



Meeting Agenda  
Wednesday, October 23, 2024  
1250 Main Street  
El Centro, CA 92243  
12:00 P.M.

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## CONFLICT OF INTEREST ADVISEMENT

**WDB members please be advised:** *If an item on the meeting agenda relates to the provision of services by you, your immediate family, the entity you represent, or any person who has made \$250 in campaign contributions to you during the last 12 months, or if approval or disapproval of an agenda item would have a foreseeable material affect on an economic interest of you, your immediate family, or the entity you represent, then please follow these procedures: When the agenda item is first introduced, please immediately announce that you are recusing yourself from participating in the agenda item, and then refrain from discussing, voting on, or otherwise influencing the WDB's consideration of the agenda item. Supporting documentation is available for public review at the Imperial County Workforce Development Board Office.*

1. **Call to Order**
  - a. Pledge of Allegiance
  - b. Conflict of Interest forms
2. **Discussion of Agenda**
  - a. Items to be pulled from Agenda.
  - b. Approval of Meeting Agenda
3. **Approval of Minutes for September 25, 2024.....pg. 3-6**

## ACTION AGENDA

4. Discussion/Action regarding WIOA training funding expenditure plan for PY2024-2025....pg. 7-9
5. Discussion/Action regarding AJCC Certification submission in accordance with Workforce Services Directive 23-05 and authorize ICWDB Chair signature.....pg. 10
6. Discussion/Action regarding No-Cost Extension to the Registered Nurse Mentorship XII (12) Program with Imperial Valley Regional Occupational Program.....pg. 11-14
7. Discussion/Action regarding contract renewal of the One Stop Operator Agreement for Services with ProPath Inc. in an amount not to exceed \$75,000.....pg. 15

## INFORMATIONAL AGENDA

**PUBLIC COMMENTS:** *This is an opportunity for members of the public to address the Board on any subject matter within the Board's jurisdiction, but not an item on the agenda. Each speaker should complete and submit a "Public Comment Request to Speak" form to the ICWDB Chair. When addressing the Board, state your name for the record prior to providing your comments. Individuals will be given three (3) minutes to address the committee.*

- 8. National Association of Workforce Development Professionals Membership
  
- 9. **Committee Members' Reports:**
  - a. Board of Supervisors
  - b. ICWDB Chair Report
  - c. Director's Report
  - d. Business Services Unit Report
  - e. Budget and Finance Committee
    - i. September 2024 Financial Statement .....pg.
  - f. Business and Planning Committee
  - g. One Stop Policy Oversight Committee
  - h. Youth Committee
  
- 10. **Meeting adjournment**

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**Next ICWD Board Meeting**  
**Wednesday, December 11, 2024, at 12:00 p.m. (Tentative)**



## MEETING MINUTES

September 25, 2024  
12:00 P.M.

**MEMBERS PRESENT:** Ruth Duarte, Erik Freeman, Mark Gran, Nicolas Jimenez Timothy Kelley (Zoom), Edwin Obergfell, Robert Rubio, Darrell Pechtl and Efrain Silva

**ABSENT:** Elvira Anaya, Jason Jackson Daniel Machain, Darrell Pechtl, Cesar Rodriguez, and Annie Taamilo

**GUESTS:** Adrian Gonzalez, Dania Luna

**STAFF:** Priscilla Lopez, Jeffery Burquist, Veronica Curiel, Sabrina Rubin, Allison Duran, Francisca German, Camilo Garcia, Angelica Pacheco, Roman Hernandez, Carmen Aguilar, and Martin Robledo, Blanca Soto

### AGENDA ITEMS

1. **Call to order:** ICWDB Board Chair Erik Freeman called the meeting to order at 12:07 p.m. with a quorum present.
  - a. Conflict of Interest Forms: Members completed and submitted forms to staff.
2. **Discussion of Agenda:**
  - a. Items to be pulled from Agenda: None
  - b. Approval of Meeting Agenda: **MOTION** by Mr. Pechtl, Second by Mr. Gran, to approve the meeting agenda. Motion carried.
3. **Approval of Minutes for June 4, 2024:** **MOTION** by Mr. Gran, Second by Ms. Duarte, to approve minutes for June 4, 2024. Opposed: None. Abstained: None. Motion carried.

### ACTION AGENDA

4. **Discussion/Action regarding revisions to Data Change Request Form Procedure**

The ICWDB Chair Freeman introduced the agenda item regarding proposed revisions to the CalJOBS Data Change Request Policy. Administrative Analyst Veronica Curiel provided an overview of the policy and highlighted the recommended changes. The proposed revisions are intended to offer clearer guidance to staff and subrecipients/providers when submitting data change requests through CalJOBS. A red-lined version of the policy, indicating the changes, was included in the agenda packet for review.

**MOTION** by Mr. Pechtl, Second by Ms. Duarte, to approve the revised Adult and Dislocated Worker – CalJOBS Data Change Request Policy and Procedures as presented. Opposed: None. Abstained: None. Motion carried.

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

5. **Discussion/Action regarding revisions to Adult, Dislocated Worker and Youth Follow-Up Services Policy**

ICWDB Chair Freeman introduced the agenda item regarding proposed changes to the policy. Ms. Curiel provided an overview of the updates, explaining that revisions were made to clarify instructions for staff and partners. Additionally, adjustments were made to follow-up due dates to ensure improved compliance and efficiency.

**MOTION** by Mr. Pechtl, Seconded by Ms. Duarte, to approve the revised Adult, Dislocated Worker and Youth Follow-Up Services Policy as presented. Opposed: None. Abstained: None. Motion carried.

6. **Discussion/Action regarding California Workforce Association PY2024-2025 annual dues in the amount of \$14,260**

Director Lopez introduced the item, providing an overview of the membership dues to the California Workforce Association (CWA) and the associated benefits. The cost of membership is calculated based on each local area's WIOA funding allocation for the year, and it was noted that the cost remains consistent with the previous program year (PY 23-24).

Ms. Lopez recommended approval of the membership, emphasizing the value CWA provides, including access to current information on WIOA regulations and legislation affecting workforce development.

**MOTION** by Mr. Gran, Seconded by Mr. Obergfell, to approve payment of \$14,260 in annual membership dues to CWA for PY2024-2025. Opposed: None. Abstained: None. Motion carried.

7. **Discussion/Action to approve National Association of Workforce Development Boards PY2024-2025 annual dues**

Ms. Lopez introduced the agenda item and presented an overview of the benefits associated with membership in the National Association of Workforce Development Boards (NAWB). She highlighted the advantages of joining NAWB, emphasizing the potential for increased networking opportunities, the ability to stay informed on national workforce development best practices, and the up to date information on WIOA and other legislation impacting workforce development.

**MOTION** by Mr. Obergfell, Seconded by Mr. Silva, to approve payment of \$2,300 in annual membership dues to NAWB for PY2024-2025. Opposed: None. Abstained: None. Motion carried.

**INFORMATIONAL AGENA**

**PUBLIC COMMENTS:**

Mark Gran, CalEnergy, shared that the Cambria Hotel in Imperial will officially be opening on September 24<sup>th</sup>.

Darrell Pechtl, Central Union Adult School, announced two new courses through CALRegional will be beginning soon, and EKG Technician course and a Billing & Coding Specialist course.

## 7. REPORTS

- a. **Board of Supervisors:** None
- b. **ICWDB Chair Report:** Mr. Freeman reported on recent meetings aimed at serving Individuals with Disabilities (ID). He shared that the interest has grown and turnout has been positive from agencies serving this population and that a Leadership Committee is being formed to guide the efforts and mission of the larger meetings. Mr. Freeman also commended, Analyst Sabrina Rubin for coordinating the efforts related to the ID meetings. Mr. Freeman also encouraged that Clerk of the Board staff be contacted to being opening up the ICWDB Membership Application process.
- c. **Director's Report:** Director Lopez reported that she recently presented the Community and Economic Development document to the Imperial County Board of Supervisors for approval. Ms. Lopez explained that the document is vital for county economic development planning and growth. She also reported that Good For Others, a Non-Profit agency will be hosting a Lithium Valley Community Stakeholder meeting on September 26<sup>th</sup> for the purpose of assembling partnerships to apply for future grant opportunities and increase success rate by demonstrating strong local partnerships.
- d. **Business Services Unit Report:** Employment Coordinator, Carmen Aguilar reported that 36 OJT contracts are currently in place and 4 new contracts are pending review. Ms. Aguilar also reported 3 potential employers taking part in Incumbent Worker Training. Director Lopez also shared that a PY2023-204 Business Services report highlighting services and training provided to employers for the program year was included in the agenda packet. Ms. Lopez commended staff for developing the report. Mr. Pechtl recommended that staff's contact information be included with each service/program so that it can be used as a marketing tool as well.
- e. **Budget and Finance Committee:** Chair, Robert Rubio reported the committee met August 21<sup>st</sup> and reviewed a revised Training Expenditure Plan that reflected an increase to OJT allocations, and more training towards Transitional Jobs as a result of recent WIOA Waiver approvals. Fiscal Manager, Allison Duran provided an overview of the August 2024 Financial Statement, which reflected a total budget of \$14,758,860.
- f. **Business and Planning Committee:** Analyst, Jeff Burquist reported the committee had an informal meeting on September 12<sup>th</sup> due to a quorum not being met. However, staff provided an overview of the PY23-24 Report and discussed other data to track on an annual basis to better guide marketing efforts. Goals for PY24-25 were also discussed. The next meeting is scheduled November 14, 2024.
- g. **One Stop Policy Oversight Committee:** Ruth Durte, Chair of the Committee, reported the committee met on September 18<sup>th</sup> and the policies that were presented at today's meeting were reviewed. The next meeting is scheduled for November 20<sup>th</sup>.
- h. **Youth Committee:** Analyst, Sabrina Rubin reported the committee last met on September 19<sup>th</sup> and both Youth Services Providers gave presentations on the status of their programs. The next meeting is scheduled for November 21<sup>st</sup>.

**8. ADJOURNMENT:**

The meeting was adjourned at 12:44 p.m. The next regularly scheduled meeting date is Wednesday, October 23, 2024.

**Imperial County Workforce Development Board  
Action Agenda Item 4**

**MEETING DATE:**      **October 23, 2024**

**ITEM:**                      **4**

**SUBJECT:**                **Discussion/Action to approve the revised training funding  
expenditure plan for PY2024-2025**

**FROM:**                    Priscilla Lopez, ICWED Director

**RECOMMENDATION:**

ICWED Director recommends the approval of the revised PY2024-2025 WIOA Training Expenditure Plan in the amount of \$2,613,559 which exceeds the required 30 percent minimum training expenditure amount of \$1,503,220 for PY24-25.

**BACKGROUND:**

At the June 26, 2024, Executive Committee, a PY2024-2025 WIOA Training Expenditure Plan was approved in the amount of \$2,458,535.

In August 2024, the ICWDB received waivers approved by the California Workforce Development Board, providing greater flexibility for training activities. These waivers increased the maximum reimbursement rate for On-the-Job Training (OJT) from 75% to 90% of employees' wages, and expanded the focus on Transitional Jobs (TJ) by allowing up to 30% of WIOA Adult and Dislocated Worker Funds to be allocated to TJ activities, compared to the previous 10%. As a result, the expenditure plan was revised to allocate additional funds to OJT and TJ programs, enabling more participants to be enrolled.

Additionally, due to the increased focus on TJs, funding for Work Experience was reduced because those expenditures do not count towards the 30% training expenditure requirement.

The updated PY2024-2025 Training Expenditure Plan is on the following page and totals \$2,613,559, which exceeds the required 30% minimum training expenditure amount of \$1,503,220 for PY24-25.

**PY2024-2025 WIOA Adult and Dislocated Worker Training Funds**

**INDIVIDUAL TRAINING ACCOUNTS**

<b>Program</b>	<b>Slots</b>	<b>Cost</b>	<b>Amount</b>
IVROP Security Guard - Firearm		\$5,460	
IVROP Security Guard - No Firearm		\$5,285	
IVROP Commercial Truck Driving		\$8,660	
IVROP Certified Medical Assistant		\$8,750	
Imperial Valley Electrical Training Center Apprenticeship		\$1,969	
CET Truck Driver I		\$5,875	
CET Truck Driver (Regular)		\$11,476	
CET Welding Fabricaiton		\$15,500	
CET Green Building Construction Skills		\$15,249	
American Beauty Academy Aesthetics		\$8,471	
American Beauty Academy Barber		\$12,884	
American Beauty Academy Cosmetology		\$13,706	
American Beauty Academy Manicurist		\$6,462	
Career Expansion / Chabot - Las Positas Commuity College		\$3, 975	
		<b>TOTAL</b>	<b>\$853,780</b>

**REGISTERED NURSE MENTORSHIP PROGRAM**

RN Mentorship	56-66		\$550,000
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**LICENSED VOCATIONAL NURSE MENTORSHIP PROGRAM**

LVN Mentorship	16-21		338,108
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**ON-THE-JOB TRAINING (OJTs)**

	<b>Slots</b>	<b>Cost</b>	<b>Amount</b>
OJT Participants	60	\$6,300	378,000
		<b>TOTAL</b>	<b>\$378,000</b>

**TRANSITIONAL JOBS (TJ)**

	<b>Slots</b>	<b>Cost</b>	<b>Amount</b>
TJ Participants	48	\$8,612 *631.13	\$443,671
Work Experience *Does not count as training		\$8,612	\$86,120
		<b>TOTAL</b>	<b>\$443,671</b>

**INCUMBENT WORKER TRAINING (IWT)**

	<b>Slots</b>	<b>Cost</b>	<b>Amount</b>
IWT Participants	n/a	n/a	\$50,000
		<b>TOTAL</b>	<b>\$50,000</b>



**FISCAL IMPACT:**

Not to exceed \$2,613,559

**Imperial County Workforce Development Board  
Action Agenda Item 5**

**MEETING DATE:** October 23, 2024

**ITEM:** 5

**SUBJECT:** Discussion/Action regarding AJCC Certification submission in accordance with Workforce Services Directive 23-05 and authorize ICWDB Chair signature

**FROM:** Priscilla Lopez, ICWED Director

**RECOMMENDATION:**

ICWED Director recommends the approval of the AJCC Certification and authorize ICWDB Chair signature to submit the document to the California Workforce Development Board.

**BACKGROUND:**

On August 12-13, 2024, David Shinder, Professional Workforce Development Consultant, conducted an in-person site review as part of the AJCC Certification process. This review assessed the compliance of the three AJCC locations in El Centro, Calexico, and Brawley with state and federal guidelines, as well as their operational effectiveness and service delivery to the community. A final report detailing the current status of the AJCCs and identifying potential areas for improvement is being drafted and will be submitted by or before the October 23, 2024, meeting.

Approval of the AJCC Certification will authorize the ICWDB Chair to sign the certification document, which will then be submitted by staff before the November 1, 2024, deadline.

**FISCAL IMPACT:**

None.

**Imperial County Workforce Development Board  
Action Agenda Item**

**MEETING DATE:** October 23, 2024

**ITEM:** 6

**SUBJECT:** Discussion/Action to approve a no-cost extension for the Registered Nurse Mentorship Program provided by Imperial Valley Regional Occupational Program (IVROP)

**FROM:** Priscilla Lopez, ICWED Director

**RECOMMENDATION:**

ICWED Director recommends to approve the request for a no-cost extension for the Registered Nurse Mentorship Program provided by Imperial Valley Regional Occupational Program (IVROP).

**BACKGROUND:**

IVROP is requesting a three (3) month no-cost extension to the current January 1, 2023-June 30, 2024, contract. Information regarding the request can be found in the following attachment.

**FISCAL IMPACT:**

None.

# Imperial Valley Regional Occupational Program

687 State Street	<h1>MEMO</h1>
El Centro, California 92243	
Office (760) 482-2636	
Fax (760) 482-2750	
E-mail: ltorre@ivrop.org	

**To:** Priscilla Lopez  
**From:** Adrian Gonzales (IVROP – Program Manager II)  
**Subject:** RN Mentorship XII No-Cost Contract Extension  
**Date:** 9/24/2024

Dear Ms. Lopez,

IVROP Project RN Mentorship XII respectfully requests a no-cost contract extension for a period of three (3) months. The purpose of the requested extension is to provide additional NCLEX training services for current clients to successfully complete the NCLEX examination. Additionally, program staff will provide job placement, job retention, and supportive services as needed. The requested extension, if granted, would carry the program through December 31, 2024. During the extension period, IVROP Project RN Mentorship would provide the following specific program activities:

1. NCLEX training for program clients.
2. Regularly scheduled follow-up with clients.
3. Job placement services for clients.
4. Provide allowable supportive services as needed.

Thank you for your consideration. Should you have any questions regarding this matter, please contact me at 760-482-2640.

Respectfully,



**Adrian Gonzales**  
**IVROP Program Manager II**

Master Contract #:	
Modification No	2
Effective Date:	10/1/2024

Agency: Imperial Valley Regional Occupational Program Contract #: \_\_\_\_\_

Program Activity: RN Mentorship XII

Contract Period: From 1/1/2023 to 12/31/2024

Contract Amount: \$ 545,601.00 New Amount: \$ 545,601.00

Type of Modification: No cost contract extension to extend the period of performance from January 1, 2023 to December 31, 2024 to provide NCLEX examination training and follow-up services for participants, job placement services, and provide supportive services as needed.

**Description of Modification:**

	CURRENT BUDGET	MODIFICATION	REVISED BUDGET
Operational Budget			
Personnel	153,782		153,782.00
Fringe Benefits	75,722		75,722.00
Travel/Training	3,063		3,063.00
Equipment	800		800.00
Office Supplies, Printing, Rep.	4,500		4,500.00
Buildings/Rent	12,600		12,600.00
Other Interprogram Costs	2,810		2,810.00
Training/Materials/Supplies	23,025		23,025.00
Other Expenses	69,400		69,400.00
Participant Costs	158,925		158,925.00
Indirect Costs	40,975		40,975.00
<b>TOTAL</b>	<b>545,601.00</b>		<b>545,601.00</b>

Prepared by: Adrian Gonzales

Contractor Signature: \_\_\_\_\_ Date: 9/24/2024

**ICWDO USE ONLY**

Modification in line with the Work Statement: \_\_\_\_\_ Date: \_\_\_\_\_  
 Fiscal/Compliance Supervisor

Budget reviewed and accepted: \_\_\_\_\_ Date: \_\_\_\_\_  
 Accountant

Approved by Director: \_\_\_\_\_ Date: \_\_\_\_\_  
 Director

**IMPERIAL VALLEY REGIONAL OCCUPATIONAL PROGRAM**  
**BUDGET - PROJECT RN Mentorship XII - Jan 1, 2023 to December 31, 2024**

DESCRIPTION	ICWDO Category	FY 22/23- 23/24	
		22/23 - 23/24 Budget	Non-WIOA Leverage
<b>A. Staff Salaries</b>			
(1) Program Coordinator - .02 FTE		\$ 2,622	\$ 2,622
(1) Program Manager - .3 FTE		\$ 25,157	\$ 25,157
(1) Data Manager - .03 FTE		\$ 3,129	\$ 3,129
(1.8) Development Specialists - 1.8 FTE		\$ 109,353	\$ 109,353
(1) Project Clerk Typist III - .3 FTE		\$ 13,521	\$ 13,521
<b>Total Staff Salaries</b>	<b>Salaries</b>	<b>\$ 153,782</b>	<b>\$ 153,782</b>
<b>B. Staff Fringe Benefits</b>			
STRS 19.10%		\$ -	\$ -
PERS FY22/23 (25.37%), FY 23/24 (26.6%)		\$ 40,462	\$ 40,462
OASDI 6.25		\$ -	\$ -
Medicare 1.45%		\$ 2,231	\$ 2,231
Health Insurance \$9,084 p/FTE per year		\$ 30,568	\$ 30,568
State Unemployment Insurance - .5%		\$ 770	\$ 770
Worker's Compensation Insurance - 1.1%		\$ 1,691	\$ 1,691
<b>Total Staff Fringe Benefits</b>	<b>F.B.</b>	<b>\$ 75,722</b>	<b>\$ 75,722</b>
<b>C. Travel and Training</b>			
Staff Travel-in County- staff travel @ \$.625 p/mile x 1700 miles per year. Mileage for staff to provide project activities.		\$ 1,063	\$ 1,063
Staff Travel- Out of County travel to conferences/workshops for staff training.		\$ 1,000	\$ 1,000
Staff Training CPR, Mandated Reporting, Harasment Prevention, etc...		\$ 1,000	\$ 1,000
<b>Total Travel In Training</b>	<b>Travel/Trg</b>	<b>\$ 3,063</b>	<b>\$ 3,063</b>
<b>D. Equipment</b>			
Non-capitalized Equipment purchase or replacement- Desktop or Laptop Computer and printer with software for staff.		\$ 800	\$ 800
Equipment Rental.		\$ -	\$ -
<b>Total Equipment</b>	<b>Equipment</b>	<b>\$ 800</b>	<b>\$ 800</b>
<b>E. Office Supplies, Printing &amp; Reproduction</b>			
General Office supplies, materials, paper, etc. (\$170 p/month).		\$ 3,060	\$ 3,060
Reproduction and postage costs for printing forms, business cards, brochures, flyers, copies, etc. (approx. \$80 p/month).		\$ 1,440	\$ 1,440
<b>Total Office Supplies, Printing &amp; Reproduction</b>	<b>Supplies</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>
<b>F. Buildings</b>			
Facility rent, maintenance, utilities, and operations (\$650 p/month).		\$ 12,600	\$ 12,600
<b>Total Buildings</b>	<b>Buildings</b>	<b>\$ 12,600</b>	<b>\$ 12,600</b>
<b>G. Other Interprogram Operations Costs</b>			
Communications: phone, fax, e-mail, internet, postage, technology setup costs, etc.(\$120 p/month).		\$ 2,160	\$ 2,160
Pre-employment costs (fingerprinting, drug testing, tb, physical, etc.).		\$ 650	\$ 650
<b>Total Other Interprogram Operations Costs</b>	<b>Other</b>	<b>\$ 2,810</b>	<b>\$ 2,810</b>
<b>H. Training, and Training Materials and Supplies</b>			
NCLEX review books (\$225 x 65).		\$ 14,625	\$ 14,625
Tablet for classroom and internship training (\$600 x 14)		\$ 8,400	\$ 8,400
<b>Total Training Materials and Supplies</b>	<b>Training Materials</b>	<b>\$ 23,025</b>	<b>\$ 23,025</b>
<b>I. Other Expenses</b>			
IVC Liaison (\$2,300/month x 18). - Terrie.		\$ 41,400	\$ 41,400
IVC tutoring services - Terrie.		\$ 2,000	\$ 2,000
NCLEX review software (\$400 x 65 participants).		\$ 26,000	\$ 26,000
<b>Total Other Expenses</b>	<b>Other</b>	<b>\$ 69,400</b>	<b>\$ 69,400</b>
<b>J. Participant Costs</b>			
Stipends for Internships (\$650 x 65 = \$42,250. Paid in 2 parts).		\$ 42,250	\$ 42,250
Stipends for scrubs, shoes, watch, stethoscope, ACLS/PALS certification (\$600 x 65).		\$ 39,000	\$ 39,000
Stipends for NCLEX test & license (\$650 x 65).		\$ 42,250	\$ 42,250
Stipends for gas to San Diego for NCLEX test (\$60 x 65).		\$ 3,900	\$ 3,900
Stipend for meals for San Diego for NCLEX test (\$35 x 65).		\$ 2,275	\$ 2,275
Stipends for Employment (\$450 ea x 65).		\$ 29,250	\$ 29,250
<b>Total Subsidized Employment/Vocational Education Training Costs</b>		<b>\$ 158,925</b>	<b>\$ 158,925</b>
<b>Total Direct Costs</b>		<b>\$ 504,626</b>	<b>\$ 504,626</b>
<b>Indirect costs 8.12% of total direct expenses (State approved indirect cost rate)</b>			
Indirect costs 8.12% of total direct expenses (State approved indirect cost rate)		\$ 40,975	\$ 40,975
Total Funding (WIOA and Non-WIOA separately)		\$ 545,601	\$ 545,601
<b>Total Grant Charges</b>			<b>\$555,601</b>

**Imperial County Workforce Development Board  
Action Agenda Item 7**

**MEETING DATE:** October 23, 2024

**ITEM:** 7

**SUBJECT:** Discussion/Action to approve contract renewal of the One Stop Operator Agreement for services with ProPath Inc. in an amount not to exceed \$75,000.

**FROM:** Priscilla Lopez, ICWED Director

**RECOMMENDATION:**

ICWED Director recommends to approve agreement renewal with ProPath Inc. in an amount not to exceed \$75,000 to provide One Stop Operator services.

**BACKGROUND:**

It is recommended to renew the contract with ProPath, Inc. as the AJCC One Stop Operator for the period of January 1, 2025 to December 31, 2025. The contract is not to exceed \$75,000. The scope of work and contract will include, but is not limited to, continuous quality improvement, One Stop manager mentor service, monthly and quarterly staff and partner operations meetings facilitation, operations and policy development, complete business services review and enhancements, pre-employment Workshop development, Incumbent Worker Training, On-the-Job Training, and serving individuals with disabilities AJCC compliance.

This would be the first renewal to the master agreement that began January 1, 2024 and will be ending December 31, 2024.

**FISCAL IMPACT:**

\$75,000