

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
LOCAL CONSERVATION CORPS (LCC) ADVISORY BOARD MEETING
Virtual - Zoom**

<https://fresnoeoc.zoom.us/j/86293840282?pwd=RIVzYytPcTQ2THhFUjNpanRTVTBTQT09>

Phone (669) 900-6833

February 24, 2022 at 12:00 p.m.

Agenda

		<u>Presenter</u>	<u>Motion</u>	<u>Page</u>
1)	CALL TO ORDER	Shawn Riggins		
2)	ROLL CALL	Shawn Riggins		
3)	INTRODUCTION OF EOC COMMISSIONERS ADVOSORY BOARD MEMBERS	Shawn Riggins	Information	
	Name	Target Area Or Tripartite Representative		
	Ed Avila	Juvenile Court		
	LeRoy Candler	National Association for the Advancement of Colored People		
	Brian King	Mayor of Fresno Appointee		
	Bruce McAlister	West Fresno Faith Based Organization		
	Lisa Mitchell	Low-Income Target Area E		
4)	CHAIRPERSON SELECTION	Shawn Riggins	Approve	
5)	APPROVAL OF MINUTES August & November 2021	Board Chair	Approve	2
6)	PRESENTATION: Fresno County Fatherhood Initiative (POPS 2.0)	Shawn Riggins and Guest	Information	6
7)	LCC ANNUAL CERTIFICATION REVIEW	Shawn Riggins	Information	7
8)	LCC UPDATES a. Work Training Project b. Corpsmember/Student Development	Shawn Riggins	Information	40
9)	OTHER BUSINESS The next meeting is scheduled on Wednesday, May 18, 2022.	Shawn Riggins	Information	
10)	PUBLIC COMMENTS (This portion of the meeting is reserved for persons wishing to address the Advisory Board on items within jurisdiction but not on the agenda. Comments are limited to three minutes).			
11)	ADJOURNMENT			

**Fresno EOC/Local Conservation Corps
Advisory Board
August 18, 2021
Minutes**

James Hackett, Chairperson	P	Lisa Nichols	A
Ed Avila	P	Itzi Robles	P
David Clark	A	Carmen Romero	A
Francisco Del Rincon	P	Sharon Weaver	P
Brian King	A	LCC/YouthBuild Senate Council President Or Representative	P
Daniel Martinez	A		

Staff:

Shawn Riggins, LCC Director
Michelle L. Tutunjian, Chief Operating Officer
Jeff Davis, Training & Employment Division Director
Elisa Sgambellone, Senior Services Manager
Caroline Garcia, YouthBuild Program Manager
Lee Xiong, CalCRG Specialist
Corpsmembers/Students: Adrian Trujillo, Matthew Price

I. WELCOME AND CALL TO ORDER

James Hackett called the meeting to order at 12:00 p.m.

II. ROLL CALL

Roll call was called. The meeting was held via ZOOM.

III. APPROVAL OF MINUTES

The February and May minutes were approved. M/S/C Avila/Del Rincon.

IV. CORPSMEMBER AGE ELIBILITY

Shawn Riggins stated that the California Conservation Corps (CCC), the certifying agency for local corps throughout the state, notified local corps that the Corpsmember age eligibility was increased from 18-25 to 18-26, this went into effect immediately.

V. YOUTHBUILD CHARTER SCHOOL OF CALIFORNIA (YCSC)

Ken McCoy announced that YCSC students returned to in-person instruction for their first day of class on August 16, 2021. Students and teachers had been conducting and attending classes virtually via Zoom since March 2020. Adrian Trujillo, an LCC Corpsmember and YCSC student expressed his feelings about a return to in-person instruction. He stated that the return to campus has been a more positive experience because it provides more structured setting and an opportunity to be more hands on as he is a visual and hands on learner.

Matthew Price, a classroom based YCSC student, echoed the sentiments shared by Adrian Trujillo and stated that the transition back to class full time has been better because being on Zoom was difficult at times due to the technical issues and challenges that it may present. The in-person instruction allows for the one-to-one connection that may only be made through face-to-face instruction, and the ability to interact with fellow students. YCSC's Fresno site is one of two YCSC sites that have returned to school at this time.

All students have their temperature checked daily and sign the COVID-19 questionnaire. Per the California Department of Public Health, all students are required to wear a mask when on campus. Technology will continue to play a significant role with students and teachers as students are assigned a Chromebook and submit their schoolwork online through Schoology to reduce the amount of paperwork exchanged between teachers and students.

Due to the continued presence of COVID-19, YCSC will continue to offer a distance learning option to students who are not feeling well so they may keep up with their class assignments. There are also a limited number of Independent Studies slots for those students who may choose to remain on distance learning.

VI. LCC UPDATES

a. Work Training Projects

A detailed list of work training projects was distributed at the meeting along with the Advisory Board agenda packet. Several projects were highlighted. Shawn Riggins provided a brief update on LCC's activities/events since the last Advisory Committee meeting, as follows:

- Shawn Riggins stated that LCC was awarded the Fresno County Fatherhood Initiative grant. The grant will be presented at the County Board of Supervisor's meeting on September 25th. Grant amount is \$852,000 for three years. The goal of the project is to serve fathers and partners of African American mothers.
- A grant application for a second fatherhood project was submitted to the California Board of State and Community Corrections in July, serving 50 fathers per year, grant amount is \$100,000/year.
- Recently, two EOC programs have moved to the LCC site, Foster Grandparents and LIHEAP.
- Evaluation from Fresno Regional Workforce Development Board (FRWDB) was received. Three cohorts have completed the forestry training; the fourth cohort is scheduled to begin in September. FRWDB submitted two applications for forestry conferences that will be held in September. Reedley will be participating in one of them and LCC will be presenting at the Calforests conference in Sacramento.
- LCC submitted an application to the Families and Workers Fund to provide stipends to individuals participating in the Central Valley Forestry Corps program.
- Caroline Garcia, YouthBuild Program Manager, provided an update on the YouthBuild (YB) program. Two YouthBuild AmeriCorps grants are active, recently closed the 2019-2020 grant year, the 2020-2021 slots have been filled. Grant year 2021-2022 was received providing 31 half time slots 675-hour slots, two 900 hour slots and two full time AmeriCorps positions. Continues to fill corpsmember positions for the YouthBuild DOL/ETA. Corpsmembers are building homes with Self Help Enterprises and participating in community activities with Bringing Broken Neighborhoods Back to Life and Southwest Police Department, such as the "Good Times are Back", a series of block parties for the community held at one of the local parks. Staff continues to ensure students are certified in HBI Pact, First Aid/CPR and Forklift.

- Shawn Riggins provided an update on LCC's recycling program. With the state's re-opening in June, there has been an increase of material collection at bars and restaurants. Staff re-started school routes, and continue with mattress collection. LCC has been receiving requests from local municipalities and other groups to participate in tire amnesty and e-waste events. Fresno State's first football game is scheduled for Saturday, August 28th.
 - Daniel Palomera, Solar Program Manager, provided an update on the TCC Solar Project. Twenty-one solar projects have been completed, one is in progress. Recently re-started the weatherization measures, following COVID19 protocols with the homeowners. Benito Cortez, LCC Corpsmember, has recently obtained employment in the solar industry.
 - Elisa provided an update on the YouthBuild Charter School (YCSC), end of year activities. In person graduation, ceremony was held June 25, with one student traveling from Georgia. Seventeen students completed with sixteen participating in the graduation ceremony.
 - Summer education took place the month of July for all corpsmembers. Topics included life skills, communication, e-mail, first aid/CPR, forklift training, job search, resume writing, and healthy lifestyle.
 - Lee Xiong, Cal CRG Specialist, provided an update on the Cal CRG program. Lee stated that LCC received a six-month extension. LCC staff participated in the Trauma Informed Approach to Mental Health and LGBTQ+ training; the next training will be on mental health first aid. Continues to work with corpsmembers and contractors in person following COVID19 restrictions.
- b. Corpsmember/Student Update
Item was not covered.

VII. OTHER BUSINESS

Next meeting November 17, 2021

VII. PUBLIC COMMENT

None at this time

ADJOURNMENT

The meeting adjourned at 12:56 p.m.

Respectfully Submitted,
Shawn Riggins, LCC Director
Fresno EOC Local Conservation Corps

**Fresno EOC/Local Conservation Corps
Advisory Board
November 19, 2021
Minutes**

James Hackett, Chairperson	P	Daniel Martinez	A
Ed Avila	A	Lisa Nichols	P
David Clark	A	Itzi Robles	A
Francisco Del Rincon	A	Carmen Romero	P
Misty Franklin	A	Sharon Weaver	A
Brian King	A	LCC/YouthBuild Senate Council President Or Representative	A

Staff:

Shawn Riggins, LCC Director
Michelle L. Tutunjian, Chief Operating Officer
Elisa Sgambellone, Senior Services Manager
Caroline Garcia, YouthBuild Program Manager
Julio Lopez, Recycling Program Manager
Alicia Garcia, Administrative & Operations Manager

I. WELCOME AND CALL TO ORDER

James Hackett called the meeting to order at 8:17 a.m.

II. ROLL CALL

Roll call was called.

III. APPROVAL OF MINUTES

No quorum, on hold until next meeting.

IV. ADVISORY CHAIR RECOGNITION

Shawn Riggins, LCC Director, presented a plaque to James Hackett in recognition of his years of service as a member and Chairperson of the LCC Advisory Board. The plaque read as follows; "In appreciation of your years of dedication to the Fresno EOC Local Conservation Corps, the young people we serve, and our goal of Training Tomorrow's Leaders, Today! James recently retired from the County of Fresno.

V. 2022 LCC ADVISORY BOARD SCHEDULE

February 16, 2022, May 18, 2022, August 17, 2022 and November 16, 2022

VI. OTHER BUSINESS

Private Event: LCC Thanksgiving Celebration Breakfast. Breakfast was served immediately following the meeting. LCC Advisory Board members were invited. Shawn provided a tour the Prop 68 project.

VII. ADJOURNMENT

The meeting adjourned at 9:00 a.m.

Respectfully Submitted,
Shawn Riggins, LCC Director
Fresno EOC Local Conservation Corps

LOCAL CONSERVATION CORPS ADVISORY BOARD

Date: February 24, 2022	Program: Local Conservation Corps
Agenda Item #: 6	Director: Shawn Riggins
Subject: Fresno County Fatherhood Initiative (POPS 2.0)	Officer: Michelle L. Tutunjian

Background

The information presented below is intended to keep the Advisory Board apprised on the Fresno County Fatherhood Initiative.

In December 2021, Fresno EOC Local Conservation Corps received a contract from the County of Fresno for a Fatherhood Initiative program. The program, in partnership with the Department of Public Health's Perinatal Equity Initiative (PEI) and Babies First programs, will provide fatherhood involvement services, including classes on reproductive life planning, parenting skills, and child development, case management support, and referrals to other supportive services in the community for fathers and partners of African-American mothers.

The grant funding is for a period of three years, with the possible option of a fourth year, with services scheduled to begin in April of 2022.



LOCAL CONSERVATION CORPS ADVISORY BOARD

Date: February 24, 2022	Program: Local Conservation Corps
Agenda Item #: 7	Director: Shawn Riggins
Subject: LCC Annual Certification Review	Officer: Michelle L. Tutunjian

Background

The information presented below is intended to keep the Advisory Board apprised on the status of the Local Conservation Corps (LCC) Annual Certification Review.

The LCC had its annual California Conservation Corps (CCC) certification, virtually on Zoom, on December 9, 2021. CCC staff reviewed LCC's operations, corpsmember development activities, and conducted interviews with corpsmembers and field supervisors. A preliminary report with recommended corrective actions were received in January 2022, and LCC was able to address any areas of concern prior to CCC issuing its outcome results, which are currently pending, see attached draft of the certification review report.

A monthly update will be provided to CCC. In addition, the LCC Advisory Board will receive a progress update at the May 22, 2022 meeting.



CALIFORNIA ASSOCIATION of
LOCAL CONSERVATION CORPS

CCC Certification Best Practices Manual

The below information and resources were submitted by corps during the FY21-22 CCC certification process. Twelve of the 14 local corps provided access to documents submitted to the CCC in advance of annual certification reviews/site visits and a sub-committee of CALCC's CCC Certification Best Practices & Education Committee reviewed the materials and chose documentation that exemplified best practices in addressing certification criteria. All of the 12 corps' documentation in each of the above detailed areas is available for your viewing [here](#).

Three (3) areas of the certification process are targeted/focused on in this Best Practices Manual due to their importance and the rate of corrective actions received by many corps as a result of the FY20-21 certification process: (#6) Post-Corps Job Placement, (#7) Education for High School Graduates and (#8) Civic Consciousness Activities/Awards.

Each section of the Best Practices Manual includes the criteria's reference to the California Public Resources Code that governs the certification of community conservation corps and provides tools, resources and details to ensure each local corps can not only pass the CCC's certification of these criteria in the future but surpass expectations and provide consistency in the 14 local corps' program delivery.

Criteria #6: The LCC provides corpsmembers assistance in obtaining permanent employment following their participation in the LCC program. (PRC § 14507.5(a)(3).)

Post-Corps Employment Assistance Plan

The following examples include lists of skills that are developed and goals that are set to prepare corpsmembers for jobs outside of the corps.

CSET's Workforce Development Unit

Vision: To foster a partnership based on integrity by holding the Corps to a higher standard while providing the tools necessary to facilitate success.

Corps-to-Career —Upon enrollment into the program, corpsmember sign a contract that acknowledges their participation into the Corps-to-Career component. There through group work and one-on-one assistance staff provides the practical knowledge and introduce skills needed to successfully obtain employment or pursue higher education. At intake, the Corps-to-Career staff works with new Corpsmembers individually to assess needs and define realistic goals. Throughout the members' time at SCC, Corps-to-Career helps to support them while monitoring progress toward their goals. The purpose of the SCC's Corps-to-Career Program is to prepare Corpsmembers in their transition from the corps into successful futures, whether that be in Post-Secondary Exploration or Job Development leading to employment. Services available from the Corps staff and partnering agencies:

- | | | |
|---------------------------|----------------------------------|---------------------|
| ● Career Exploration | ● Job Coaching | ● Resume Writing |
| ● Scholarship Assistance | ● Enrollment into AmeriCorps | ● Financial Aid |
| ● Aptitude Assessment | ● Pre-Employment Training | ● Internships |
| ● Full-Time Employment | ● Part-Time Employment | ● Job Placement |
| ● Post-Secondary Exposure | ● Health Education Presentations | ● Cal/OSHA Training |

College and Career Preparation

All students attend Life Skills and Career Development class on their Education Day (1x/week) where a variety of topics are presented and aimed to educate on Professional Workforce Readiness and Soft Skills. Topics include but are not limited to:

- Time Management
- Goal Setting
- Peer Pressure/Peer Relationships: Making the right choice
- Effective Communication/Non-Verbal communication
- Personal Accountability
- Importance of teamwork
- Social Skills Basics (manners, communication, etc.)
- Email & Social Media Presence (What it says about you)
- Obtaining professional email accounts
- Business Communication Basics (writing a professional email/letter)
- Internet Search: Accessing Community Resources
- Reference Building
- Letter of Recommendation request
- FAFSA/College Application
- Autobiography/College Essay
- Career Exploration Job Application Practice
- Personal Branding (how to sell yourself to employers)
- Professionalism in the workplace: Dress and Grooming
- Importance of a Resume
- Customer Service Basics
- Presentation/Public Speaking Skills
- Elevator pitch
- Nutrition

In addition to the classes and curriculum that corps teach to Corpsmembers, many provide connections to job placement sources/agencies like those noted below:

Tulare County Employment Connection

At each Employment Connection location, job seekers will find a resource lab equipped with computer and internet access and hands on help from staff on creating resumes and searching for employment.

SCC's Workforce Development Unit work closely and collaboratively with Employment Connection staff to provide job readiness services and placement for Corpsmembers.

- Porterville Employment Connection – (559) 788-1440
- Tulare Family Resource Center – (559) 684-1987
- Visalia Employment Connection – (559) 713-5000

Many corps continue to provide assistance and follow up with corpsmembers who have graduated from the corps program and transitioned to employment outside of the corps, as the following examples show.

Post-Graduation Assistance and Follow-Up

Recognizing that some corpsmembers need assistance and mentoring after graduation our Corps-to-Career department continues assisting graduates to overcome personal barriers by having an open-door policy where corpsmembers can come on campus for assistance or to simply seek mentorship. The following is a list of services that are available to all UCCS graduates.

- Minimum of 1 year of follow-up phone calls/emails/face-to-face
- Employment leads and job application assistance
- Unlimited open-door computer lab usage
- Job postings/referrals via Alumni Facebook & Email Blasts
- Professional clothing for interviews
- Assistance with updating resumes and cover letters
- Assistance in reapplying for college and financial aid/grants as needed
- College tours/connections with college counselors
- Referrals to Community Resources (food, shelter, medical, counseling, etc.)

Post-Corps Plan

Transition

Corpsmembers receive notice 6-months prior to their transition from the program. The Transition Team, which services related to work readiness, job preparation, and job searching, will meet one-on-one with transitioning Corpsmembers to ensure their readiness for the next steps. The team will also connect them to various resources, like job fairs, site visits, and networking events.

Follow-Up & Tracking

Once a Corpsmember successfully exits the Corps' program, Corps staff will provide follow-up services for up to 6 months, which includes contacting the Corpsmember, collecting data related to employment and/or post-secondary placement (wages, benefits, part-time/full-time). Some contracts dictate that one-year follow-up services are provided, in which case those Corpsmembers are tracked for the one-year period post-Corps.

Alumni Engagement

Alumni are encouraged to come back to the Corps to obtain services at any time post-Corps. Corps staff may continue to provide college and career assistance, scholarship information, and resource referrals for Corpsmembers needing additional assistance. Alumni also participate in speaking opportunities, volunteer opportunities, and networking events.

Below are links to tools created by OCCC that can be tailored to each corps (logos can be dropped in the header and reference to specific corps programming/documentation can be added) and used to assess a corpsmember's readiness for post-corps employment and track their progress through local corps programming:

- [Individual Service Strategy Plan/Goal Sheet](#)
- [Work Readiness Survey](#)
- [Barriers to Employment Questionnaire](#)
- [Corps-2-Career Checklist](#)
- [Job Placement Checklist](#)

There are a number of good online resources for career exploration including the following:

- [My Next Move](#)
- [Virtual Job Shadow](#)

List of Job-Specific Skills, Goals & Objectives (with short description of how & when delivered)
 SJCC describes the skills, goals and objectives of their programming for corpsmembers below:

The skills that corpsmembers develop during their tenure with SJCC fall into 6 categories:

- Basic Skills
- Life Skills
- Natural Resource Management
- Zero Waste and Recycling
- Construction
- Leadership

Our program is designed so that all corpsmembers get training in the Basic Skills area during their first few months in the Corps. The skills within the Life Skills category are developed in all corpsmembers throughout their year at the Corps. The categories of Natural Resource Management, Zero Waste and Recycling, and Construction are job-specific skills that corpsmembers receive when they work in those departments. Finally, the Leadership skills are rolled out to corpsmembers who take on a leadership role within the Corps, whether as a Corpsmember Specialist, Intern or Crewleader.

The skills are ordered from level 100 to 300, with level 100 skills being more basic and level 300 being more advanced. The order and timing in which corpsmembers work on these skills generally fall in line with most basic to most advanced. Some of these skills (examples being forklift certification, chainsaw operations and construction hand tools) are developed on the job with SJCC supervisors and staff providing the training. Others, such as CPR or Career Planning, are conducted with external facilitators or other SJCC staff (like our AmeriCorps program) and happen separately from regular work time.

Our objective with skill development is that each corpsmember will possess knowledge of basic life skills when they exit the Corps as well as specialized knowledge and skills in the area that they chose or were placed in. Additionally, those corpsmembers who show an interest and aptitude in leadership have the opportunity to expand their skill set and experience in leadership roles and training.

Some corps have found it helpful to document trainings in tables like those excerpted here by FLCC, SJCC and LACC:

RECYCLING				
Weekly Safety Tailgate	Corps member training plans are developed from the 7-minute Safety Trainer Outline. CM's will be tested on topics discussed.	Tuesdays	Supervisors	15 minutes weekly
Rec Center Equipment	CM's will be trained in the safe and proper manner of using sorting facility machinery.	2x per month	Supervisors	30 min each
First Aid/CPR	Cardiopulmonary resuscitation (CPR) Automated external defibrillator (AED) and First Aid	Spring, Summer, & Fall School Breaks	Alert Medical Services Staff	4.5 total hours
Forklift	Powered Industrial Truck Operator's Permit- GrayLift fork lift Certification	Spring, Summer, & Fall School Breaks	Tracy P. L. Adolfo Greg Washington	4.5 hrs
Annual High Heat Awareness	Recognize the hazards and symptoms of working in the heat	Annual (April/May)	Joshua Soleno	2 hr
YOUTHBUILD				
Weekly Safety Tailgate	Home Builders Institute PACT "Institute Safety Talks" and Quizzes, 7- minute Safety Trainer	Tuesday	Supervisors	15 minutes weekly
PACT	Pre Apprenticeship Certificate Training (PACT)	Daily	Brian Nelson	50 total hours
Forklift	Powered Industrial Truck Operator's Permit - GrayLift fork lift Certification	Spring, Summer, & Fall School Breaks	Tracy P. L. Adolfo Greg Washington	6 hours
DHTI	Residential Wiring and Digital Home Theater Intergration	Daily	Brian Nelson	240 hours
First Aid/CPR	Cardiopulmonary resuscitation (CPR) Automated external defibrillator (AED) and First Aid	Spring, Summer, & Fall School Breaks	Alert Medical Services Staff	4.5 total hours

TYPE	#	SKILL AWARD	TRAINER	CAREER PATHWAY	SUB-FOCUS	LEVEL	Certificate Recognition
Basic Skills	1	Uniform, Appearance & PPE	Staff	Universal	Safety	100	SJCC
	2	First Aid/CPR	External	Universal	Safety	100	OSHA
	3	Conservation Awareness/Recycling	Staff	NRM/ZWR	NRM	100	SJCC
	4	Safety OSHA 10	Online	Universal	Safety	100	OSHA
	5	PDC (Level 1)	A1 Adventures	Universal	Personal Develop.	100	SJCC
	6	Vehicle Inspection & Safety	Staff	Universal	Transportation	100	SJCC
Life Skills	1	Financial Literacy	Credit Unions	Life Skills	Money Management	100	SJCC
	2	ServSafe	Hunger at Home	Life Skills	Food/Nutrition	100	State
	3	Personal Leadership Competencies	A1 Adventures	Life Skills	Personal Org.	100	YouthBuild
	4	Community Leadership Competencies	YB/AMC	Life Skills	Civic Engagement	100	YouthBuild
	5	Independent Living Competencies	Support Services	Life Skills	Independent Living	100	SJCC
	6	Career Planning (Resume, Interview, networking, job search, etc.)	YB/AMC	Life Skills	Career Readiness	200	SJCC
Natural Resource Management	1	Landscaping Basics	Staff	NRM	Landscaping	100	SJCC
	2	Pole Oak ID & Safety	Staff	NRM	Landscaping	100	SJCC
	3	Power Tool Operations	Staff	NRM	Power Tools	100	SJCC
	4	Chapter 8 - Working Around Roads	CalTrans	NRM	Landscaping	100	CalTrans
	5	Chainsaw Certification	Ethos	NRM	Landscaping	200	NWCG
	6	Naturalist	UC	NRM	NRM	200	UC
	7	Trail Construction and Maintenance	Greg B.	NRM	Trails	300	State
	8	Trail Safety Patrol	Darlene	NRM	Landscaping	200	SJCC
	9	Chipper Operation	Ethos	NRM	Power Tools	200	NWCG
	10	Blood Borne Pathogens	External	NRM	Safety	300	OSHA
	11	N95 Mask Safety	Staff	NRM	Safety	300	OSHA
	12	Hazardous Materials	External	NRM	Safety	300	OSHA
	13						
	14						
	15						
	16						

TIMELINE	EFFORTS	OUTCOMES (July '20 – June '21)
ORIENTATION (1 month) "Onboarding"	Introduction & Probationary Period Program Overview, Tool Safety, OSHA 10 & First Aid/CPR Certifications, Life Skills Training, Civic Engagement, and Legal Services Overview ★ Officially become a Corpsmember ★	<ul style="list-style-type: none"> 364 New Corpsmembers enrolled
PHASE 1 (5 months to 1 ½ years) "Foundation"	Basic Work Experience Paid work on conservation projects, tool & safety training Earn High School Credits Attend Saito High School to earn credits towards your high school diploma (receive a weekly stipend for perfect attendance!) Personal & Professional Development Case Management Services, Work Readiness Certification, Obtain Driver's License, Financial Literacy Training ★ High School Graduation ★	<ul style="list-style-type: none"> 131 Corpsmembers enrolled in HS program 224 Corpsmembers attended life skills programming 48 Corpsmembers received Work Readiness Certification 11 Corpsmembers obtained driver's license 14 Corpsmembers graduated from H.S. 65% of enrolled Corpsmembers completed 300hrs
PHASE 2 (up to 1 year) "Springboard"	Career Exploration Phase 2 Orientation, Monthly Meeting with Case & Transition Supervisor, Career Assessment Test, Career Action Plan Green Career Pathways Paid Work, Training & Certification, Employer Networking Opportunities, Choose a Pathway: LAND MANAGEMENT • CONSTRUCTION • ENERGY • ZERO WASTE • TRANSPORTATION/MANUFACTURING • INDEPENDENT Transition Services Mock Interviews, Resume Workshops, Job Fairs, Job/College Application Assistance, Scholarships for College or Vocational Training (Fred Aves, Russell Kantor Next Steps Fund, and/or AmeriCorps) ★ Obtain a job and/or enroll in post-secondary/vocational education ★	<ul style="list-style-type: none"> 25 Corpsmembers entered Phase 2 53 Corpsmembers obtained Jobs before exiting the program 8 Corpsmembers enrolled in College 79 Corpsmembers received AmeriCorps Education Awards
FOLLOW-UP (1 year) "Thrive"	Access Alumni Services Job/College Application Assistance & Scholarships Tell Us How You're Doing! Keep in touch with Corps staff and update us on your achievements, challenges, and goals. Respond to surveys and attend events for alumni.	<ul style="list-style-type: none"> 31 Corpsmembers granted Transition Support Fund Award \$145,737 Total amount of financial support awarded to Corpsmembers

Post-Corps Placement Statistics (with details):

Many local corps report their post-corps placement information in a simple format that captures pertinent details of the post-corps placements. A detailed list of *all* exiting corpsmembers must be submitted to the CCC and include info. on where they're headed after the corps:

CM Name	Employer	Type of Business/Program	Position	FT/PT Status	Start Date	Starting Wage	Benefits Package?
John Doe	United Dwelling	Construction	Laborer	Full-time	1/1/2021	\$19/hour	Yes

CCLB surveys corpsmembers as they exit to capture all of this information.

CORPSMEMBER EXIT FORM	
Separation <input type="checkbox"/>	Resignation <input type="checkbox"/>
Name _____	File No. _____
Hire Date: _____	Separation/Resignation Date: _____
Phone Number: _____	Email: _____
Reason for separation / resignation: _____ _____	
CCLB WOULD LIKE TO KEEP IN TOUCH WITH YOU VIA SOCIAL MEDIA. YES PLEASE KEEP UP WITH ME: <input type="checkbox"/> NO, I DO NOT WISH TO BE CONTACTED VIA SOCIAL MEDIA: <input type="checkbox"/>	
Social Networking Accounts: Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> Snap Chat <input type="checkbox"/> Instagram <input type="checkbox"/> Other <input type="checkbox"/>	
Username: _____	
If resigning from the Conservation Corps of Long Beach, please complete the following: I, _____, voluntarily resign from the Conservation Corps of Long Beach (CCLB). I understand that uniforms and equipment issued to me are to be returned in serviceable condition within one week of my separation or resignation from the CCLB, if I was being deducted during my enrollment. If I was not being deducted, I understand that all uniforms and equipment do not need to be returned. I further understand, that if I qualify for a refund, I will receive any refund due to me within one month of the return of equipment and/or uniforms.	
Reason for Resignation: _____ _____	
Where you going? (Check one and answer related questions as fully as possible)	
<input type="checkbox"/> EMPLOYMENT	Company Name _____ Starting Date: _____ Starting Salary: _____ Description: _____ _____
<input type="checkbox"/> SCHOOL	Where? _____ <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time
<input type="checkbox"/> MOVING (Provide new Address if possible)	Address: _____ _____ _____

Criteria #7: The educational component of the corps' program includes enrollment in a vocational education program, public or charter high school, or postsecondary community college. (PRC § 14507.5(a)(2).)

While some corpsmembers may join a corps with a High School Diploma (HSD) and access the corps-provided high school education program, not all corpsmembers who come to a corps with a HSD are interested in or ready for post-secondary community college/education. Given that this criteria covers education in all 3 forms (vocational, secondary and post-secondary), it's important to note that every corps is inherently a vocational education program given the work experience/job training and education priorities that mark the program model. Vocational education is defined as "instruction intended to equip persons for industrial or commercial occupations. It may be obtained either formally in trade schools, technical secondary schools, or *in on-the-job training programs or, more informally, by picking up the necessary skills on the job.*" Understanding this and what it means for each of the local corps' certification requirements, we want to underscore the additional benefits/offerings that local corps provide. All corpsmembers are provided with support and resources for exploring post-secondary educational opportunities, which include coaching and guidance in enrolling in postsecondary community college classes and trade schools, if so desired. The best practices outlined below highlight the additional supports that are currently being offered to corpsmembers at some corps and aspirational for others.

Academic/Education Goals & Objectives for Corpsmembers with a High School Diploma

Each corps must provide details of their educational plan for Corpsmembers with a diploma. SJCC describes theirs as follows:

Description of Academic Objectives for High School Graduates

The educational goals and objectives for corpsmembers who are high school graduates fall into two areas: in-house Career Technical Education and dual-enrollment in external educational programs. The goal for Career Technical Education is to prepare corpsmembers for a specialized career in the tracks within our Job Training departments: Natural Resource Management, Zero Waste, and Construction (with an expansion in 2020-2021 into Emergency Operations). For corpsmembers who have interests outside of Environmental or Natural Resources and whose professional goals require a college degree, dual enrollment aims to provide them the education and knowledge they need for a career-track job in the field of their choosing.

While this is an area of development for SJCC, there is currently educational programming offered to all corpsmembers that is outlined below. More detail on the plan for achieving CTE accreditation for the Corps and how that programming would change our current Corpsmember Development model is outlined in the document following titled "SJCC Corpsmember Development Overview."

Career Technical Education

From the Career Technical Education standards for "career-ready practice," SJCC offered programming for corpsmembers in the competency building blocks of Personal Effectiveness, Workplace Competence, and Technical Competence in 2020-2021. The list of specific trainings taken by corpsmembers in 2020-2021 follows but a few examples are highlighted here. Trainings such as Professional Development Competencies were implemented with corpsmembers in 2020-2021 which focuses on interpersonal skills, emotional maturity, goal setting and professional development. Teambuilding training was implemented with corpsmembers as well, an interactive training with exercises meant to strengthen communication and conflict resolution amongst work crews. Industry-specific certifications and trainings were offered to corpsmembers, notably chainsaw certification and HAZWOPER.

Our progress towards CTE accreditation has also advanced, with a pilot being implemented in Quarters 1 and 2 of FY 2021-2022 with 80 corpsmembers where the work week was reduced from 5 days to 4 with the fifth day being used for educational programming. This programming is either provided by SJCC or allows dual-enrolled corpsmembers time to complete class assignments. A CTE-accredited teacher has been hired to work with those corpsmembers and provide credits in Career Technical Education.

Dual-Enrollment

Although the number of dual-enrolled corpsmembers/students in our Charter School is decreasing, corpsmembers are encouraged to enroll in an educational program during their time at the Corps. During the 2020-2021 fiscal year, the following numbers of corpsmembers were dual-enrolled in the Corps and an educational program.

OCCC lists out their academic/educational goals and objectives for high school graduates:

- A) Vocational Training and Certifications**
 - Forklift, National Retail Federation (NRF), Food Handlers Certificate, Guard Card, and other specialized training.
- B) Post-Secondary Education**
 - College enrollment and Career Advisement
 - Campus tours and exploration
 - College Prep workshops
 - Financial Aid and Scholarship Assistance
- C) Trade and Vocational Schools**
 - Research and career exploration with trade, apprenticeship, and vocational school representatives
 - Assistance with an apprenticeship, vocational and trade school application, and financial aid
- D) Career Exploration and Development**
 - ONET-Career Exploration/My Next Move
 - Job Readiness Workshops/Corps-2-Career
 - Job Fair Webinars
- E) Life Skills Workshops**
 - Financial Literacy (Budgeting, Credit, Financial Goal Setting, Keeping Track of Your Money)
 - Mental Health
 - Expungement
 - Parenting

Civicorps explains their options this way:

- Corpsmembers with a high school diploma (Conservation Interns) work with the Civicorps staff, including Pathways Manager, to **participate in college and career exploration and engagement.**
- All Corpsmembers are working toward **completion of their Career Readiness Transcript** (aka: Conservation Intern Investment Program) which includes such things as resume, cover letter, conflict resolution workshop, civic consciousness activities, and attendance at the health fair.
- The **training program is integrated into the 32-hours/week job training.** Corpsmembers are receiving vocational education, hard skills, and soft skills while out with their crew each day Monday-Thursday. In addition, **Corpsmembers are expected to engage in 3-4 hours of education and/or training every Friday.**
- Corpsmembers are **individually assigned to education and employment workshops every Friday** based on gaps in their Career Readiness Transcript. Workshops are facilitated by staff (CPR, First Aid, Resume, Cover letter, driving permit) and by outside partners (financial literacy, behind the wheel driver's training).
- In addition to the hard and soft skills training, **Civicorps supports post-secondary enrollment** and works closely with Peralta Community Colleges and West Valley College. Corpsmembers are exposed to certification programs and course offerings that align with Conservation Career Pathways.

Summary of Continuing Ongoing Education Activities for Corpsmembers with a HSD:

- *LCC-taught curriculum (accompanied by sign in sheets or other attendance verification doc.)*
- *Proof of enrollment in or completion of class/course or progress reports (if app.) from additional off-site education courses*

Many corps put their educational expectations in an agreement that corpsmembers sign upon enrollment.

- Corps-to-Career Agreement (GVCC):

I (print) _____, understand that as a member of GVCC, DBA to the San Joaquin County Office of Education, I am required to enroll into GVCC's Corps to Career program, career development sessions, and postsecondary classes throughout my employment with GVCC.

Please check one-

☐ I currently have my high school diploma or G.E.D.

☐ I am currently attending SJCOE/ Come Back Kids or TCSOS Adult Education

Initial _____

_____ As a graduate, I will be required to enroll into one or more of the following:

- Virtual Job Shadow Life Path Course
- San Joaquin Delta College
- Columbia College
- GVCC Workshops, Trainings, and Industry Recognized Certifications

_____ As a student, I am required to:

- Meet with an assigned school representative work on career development plans. (SJCOE/CBK or TCSOS)
- Attend GVCC Workshops, Trainings and Industry Recognized Certifications

By failing to adhere to the GVCC Corps to Career Member Agreement, I understand that corrective action may be taken that may result in a separation from GVCC.

Sign _____ Date _____

- Post-Secondary Education Agreement (UCofSDC):

I, _____, understand that as a high-school graduate, my employment through Urban Corps of San Diego County is contingent upon my continued participation in educational classes that will further enhance my skill set.

As long as I remain an employee of the Urban Corps, I commit to taking classes at a College/University/Trade School, through Continuing Education or other Urban Corps approved educational training.

I understand that I will be required to show proof of enrollment, attendance and completion.

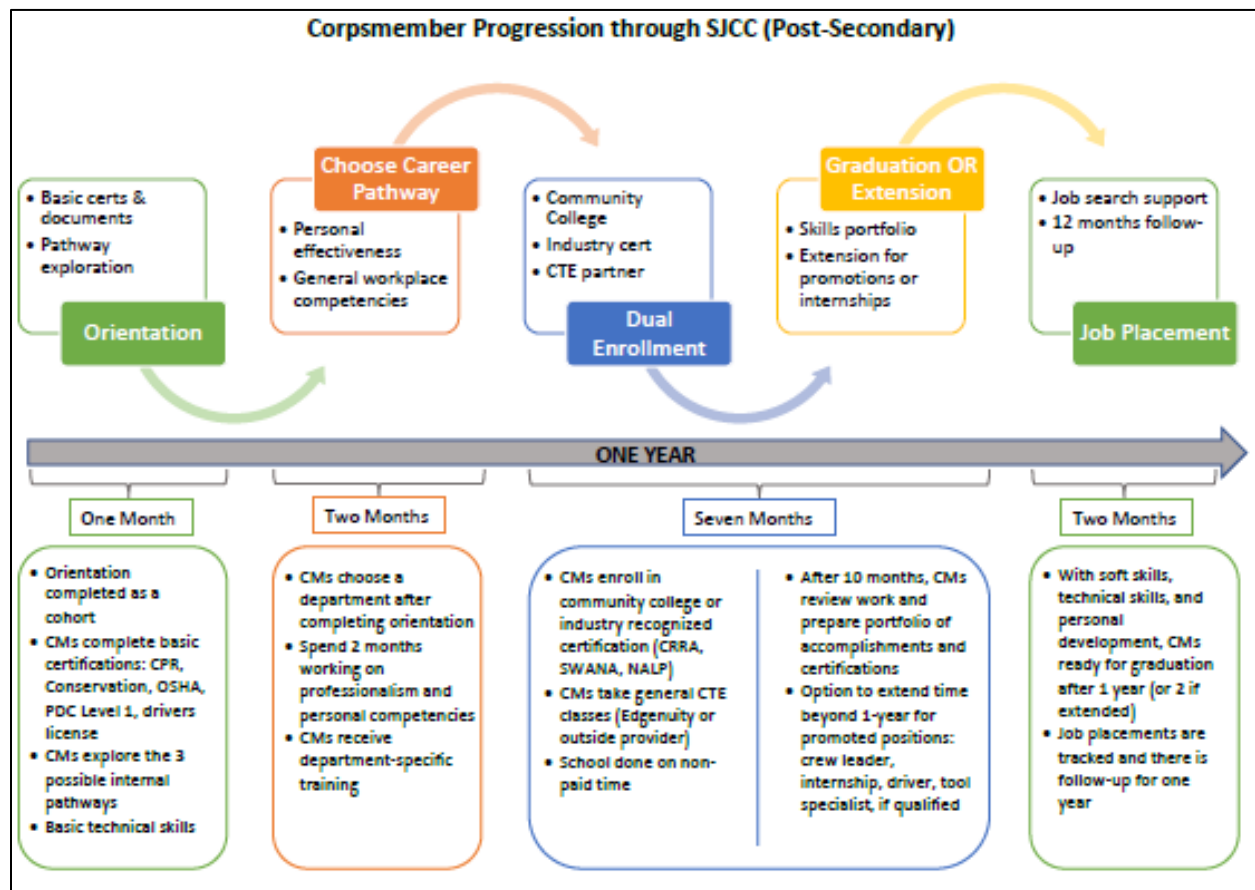
I understand that if I stop taking classes, my employment at urban Corps of San Diego County may be terminated.

Corpsmember Signature: _____ Date: _____

Witnessed: _____

[SCC's Graduate Objectives](#) clearly articulate the options available to Corpsmembers with High School Diplomas. One of the online resources SCC provides to corpsmembers is IMAGO; a link to their catalog is included in the *Academic Education* section below.

SJCC illustrates how corpsmembers with High School Diplomas move through their program below:



Academic Education

There are many opportunities for education for high school graduates offered throughout the state and as detailed in the list below. All are applicable to fulfilling all or part of this criterium's requirement.

- Remedial Education
 - [CSM Learn](#)
 - ESL
- Online Learning Platforms
 - [Virtual Job Shadow](#) Career Exploration & Career Planning (GVCC)
 - [IMAGO](#) Social Emotional Learning (SCC)
- Career Technical Education
 - Provided at corps
 - Early Childhood Education (CCEC)
 - Business Management (CCEC)
 - Natural Resources & Agriculture (CCEC)
 - Recycling (CCEC)
 - Solar (CCEC)
 - Paid instructor (contractor/consultant)
 - S-212 Wildfire Chainsaws (multiple corps)
 - Wildfire Alignment Strategies (GVCC)
 - National Wildfire Coordinating Group
 - Wildland Fire Fighting (GVCC)

- Grid Alternatives Solar Installation Training (multiple corps)
- Vocational Education leading to Industry-Recognized Certifications
 - Corps Programming (federal grant-funded)
 - DOL Youthbuild Construction (multiple corps)—MC3
 - DOL Youthbuild Construction Plus – Certified Nursing Assistant (LACC)
 - EPA Environmental Worker Job Training Program (LACC)
 - Community Colleges
 - Public Works Certification (OCCC w/ Santiago Canyon College)

Civicorps' Career Readiness Transcript allows for quick review and tracking of classes and achievements by corpsmembers and local corps staff.

CAREER READINESS WORKSHOPS		
Workshop	Date Attended	Passed
Basic Health & Hygiene		
Civicorps Career Fair		
Civicorps Health Fair		
Driver's Ed		
Financial Literacy Workshop		
Resume/Cover Letter Workshop		
JOB PERFORMANCE - (3 Positive Civicorps Evaluations for CIIP completion)		
Evaluation Type	Date	Passed
SKILL DEVELOPMENT		
Skill Certification	Date	Passed
Brushcutter Certification		
Chainsaw Certification		
Chipper Certification		
CPR		
Driver's License Class C		
Driver's License Class C Permit		
First Aid		
COMMUNITY PARTICIPATION and CIVIC CONSCIOUSNESS		
Activity	Date	Description
Conflict Resolution		
Civic Consciousness Activity		
CAREER READINESS ASSIGNMENTS		
Workshop	Date Attended	Passed
Career Inventory Project		
Cover Letter		
Letter of Recommendation		
Obtain a Bank Account		
Post-Secondary Engagement/Reflection		
Resume		
AWARDS		
Date	Award Type	

Criteria #8: The LCC's program develops corpsmembers' character and civic consciousness through rigorous work on public projects. (PRC § 14507.5(a)(2).)

List of work ethic standards (from corpsmember agreement, corpsmember handbook, etc.)

There are no specific examples from local corps included in this section of the Best Practices Manual. Most of the local corps document their expectations for participation in their corpsmember agreement or handbook.

Description of civic consciousness activities (including dates offered) that corpsmembers may participate in (with attendance verification and info. on how participation in each activity demonstrates civic consciousness):

Examples of acceptable activities include the following:

- **Public** event management & participation (voter registration drive/event, COVID-19 vaccination clinics or testing, recruitment/job fairs)
- Corps-sponsored events (Thanksgiving, Holiday Toy Drives/Giveaways)
- Outreach & advocacy (Corps Conversations, Government Ed Day/meetings with legislators/providing public comment at city council and/or legislative committee meetings)

Please note: Documentation should include photos of corpsmembers participating in the event(s), flyers announcing them and sign in sheets to demonstrate participation.

Here's how OCCC describes their activities:

Part of OCCC's Civic responsibility is to ensure that all Corps males, 18-25 understand the law so they can make informed decisions about the Selective Service process. At the time of enrollment with the Corps, participants are encouraged to register in the Selective Service System. By registering, Corpsmembers learn about the benefits and stay eligible for jobs, college loans, and grants, job training, and obtaining a driver's license. **A copy of the Selective Service form is kept in the participant file.**

Throughout the year, Corpsmembers are invited to participate in various Governmental activities such as Government Ed Day in Sacramento, California. Corpsmembers representing all the state Corps meet to learn about state government and share with legislators about some of the great work that's been done in their community. Locally, Corpsmembers who are part of the WIOA grants are asked to speak at the Youth Council Meetings and share about their experience while in the program. Corpsmembers are periodically invited to attend virtual meetings with local Legislators to talk about their work in their district and hear from Corpsmembers regarding their work, future goals, and what impact legislation can do to help their local corps. **Documentation and Photos will be included in participant files.**

Every new participant will have the opportunity to Register to Vote using the Online Voter Registration app on their computer or mobile phone. They will be introduced to the new OC Voter Centers including a documentary on "What it takes to Count-inside Orange County Elections" and "Blueprints for Democracy." during Orientation. **Voter information included in Corpsmember Orientation packet.**

Corpsmembers who volunteer in the community and public events are tracked with a sign-in sheet, photos, event flyers and receive a certificate of participation. If they volunteer outside of the OCCC, we ask them to bring proof such as a letter from the person organizing the event for them to receive volunteer recognition.


GVCC's Corpsmembers provided public comment at a California State Senate Natural Resources and Water Committee meeting; as documentation of this activity, the corps provided the agenda and highlighted the item that corpsmembers called in to support.

Vice-Chair
Jones, Brian W.

Members
Allen, Benjamin
Eggman, Susan Talamantes
Grove, Shannon
Hertzberg, Robert M.
Hueso, Ben
Limón, Monique
Stem, Henry I.

California State Senate

NATURAL RESOURCES AND WATER



JOHN LAIRD
CHAIR

Chief Consultant
Dennis O'Connor

Principal Consultant
Katharine Moore

Consultant
Catherine Baxter

Committee Assistant
Sandra Sanders

State Capitol Room 5046
(916) 631-4116

AGENDA
Thursday, April 15, 2021
Upon adjournment of Agriculture Committee
John L. Burton Hearing Room (4203)

MEASURES HEARD IN FILE ORDER

1.	SB 25	Hurtado	Oil and gas: well stimulation treatments: earthquake and leak monitoring and reporting.
2.	SB 624 ✓	Hueso	Environmental Equity and Outdoor Access Act.
3.	SB 482 ✓	Hueso	Salton Sea: long-term strategy.
4.	SB 604	Hueso	Natural resources: the Nature and Parks Career Pathway and Community Resiliency and Equity Act of 2021.

Corpsmember Awards & Recognition Program (explanation):

Each corps must *describe* its awards and recognition program and present a sampling of awards that were presented during the certification year. Below are examples of UCoSDC and FLCC's programs:

CORPSMEMBER INCENTIVE/RECOGNITION PROGRAM
\$6,100

Incentive/Recognition Plan and Objectives:
Improves attendance and safety by focusing on work and school attendance as well as staying accident free on a monthly basis.

Criteria for Corpsmember of the Month:

- No Accidents
- No Incidents
- Uniform/Safety Gear
- Grooming
- Community Service
- Team Work
- Work Ethic
- Leadership
- Classroom Work Ethic

Corpsmembers are eligible for the Corpsmember of the Month award by meeting all of the objectives listed above.

- The manger will submit the names of the eligible corpsmember at the operations meeting each month.
- Discussion will take place and a selection for Corpsmember of the Month will be made.

Corpsmember of the Month Drawing Total \$2,100

Monthly 1 @ \$50 = \$50 x 12 = \$600
 Corpsmember of the Year 1 @ \$200 = \$200
 All monthly corpsmember winners (12) will be eligible for the yearly drawing.

Staff of the Quarter 2 @ \$100 = \$200 x 4 = \$800
 Staff of the Year 1 @ \$500 = \$500
 All quarterly winners (4) will be eligible for the yearly drawing.

Attendance Drawing Total \$2700

Monthly Raffle 2 @ \$50 = \$100 12 times a year = \$1200 Perfect attendance for the month	Quarterly Raffle 2 @ \$100 = \$200 4 times a year = \$800 Perfect attendance for 2 months of that quarter	Semi Annual Raffle 1 @ \$200 = \$200 1 time a year = \$200 Perfect attendance for 2 months in each quarter	Yearly Raffle 1 @ \$500 = \$500 1 time a year = \$500 Perfect attendance for 2 months in each quarter
---	---	--	---

Safety Drawing Total \$1300

Monthly Raffle 2 @ \$50 = \$100 12 times a year = \$1200 No Accidents	Yearly Raffle 1 @ \$100 1 time a year = \$100 No Accidents for 12 months
---	--

LCC/YCSC Community Meeting & Awards Information

- **Monthly Community Meetings – held the 1st Friday of each month**

- LCC awards will be given out at the monthly meeting on a quarterly basis - **Q1: Jan-Mar; Q2: Apr-Jun; Q3: Jul-Sep; Q4: Oct-Dec**. Awards will be presented on the following monthly meeting dates – April 1 (Q1 awards); July 3 (Q2 awards); October 7 (Q3 awards); December 2 (Q4 awards). Please turn in all award recipient names to Sue 3 days before the Community Meeting.

FOR COPRSMEMBERS: (Quarterly Awards)

“Shout Out” (Leadership Award) – 1 corpsmember and 1 student chosen by the Council

Requirements: Councilmember’s each nominate 1 corpsmember and 1 student who has shown outstanding service and leadership to the Corps, school and community by participating in service activities, fund raising, other volunteer activities, etc. It is the responsibility of the Council rep to make sure that their nominee fits the requirements of the award. *Council to determine decision making process and vote the process into Council policy.

“Whatever it takes-Field” (Outstanding effort in the field) – 1 corpsmember from each crew chosen by Field supervisors

Requirements: Supervisors - choose 1 corpsmember who has been on your crew for at least 4 weeks during the last quarter. Take into consideration the following: Attendance, punctuality, initiative, team work, and leadership in the field.

“Whatever it takes-College” (Outstanding effort in postsecondary) – Each corpsmember in grade section “A”, “B”, “C” average. Chosen by case managers & transition coordinator.

Requirements: Corpsmembers attending college or other postsecondary are required to turn in a progress report to their case manager 1x per month. Corpsmembers who turn in progress reports on time will be included in the award process – 3 sections of awards for an overall grade of “A”, “B”, & “C”.

- **NOTE: YCSC Awards** – School staff will continue to choose Student of the Month (per teacher), GPA awards, Student of the trimester, 90% club attendance, etc.

“Corpsmember of the Quarter” – 1 or *more corpsmembers chosen

Requirements: Determined from corpsmembers who received the most award(s) in the above categories for that quarter (including YCSC awards) and field attendance as determined by their timesheet. *If a tie occurs, one or more corpsmembers of the month will be awarded. Case Managers & Asst Dir to determine.

FOR COPRSMEMBERS: (Annual Award)

“Corpsmember of the Year” – Chosen from Corpsmembers of the Quarter

Requirements: Active corpsmember or Alumni are eligible

It’s important to note that all of what’s provided above was done so through the lens of local corps. The next step in this process will be to present this Manual to the CCC to have them review and approve what the local corps have determined are best practices and, hopefully, to add in some of their own tools, resources and documentation to bolster the Manual’s contents.

Thank you to all of the 12 corps who provided information for the Sub-Committee’s review!

Fresno Local Conservation Corps (FLCC)

Certification Review Report Fiscal Year: 2020/2021

Produced by the California Conservation Corps pursuant to PRC § 14507.5(a) in accordance with the terms of Interagency Agreement DRR21014 with the Department of Resources Recycling and Recovery

Local Conservation Corps:	Fresno Local Conservation Corps (FLCC)	
Executive Director/CEO	Shawn Riggins	
Local Corps Certification Lead:	Alicia Garcia	Date of Visit: 12/9/2021
Report Prepared By:	Stacie Kenner	Date: 01/31/22

Report Approved By: Nicole Carr Director of Corpsmember services
Name/Title

Signature:  892183F5E8FC478... Date: 1/31/2022

Executive Summary

Certification Status

- ☐ Certified
☒ Certified on Probationary Status
☐ Not Certified
☐ Other (Please Specify: _____)

☐ LCC Previously on Probation Fiscal Years on Probation: **NONE**

Individual Criteria Compliance Status

Criteria	Compliant	Non-Compliant	Recommend Corrective Action	Corrective action recommended in previous report
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Local Community Conservation Corps (LCCs) are committed to supporting the youth of California and protecting the environment. This mission has remained even more critical as the COVID-19 pandemic continued into the new certification cycle (July 1, 2020 – June 30, 2021). Each LCC has been impacted to varying degrees. For some LCC's during this certification cycle, there was no disruption or shutdown of their program. Other corps experienced a complete program shutdown of many months. Some corps experienced unprecedented growth as they responded to community emergencies such as operating food banks.

Many corps used the time to focus on program improvements and increased efficiencies, corpsmember training, career exploration, and education. During our corpsmember interviews, it was frequently articulated how much corpsmembers appreciate the support from staff and that the LCC program is "like a family" or "a second home". The California Conservation Corps applauds Local Community Conservation Corps' passionate efforts as they faced COVID, racial unrest and financial uncertainty.

1. General comments and anecdotal observations.

FLCC is a program under the Fresno Economic Opportunities Commission (EOC), a large community action agency that supplies extensive programs and services within the greater Fresno area. The official name of the local corps is Fresno County Opportunities Commission Local Conservation Corps.

The FLCC was 1 of 35 Economic Opportunity Commission programs shut down in mid-March 2020 due to the COVID pandemic. Recycling and construction projects were considered “essential” and allowed to return to work one week later. EOC allowed FLCC to resume operations, though in a limited capacity, at the beginning of 2021. Full capacity operations did not resume until June 2021.

During the CCC Certification Review Team’s remote site visit, Executive Director Shawn Riggins provided a comprehensive overview of the 20/21 year, describing the profound impact of COVID on FLCC’s operations and the decline in corpsmember enrollment. He described “never having experienced anything as challenging as the last two years”.

He noted his staff have been strong, working intentionally to prove to the EOC their corps’ ability to continue operations as the Pandemic lingered.

2. Strengths and commendations

During the certification cycle FLCC:

- Continued partnership with County of Fresno Workforce Investment Board working on a project called Central Valley Forestry Corp. The project involved the operation of cohorts to complete fuel load reduction in the mountain area surrounding Fresno.
- Received \$70,000 to \$80,000 in donations from Amazon for recycling efforts.
- Received Prop 68 funds used to complete 2nd Floor on-site improvements.
- Provided additional support to its corpsmembers by providing food and hygiene provisions. In addition, an on-site “Clean Slate” program was provided by the Fresno Public Defender’s Office to assist with expunging legal records.
- Ended the fiscal year with corpsmember enrollment steadily climbing.

3. Areas of concerns or deficiencies.

Several issues were discussed during the visit debrief. These items will be noted as areas for improvement.

1. Criteria 1.1: Average Annual Corpsmember Enrollment:

The CCC Analyst let FLCC know that since their corpsmember count was below the annual average of 50 corpsmembers, they would be required to reconcile pay documents monthly for the 21/22 certification cycle as part of an Action Plan.

2. Criteria 6.1: Post Corps Assistance Plan:

FLCC gave a narrative of their unstructured post corps assistance. There is not a time limit as to when a former corpsmember is assisted. FLCC strongly believes once a corpsmember always a corpsmember. The corps' narrative included additional information that was not submitted in initial document submittal.

3. Criteria 6.4: Corpsmember Education Files:

FLCC reported revisions to their Youth Build program, increasing types of training available and methods of tracking corpsmember completion. FLCC notes that support documents are missing in the requested random files as improvement provisions have only recently been implemented per the corpsmember files they selected and submitted. Source and support documents are required across the board not just for a select few. Although progress is acknowledged, there remains room for improvement in this area.

4. Criteria 7.5: Education program for high school graduates.

FLCC implemented an improved academic program for high school graduates in April 2021, including tracking documents for participating corpsmembers. CCC acknowledges FLCC's steps toward improvement but identifies room for improvement in this area too.

Certification Criteria Rating Detail

CRITERIA #1	PASS	FAIL	Recommended Corrective Action	Additional Requested Documentation
<u>AVERAGE ENROLLMENT:</u> The LCC consists of an average annual enrollment of not less than 50 corpsmembers between 18 and 25 years of age. (PRC § 14507.5[a][5])		X		

Corpsmember counts

Count submitted by LCC: **19.17** Count verified by CCC: December 2020 and May 2021

Assessment of Prior Fiscal Year Corrective Action. [19/20]

From the review period of 19/20, certification report dated March 24, 2021:

FLCC's average annual enrollment for the revised 8-month 2019/2020 period was initially reported as 56.38 corpsmembers. FLCC submitted the signed Corpsmember Enrollment Certification Form, certifying that corpsmembers counted in the average revised annual enrollment period were between the ages of 18 and 25, spent at least 30 hours per month participating in training and rigorous work on public projects, and had signed corpsmember contracts/agreements.

FLCC did not submit pay journal documentation to verify corpsmember enrollment as requested. This required the CCC Analyst to perform a deeper analysis of all paid program participants for the two months requested. The counts submitted did not match the CCC's analysis for July 2019 and March 2020.

	FLCC	CCC
July-19	57	54
March-20	51	44

Using the CCC's audited numbers, FLCC's average for the revised 8-month period prior to the impact of COVID-19 is 56 corpsmembers.

The Certification Manual (ver August 2018) definition of a corpsmember is as follows:

For the purposes of annual certification by the California Conservation Corps, only corpsmembers who meet all of the following criteria can be counted toward the monthly average of 50 corpsmembers:

- 1. The corpsmember reached their 18th birth date and were enrolled into the corps program before their 26th birth date.*
- 2. The corpsmember is counted as one corpsmember per calendar month.*
- 3. A completed corpsmember agreement is on file for each corpsmember.*
- 4. The corpsmember is actively engaged in the corps program as determined by the following indicators:*

- a. Each active corpsmember can be documented by valid and verifiable payroll records.*
- b. The corpsmember spent at least 30 hours per month enrolled, participating in training and work on public projects* which can be verified on payroll records.*
- c. The corpsmember is enrolled and attending a Corps-approved or external vocational education program, public or charter high school, or postsecondary community college which can be verified by enrollment and attendance records.*

In preparation for the next round of certification reviews, FLCC will need to work with their pay provider to produce pay journals to comply with the requirements of the Certification Manual. Pay reports are to comply with the e-mail sent by Hunt Drouin on October 27, 2020 titled, "Compiling your Corpsmember Count for Certification" (this guidance is also provided at the end of this report. Additionally, FLCC has been provided with a sample of an acceptable report produced by a different Local Community Conservation Corps who has the same pay provider.

FLCC and CCC worked together as the corps adopted the ADP payroll system resulting in the creation of reports needed for this criterion.

NARRATIVE RELATED TO CURRENT RATING: (Provide narrative description of documentation, review activities conducted, and/or information that validate the rating. Limit comments to information related to Criteria #1.)

FLCC's reported average annual enrollment for the 2020/2021 fiscal year was 19.16 corpsmembers. FLCC submitted the signed Corpsmember Enrollment Certification Form, certifying that corpsmembers counted in the average annual enrollment during the review period were between the ages of 18 and 26, enrolled participants in the conservation corps work program by spending at least 30 hours per month participating in training and rigorous work on public projects, and have signed corpsmember contracts/agreements.

The CCC Certification Review Team (Review Team) examined payroll records for December 2020 and May 2021 to substantiate the Corpsmember Enrollment Certification Form. These pay documents are compliant and provide pay information based on a calendar month. Based on the pay document reconciliation FLCC does not meet the minimum certification requirement. At the certification visit de-briefing, the review team notified FLCC that its corpsmember enrollment count for the year under review was below the threshold needed for certification as set forth in the Certification Manual.

CRITERIA #2	PASS	FAIL	Recommended Corrective Action	Additional Requested Documentation
<u>ORGANIZED CREW STRUCTURE:</u> The LCC is organized in the form of supervised work crews. (<i>PRC § 14507.5[a][1]</i>)	X			

Assessment of Prior Fiscal Year Corrective Action. [**NONE**]

NARRATIVE RELATED TO RATING: (Provide narrative description of documentation, review activities conducted, and/or information that validate the rating. Limit comments to information related to Criteria #2.)

To verify FLCC is organized in the form of supervised work crews, the Review Team requested copies of supervisors' daily crew rosters, crew supervisor minimum qualifications and/or job specifications, and one year of training records for crew supervisors. FLCC submitted:

- Daily crew rosters for two crews for the weeks of December 7-11, 2020 and June 7-11, 2021 with supervisor signature and crew attendance.
- Job descriptions for Solar Installer III; Supervisor – Construction; Supervisor Public Lands Conservation & Trail; Public Lands Specialist – Public Lands Construction & Trail, Recycling Supervisor 1, Recycling Supervisor; and Senior Supervisor – Recycling were sent. Job descriptions showed minimum qualifications, education requirements, and nature of work.
- Crew supervisor training records for 2020/2021, including First Aid/CPR, Food Safety, OSHA 10 and Solar Training Weatherization. (Machine Equipment Safety, Trauma-Informed Approach to Mental Health, and Train the Trainer Forklift Operator Safety)

FLCC's documentation was complete, and no issues were identified.

CRITERIA #3	PASS	FAIL	Recommended Corrective Action	Additional Requested Documentation
<u>PROGRAM DURATION</u> Participation shall be for a period of one year and may be extended. (<i>PRC § 14507.5[a][1]</i>)	X			

Assessment of Prior Fiscal Year Corrective Action. [None]

NARRATIVE RELATED TO RATING: (Provide narrative description of documentation, review activities conducted, and/or information that validate the rating. Limit comments to information related to Criteria #3.)

To verify that FLCC's program is for one year with the possibility of extension, FLCC submitted a copy of its Corpsmember Handbook (page eight), which states "Standard corpsmember first term of participation in the LCC may be for a period of **up to** one (1) year part-time. *Exact term length is at the discretion of the LCC Director and is dependent on factors including funding availability, specific program needs and guidelines."

FLCC's documentation was complete, and no issues were identified.

CRITERIA #4	PASS	FAIL	Recommended Corrective Action	Additional Requested Documentation
<u>WAGE SCALE</u> The LCC compensates corpsmembers at not less than the federal minimum wage. <i>(PRC § 14507.5[a][3])</i>	X			

Assessment of Prior Fiscal Year Corrective Action. [NONE]

NARRATIVE RELATED TO RATING: (Provide narrative description of documentation, review activities conducted, and/or information that validate the rating. Limit comments to information related to Criteria #4.)

Per FLCC's handbook "Corpsmembers will be paid hourly at the current *State Minimum Wage* or by stipend depending on which LCC program the corpsmember is enrolled in." During the period of July 1, 2020 – June 30, 2021 corpsmembers were paid between \$13-14. This rate is higher than the federal wage of \$7.25.

FLCC's documentation was complete, and no issues were identified.

CRITERIA # 5	PASS	FAIL	Recommended Corrective Action	Additional Requested Documentation
<u>ENROLLMENT PRACTICES</u> The LCC selects young adults for participation on the basis of motivation for hard work, personal development, and public service, without regard for their prior employment or educational background and consistent with Section 14402. (<i>PRC § 14507.5[a][1]</i>)	X			

Assessment of Prior Fiscal Year Corrective Action. [NONE]

NARRATIVE RELATED TO RATING: (Provide narrative description of documentation, review activities conducted, and/or information that validate the rating. Limit comments to information related to Criteria #5.)

To verify that FLCC follows the hiring practices stated in PRC § 14507.5[a][1], the Review Team examined documentation related to recruitment, the application process, Equal Employment Opportunity (EEO), and high school diploma status upon entering the program. FLCC submitted:

- Corpsmember recruitment materials with eligibility information, advertising education and training opportunities.
- Corpsmember enrollment application to join FLCC.
- EEO policy information and designated EEO Officer, who is Heather Brown.
- List of corpsmembers who enrolled during the 2020/2021 fiscal year and their high school diploma status upon enrollment. FLCC had 39 new corpsmembers enroll, with 21 entering the program already having received a high school diploma.

The Review Team also verified that EEO information is posted in an area visible to corpsmembers.

FLCC's documentation was complete, and no issues were identified.

CRITERIA #6	PASS	FAIL	Recommended Corrective Action	Additional Requested Documentation
<u>POST PLACEMENT:</u> The LCC provides corpsmembers assistance in obtaining permanent employment following their participation in the corps program. <i>(PRC § 14507.5[a][3])</i>	X		X	

Assessment of Prior Fiscal Year Corrective Action. [2019/2020]

From the review period of 19/20, certification report dated March 24, 2021:

To substantiate the post-corps employment assistance plan submitted by FLCC, the Review Team examined career/employability files for five corpsmembers. These files did not have sufficient documentation to verify that career exploration classes occurred during the review period. Documentation of classes and participation needs immediate improvement.

From the September 2021 Corrective Action Plan submitted by FLCC:

FLCC's closer association with it's agency's Employment and Training Department, allows for additional resources that will assist with a corpsmember's journey towards employability throughout their time at the LCC. LCC's TSA's will work closely with E & T staff, WIB staff, and will document all progress in corpsmember case notes and the new Career Exploration form listed above.

NARRATIVE RELATED TO CURRENT RATING: (Provide narrative description of documentation, review activities conducted, and/or information that validate the rating. Limit comments to information related to Criteria #6.)

To verify that FLCC provides corpsmembers assistance in obtaining permanent employment, the Review Team requested documentation outlining FLCC's post-corps employment assistance plan, listing programs and services for job training and career development, as well as a list of job-specific skills available to corpsmembers and post-corps placement statistics. FLCC submitted:

- Description of how the corps' Transitional Support Advisors (TSAs) and Job Develops provide support and guidance to corpsmembers while they are actively enrolled in the program and when they become alumni and have exited the program. FLCC provides ongoing support to former program participants indefinitely. Services provided may include assistance with college/career exploration in the form of assistance with college and financial

aid application, resume preparation, employment applications, interviewing techniques and job search.

- Description of job-specific skills corpsmembers can learn by participating in different projects as outlined in the corps' Corpsmember Handbook, page ten and eleven. Skills included proper equipment handling, waste management and recycling, community service improvement, green building, and natural resource and public enhancement.
- Post-corps placement tracking sheet, indicating that FLCC tracks corpsmembers' exit date, employment, and post-secondary education status.
- Career/employability files for six corpsmembers to substantiate the career employability or career counseling plans submitted by FLCC. The Review Team was unable to locate sufficient documents to validate the described program offerings. FLCC noted that support documents are missing in the requested random files as improvement provisions have only recently been implemented as demonstrated in the selected files submitted.

As noted in the last bullet point, above, FLCC's documentation was incomplete.

CRITERIA #7	PASS	FAIL	Recommended Corrective Action	Additional Requested Documentation
<p><u>EDUCATIONAL PROGRAM:</u> The educational component of the LCC's program includes enrollment in a vocational education program, public or charter high school, or postsecondary community college. (PRC § 14507.5[a][2])</p> <p>The LCC's shall give priority to providing an educational component for corpsmembers who have not completed high school. The component shall be equal in content to a high school curriculum and provide course credits leading to a high school diploma or its equivalent, such as a California high school equivalency certificate. The work of the LCC shall be structured to accommodate the educational component without significantly reducing the productivity of the Corps. (PRC § 14402)</p>	X		X	

Assessment of Prior Fiscal Year Corrective Action. [2019/2020]

From the review period of 19/20, certification report dated March 24, 2021:

Participation in an education program is an eligibility requirement under Criteria 1.1 to be able to count a corpsmember on the annual average enrollment. FLCC will need to address documentation of on-going education programming for its high school graduates.

NARRATIVE RELATED TO CURRENT RATING: (Provide narrative description of documentation, review activities conducted, and/or information that validate the rating. Limit comments to information related to Criteria #7.)

To verify that FLCC's educational provider, YouthBuild Charter School of California (YCSC), is in compliance with PRC § 14507.5[a][2] and PRC § 14402, the Review Team requested a copy of YCSC's most recent charter school accreditation by the Western Association of Schools and Colleges (WASC), official documentation demonstrating approval or renewal of the charter, a graduation list for FLCC's corpsmembers for the 2020/2021 fiscal year, and a list of education goals and objectives for corpsmembers who already have a high school diploma.

FLCC submitted:

- WASC letter dated May 3, 2018 reaffirming accreditation through June 30, 2024.
- Charter Renewal Petition for Charter Schools to Inyo County Superintendent of Schools and the Inyo County Board of Education, dated February 14, 2018. The charter was approved for renewal for July 1, 2018 to June 30, 2023.
- List of the nine corpsmembers who graduated from FLCC's Charter School during the 2020/2021 fiscal year.
- Description of learning objectives for corpsmembers with a high school diploma, which requires registration for and attendance of a minimum of one class through a State Center Community College, District Campus, Fresno Adult School or vocational school or program.
- Description of implementation of an improved academic program for high school graduates, implemented in April 2021, which includes tracking documents for participating corpsmembers.

The CCC lead reviewer confirmed via the Western Accrediting Commission for Schools (WASC) that YCSC's charter is currently active with no suspensions or revocations.

To verify that FLCC's educational component does not significantly reduce the productivity of the Corps (PRC § 14402), the Review Team also requested copies of school attendance rosters and a description of FLCC's work-school attendance model. FLCC submitted weekly attendance summary reports for the weeks of August 24, 2020 and February 8, 2021.

Corpsmembers schedules consist of one week school, one week field alternating modules and were modified throughout the school year, due to COVID -19. All instruction was provided through Zoom throughout the entire review period. Students were able to log in and participate in direct online instruction:

FLCC's documentation was incomplete and a consistent and ongoing education program for all high school graduates is noted as an area for improvement. Documentation was inconsistent due to late date implementing program, April 2021.

CRITERIA #8	PASS	FAIL	Recommended Corrective Action	Additional Requested Documentation
<u>CIVIC CONSCIOUSNESS</u> The LCC's program develops corpsmembers' character and civic consciousness through rigorous work on public projects (PRC § 14507.5[a][1])	X			

Assessment of Prior Fiscal Year Corrective Action. [NONE]

NARRATIVE RELATED TO RATING: (Provide narrative description of documentation, review activities conducted, and/or information that validate the rating. Limit comments to information related to Criteria #8.)

To verify that FLCC's program develops corpsmembers' character and civic consciousness, the Review Team requested a list of work ethic standards from a corpsmember handbook/agreement, a description of civic consciousness activities that corpsmembers participate in, and a description of how FLCC rewards and recognizes corpsmembers, with samples of awards and/or certificates. FLCC submitted:

- Corpsmember work ethic standards listed in FLCC's corpsmember handbook (page six).
- Sign-in rosters for food drives were submitted. Civic-consciousness events were limited due to COVID and consisted of volunteer food drives held July 11, 2020; August 1, 2020; December 5, 2020; March 6, 2021; and May 1, 2021.
- Description of recognition program and awards offered, including Whatever It Takes Award – Field Crew, Whatever It Takes Award – College, and Corpsmember of the Quarter.

FLCC's documentation was complete, and no issues were identified.

CRITERIA #9	PASS	FAIL	Recommended Corrective Action	Additional Requested Documentation
PROJECT WORK The LCC engages in recycling and litter abatement projects, as well as projects that accomplish the conservationist and other purposes described in subdivision (a) through (h), inclusive, of Section 14300, and that assist agencies of local governmental and other nonprofit community organizations in developing, rehabilitating, and restoring parklands, recreational facilities, and other community resources. (PRC § 14507.5[a][4])	X			

Assessment of Prior Fiscal Year Corrective Action. [NONE]

NARRATIVE RELATED TO RATING: (Provide narrative description of documentation, review activities conducted, and/or information that validate the rating. Limit comments to information related to Criteria #9.)

To verify that FLCC engages in both recycling/litter abatement projects and projects that accomplish conservationist purposes as described in PRC § 14300, and assists local government and nonprofit organizations, the Review Team requested FLCC's project list for the 2020/2021 fiscal year, as well as copies of project evaluations or completion letters from agencies/organizations. FLCC submitted:

- Project list with sponsor, type of work, and date. Sponsors include Fresno EOC Head start (ground maintenance), City of Madera (recycling), State of California – Natural Resources Agency Department (fire prevention and weed abatement), U.S. Department of the Interior Bureau of Reclamation (land management and conservation work), State of California (trail construction/repair)
- Letters of support demonstrating satisfactory and completed work from City of Fresno (weed abatement/trash removal), Mattress Recycling Council (recycling), Central California Food Bank (COVID 19 emergency food relief services)

The Review Team toured an on-site Prop 68 construction project and FLCC's recycling center. A total of six corpsmembers (from two different crews) and one staff member were interviewed between the two projects.

FLCC's documentation was complete, and no issues were identified.

CRITERIA #10	PASS	FAIL	Recommended Corrective Action	Additional Requested Documentation
DESIGNATION The LCC has been designated by a city (or city and county) or county to perform litter abatement, recycling, and related activities. (PRC § 14581.1[a](2))	X			

Assessment of Prior Fiscal Year Corrective Action. [NONE]

NARRATIVE RELATED TO RATING: (Provide narrative description of documentation, review activities conducted, and/or information that validate the rating. Limit comments to information related to Criteria #10.)

To show that FLCC has been designated by the City of Fresno (since 1993) to perform litter abatement and recycling, FLCC submitted a letter of support from the City of Fresno's City Council, dated September 21, 2021.

FLCC's documentation was complete, and no issues were found.

CRITERIA #11	PASS	FAIL	Recommended Corrective Action	Additional Requested Documentation
NON-PROFIT STATUS "Community Conservation Corps" (or LCC) means a nonprofit public benefit corporation formed or operating pursuant to Part 2 (commencing with Section 5110) of Division 2 of Title 1 of the Corporations Code, or an agency operated by a city, county, or city and county... (PRC § 14507.5[a])	X			

Assessment of Prior Fiscal Year Corrective Action. [NONE]

NARRATIVE RELATED TO RATING: (Provide narrative description of documentation, review activities conducted, and/or information that validate the rating. Limit comments to information related to Criteria #11.)

In September 2021, the Review Team verified that FLCC (a.k.a. Fresno County Economic Opportunities Commission) is in active standing with the California Secretary of State to do business as a non-profit public benefit corporation, in compliance with PRC § 14507.5a.

Next Steps – Action Plan Required:

Based on the Guidelines set on Page 15 of the Community Conservation Corps Certification Manual (version June 2021):

I. Certified on a Probationary Status

If a LCC failed one or two of the certification criteria, the LCC will be certified for the following year on a probationary status.

- 1. The LCC must submit a corrective action plan to address the items indicated by the CCC. This plan will be due one month following submission of the Final Certification Report. The CCC will provide examples of corrective action plans upon request.*
- 2. Supplemental progress reports will be due to the CCC Program Development Manager or designee monthly thereafter, due on the 10th of each month until all failed items are resolved.*
- 3. The LCC must resolve all failed items and pass all criteria during the next review cycle to exit probationary status and be fully certified.*

An LCC is limited to certification on a probationary status for two consecutive years. If a LCC does not pass all certification criteria following a second year on probationary status, the corps will not be certified for the following year.

FLCC will be certified for the 22/23 cycle with probationary status. This will be the first probationary year for FLCC.

Due to probationary status, FLCC will be required to submit an Action Plan to address the deficient areas outlined below by February 10, 2022. Thereafter, a monthly update on progress in the deficient areas until all deficiencies have been mitigated. Monthly updates will be due on the 10th of each month. The report should be submitted to the Local Community Corps Mailbox at: LCC_Cert@ccc.ca.gov.

The Action Plan will need to address:

- Criteria #1.1: Having a minimum average annual enrollment of 50 Corpsmembers in the 2020/2021 fiscal year.

Please provide a written monthly narrative to detail what steps are being taken to increase the average annual corpsmember enrollment. Details must be provided to describe successes, challenges, and upcoming steps.

LCC will submit the pay documents for the period of July 2021 through January 2022 no later than February 10, 2022.

FLCC needs to submit monthly pay documents to the Local Community Corps mailbox (LCC_Cert@ccc.ca.gov) monthly by the 10th of each month.

Provide pay reports in compliance with the guidelines noted below.

When providing monthly Corpsmember counts, local corps need to include **all** Corpsmembers of eligible criteria for each day spanning an entire **calendar** month.

If you pay Corpsmembers once or twice per month, this should not be an issue as any reports you receive should be broken down by **calendar** month.

The challenge is if you pay Corpsmembers every other week (26 times per year). When this happens, quite frequently the pay a Corpsmember receives covers hours worked in two different months. For example, a paycheck which covers the period of May 24 – June 6, 2020 includes pay for hours worked in both May and June. Consider the following scenario:

Date	5/24	25	26	27	28	29	30	31	6/1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	7/1	2	3	4	5	6	
Hours Worked		8	8	8	8	8																																							

- This calendar shows 3 pay periods which include the month of June.
 - May 24, 2020 – June 6, 2020 (Dates highlighted in **blue**)
 - June 7 – 20, 2020 (Dates highlighted in **yellow**)
 - June 21 – July 4, 2020 (Dates highlighted in **blue**)
- For the purposes of certification, when you are counting June hours, you will need to back out the May hours on the first pay period and back out July hours on the last pay period of the month. You must include all the hours/days highlighted in **green** to provide the CCC with an accurate count.
- Many payroll services can provide hours worked reports by month, not pay period, but it must be asked for specifically. Otherwise, this becomes a manual process which can be time consuming.

Please note the criteria has not changed and monthly hours should always be reported this way.

- Criteria 6.1: During the debrief, FLCC provided a more comprehensive explanation of their post-corps assistance. The Review Team is awaiting receipt of the written documentation to support this criterion.
- Criteria 6.4: Steps should be taken to ensure an effective process is in place for filing and tracking post high school diploma student's education activity, career exploration, job readiness and class attendance documents for each corpsmember participant.
- Criteria #7.5: Participation in an education program is an eligibility requirement under Criteria 1.1 to be able to count a corpsmember on the annual average enrollment. FLCC will need to continue to address on-going education programming or documentation of it for its high school graduates.

Technical Assistance Seminar – The CCC will conduct annual technical assistance seminars during the month of August or September, to provide information regarding required certification documentation compliance. Staff compiling certification documentation from each certified community conservation corps will be required to attend.



LOCAL CONSERVATION CORPS ADVISORY BOARD

Date: February 24, 2022	Program: Local Conservation Corps
Agenda Item #: 8	Director: Shawn Riggins
Subject: LCC Updates	Officer: Michelle L. Tutunjian

Background

The information presented below is intended to keep the Advisory Board appraised on the Work Training Project and Corpsmember/Student Development.

VIII. LCC UPDATES

a. Work Training Projects

Fresno EOC Local Conservation Corps Projects					
CURRENT					
	PRC CODE	GRANT/ CONTRACT	SPONSOR	TYPE OF WORK	# CREWS/ CORPSMEMBERS (CMS)
1.	B	Contract	Fresno EOC Head Start	Grounds Maintenance Project	2 cms
2.	ACDG	Grant	CA Department of Resources Recycling and Recovery (CalRecycle) FY 2020-2021 & FY 2021/2022	Recycling services	28 (50/50) cms
3.	ACG	Grant	Friant buyback center	Purchase CRV	1 Crew
4.	CG	Contract	Enterprise Operations	Moving, document management – storage, shredding, recycling	Crews, as needed
5.			NYC – E-rate discount	Telecommunications discount	
6.		MOU	YouthBuild Charter School of California	High school diploma courses	Ongoing
7.		Donation	Dyer Family Foundation Donation	Support Services	Ongoing
8.	A-C	Grant	California Endowment	Support Services	Ongoing
9.	ACDG	Grant	City of Madera Waste Tire Project	Tire Recycling	Crews, as needed
10.	ACDG	Grant	City of Fresno Waste Tire Project	Tire Recycling	Crews, as needed
11.	G	Grant	YOUTHBUILD DOL/ETA 2019-2023	Low – Income home construction & Certified Registered Central Service Technician (CRCST) Training	84 cms (over 2 years)
12.	B	Contract	Fresno EOC Dental Clinic	Grounds Maintenance Project	1 Crew
13.	GE	Grant	YouthBuild USA/AmeriCorps 2020-2021	Education Awards	35
14.	GE	Grant	YouthBuild USA/AmeriCorps 2021-2022	Education Awards	35
15.	G	Grant	The Transformative Climate Communities (TCC) Project.	Construction (170 homes for weatherization services & 130 homes for solar system installation	2 Crews
16.		Grant	State of CA – California Conservation Corps Proposition 68	Capital improvement (ADA compliant elevator in PML Voc Ed Center)	1 Crew
17.		Grant	State of CA - Community Reinvestment Grants Program (Cal CRG)	Supportive Services (legal and substance abuse)	
18.	AC	Grant	WIB CalFire Funded Forestry Corps Project (partnership with Fresno WIB & Reedley College)	Training - cutting down dead trees from the Sequoia Kings Canyon National Park	75 Participants
19.		Grant	State of CA – California Conservation Corps Proposition 68	Development of second floor in the PML Voc Ed Center (Phase II)	1 Crew
20.	ABCD I	Grant	US Department of the Interior Bureau of Reclamation- 2020	Land Management and Conservation Work on Central Valley Lands	1 Crew
21.		Grant	State of CA – California Conservation Corps Proposition 68	Capital improvement/Development of PML Voc Ed Center-Phase III	1 Crew
22.		Grant	State of CA – California Conservation Corps Proposition 84	Facility improvement/HVAC system for classrooms, front gate security	1 Crew

Fresno EOC Local Conservation Corps Projects					
23.		Contract	Mattress Recycling Council	Mattress recycling	As needed
24.		Grant	Fresno County Fatherhood Initiative	Fatherhood involvement services	100 Individuals/3 years
25.		Contract	Fresno Metropolitan Flood Control District	Installation of banners, as specified by the District, at basins	1 Crew
26.		Grant	California Conservation Corps Non Residential Program 2021 - 2022	Corpsmember Support	
COMPLETED					
	PRC CODE	GRANT/ CONTRACT	SPONSOR	TYPE OF WORK	# CREWS/ CORPSMEMBERS (CMS)
27.	F	Contract	Fresno Housing Authorities – Barstow Lot	Fire prevention/Weed Abatement Services COMPLETED MAY 2020	1 Crew
28.	F	Contract	Fresno Housing Authorities – Kingsburg Property	Fire prevention/Weed Abatement Services COMPLETED MAY 2020	1 Crew
29.	F	Contract	Fresno EOC Transit Services	Fire prevention/Weed Abatement Services COMPLETED JUNE 2020	1 Crew
30.		Contract	Fresno EOC Transit Services	Ground Leveling Services COMPLETED JUNE 2020	1 Crew
31.		Grant	California Conservation Corps Non Residential Program 2019-2020	Corpsmember Support COMPLETED JUNE 2020	
32.	AFI	Contract	State of CA – Natural Resources Agency Dept. of Parks & Recreation – San Joaquin River Conservancy/Spano Property	Fire prevention and weed abatement COMPLETED JUNE 2020	1 Crew
33.	G	Grant	YOUTHBUILD DOL/ETA 2017-2019	Low – Income home construction & Certified Registered Central Service Technician (CRCST) Training COMPLETED JUNE 2020	66 cms (over 2 years)
34.	GE	Grant	YouthBuild USA/AmeriCorps 2018-2019	Education Awards COMPLETED AUG. 2020	38
35.		Grant	US Census Grant	Outreach & Education COMPLETED OCTOBER 2020	
36.		Contract	Fresno County Department of Public Health Office of Emergency Services (OES)	Water distribution COMPLETED OCTOBER 2020	2 Crews
37.		MOU/ Contract	Anthem BlueCross	Community flu shot clinic COMPLETED NOVEMBER 2020	
38.	ACFI	Grant	Proposition 1 – San Joaquin River Conservancy	Invasive Species Removal COMPLETED JANUARY 2021	2 Crews
39.	AC	Grant	Fresno Area Workforce Investment Forestry Corps (partnership with Fresno WIB & Reedley College)	Training - cutting down dead trees from the Sequoia Kings Canyon National Park COMPLETED MARCH 2021	25 Participants
40.	F	Contract	Fresno EOC Transit Systems	Fire prevention/Weed Abatement Services COMPLETED APRIL 2021	1 Crew
41.	ACDG	Grant	CalRecycle Recycling Program CRV Beverage Containers Oil Recycling, Tire Recycling "E" Waste Recycling FY 2019/2020	Recycling services COMPLETED MAY 2021	30 (50/50) cms
42.	ABCH	Grant	State of CA - SB 1 Active Transportation Program	Trail Construction/Repair COMPLETED JUNE 2020	1 Crew
43.		Grant	City of Fresno Homeless Training Project New	Basic Landscaping/Weeding	15 Participants
44.		Grant	California Conservation Corps Non Residential Program 2020-2021	Corpsmember Support COMPLETED JUNE 2020	
45.	E	Contract	COVID-19 Emergency Central California Food Bank Project	Sorting/bagging food for distribution to the community COMPLETED JUNE 2021	12 Corpsmembers
46.	GE	Grant	YouthBuild USA/AmeriCorps 19-20	Education Awards COMPLETED JULY 2021	38
47.		Contract	Fresno Metropolitan Flood Control District	Installation of inlet markers at District drainage inlets COMPLETED JULY 2021	1 Crew

Fresno EOC Local Conservation Corps Projects					
48	BF	Contract	City of Fresno Redevelopment Agency	5 th District Court of Appeal Landscape Maintenance COMPLETED DECEMBER 2021	1 Crew

b. Corpsmember Development Report
Recommendation: Information only

Background: Corpsmembers are required to participate in continuing education at the Local Corps as a condition of their enrollment. High school diploma classes are available through the YouthBuild Charter School of California and college classes are available on-site through credentialed instructors assigned by State Center Community College District. Although the classes are intended for our corpsmembers, they are open to the entire community. Life skills classes are available to YouthBuild Fresno students on a by-weekly basis and available to all corpsmembers during the school summer and winter break annually.

The LCC/YouthBuild Charter School Senate Council provides corpsmembers with the opportunity to participate fully in the development of additional services and programs members may deem important to their experience and growth at the Corps.

Activity:

The YouthBuild Charter School of California (YCSC) continues to provide the high school education component, Life Skills, and Leadership Development for LCC. Currently there are 46 students enrolled.

- November 15-17 & 23, 2021 – LCC, in partnership with the Laborers’ Community Service and Training Foundation of Northern California, held Safety Training week for corpsmembers enrolled in all programs. Components of the training include First Aid/CPR, OSHA 10, Traffic Control, and Confined Space Awareness. OSHA 10 training is geared toward entry-level workers and provides an overview of general occupational safety and health for entry-level workers. Traffic Control provides training for workers who will be using temporary traffic control measures on public roads to direct traffic around construction work zones. Confined Space Awareness course reviews the basic OSHA requirements for entering permit-required confined spaces.
- November 15-17 & 23, 2021 – LCC, in partnership with the Laborers Community Service and Training Foundation of Northern California, held Safety Training week. The training consisted of First Aid/CPR, OSHA 10, Traffic Control, and Confined Space Awareness. OSHA 10 training provides a variety of training on general industry safety and health to entry-level workers. Traffic Control provides training for workers who will be using temporary traffic control measures on public roads to direct traffic around construction work zones. Confined Space Awareness course reviews the basic OSHA requirements for entering permit required confined spaces.
- November 19, 2021 - LCC held its annual Thanksgiving Breakfast for corpsmembers, staff, and LCC Advisory Board members. Attendees were able to enjoy a socially distanced in-person gathering which included a full breakfast and quarterly awards and recognition.

- November 19, 2021 - LCC, in cooperation with EOC's Workforce Connection Young Adult Program, held Career Prep workshops for all corpsmembers enrolled in the program. The month of November's workshop focused on general career readiness and information about Job Club program.
- November 30, 2021 & December 7, 2021 - YCSC held an academic camp to kick off the beginning of Trimester 2. Students were able to meet YCSC and LCC staff and learn about the various programs and services available to them through both programs.
- December 10, 2021 - LCC, in cooperation with EOC's LGBTQ+ Resource Center, held its December Career Prep Workshop. Topics covered included gender identity and gender pronouns, sexual orientation, best practices for serving LGBTQ+ populations, and gender-inclusive policies, specifically in California. Facilitators also worked to provide an understanding of micro aggressions and action tips that might be useful in the workplace. Questions were welcome throughout the training, and included a Q&A session with a panel tailored to fit the clients.
- December 13, 2021 - Forestry Corps Cohort 4 returned to the LCC from Reedley College and began Phase 3, the work experience portion, of the program. Forestry Corps crewmembers worked in the Sequoia National Forest when weather permitted, and near Dunlap in the foothills when not able to make it into the park.
- January 6, 2022 - Due to rising COVID-19 cases in Fresno County, YCSC staff and students moved to distance learning. Students were provided with the opportunity to check out a Chromebook or a hotspot to attend their classes virtually via Zoom, and to complete their class work assignments through Schoology or Google Classroom.
- January 18 – 20, 2022 - Due to rising cases of COVID-19, the LCC shifted its January Mental Toughness Orientation (MTO) to an online format on Zoom. Corpsmember candidates “attended” the three days of MTO sessions and interviewed virtually, and were able to learn about all of the LCC's programs, services, and partners from home.
- February 10, 2022 - Cohort 4 of the Central Valley Forestry Corps concluded.
- February 15, 2022 - YCSC students and staff returned to in-person classes at the LCC. Per the mandate for California schools, all staff will be required to wear N95 facemasks, and the same will be suggested for students.
- The 2020-2021 YouthBuild AmeriCorps Program is active, 31 reduced half time (RHT) slots were received, two (2) half time (HT) slots, and 2 FT slots. Eight (8) members are currently enrolled, 18 members earned an award, seven (7) did not complete; two (2) slots were not filled.

- The 2021-2022 YouthBuild AmeriCorps Program is active, 31 reduced half time (RHT) slots were received, two (2) half time (HT) slots, and 2 FT slots. There are eleven (11) members are currently enrolled, education award slots/enrollment is available until August 14, 2022.
- AA/NA meetings continue on suspension until further notice due to COVID-19.

COMMUNITY SERVICE EVENTS AUGUST 20, 2021 – FEBRUARY 22, 2022

DATE:	EVENT	HOW MANY ATTENDED
8/27/21	Lamonica & Veterans Memorial Stadiums "Buchanan and Clovis High School Football Games"/Recycling Services	1 Staff 3 Corpsmembers
8/28/21	California State University, Fresno Football Game Tailgate and Stadium Clean Up/Recycling Services	5 Staff 17 Corpsmembers
8/28/21 – 8/29/21	Save Mart Center "Professional Bull Riding"/Recycling Services	1 Staff 3 Corpsmembers
9/10/21	Lamonica & Veterans Memorial Stadiums "Buchanan and Clovis High School Football Games"/Recycling Services	1 Staff 2 Corpsmembers
9/11/21	Fresno EOC/Local Conservation Corps NYC Community Food Distribution	1 Staff 3 Corpsmembers
9/11/21	California State University, Fresno Football Game Tailgate and Stadium Clean Up/Recycling Services	4 Staff 10 Corpsmembers
9/12/21	Save Mart Center "Alejandro Fernandez Concert"/Recycling Services	1 Staff 4 Corpsmembers
10/01/21	Save Mart Center "Gabriel Iglesias Concert"/Recycling Services	1 Staff 4 Corpsmembers
10/01/21	Veterans Memorial Stadiums "Buchanan High School Football Game"/Recycling Services	1 Staff 4 Corpsmembers
10/02/21	Fresno EOC/Local Conservation Corps NYC Community Food Distribution	1 Staff 2 Corpsmembers
10/09/21	Mattress Council-Kingsburg Community Clean Up Mid Valley Disposal/ Mattress Recycling Services	1 Staff 3 Corpsmembers
10/09/21	Save Mart Center "WWE Supershow"/Recycling Services	1 Staff 4 Corpsmembers
10/15/21	Save Mart Center "Luke Brian Concert"/Recycling Services	1 Staff 5 Corpsmembers
10/16/21	Mattress Council-Laton Fall Community Clean Up Event/Mattress Recycling	2 Staff 3 Corpsmembers
10/16/21	Save Mart Center "System of a Down Russian Concert"/Recycling Services	1 Staff 5 Corpsmembers
10/23/21	California State University, Fresno Football Game Tailgate and Stadium Clean Up/Recycling Services	3 Staff 13 Corpsmembers
10/30/21	Mattress Council-City of Reedley Fall-Up Event/Mattress Recycling Services	1 Staff 2 Corpsmembers
11/06/21	Fresno EOC/Local Conservation Corps NYC Community Food Distribution	1 Staff 2 Corpsmembers
11/06/21	California State University, Fresno Football Game Tailgate and Stadium Clean Up/Recycling Services	3 Staff 13 Corpsmembers
11/13/21	California State University, Fresno Football Game Tailgate and Stadium Clean Up/Recycling Services	3 Staff 13 Corpsmembers
11/19/21	Save Mart Center "Banda MS Concert"/Recycling Services	1 Staff 3 Corpsmembers
12/04/21	Fresno EOC/Local Conservation Corps NYC Community Food Distribution	2 Staff 4 Corpsmembers
12/03/21	Save Mart Center "Tyler Braden Concert"/Recycling Services	2 Staff 6 Corpsmembers
12/9/21	Save Mart Center "Foo Fighters Concert"/Recycling Services	2 Staff

DATE:	EVENT	HOW MANY ATTENDED
		5 Corpsmembers
12/12/21	Save Mart Center "Christian Nodal Concert"/Recycling Services	2 Staff 6 Corpsmembers
1/08/22	Fresno EOC/Local Conservation Corps NYC Community Food Distribution	1 Staff 1 Corpsmember
1/20/22	Save Mart Center "Jojo Siwa D.R.E.A.M. Tour Concert"/Recycling Services	1 Staff 3 Corpsmembers
2/05/22	Fresno EOC/Local Conservation Corps NYC Community Food Distribution	1 Staff 2 Community members
2/17/22	Save Mart Center "Toby Mac Tour Concert"/Recycling Services	1 Staff 3 Corpsmembers