motion was made by Ronny Jungk, second by Yolanda Valdez to approve Lightcast Developer and eIMPACT agreements, carried by unanimous vote.

- d. Revised - Modification of Good Jobs Challenge (GJC) Agreement No. 410 with South Valley Industrial Collaborative (SVIC)

Approve the revised modification of agreement No. 410 GJC with SVIC to reduce funding and shift SVIC responsibilities to WIB staff.

**WORKFORCE INVESTMENT BOARD OF TULARE COUNTY**

*WIB Meeting Minutes*

*September 11, 2024*

Motion was made by Joe Hallmeyer, second by Jeff Hudson-Covolo to approve the revised modification of GJC Agreement No. 410 with SVIC, carried by unanimous vote.

**5. Information/Discussion Items:**

- a. 32nd Annual Tulare County Job Fair
- b. Agreements Executed by WIB Executive Director Between \$5,000-\$20,000
- c. Tulare-Kings Healthcare Partnership Update
- d. Workforce Data Newsletter – Volume 9, Issue 6 – June 2024
- e. Tulare County Metropolitan Statistical Area (MSA) – June 2024

**6. WIB Committee Reports**

- 7. Good of the Order/Adjourn:** There being no further business; the meeting was adjourned by Colby Wells – Chair at 8:32 a.m.

Minutes submitted for approval by Randy Baerg, Secretary.

\_\_\_\_\_  
Randy Baerg, Secretary

\_\_\_\_\_  
Date



# WORKFORCE INVESTMENT BOARD *OF TULARE COUNTY*

## WIB ANNUAL MEETING

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October 9, 2024 Minutes

**WIB Directors Present:** Colby Wells – Chair, Joe Hallmeyer – Vice Chair, Randy Baerg - Treasurer/Secretary, Danielle Beckett, David Pena, Robert Kleyn, Ronny Jungk

**WIB Directors Absent:** Amy Shuklian, Brent Calvin, Brandon Lovenburg, Gamaliel Aguilar, Jeff Hudson-Covolo, Tricia Stever Blatter, Yolanda Valdez

1. **Call to Order:** Colby Wells – Chair called the meeting to order at 8:18 a.m.
2. **Public Comment:** Colby Wells – Chair called for public comments; there were no public comments.
3. **Regular Items:**
  - a. Accept Annual Report of WIB Activities for 2023-24

Motion was made by Ronny Jungk, second by David Pena to accept annual report of WIB activities for 2023-24.

4. **Adjourn:** There being no further business; the meeting was adjourned by Colby Wells – Chair at 8:19 a.m.

Minutes submitted for approval by Randy Baerg, Secretary.

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Randy Baerg, Secretary

Date



## INTEROFFICE MEMORANDUM

**TO:** Jennie Bautista, Deputy Director-Operations

**FROM:** Mary Rodarte, Workforce Services Manager

**DATE:** November 1, 2024

**SUBJECT:** WIB Directive TUL 24-05 70 Percent LLSIL, Poverty Guidelines, and Self-Sufficiency Levels for 2024

Item	Comments
<b>Agenda Date</b>	WIB Meeting – November 13, 2024
<b>Request</b>	Approve WIB Directive TUL 24-05, 70 Percent LLSIL, Poverty Guidelines, and Self-Sufficiency Levels for 2025.
<b>Summary</b>	<p>A Draft Directive TUL 24-05 was issued for a 30-day comment in which no comments were received.</p> <p><b>70 Percent LLSIL, Poverty Guidelines, and Self-Sufficiency Levels for 2024</b>            This directive sets the criteria for determining whether an individual is low-income for the purpose of WIOA Title I program eligibility.</p> <p>The criteria include two sets of data:</p> <ol style="list-style-type: none"> <li>1. The 70 percent Lower Living Standard Income Level (LLSIL) for 2024, which was published by the U.S. Department of Labor (DOL) in the <i>Federal Register</i> on April 16, 2024, and</li> <li>2. The 2024 poverty guidelines published by the U.S. Department of Health and Human Services (HHS) in the <i>Federal Register</i> published on January 17, 2024.</li> </ol> <p>Local Areas use the higher of these two criteria to establish low-income status for eligibility purposes of WIOA Title I programs. WIOA requires annual revisions to both sets of data. All Local Areas use the same poverty guidelines. However, the LLSIL identifies maximum qualifying income levels for residents in geographic designations: Core Based Statistical Area (CBSA), which includes MSA, micropolitan statistical areas, combined statistical areas, and metropolitan divisions. The Employment Development Department uses area delineations of the CBSAs to determine if a Local area belongs in the West: Metro, West: Non-Metro, or one of the unique MSAs. It is important to note that Tulare County is classified as a West: Metro area. Therefore, the West: Metro poverty guidelines were used to establish the 70 Percent LLSIL, Poverty Guidelines, and Self-Sufficiency levels for 2024.</p> <p><b>Self-Sufficiency Levels for Employed Workers</b>            The Workforce Investment Board of Tulare County set the criteria for determining whether employment leads to self-sufficiency. At a minimum, such criteria must provide that self-sufficiency means employment that pays at least 175 percent of the LLSIL established for Tulare County. Within</p>

	<p>the Self-Sufficiency Income Guidelines, the following individuals are eligible for WIOA career and training services:</p> <ul style="list-style-type: none"> <li>A. Any adult who is not considered to be economically self-sufficient.</li> <li>B. Any employed Dislocated Worker not earning 85% of their hourly dislocation wage.</li> </ul> <p>This directive supersedes WIB Directive TUL 23-03 dated November 8, 2023.</p>
<b>Fiscal Impact</b>	There is no direct fiscal impact on the WIB; however, it directly impacts the eligibility of potential WIOA customers since this directive establishes low-income status and self-sufficiency levels when determining eligibility.
<b>Alternatives</b>	None
<b>Involvement of Other Organizations</b>	<p>WIB Subrecipients:</p> <ul style="list-style-type: none"> <li>• Community Services Employment Training</li> <li>• Proteus, Inc.</li> <li>• Tulare County Office of Education</li> </ul>





# DIRECTIVE

Workforce Investment Board of Tulare County

Date: November 13, 2024

## TUL 24-05 70 Percent LLSIL, Poverty Guidelines, and Self-Sufficiency Levels for 2024

### EXECUTIVE SUMMARY

This policy provides guidance and establishes the procedures regarding the 70 Percent Lower Living Standard Income Level (LLSIL) and poverty guidelines for determining low-income status for the Workforce Innovation and Opportunity Act (WIOA) Title I eligibility. This policy applies to all Local Workforce Development Areas (Local Area) and is effective immediately.

This Directive contains some WIB-imposed requirements. All WIB-imposed requirements are indicated by ***bold italic*** type.

This Directive supersedes WIB Directive TUL 23-03 dated November 8, 2023. Retain this Directive until further notice.

### REFERENCES

- Workforce Innovation and Opportunity Act (WIOA) Sections 3(36), 127(b)(2)(C), 132(b)(1)(B)(v)(IV), and 134(d)(1)(A)(x)
- Title 20 Code of Federal Regulation (CFR) Part 675: Introduction to the Regulations for the Workforce Development Systems Under Title I of the WIOA, Section 675.300
- Federal Register, US Department of Labor (DOL) (LLSIL Guidelines)
- Federal Register, US Department of Health and Human Services (HHS) (Poverty Guidelines)
- Employment Development Department of California, WSD 24-02 August 20, 2024, Workforce Services, 70 Percent LLSIL and Poverty Guidelines for 2024.

## BACKGROUND

WIOA Section 3(36)(A) sets the criteria Local Areas must use to determine an individual's low-income status for the purpose of WIOA Title I program eligibility. These criteria include two sets of data: 70 percent of the LLSIL as published by DOL and the poverty guidelines as published by HHS.

The WIOA requires annual revisions to LLSIL and poverty guidelines (WIOA Sections 3[36][B]). The HHS updates the poverty guidelines annually using information from the Consumer Price Index for All Urban Consumers (CPI-U). All Local Areas in California use the same poverty guidelines. The DOL updates LLSILs annually by using the CPI-U to reflect cost of living increases. For LLSILs in California, there are two broad geographic designations: West: Metro and West: Non-Metro areas. Additionally, the DOL identifies metropolitan statistical areas (MSA) in California that have unique LLSILs.

To accurately apply the LLSIL, Local Areas are categorized into different MSAs based on geographical designations. The Office of Management and Budget defines geographic designations called Core Based Statistical Areas (CBSA), which include MSA, micropolitan statistical areas, combined statistical areas, and metropolitan divisions. The Employment Development Department (EDD) uses area delineations of the CBSAs to determine if a Local Area belongs in the West: Metro, West: Non-Metro, or one of the unique MSAs.

**It is important to note that Tulare County is classified as a West Metropolitan area. Therefore, the West Metropolitan area LLSIL and poverty guidelines were used to establish the 70 Percent Poverty Guidelines and Self-Sufficiency levels for 2024 for Tulare County,**

## POLICY AND PROCEDURES

Follow these steps to determine if a person is a low-income individual:

1. The Tulare County 70 Percent LLSIL and Poverty Guidelines for 2024 are attached to this directive, Attachment A. Use the highest of either the 70 Percent LLSIL or Poverty Guidelines for the appropriate family size to determine low-income status. Comparing the applicant's actual family income during the six-month income determination period with the six-month figures on the chart enables the reviewer to determine income status.
2. Local Definition of Self-Sufficiency

According to the Employment Development Department (EDD), local Workforce Development Boards (WDBs) are responsible for establishing the criteria that define whether employment leads to self-sufficiency. At the very least, these criteria must stipulate that self-sufficiency is achieved when one's employment income equals or exceeds 100 percent of the Local Living Standard Income Level (LLSIL) set for a specific Local Area. ***In alignment with this directive, the WIB has set forth its own criteria for evaluating whether employment results in self-sufficiency. To assess whether employed Adults (including employed Dislocated Workers) meet these self-sufficiency standards, the following criteria must be used:***

- a. *When determining WIOA Title I eligibility for employed adults, refer to Attachment A, Table 2, to determine the self-sufficiency level for the appropriate family size. Comparisons of the applicant's actual family income during the six-month income determination period with 175% of the six-month figures on the chart enable the reviewer to determine self-sufficiency status. Any employed Adult who is not considered to be economically self-sufficient is eligible to receive WIOA Title I career and training services.*
  
- b. *Any employed Dislocated Worker who is not earning 85% of their hourly dislocation wage is eligible to receive WIOA Title I career and training services.*

**ACTION**

Notify all affected staff of the changes to the LLSIL, poverty guidelines, and Self-Sufficiency Guidelines for Tulare County in this Directive.

**INQUIRIES**

Please direct inquiries regarding this Directive to the WIB at (559) 713-5200.

Adam Peck  
Executive Director

**ATTACHMENTS**

- A. Tulare County 70 Percent LLSIL and Poverty Guidelines and Employed Adult Worker Self-Sufficiency Guidelines for 2024

## 70 Percent LLSIL and Poverty Guidelines and Employed Adult Worker Self-Sufficiency Guidelines for 2024

The Lower Living Standard Income Level (LLSIL) and poverty guidelines are used to establish low-income status for Workforce Innovation and Opportunity Act (WIOA) Title I programs. Local Workforce Development Areas (Local Area) use the LLSIL to determine youth eligibility, eligibility of employed adults for certain services, and self-sufficiency.

Since the income received during the six-month period immediately prior to the individual's application for WIOA-funded services is used for income determination, each chart below shows the six-month, as well as the annual, figures for each family size. A comparison of the applicant's actual family income during the six-month income determination period with the six-month figures on the charts allows the reviewer to immediately determine an individual's eligibility.

<b>Table 1 - 70% LLSIL and Poverty Guidelines for Tulare County</b>									
<b>Family Size</b>									
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>Each Add'l add</b>
<b>70% LLSIL</b>									
<b>Annual</b>	\$13,951	\$22,864	\$31,391	\$38,751	\$45,726	\$53,483	\$61,240	\$68,997	\$7,757
<b>6 Months</b>	\$7,530*	\$11,432	\$15,696	\$19,376	\$22,863	\$26,742	\$30,620	\$34,499	\$3,879
<b>100% LLSIL</b>									
<b>Annual</b>	\$19,930	\$32,663	\$44,844	\$55,359	\$65,323	\$76,404	\$87,486	\$98,567	\$11,081
<b>6 Months</b>	\$9,965	\$16,331	\$22,422	\$27,679	\$32,661	\$38,202	\$43,743	\$49,284	\$5,541
<b>Poverty Guidelines</b>									
<b>Annual</b>	\$15,060	\$20,440	\$25,820	\$31,200	\$36,580	\$41,960	\$47,340	\$52,720	\$5,380
<b>6 Months</b>	\$7,530	\$10,220	\$12,910	\$15,600	\$18,290	\$20,980	\$23,670	\$26,360	\$2,690
<b>*Determination of low-income status for a Family Size of 1 based on the Poverty Guidelines</b>									

<b>Table 2 - Employed Adult Worker Self-Sufficiency Guidelines for Tulare County Based on 175% of LLSIL</b>									
<b>Family Size</b>									
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>Each Add'l add</b>
<b>175% of 100% LLSIL</b>									
<b>6 Months</b>	\$17,439	\$28,580	\$39,239	\$48,439	\$57,158	\$66,854	\$76,550	\$86,246	\$9,696



## INTEROFFICE MEMORANDUM

**TO:** Carlene Estes, Workforce Development Program Coordinator

**FROM:** Jamie Yang, Workforce Development Analyst

**DATE:** October 30, 2024

**SUBJECT:** WIB Directive TUL 24-06 Risk Assessment

Item	Comments
<b>Agenda Date</b>	WIB Meeting – Wednesday, November 13, 2024
<b>Request</b>	Approve WIB Directive TUL 24-06 Risk Assessment.
<b>Summary</b>	<p>If approved, this directive will supersede WIB Directive TCWIBD 01-09, Risk Assessment, November 15, 2001.</p> <p>The WIB Directive TUL 24-06, Risk Assessment, was issued for a 30-day comment period. No public comments were received during the comment period ending on October 26, 2024.</p> <p>This policy provides guidance and establishes procedures for assessing an organization’s risk level when designating Subrecipients and awarding funds. This policy applies to all WIB Subrecipients of the Workforce Innovation and Opportunity Act (WIOA) and other special grant funds.</p> <p>The WIOA regulations provide guidance for the administration of procurement and award management with specific direction, referring to Title 29 CFR Part 97, which outlines uniform administrative requirements for grants and cooperative agreements to state and local governments, and Title 2 CFR 200.332, which specifies requirements for pass-through entities.</p>
<b>Fiscal Impact</b>	None
<b>Alternatives</b>	There are no alternatives as this is a Federal requirement.
<b>Involvement of Other Organizations</b>	All WIB Staff and WIB Subrecipients must comply with this policy.



## DIRECTIVE

Workforce Investment Board of Tulare County

Date: May XX, 2024

### TUL 24-06 Local Policy: Risk Assessment

#### EXECUTIVE SUMMARY:

This policy provides guidance and establishes procedures for assessing the risk level of an organization when designating Subrecipients and awarding funds. This policy applies to all WIB Subrecipients of the Workforce Innovation and Opportunity Act (WIOA) and other special grant funds and is effective immediately.

***This Directive contains WIB-imposed requirements.***

This Directive supersedes WIB Directive WIBD 01-09, Risk Assessment, dated November 15, 2001. Retain this Directive until further notice.

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#### REFERENCES:

- [WIOA \(Public Law 113-125\) Section 184 – Fiscal Controls; Sanctions](#)
- [Title 2 Code of Federal Regulations \(CFR\) Subpart D, Post Federal Award Requirements Part 200.332 – Requirements for Pass-through Entities](#)
- [Title 29 CFR Subpart B, Pre-Award Requirements Part 97.12 – Special Grant of Subgrant Conditions for “High-Risk” Grantees](#)
- [Title 29 CFR Subpart C, Post-Award Requirements Part 97.20 – Standards for Financial Management Systems](#)
- [Title 29 CFR Subpart C, Part 97.43 – Enforcement](#)
- [Title 29 CFR Subpart C, Part 97.35 – Subawards to Debarred and Suspended Parties](#)
- [WIB Directive TUL 22-08 Standards for Oversight and Instruction for Monitoring \(November 9, 2022\)](#)
- [WIB Monitoring Procedures Manual](#)

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#### BACKGROUND:

The WIOA regulations provide guidance for the administration of procurement and award management. The guidelines provide specific direction, referring to Title 29 CFR Part 97, which outlines uniform administrative requirements for grants and cooperative agreements to state and local governments, and Title 2 CFR 200.332, which specifies requirements for pass-through entities.

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**POLICY AND PROCEDURES:**

***When procuring qualified Subrecipients for the delivery of WIOA services and other special grant funds, the WIB will conduct a thorough risk assessment on respondents to the Request for Proposals (RFP). The Risk Survey – Attachment A (WIB Form XX-XX) must be submitted with the proposal. The awarded Subrecipient will be subject to an annual risk assessment, or as needed, to determine the appropriate level of oversight and monitoring required to ensure compliance and effective performance.***

***The WIB Monitoring unit will be responsible for conducting the risk assessment and requesting any pertinent documents or information from the respondents and/or Subrecipients. The WIB Monitoring unit will work alongside the WIB Program unit to gain broader knowledge about an organization’s associated risk. The results of the risk assessment will be shared with the WIB Program and Evaluation Committee when deciding to award or re-award an agreement.***

***The WIB shall have remedies for non-compliance and to determine the “risk” status of Subrecipients. This determination will be based on the risk assessment process that classifies Subrecipients into three risk categories (low, medium, and high risk) according to their overall Risk Assessment Matrix score. A thorough risk assessment will be conducted to appropriately identify and manage the associated risk when designating Subrecipients and awarding funds. A risk assessment must be complete before any disbursement of funds or the establishment of a new or renewal agreement to evaluate the risk status of Subrecipients, identify potential areas of concern, and determine the appropriate level of oversight and monitoring needed to ensure compliance and effective performance.***

***A risk assessment may also be conducted when significant programmatic and fiscal concerns are identified, contractual obligations are not met, compliance issues are detected during monitoring, or to reassess an organization classified as “high-risk.” The WIB Monitoring unit will notify Subrecipients in writing when a risk assessment is scheduled for re-evaluation. The notice will include the reason for the re-evaluation, any documents or information the Subrecipient must provide, the timeline for submission, and the potential implications of the re-assessment on their risk status and level of oversight.***

[Title 2 CFR 200.332\(b\)](#) directs pass-through entities to evaluate each Subrecipient’s risk of noncompliance with Federal statutes, 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.

Special award conditions may apply to "high-risk" Subrecipients as defined in [29 CFR Part 97.12](#). A Subrecipient may be considered "high-risk" if the WIB determines that a Subrecipient:

- a. Has a history of unsatisfactory performance;
- b. Is not financially stable;
- c. Has a management system that does not meet the standards set forth in [29 CFR Part 97.20](#);
- d. Has not conformed to terms and conditions of previous awards; or
- e. Is otherwise not responsible.

***The process of determining the risk associated with an organization involves a comprehensive evaluation using the Risk Survey - Attachment A (WIB Form XX-XX) and the Risk Assessment Matrix - Attachment B (WIB Form XX-XX). The details of the forms and how the forms will be used to determine the Subrecipient's risk are as follows:***

#### **Risk Survey - Attachment A**

***The Risk Survey (WIB Form XX-XX) is a tool designed to gather information about an organization's operational stability, financial health, internal controls, program performance, and compliance and legal status. Subrecipient management personnel with institutional knowledge are required to complete the survey and submit it to the WIB before an agreement is issued. The survey responses will help the WIB assess potential risks associated with the Subrecipient and determine whether an agreement should be issued or reissued.***

***The Subrecipient must answer all questions on the Risk Survey to provide the WIB with a clearer understanding of the organization's risk of non-compliance. The following categories will help the WIB identify areas of concern or potential risk associated with the Subrecipient:***

- a. Operational Stability: Assessing the Subrecipient's operational stability identifies potential risks in operational proficiency, leadership stability, and organization continuity.***
- b. Financial Health: Examining financial health identifies the Subrecipient's ability to manage funds effectively to sustain operations.***
- c. Internal Controls: Analyzing internal controls identifies the Subrecipient's safeguards against fraud and error, ensuring financial integrity and operational reliability.***



- d. Program Performance: Reviewing program performance measures the Subrecipient's effectiveness in achieving goals and delivering quality services.*
- e. Compliance and Legal Status: Evaluating compliance and legal status ensures that the Subrecipient can adhere to regulations and minimizes legal risks.*

*As part of the Risk Survey, the following documents must be readily available for review upon request:*

- a. Organization policy, procedures, and manuals*
- b. Internal control policy and procedures*
- c. California Certificate of Status*
- d. Most recent 3 years Single Audit or other audit report prepared by independent auditors*
- e. Indirect Cost Rate Agreement*
- f. Organizational chart including key personnel*
- g. Most recent 4 quarters WIOA performance*

*Subrecipients must mark all documents applicable to its organization.*

*All responses submitted are subject to review to ensure the accuracy and reliability of the information provided. Any false statement or omission may result in disqualification from receiving an award or other actions deemed necessary by the WIB.*

#### **Risk Assessment Matrix – Attachment B**

*The Risk Assessment Matrix (WIB Form XX-XX) is an internal tool to categorize an organization's potential risk. A designated WIB monitor will serve as the evaluator and conduct the risk assessment. The Evaluator will use both the Subrecipient's Risk Survey and Risk Assessment Matrix to categorize the risk level of the Subrecipient.*

*The Evaluator will review the responses in the Risk Survey for completeness and reliability. To validate the Subrecipient's responses, the Evaluator may request supporting documents listed on the Risk Survey.*

#### **Risk Level Rating**

*The Evaluator will use the responses from the Risk Survey to fill in specific criteria on the Risk Assessment Matrix, which quantifies risk levels in areas such as operational stability, financial health, internal controls, program performance, and compliance and legal status. Additionally, the Evaluator will independently assess the criteria under the evaluator section. This dual approach ensures a comprehensive assessment of the Subrecipient's risk of non-compliance.*

***Each question will be assigned a score based on the response. The Risk Assessment Matrix will categorize each response as low, medium, or high risk.***

***Criteria under the Operational Stability, Financial Health, Internal Controls, Program Performance, and Evaluator Section categories will be scored as:***

- a. Low risk = 0 point***
- b. Medium risk = 2 points***
- c. High risk = 3 points***

***Criteria under the Compliance and Legal Status category will be scored on a higher scale, with certain questions weighing more than others. Scoring will be as follows:***

- a. Low risk = 0 point***
- b. Medium risk = 3 points***
- c. High risk = 5 or 10 points***

***This scoring system allows for a quantitative assessment of risk levels across various dimensions, ensuring a consistent and objective evaluation process.***

***After all the questions have been answered, the Evaluator will total the overall points from the Risk Assessment Matrix to determine the Subrecipient's risk level. The Subrecipient will be categorized as a low, medium, or high-risk status organization.***

***The rating of the risk statuses is as follows:***

- a. Low-risk organization: 0-50 points***
- b. Medium-risk organization: 51-60 points***
- c. High-risk organization: 61-100 points***

***All Survey and Matrix tools and supporting documents used to evaluate each Subrecipient's risk status must be properly documented in the procurement or contract file and be made readily available.***

***The WIB will assign each Subrecipient a risk status based on the risk assessment process. The WIB Executive Director or an appropriate WIB Representative will finalize and approve this determination. The risk assessment serves as a resource for evaluating risk of noncompliance and is not intended to be the determining factor in funding decisions. The WIB Program and Evaluation Committee will make recommendations to the WIB on whether to award funding to a Subrecipient. The assigned risk status will remain in effect until another risk assessment is completed for the Subrecipient, as applicable. This status will also guide the appropriate level of oversight and monitoring of Subrecipients.***

## Special Conditions and Restrictions for High-Risk Subrecipients

If the WIB Program and Evaluation Committee decides to award a grant to a “high-risk” Subrecipient, the committee will make recommendations on any special conditions and restrictions associated with the high-risk condition that may be included in the award.

Those special conditions may include, but are not limited to:

- a. Payment on a reimbursement basis;
- b. Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given funding period;
- c. Requiring additional, more detailed financial reports;
- d. Additional project monitoring;
- e. Requiring the Subrecipient to obtain technical or management assistance; or
- f. Establishing additional prior approvals.

If the WIB Program and Evaluation Committee decides to impose such conditions, the WIB Executive Director will notify the Subrecipient in writing of:

- a. The nature of the special conditions/restrictions;
- b. The reason(s) for imposing them;
- c. The corrective actions that must be taken before the conditions/restrictions will be removed;
- d. The time allowed for completing the corrective actions; and
- e. The method of requesting reconsideration of the conditions/restrictions imposed ([29 CFR Part 97.43](#)).

***The reconsideration process consists of:***

- a. A request for review, in writing, to the WIB Executive Director for reconsideration within five working days of notification of the conditions to be imposed.***
- b. Include information and/or data supporting the idea that the high-risk condition either does not or no longer exists. The information and/or data may be subject to verification by the WIB and provided to the WIB Program and Evaluation Committee for reconsideration.***
- c. The WIB Program and Evaluation Committee's determination shall be transmitted in writing and final.***

***Subrecipients who demonstrate no history of contracting with the WIB will be placed on probationary status for the first six months of the award period and will be provided regular technical assistance and programmatic and fiscal monitoring. No other restrictions or conditions may accompany this designation unless the Subrecipient is determined to be "high-risk."***

***The results of technical assistance provided and programmatic and fiscal monitoring will determine whether the probationary status should be extended. Subrecipients on extended probationary identified in this directive status shall provide copies of their detailed general ledger for the program and/or copies of supporting documentation for payroll and expenditures.***

The enforcement remedies, including suspension and termination, do not preclude the Subrecipient from being subject to "Debarment and Suspension" under Executive Order 12549 (See [29 CFR Part 97.35](#)).

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**ACTION:**

Please bring this Directive to the attention of all WIB Subrecipients and WIB Staff.

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**INQUIRIES:**

Please direct inquiries regarding this Directive to the WIB at (559) 713-5200.

Adam Peck  
Executive Director

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**ATTACHMENTS:**

- Attachment A (Risk Survey)
- Attachment B (Risk Assessment Matrix)

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The Workforce Investment Board of Tulare County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

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## Risk Survey

<b>Entity Name</b>				<b>Date Completed</b>	
<b>Grant Awards Number or CFDA Number</b>			<b>Completed By</b>		
<b>Type of Organization (select one)</b>				<b>Position Title</b>	
<b>Government</b>	<b>For-profit</b>	<b>Non-profit</b>	<b>Other (specify):</b>	<b>Contact Email</b>	
				<b>Contact Telephone</b>	

**Instruction:** Complete the following questions by selecting either "Yes" or "No" for each item. Choose one response per question that best reflects the current status of your organization as a whole. Provide additional comments where necessary to clarify your responses.

Questions	Yes	No	Additional Comments
<b>Operational Stability</b>			
How long has this entity been in operation? Select one.	Less than 3 years		
	More than 3 years		
How long has this entity operated or managed federal, state, or local programs? Select one.	Less than 3 years		
	More than 3 years		
What is this entity's current employee vacancy rate? Select one.	Less than 10%		
	10% to 20%		
	More than 20%		
Have there been any significant changes over the past three years? If yes to any, please explain.	Top management		
	New systems		
<b>Financial Health</b>			
Does this entity have a cost allocation plan, policy, or procedures compliant with federal requirements? If no, please explain.			
Does this entity have a management system that meets the standards outlined in <a href="#">29 CFR Part 97.20</a> ? If no to any, please explain.	Financial reporting		
	Accounting records		
	Internal control		
	Budget control		
	Allowable cost		
	Source documentation		
Cash management			
Does this entity have processes to ensure the accuracy and reliability of financial reporting? If no, please explain.			
Will this award represent more than 20% of this entity's annual budget?			Entity's current annual budget: \$



## Risk Survey

Questions	Yes	No	Additional Comments
<b>Internal Controls</b>			
Does this entity have current written policies and procedures for all key operations and compliance areas? If no, please explain.			
Does this entity have written internal control procedures in place? If no, please explain.			
Does this entity have specific control activities in place to ensure compliance with applicable regulations? If no, please explain.			
<b>Program Performance</b>			
Has this entity met all contractual obligations and performance targets for current WIOA agreements? If no, please explain.			Check if not applicable: <input type="checkbox"/>
Have there been any disruptions in service delivery over the past year? If yes, please explain.			Incident status:
Within the past three years, have there been any programmatic findings or corrective actions? If yes, please explain.			Resolution status:
Does this entity conduct internal monitoring for program performance and compliance?			
Does this entity have training systems in place to quickly scale capacity or adapt services to meet changes in program requirements?			
<b>Compliance and Legal Status</b>			
Has this entity been audited by an independent auditor? If no, please explain.			Date of last audit: Audit status:
Within the past three years, has this entity been required to complete any corrective action plan? If yes, please explain.			Resolution status:
Within the past three years, have there been any findings in external or internal audits? If yes, please explain.			
Within the past three years, has this entity had a lawsuit filed against it? If yes, please explain.			
Has this entity ever been suspended or debarred from receiving federal awards? If yes, please explain.			
Has any entity top management staff been jailed, convicted, or are currently under criminal investigation for fraud, embezzlement, or other financial crimes? If yes, please explain.			



## Risk Survey

The following documents must be readily available upon request:		Please check all applicable:
A	Organization policy, procedures, and manuals	
B	Internal control policy and procedures	
C	California Certificate of Status	
D	Most recent 3 years Single Audit or other audit report prepared by independent auditors	
E	Indirect Cost Rate Agreement	
F	Organizational chart including key personnel	
G	Most recent 4 quarters WIOA performance	

Please use the space below to provide any additional comments or explanations related to your responses above:

**Applicant's Certification and Authorization:** I certify that all answers provided above are true, accurate, and complete to the best of my knowledge. I understand that any false statements or omissions may result in disqualification or other actions deemed appropriate by the Workforce Investment Board of Tulare County (WIB). I hereby authorize the WIB to verify any information provided.

Print Name		Position Title	
Authorized Signature		Date	



### Risk Assessment Matrix

<b>Name of Entity under Assessment</b>		<b>Period of Review</b>	
<b>Name of Evaluator</b>		<b>Purpose of Assessment</b>	
<b>Evaluator Position Title</b>		<b>Date Completed</b>	

**Instruction:** Each criterion should be marked only once. Use the entity's Risk Survey to score each question. The final section will be based on the Evaluator's assessment. Each criterion will have an associated risk score. Calculate the total score and refer to the risk level rubric to classify the entity's overall risk level.

Criteria	Low risk	0 points	Medium risk	2 points	High risk	3 points	Score
							Min:26 Max:100

The following sections will be based on the response submitted on the entity's Risk Survey and will be scored as 0, 2, or 3 points:

#### Operational Stability

How long has this entity been in operation?	More than 3 years				Less than 3 years		
How long has this entity operated or managed federal, state, or local programs?	More than 3 years				Less than 3 years		
What is this entity's current employee vacancy rate?	Less than 10%		10% to 20%		More than 20%		
Have there been any significant changes over the past three years?	Answered both as "No"		Answered one as "No" and one as "Yes"		Answered both as "Yes"		

#### Financial Health

Does this entity have a cost allocation plan, policy, or procedures compliant with federal requirements?	Answered "Yes"				Answered "No"		
Does this entity have a management system that meets the standards outlined in <a href="#">29 CFR Part 97.20</a> ?	Answered all as "Yes"		Answered 1-2 criteria as "No"		Answered 3 or more criteria as "No"		
Does this entity have processes to ensure the accuracy and reliability of financial reporting?	Answered "Yes"				Answered "No"		
Will this award represent more than 20% of this entity's annual budget?	Less than 20%		20% to 30%		More than 30%		



## Risk Assessment Matrix

Criteria	Low risk	0 points	Medium risk	2 points	High risk	3 points	Score
<b>Internal Controls</b>							
Does this entity have current written policies and procedures for all key operations and compliance areas?	Answered "Yes"				Answered "No"		
Does this entity have written internal control procedures in place?	Answered "Yes"				Answered "No"		
Does this entity have specific control activities in place to ensure compliance with applicable regulations?	Answered "Yes"				Answered "No"		
<b>Program Performance</b>							
Has this entity met all contractual obligations and performance targets for current WIOA agreements?	Answered "Yes"		Checked as not applicable		Answered "No"		
Have there been any disruptions in service delivery over the past year?	Answered "No"		Answered "Yes" and status as "Resolved"		Answered "Yes" and status as "Unresolved"		
Within the past three years, have there been any programmatic findings or corrective actions?	Answered "No"		Answered "Yes" and status as "All resolved"		Answered "Yes" and status as "Not all resolved"		
Does this entity conduct internal monitoring for program performance and compliance?	Answered "Yes"				Answered "No"		
Does this entity have training systems in place to quickly scale capacity or adapt services to meet changes in program requirements?	Answered "Yes"				Answered "No"		



### Risk Assessment Matrix

Criteria	Low risk	0 points	Medium risk	3 points	High risk	5 or 10 points	Score
<b>Compliance and Legal Status</b>							
<b>The following section will be based on the response submitted on the entity's Risk Survey and will be scored as 0, 3, or 5:</b>							
Has this entity been audited by an independent auditor?	Answered "Yes" and date of last audit is within 2 years		Answered "Yes" and date of last audit is more than 2 years ago		Answered "No"		
Within the past three years, has this entity been required to complete any corrective action plan?	Answered "No"		Answered "Yes" and status is "Closed"		Answered "Yes" and status is "Open"		
Within the past three years, have there been any findings in external or internal audits?	Answered "No"				Answered "Yes"		
Within the past three years, has this entity had a lawsuit filed against it?	Answered "No"				Answered "Yes"		
<b>The following section will be based on the response submitted on the entity's Risk Survey and will be scored as 0 or 10:</b>							
Has this entity ever been suspended or debarred from receiving federal awards?	Answered "No"				Answered "Yes"		
Has any entity leadership staff been jailed, convicted, or are currently under criminal investigation for fraud, embezzlement, or other financial crimes?	Answered "No"				Answered "Yes"		



### Risk Assessment Matrix

Criteria	Low risk	0 points	Medium risk	2 points	High risk	3 points	Score
<b>The following section will be based on the evaluator's discretion and will be rated 0, 2, or 3 points:</b>							
<b>Evaluator Section</b>							
Does this entity have a history of providing services for or working with the Workforce Investment Board of Tulare County?	More than 5 years of recent experience		2-4 years of recent experience		Less than 2 years of recent experience		
Are there any public reports of financial mismanagement or fraud within this entity?	No		Yes, more than 10 years ago		Yes, within the past 10 years		
Does the entity have a track record of successfully completing similar projects or programs?	Yes				No		
Was this entity able to provide all supporting documents requested?	Able to provide all		Unable to provide 1		Unable to provide more than 1		

**Please check all the documents requested:**

<b>A</b>	Organization policy, procedures, and manuals	
<b>B</b>	Internal control policy and procedures	
<b>C</b>	California Certificate of Status	
<b>D</b>	Most recent 3 years Single Audit or other audit report prepared by independent auditors	
<b>E</b>	Indirect Cost Rate Agreement	
<b>F</b>	Organizational chart including key personnel	
<b>G</b>	Most recent 4 quarters WIOA performance	

**Please use the space below to provide any additional comments or explanations related to your evaluation above:**



## Risk Assessment Matrix

Risk Scores by Categories		
Criteria Categories	Category Rubric	Score
Operational Stability	Min. 0 – Max 12	
Financial Health	Min. 0 – Max 12	
Internal Controls	Min. 0 – Max 9	
Program Performance	Min. 0 – Max 15	
Compliance and Legal Status	Min. 0 – Max 40	
Evaluator Section	Min. 0 – Max 12	
<b>Total Risk Score</b>		

Total Risk Level Rubric	Low risk	0 - 50	Medium risk	51 - 60	High risk	61 - 100
Entity's risk status						

Authorized Evaluator Signature		Date	
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## Risk Survey

<b>Entity Name</b>				<b>Date Completed</b>	
<b>Grant Awards Number or CFDA Number</b>				<b>Completed By</b>	
<b>Type of Organization (select one)</b>				<b>Position Title</b>	
<b>Government</b>	<b>For-profit</b>	<b>Non-profit</b>	<b>Other (specify):</b>	<b>Contact Email</b>	
				<b>Contact Telephone</b>	

**Instruction:** Complete the following questions by selecting either "Yes" or "No" for each item. Choose one response per question that best reflects the current status of your organization as a whole. Provide additional comments where necessary to clarify your responses.

Questions	Yes	No	Additional Comments
<b>Operational Stability</b>			
How long has this entity been in operation? Select one.	Less than 3 years		
	More than 3 years		
How long has this entity operated or managed federal, state, or local programs? Select one.	Less than 3 years		
	More than 3 years		
What is this entity's current employee vacancy rate? Select one.	Less than 10%		
	10% to 20%		
	More than 20%		
Have there been any significant changes over the past three years? If yes to any, please explain.	Top management		
	New systems		
<b>Financial Health</b>			
Does this entity have a cost allocation plan, policy, or procedures compliant with federal requirements? If no, please explain.			
Does this entity have a management system that meets the standards outlined in <a href="#">29 CFR Part 97.20</a> ? If no to any, please explain.	Financial reporting		
	Accounting records		
	Internal control		
	Budget control		
	Allowable cost		
	Source documentation		
Cash management			
Does this entity have processes to ensure the accuracy and reliability of financial reporting? If no, please explain.			
Will this award represent more than 20% of this entity's annual budget?			Entity's current annual budget: \$



## Risk Survey

Questions	Yes	No	Additional Comments
<b>Internal Controls</b>			
Does this entity have current written policies and procedures for all key operations and compliance areas? If no, please explain.			
Does this entity have written internal control procedures in place? If no, please explain.			
Does this entity have specific control activities in place to ensure compliance with applicable regulations? If no, please explain.			
<b>Program Performance</b>			
Has this entity met all contractual obligations and performance targets for current WIOA agreements? If no, please explain.			Check if not applicable: <input type="checkbox"/>
Have there been any disruptions in service delivery over the past year? If yes, please explain.			Incident status:
Within the past three years, have there been any programmatic findings or corrective actions? If yes, please explain.			Resolution status:
Does this entity conduct internal monitoring for program performance and compliance?			
Does this entity have training systems in place to quickly scale capacity or adapt services to meet changes in program requirements?			
<b>Compliance and Legal Status</b>			
Has this entity been audited by an independent auditor? If no, please explain.			Date of last audit: Audit status:
Within the past three years, has this entity been required to complete any corrective action plan? If yes, please explain.			Resolution status:
Within the past three years, have there been any findings in external or internal audits? If yes, please explain.			
Within the past three years, has this entity had a lawsuit filed against it? If yes, please explain.			
Has this entity ever been suspended or debarred from receiving federal awards? If yes, please explain.			
Has any entity top management staff been jailed, convicted, or are currently under criminal investigation for fraud, embezzlement, or other financial crimes? If yes, please explain.			



## Risk Survey

The following documents must be readily available upon request:		Please check all applicable:
A	Organization policy, procedures, and manuals	
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D	Most recent 3 years Single Audit or other audit report prepared by independent auditors	
E	Indirect Cost Rate Agreement	
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G	Most recent 4 quarters WIOA performance	

Please use the space below to provide any additional comments or explanations related to your responses above:

**Applicant's Certification and Authorization:** I certify that all answers provided above are true, accurate, and complete to the best of my knowledge. I understand that any false statements or omissions may result in disqualification or other actions deemed appropriate by the Workforce Investment Board of Tulare County (WIB). I hereby authorize the WIB to verify any information provided.

Print Name		Position Title	
Authorized Signature		Date	



### Risk Assessment Matrix

<b>Name of Entity under Assessment</b>		<b>Period of Review</b>	
<b>Name of Evaluator</b>		<b>Purpose of Assessment</b>	
<b>Evaluator Position Title</b>		<b>Date Completed</b>	

**Instruction:** Each criterion should be marked only once. Use the entity's Risk Survey to score each question. The final section will be based on the Evaluator's assessment. Each criterion will have an associated risk score. Calculate the total score and refer to the risk level rubric to classify the entity's overall risk level.

<b>Criteria</b>	<b>Low risk</b>	0 points	<b>Medium risk</b>	2 points	<b>High risk</b>	3 points	Min:26 Max:100
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The following sections will be based on the response submitted on the entity's Risk Survey and will be scored as 0, 2, or 3 points:

**Operational Stability**

How long has this entity been in operation?	More than 3 years				Less than 3 years		
How long has this entity operated or managed federal, state, or local programs?	More than 3 years				Less than 3 years		
What is this entity's current employee vacancy rate?	Less than 10%		10% to 20%		More than 20%		
Have there been any significant changes over the past three years?	Answered both as "No"		Answered one as "No" and one as "Yes"		Answered both as "Yes"		

**Financial Health**

Does this entity have a cost allocation plan, policy, or procedures compliant with federal requirements?	Answered "Yes"				Answered "No"		
Does this entity have a management system that meets the standards outlined in <a href="#">29 CFR Part 97.20</a> ?	Answered all as "Yes"		Answered 1-2 criteria as "No"		Answered 3 or more criteria as "No"		
Does this entity have processes to ensure the accuracy and reliability of financial reporting?	Answered "Yes"				Answered "No"		
Will this award represent more than 20% of this entity's annual budget?	Less than 20%		20% to 30%		More than 30%		



## Risk Assessment Matrix

Criteria	Low risk	0 points	Medium risk	2 points	High risk	3 points	Score
<b>Internal Controls</b>							
Does this entity have current written policies and procedures for all key operations and compliance areas?	Answered "Yes"				Answered "No"		
Does this entity have written internal control procedures in place?	Answered "Yes"				Answered "No"		
Does this entity have specific control activities in place to ensure compliance with applicable regulations?	Answered "Yes"				Answered "No"		
<b>Program Performance</b>							
Has this entity met all contractual obligations and performance targets for current WIOA agreements?	Answered "Yes"		Checked as not applicable		Answered "No"		
Have there been any disruptions in service delivery over the past year?	Answered "No"		Answered "Yes" and status as "Resolved"		Answered "Yes" and status as "Unresolved"		
Within the past three years, have there been any programmatic findings or corrective actions?	Answered "No"		Answered "Yes" and status as "All resolved"		Answered "Yes" and status as "Not all resolved"		
Does this entity conduct internal monitoring for program performance and compliance?	Answered "Yes"				Answered "No"		
Does this entity have training systems in place to quickly scale capacity or adapt services to meet changes in program requirements?	Answered "Yes"				Answered "No"		



### Risk Assessment Matrix

Criteria	Low risk	0 points	Medium risk	3 points	High risk	5 or 10 points	Score
<b>Compliance and Legal Status</b>							
<b>The following section will be based on the response submitted on the entity's Risk Survey and will be scored as 0, 3, or 5:</b>							
Has this entity been audited by an independent auditor?	Answered "Yes" and date of last audit is within 2 years		Answered "Yes" and date of last audit is more than 2 years ago		Answered "No"		
Within the past three years, has this entity been required to complete any corrective action plan?	Answered "No"		Answered "Yes" and status is "Closed"		Answered "Yes" and status is "Open"		
Within the past three years, have there been any findings in external or internal audits?	Answered "No"				Answered "Yes"		
Within the past three years, has this entity had a lawsuit filed against it?	Answered "No"				Answered "Yes"		
<b>The following section will be based on the response submitted on the entity's Risk Survey and will be scored as 0 or 10:</b>							
Has this entity ever been suspended or debarred from receiving federal awards?	Answered "No"				Answered "Yes"		
Has any entity leadership staff been jailed, convicted, or are currently under criminal investigation for fraud, embezzlement, or other financial crimes?	Answered "No"				Answered "Yes"		



### Risk Assessment Matrix

Criteria	Low risk	0 points	Medium risk	2 points	High risk	3 points	Score
<b>The following section will be based on the evaluator's discretion and will be rated 0, 2, or 3 points:</b>							
<b>Evaluator Section</b>							
Does this entity have a history of providing services for or working with the Workforce Investment Board of Tulare County?	More than 5 years of recent experience		2-4 years of recent experience		Less than 2 years of recent experience		
Are there any public reports of financial mismanagement or fraud within this entity?	No		Yes, more than 10 years ago		Yes, within the past 10 years		
Does the entity have a track record of successfully completing similar projects or programs?	Yes				No		
Was this entity able to provide all supporting documents requested?	Able to provide all		Unable to provide 1		Unable to provide more than 1		

**Please check all the documents requested:**

<b>A</b>	Organization policy, procedures, and manuals	
<b>B</b>	Internal control policy and procedures	
<b>C</b>	California Certificate of Status	
<b>D</b>	Most recent 3 years Single Audit or other audit report prepared by independent auditors	
<b>E</b>	Indirect Cost Rate Agreement	
<b>F</b>	Organizational chart including key personnel	
<b>G</b>	Most recent 4 quarters WIOA performance	

**Please use the space below to provide any additional comments or explanations related to your evaluation above:**



## Risk Assessment Matrix

Risk Scores by Categories		
Criteria Categories	Category Rubric	Score
Operational Stability	Min. 0 – Max 12	
Financial Health	Min. 0 – Max 12	
Internal Controls	Min. 0 – Max 9	
Program Performance	Min. 0 – Max 15	
Compliance and Legal Status	Min. 0 – Max 40	
Evaluator Section	Min. 0 – Max 12	
<b>Total Risk Score</b>		

Total Risk Level Rubric	Low risk	0 - 50	Medium risk	51 - 60	High risk	61 - 100
Entity's risk status						

Authorized Evaluator Signature		Date	
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## INTEROFFICE MEMORANDUM

**TO:** David McMunn, Deputy Director - Administration

**FROM:** Carlene Estes, Program Coordinator

**DATE:** October 31, 2024

**SUBJECT:** Sublease Renewal with the State of California Employment Development Department for Office Space at the Visalia Employment Connection

Item	Comments
<b>Agenda Date</b>	WIB Meeting – Wednesday, November 13, 2024
<b>Request</b>	Approve a sublease renewal with the State of California Employment Development Workforce Services Division for 5,566 square feet of space at the Visalia Employment Connection located at 4025 W. Noble Ave., Suite B, Visalia, beginning December 1, 2024, through November 30, 2029.
<b>Summary</b>	<p>The WIB leases 23,507 square feet of space at 4025 W. Noble Ave., Suite B (Visalia Employment Connection Center), with a term date of November 30, 2029.</p> <p>Since 2000, the WIB has subleased space at the Visalia Employment Connection to EDD. The EDD staff co-located at the Employment Connection provide workforce services to Employment Connection customers.</p> <p>The term of the new sublease is starting December 1, 2024, to November 30, 2029.</p> <p>The sublease with EDD is for 5,566 square feet of office and conference room space at a cost of \$2.68 per square foot, including utilities, custodial, maintenance, and security costs, for a total of \$14,916 a month.</p>
<b>Fiscal Impact</b>	The sublease will result in an annual revenue of \$179,002 to the WIB budget.
<b>Alternatives</b>	Not renew the sublease with EDD.
<b>Involvement of Other Organizations</b>	Employment Connection Partners



## INTEROFFICE MEMORANDUM

**TO:** Jennie Bautista, Deputy Director-Operations

**FROM:** Priscilla Gonzales-Gray, Career Services Coordinator

**DATE:** November 4, 2024

**SUBJECT:** Modification of Program Year 2024-25 WIOA Career Services Agreements to Add Second Increment 2023 Severe Winter Storms (SWS) NDWG

Item	Comments						
<b>Agenda Date</b>	WIB Meeting – Wednesday, November 13, 2024						
<b>Request</b>	<p>Approve an amendment PY 2024-25 WIOA Title I Career Services agreements to allocate SWS funds contingent upon receipt of funds retroactively from October 1, 2024, through June 30, 2025, to operate the SWS program for the following agreements:</p> <ul style="list-style-type: none"> <li>i. Community Services Employment Training for the Employment Connection Comprehensive Center in Visalia, agreement #3012425 A1, for up to \$613,225.</li> <li>ii. Community Services Employment Training for the Employment Connection Comprehensive Center in Porterville, agreement #3002425 A1, for up to \$310,925.</li> </ul>						
<b>Summary</b>	<p>On April 12, 2023, the WIB approved to accept \$2,182,563 from the Employment Development Department to operate the 2023 SWS Disaster Relief (DR) National Dislocated Worker Grant (NDWG) from May 2023, through June 30, 2025. These funds are a response to the historic rainfall that caused significant damage from December 27, 2022, through March 2023 in California.</p> <p>Due to delays in implementing the project, the WIB received the first increment May 2023. The second increment was awarded on 9/23/2024 as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">First Increment</th> <th style="text-align: center;">Second Increment</th> <th style="text-align: center;">Total Allocation</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">\$550,000</td> <td style="text-align: center;">\$970,000</td> <td style="text-align: center;">\$1,520,000</td> </tr> </tbody> </table> <p>WIB staff request that the second increment of funds be incorporated into the PY 2024-25 WIOA Title I Career Services agreements from October 1, 2024, through June 30, 2025, contingent upon receipt of funds to allow Subrecipients to recruit</p>	First Increment	Second Increment	Total Allocation	\$550,000	\$970,000	\$1,520,000
First Increment	Second Increment	Total Allocation					
\$550,000	\$970,000	\$1,520,000					

and onboard staff members to operate the program. Modifying the WIOA Career Services agreements with CSET will enable the timely implementation of the project to be completed by June 30, 2025.

Subrecipients will be responsible for providing 34 participants with temporary employment to restore impacted areas in Tulare County back to pre-storm conditions. Restorations include removing debris, repairing fences, restoring signage, and addressing other damage caused by the storms. The temporary employment goals of each contract are shown in the table below:

**2023 Severe Winter Storms Disaster NDWG**

Subrecipient	Employment Connection Center	Allocation	Temporary Employment Placements
CSET	Visalia	\$613,225	23
CSET	Porterville	\$310,925	11

<b>Fiscal Impact</b>	Approval of the recommended allocations will result in an additional \$924,150 of budgeted expenditures for PY 2024-25.
<b>Alternatives</b>	Not accepting the WIB staff recommendations to allocate SWS funds for PY 2024-25 would result in WIB staff developing an alternative plan.
<b>Involvement of Other Organizations</b>	Tulare County Parks and Recreation



## INTEROFFICE MEMORANDUM

**TO:** Mary Rodarte - Program Manager

**FROM:** Desiree Landeros - Program Coordinator

**DATE:** November 1, 2024

**SUBJECT:** Modification of Jump Start Program Agreement with West Hills Community College Foundation (WHCCF)

Item	Comments
<b>Agenda Date</b>	WIB Meeting – Wednesday, November 13, 2024
<b>Request</b>	Approve the modification of the agreement with WHCCF to reduce funding and reallocate the funding to support other Economic Development Pilot deliverables.
<b>Summary</b>	<p>On June 12, 2024, the WIB approved entering into an agreement with WHCCF to provide career and educational development for high school and first-year incoming college students through the Jump Start Initiative. Jump Start is designed to help students explore career options through hands-on learning experiences focused on in-demand career pathways.</p> <p>The WIB approved the entering into an agreement from July 1, 2024, through August 31, 2025. The WIB’s role is to collaborate with education partners to identify students for enrollment in the Jump Start program and provide incentives for students who complete the four (4) week program.</p> <p>WHCCF’s role is to provide Jump Start participants with a four (4) week project-based program at the Lemoore campus.</p> <p><b>Concerns</b> In year one, WHCCF anticipated enrolling up to 80 students in year one; however, the actual number of students enrolled in the program was 32. Additionally, funding was allocated for student support services, including transportation and food. However, WHCCF secured other funding sources to provide that support in year one.</p> <p><b>Recommendation:</b> Staff recommend modifying the WHCCF MOU to reduce the WHCCF allocation from \$248,000 to \$124,900, a decrease of \$123,100. The reduced amount will be reallocated to support the following deliverables outlined in WIB’s contract with the Economic Development Corporation:</p>



- Increase the number of incentives for occupational skills training (OST) completion.
- Expand the milestone initiative to Porterville and Tulare Career Services and Youth.
- Increase staffing costs to support the project.

The WHCCF expenditures for the summer 2024 cohort were \$32,000, and the estimated amount for the summer 202 cohort is \$92,900, bringing the total modified allocation to \$124,900.

**Current vs. Proposed Allocation**

<b>Current Allocation</b>	<b>Proposed Allocation</b>	<b>Decrease</b>
\$248,000	\$124,900	\$123,100

<b>Fiscal Impact</b>	Reduction of funds to WHCCF
<b>Alternatives</b>	Continue the agreement with WHCCF without reducing funding.
<b>Involvement of Other Organizations</b>	Fresno County Economic Development Corporation



## INTEROFFICE MEMORANDUM

**TO:** Adam Peck, Executive Director

**FROM:** Sam Williford, Strategic Initiatives Coordinator

**DATE:** November 6, 2024

**SUBJECT:** Irvine Foundation Public Workforce Capacity Fund

Item	Comments						
<b>Agenda Date</b>	WIB Meeting – Wednesday, November 13, 2024						
<b>Request</b>	<p>Irvine Foundation Public Workforce Capacity Fund (PWCF):</p> <ul style="list-style-type: none"> <li>i. Accept \$500,000 PWCF funds upon receipt from the James Irvine Foundation and its funding partner, Amalgamated Foundation.</li> <li>ii. Amend PSA #408 to allocate up to an additional \$27,000 in PWCF funds for Middlestate for Community Engagement, Outreach, and Data Synthesis.</li> </ul>						
<b>Summary</b>	<p>The Tulare County Workforce Investment Board (WIB) has been awarded \$500,000 in funding from the James Irvine Foundation's Public Workforce Capacity Fund (PWCF) to address improving access to workforce development services in Tulare County. Tulare County faces high unemployment and limited access to quality jobs especially and notably in smaller disinvested communities.</p> <p>With our Employment Connection WIOA workforce services due for a new procurement cycle, the WIB plans to use funds from this grant in several ways to improve access and service delivery quality moving forward.</p> <p>First, in partnership with Middlestate, we will conduct outreach with the goal of understanding community needs and barriers beyond the areas that are most served. The information gathered will be used to inform our procurement process to seek out and recognize improved models of service delivery. Middlestate already has a contract with the WIB, this board action will add additional resources to execute this initiative as seen below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="padding: 5px;">PSA # 408 Original Agreement</td> <td style="text-align: right; padding: 5px;">\$80,000</td> </tr> <tr> <td style="padding: 5px;">Amendment for PWCF Community Engagement, Outreach, and Data Synthesis</td> <td style="text-align: right; padding: 5px;">\$27,000</td> </tr> <tr> <td style="padding: 5px;">PSA #408 total with amendment</td> <td style="text-align: right; padding: 5px;">\$107,000</td> </tr> </tbody> </table> <p>Second, the WIB intends to bring on outside expertise to help draft and manage our</p>	PSA # 408 Original Agreement	\$80,000	Amendment for PWCF Community Engagement, Outreach, and Data Synthesis	\$27,000	PSA #408 total with amendment	\$107,000
PSA # 408 Original Agreement	\$80,000						
Amendment for PWCF Community Engagement, Outreach, and Data Synthesis	\$27,000						
PSA #408 total with amendment	\$107,000						

	<p>procurement process. This outside perspective will be helpful in allowing space for staff to identify weaknesses of previous models and devise possible solutions to aim for in the following contract cycle. The search for the right fit is ongoing and expected to the board at our December 2024 meeting.</p> <p>Additionally, this grant will provide resources for the WIB and its EC service providers to conduct ongoing trainings and evaluations for staff. WIB will incorporate community feedback, strengthen data analysis capabilities, and ensure staff receive ongoing training. Our goal throughout this is to make the workforce system more agile and responsive to the needs of our customers disinvested communities.</p>
<b>Fiscal Impact</b>	<p>By accepting these funds, the WIB will receive \$500,000 from Irvine Foundation and their funding partner Amalgamated Foundation. These are private philanthropic funds that do not face the same expenditure restrictions that State or Federal public funds do. The WIB has two years to expend funds.</p>
<b>Alternatives</b>	<p>If the WIB does not approve receipt of these funds the procurement cycle will still need to happen with fewer resources devoted to improving service delivery within our system.</p>
<b>Involvement of Other Organizations</b>	<p>Middlestate, Irvine Foundation (Administration), Amalgamated Foundation (Funding)</p>



## INTEROFFICE MEMORANDUM

**TO:** David McMunn, Deputy Director – Administration

**FROM:** Edith Hernandez, One-Stop Partnership Coordinator

**DATE:** October 28, 2024

**SUBJECT:** America's Job Center of California (AJCC) PY 2025-28 Continuous Improvement Plan for Comprehensive and Affiliate Employment Connection Centers in Tulare County

Item	Comments
<b>Agenda Date</b>	WIB Board Meeting – Wednesday, November 13, 2024
<b>Request</b>	Information Item
<b>Summary</b>	<p><b>PY 2025-28 AJCC Certification Continuous Improvement Plan Process</b></p> <p>At the September 2024 WIB meeting, the Board approved the AJCC Certification-Baseline and Indicator Assessments for the AJCCs in Tulare County, including:</p> <ul style="list-style-type: none"> <li>a) Visalia Employment Connection Center (Comprehensive AJCC)</li> <li>b) Porterville Employment Connection Center (Comprehensive AJCC)</li> <li>c) Dinuba Employment Connection Center (Affiliate AJCC)</li> <li>d) Tulare Employment Connection Center (Affiliate AJCC)</li> </ul> <p>The WIB used the recommendations and evaluations from these assessments to create a Continuous Improvement Plan for PY 2025-28. The Continuous Improvement Plan was developed in coordination with the AJCC stakeholders with agreed-upon goals, objectives, and target dates and will take effect January 1, 2025.</p> <p><b>PY 2025-28 AJCC Continuous Improvement Plan</b></p> <p>The WIB and its stakeholders evaluated the AJCCs based on the state's seven AJCC Indicator Assessment metrics to identify strengths, areas for improvement, and progress from the previous Continuous Improvement Plans. An independent evaluation was conducted for the AJCC centers in Dinuba, Tulare, Porterville, and Visalia, which showed similar continuous improvement opportunities across all centers.</p> <ol style="list-style-type: none"> <li>1. The AJCC ensures universal access, with all emphasis on individuals with barriers to employment.</li> </ol> <p><u>Recommended Improvements:</u></p> <ul style="list-style-type: none"> <li>a) Examine opportunities to expand and strengthen online/virtual services for AJCC customers.</li> </ul> <p style="text-align: center;">Target Date: March 2027</p>

2. The AJCC actively supports the One-Stop system through effective partnerships.

Recommended Improvements:

- a) Examine opportunities to integrate local and community partners more fully within the Employment Connection brand.

Target Date: July 1, 2025

3. The AJCC provides integrated customer-centered services.  
*No areas for improvement were identified in connection with this indicator.*

4. The AJCC is an on-ramp for skills development and the attainment of industry-recognized credentials that meet the needs of targeted regional sectors and pathways.

Recommended Improvements:

- a) The Workforce Investment Board and WIB leadership should assess the appropriateness of existing financial caps on training.

Target Date: April 2026

- b) The Business Services team should design and implement a structured labor market information training program for staff.

Target Date: September 2026

5. The AJCC actively engages in industry and labor and supports regional sector strategies through an integrated business services strategy focusing on quality jobs.

Recommended Improvements:

- a) The WIB should expand the points at which business satisfaction is surveyed

Target Date: May 2027

- b) The Business Services team should design and implement a structured labor market information training program for staff.

Target Date: September 2026

6. The AJCC has high-quality, well-informed, and cross-trained staff.

Recommended Improvements:

- a) The Business Services team should design and implement a structured labor market information training program for staff.

Target Date: September 2026

- b) The WIB and AJCCs should develop an annual training calendar.

Target Date: October 2025

7. The AJCC achieves business results through data-driven continuous improvement.

	<p><u>Recommended Improvements:</u></p> <p>a) WIB should expand the points at which business satisfaction is surveyed.</p> <p>Target Date: May 2027</p> <p>b) The WIB and the AJCCs should publish the results of improvement initiatives.</p> <p>Target Date: January 2028</p>
<b>Fiscal Impact</b>	None
<b>Alternatives</b>	Not to accept the Continuous Improvement Plan, the WIB could instead re-evaluate recommendations and target dates.
<b>Involvement of Other Organizations</b>	WIOA One-Stop Partners.



## INTEROFFICE MEMORANDUM

**TO:** Adam Peck, Executive Director, Workforce Investment Board

**FROM:** Nicola Wissler, Communications Coordinator

**DATE:** October 30, 2024

**SUBJECT:** 2024 INNOVATORS by Design Conference

Item	Comments
<b>Agenda Date</b>	WIB Meeting – Wednesday, November 13, 2024
<b>Summary</b>	<p>The INNOVATORS by Design (IBD) Conference was hosted by the WIB on October 9, 2024, at the Visalia Convention Center. The conference took place from 8:00 - 2:00pm and had nearly 200 people attendees participate throughout the day.</p> <p>WIB Chairman Colby Wells kicked off the conference by conducting the WIB Annual meeting where the Board accepted the 2023-2024 Annual Report that was provided to all attendees. Executive Director, Adam Peck provided a year in review of the WIB including the work done at the WIB office and the Employment Connection Centers, as well as a short overview of local labor market data. Following Adam’s remarks, he sat down with California Secretary of Labor, Steward Knox, for an informative conversation providing insights into the States vision for the next 18 months and discussed the impact it might have on Tulare County.</p> <p>Conference attendees participated in two breakout sessions and had the opportunity to network around broad workforce topics during the conversation stations that took place during the breaks. The breakout sessions were coordinated and planned by the IBD planning committee which consisted of WIB staff, and partner agencies.</p> <p>The conference ended with the INNOVATORS by Design Awards presentations. WIB Board Member Danielle Beckett hosted the awards presentation which featured ten awardees from five categories: Career Services Success Story, Youth Services Success Story, Business Success Story, Community Partner, and Workforce Professional of the Year. Videos of each of the awardees were shown and they each received plaques commemorating their achievements.</p> <p>This year IBD increased the number of sponsors from five to seven. The new sponsors were HealthForce and Family HealthCare Network.</p>

<b>Involvement of Other Organizations</b>	The INNOVATORS by Design planning committee included participants from: Sequoias Adult Education Consortium, Tulare County Resource Management Agency, Tulare County Health and Human Services Agency, College of the Sequoias, Porterville College, and Tulare County Office of Education.
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## INTEROFFICE MEMORANDUM

**TO:** Adam Peck, Executive Director

**FROM:** Debbie Bach, Administrative Services Officer II

**DATE:** November 7, 2024

**SUBJECT:** Agreements Executed by WIB Executive Director Between \$5,000 - \$20,000

Item	Comments
<b>Agenda Date</b>	WIB Meeting – Wednesday, November 13, 2024
<b>Summary</b>	<p>The following agreements between \$5,000 and \$20,000 were executed by the Workforce Investment Board's Executive Director during the months of September and October 2024.</p> <ol style="list-style-type: none"> <li>1. California Employers Association Contract for \$12,765 - Regional Hotline</li> <li>2. Professional Services Contract #416 with Tulare Chamber of Commerce for \$7,500 – Services for Good Jobs Challenge Initiative</li> </ol>
<b>Involvement of Other Organizations</b>	N/A

# WORKFORCE DATA NEWSLETTER

*an In-Depth Analysis of Labor Market Information*

## From September 2023 to September 2024...



**UNEMPLOYMENT RATE**  
increased by **0.4%**



**FARM JOBS**  
decreased by **1,300**



**LARGEST GAIN:**  
educational & health services | **1,600**



**LABOR FORCE**  
decreased by **1,000**



**NON FARM JOBS**  
increased by **2,500**



**LARGEST DECLINE**  
Farm | **1,300**

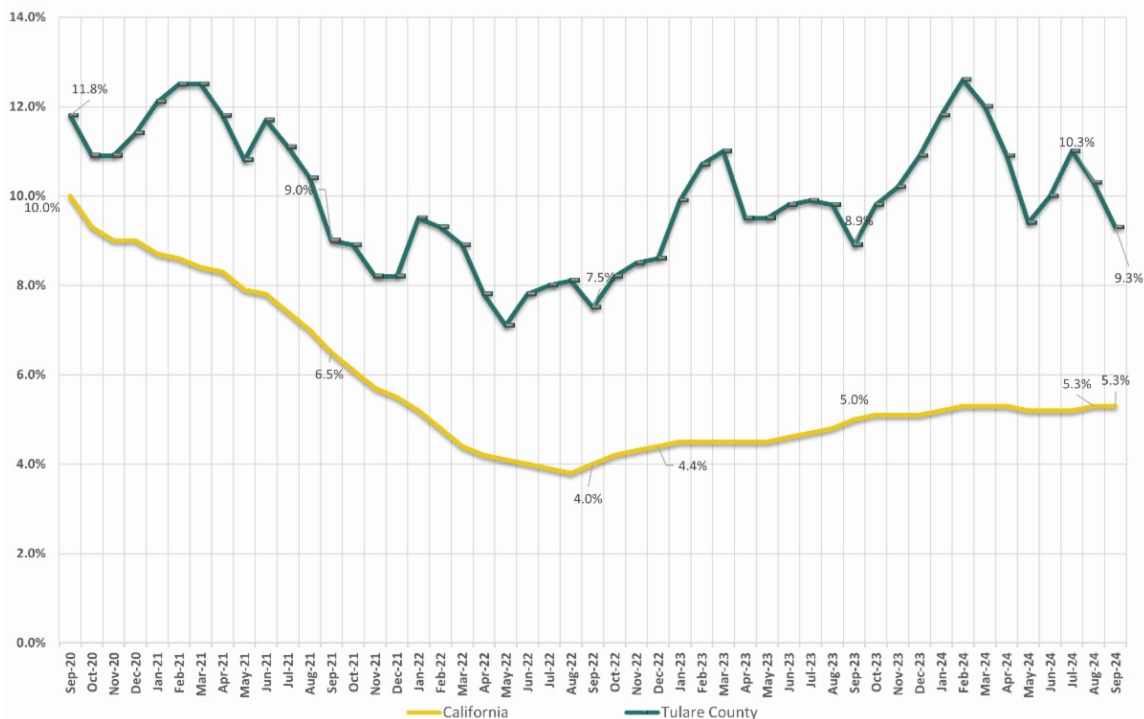
## Highlights from the recent report include:

- From September 2023 to September 2024, the unemployment rate in Tulare County increased by 0.4 percent.
- From September 2023 to September 2024, the labor force decreased by 1,000 employed adults and Farm Jobs decreased by 1,300.
- In September 2024, Total Non Farm employment reached an all-time high of 145,700.

## Employment in Tulare County vs. California

HOW DOES TULARE COUNTY'S UNEMPLOYMENT RATE CHANGE OVER TIME?

### Tulare County and California Unemployment Rates September 2020 - September 2024



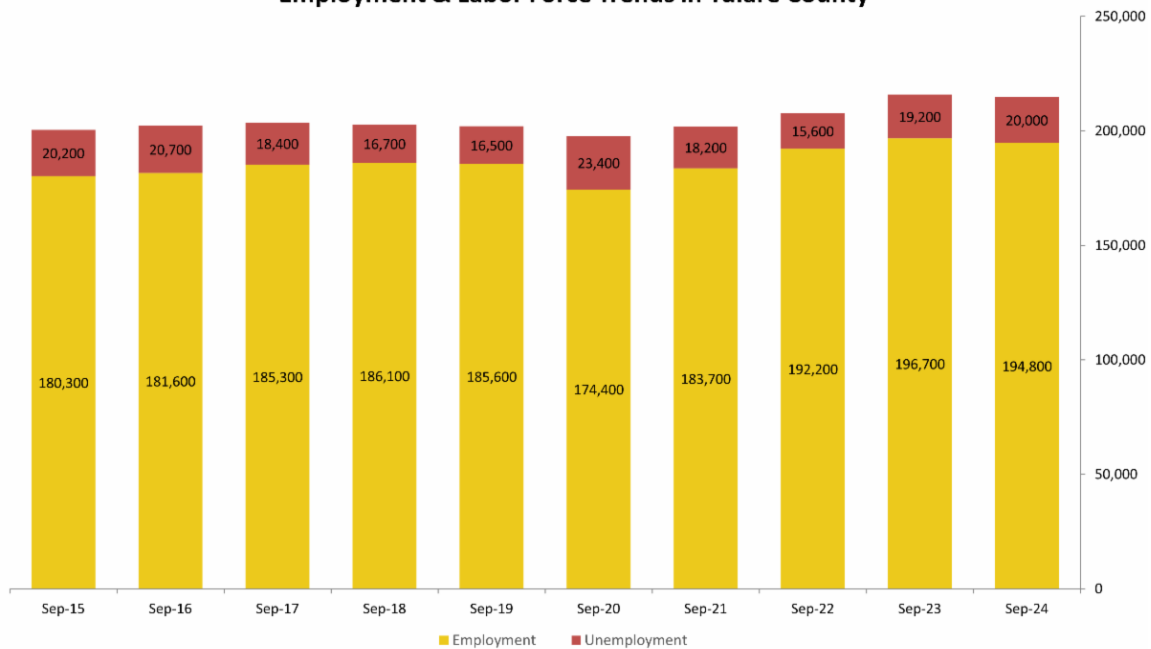
The California Employment Development Department (EDD) reported a 0.4 percent increase in Tulare County's unemployment rate, from a revised 8.9 percent in September 2023 to 9.3 percent in September 2024.

From August to September of 2024, the unemployment rate in Tulare County decreased by 1.0 percent from 10.3 to 9.3 percent, approaching 12 month lows.

	September 2023	August 2024	September 2024	Change	
				Month	Year
<b>Labor Force</b>	215,800	216,600	214,800	-1,800	-1,000
<b>Employment</b>	196,700	194,200	194,800	600	-1,900
<b>Unemployment</b>	19,200	22,400	20,000	-2,400	800

The graph below shows September employment and unemployment trends over the last 10 years.

## Employment & Labor Force Trends in Tulare County



## Gains + Losses | The Number of Jobs in Tulare County

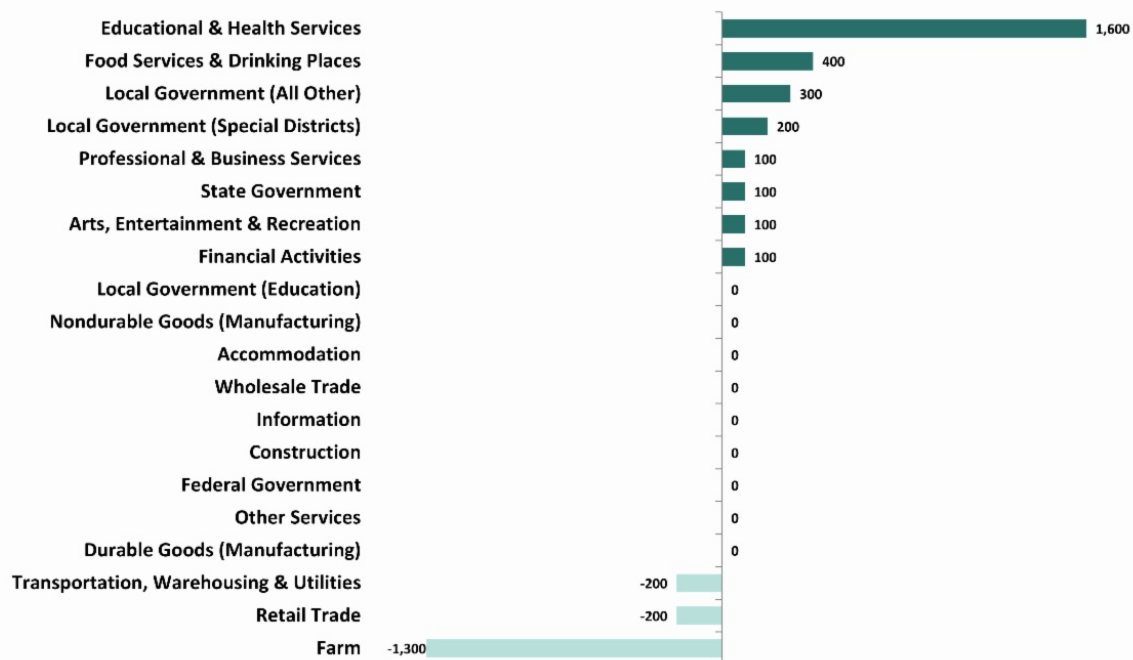
HOW MANY JOBS HAVE COME AND GONE IN THE LAST YEAR & THE LAST MONTH?

### YEAR OVER YEAR | A COMPARISON

From September 2023 to September 2024, Educational & Health Services year-over numerical gain with an increase of 1,600 jobs, while Arts, Entertainment & Recreation showed the greatest percent gain with year-over job growth of 9.1 percent. Farm jobs showed the greatest year-over decline with 1,300 fewer jobs a decrease of 3.1%. Transportation, Warehousing & Utilities also showed a 2.0 percent decline in year-over employment.

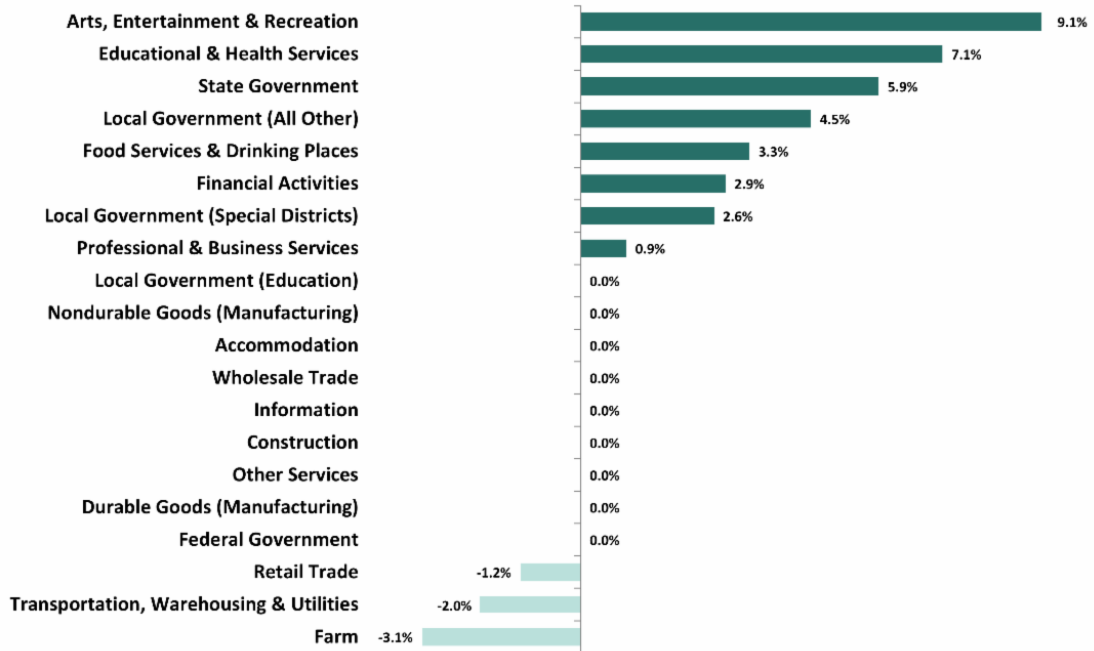
### Tulare County 2023-2024 Change in Jobs

September 2023 - September 2024



# Tulare County 2023-2024 Percent Change in Jobs

September 2023 - September 2024



## MONTH OVER MONTH | A COMPARISON

From August to September 2024, Local Government (Education) continued its recovery from annual losses at the end of the school year in July 2024 adding an estimated 800 jobs. Farm and Local Government (Special Districts) had the largest percent decreases at 1.7 percent and 2.5 percent respectively.

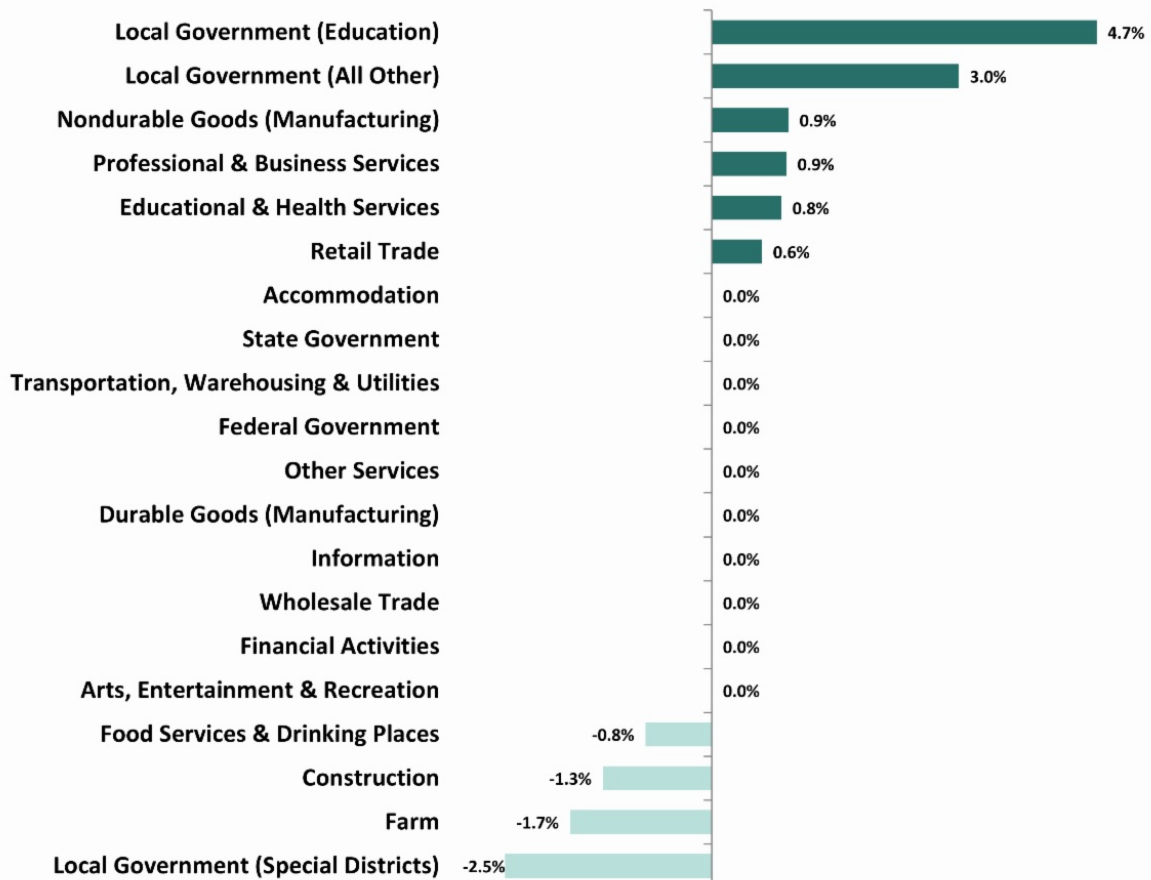
## Tulare County Month-Over Change in Jobs

August 2024 - September 2024



## Tulare County Month-Over Percent Change in Jobs

August 2024 - September 2024





## ***we're your data hub***

The Workforce Investment Board of Tulare County strives to bring you accurate and understandable data on workforce intelligence, industry trends, and labor market insight.

Please visit [www.tularewib.org](http://www.tularewib.org) to learn more about our initiatives in Tulare County.

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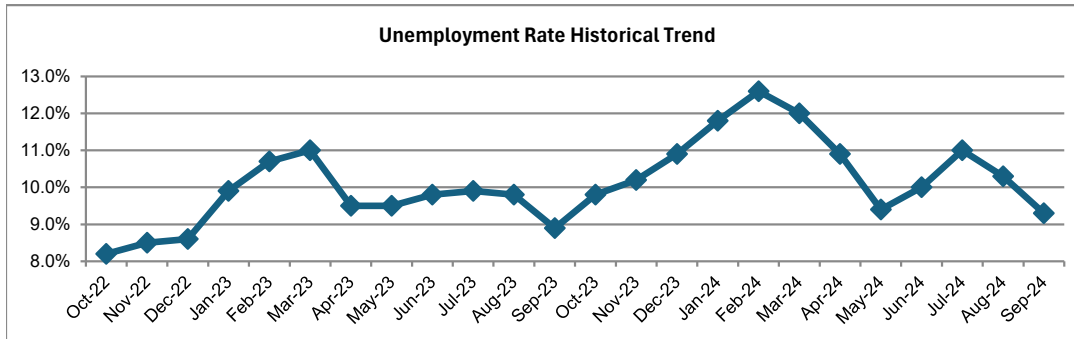
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IMMEDIATE RELEASE  
 VISALIA-PORTERVILLE METROPOLITAN STATISTICAL AREA (MSA)  
 (Tulare County)

The unemployment rate in Tulare County was 9.3 percent in September 2024, down from a revised 10.3 percent in August 2024, and above the year-ago estimate of 8.9 percent. This compares with an unadjusted unemployment rate of 5.3 percent for California and 3.9 percent for the nation during the same period.



Industry	Aug-2024	Sep-2024	Change		Sep-2023	Sep-2024	Change
	Revised	Prelim				Prelim	

Total, All Industries	185,500	185,900	400		184,700	185,900	1,200
Total Farm	40,900	40,200	(700)		41,500	40,200	(1,300)
Total Nonfarm	144,600	145,700	1,100		143,200	145,700	2,500
Mining, Logging, and Construction	7,600	7,500	(100)		7,500	7,500	0
Manufacturing	13,800	13,900	100		13,900	13,900	0
Trade, Transportation, and Utilities	30,700	30,800	100		31,200	30,800	(400)
Information	600	600	0		600	600	0
Financial Activities	3,600	3,600	0		3,500	3,600	100
Professional and Business Services	11,100	11,200	100		11,100	11,200	100
Private Education and Health Services	23,800	24,000	200		22,400	24,000	1,600
Leisure and Hospitality	14,700	14,600	(100)		14,100	14,600	500
Other Services	3,900	3,900	0		3,900	3,900	0
Government	34,800	35,600	800		35,000	35,600	600

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](http://www.labormarketinfo.edd.ca.gov)