



**GOVERNING BOARD
AND
REGIONAL WORKFORCE DEVELOPMENT BOARD
AMENDED RETREAT AGENDA**

Thursday, April 26, 2018 – 8:15 AM to 5:00 PM

**EMBASSY SUITES HOTEL NAPA VALLEY
SAUVIGNON ROOM
1075 CALIFORNIA BLVD.
NAPA, CA 94559**

MORNING SESSION: GOVERNING BOARD & EXECUTIVE COMMITTEE	
8:15	Welcome and Introductions
INFORMATION/DISCUSSION ITEMS	
	A. Overview of the Morning and Anticipations
	B. Roles and Responsibilities of the Governing Board
	C. Key Issues We Want Addressed by the Regional Workforce Development Board
	D. Meeting Calendar Aligned with Work
	E. Communication Among Members of the Governing Board and with the Regional Workforce Development Board
GOVERNING BOARD BUSINESS MEETING	
CONSENT CALENDAR	
Consent Calendar items typically include routine financial or administrative action items requiring a vote. Any item will be discussed separately at the request of any person. Items are approved with one single motion.	
	A. Public Comment
	B. 2018-2019 Contracts (Attachment I - Board Letter)
	C. Approval of Regional Board Members (Attachment II - Board Letter)
	D. Accept Single Audit Report from Clifton Larson Allen (Attachment III - Board Letter)
	E. AJCC Certification (Attachment IV – Board Letter)
LUNCHEON	
12:00 – 1:00	
AFTERNOON SESSION: REGIONAL BOARD	
	Welcome and Introductions
INFORMATION/DISCUSSION ITEMS	
	A. Board Member Anticipations
	B. Review of the Board Direction & Goals Set By Governing Board
	C. Roles, Responsibilities and Parameters of the Regional Board
	D. Discussion of Work Plan for the Coming Year <ul style="list-style-type: none"> i. Selection of Committees ii. Board Agendas iii. Calendar and Timelines iv. Reflection of the Afternoon
ADJOURN	
	Retreat Adjourned



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: (ATTACHMENT I - APPROVAL OF WORKFORCE ALLIANCE AGREEMENTS)
DATE: APRIL 26, 2017
CC: FILE

Workforce Alliance staff solicits Workforce Alliance Governing Board ratification and approval for the following agreements and amendments that were formally approved by the Workforce Alliance Regional Workforce Development Board Executive Committee on March 14, 2017.

CONTRACTOR	NEW/ AMENDMENT	AMOUNT	COMMENTS
Marin County Office of Education (Innovation Fund)	New	\$50,000	Virtual Reality Training
Marin Economic Forum (Innovation Fund)	New	\$50,000	Sector strategies and framework Convening strategies Economic-Education-Employment Framework Business Services
Marin Small Business Development Center (Innovation Fund)	New	\$13,356	RX for Business Services (Consulting for at-risk businesses)
Napa Small Business Development Center (Innovation Fund)	New	\$10,400	RX for Business Services (Consulting for at-risk businesses)
Napa Hospitality Industry Partnership (Innovation Fund)	New	\$6,900	Teacher summer externships in hospitality industry
Napa Health & Human Services (Innovation Fund)	New	\$50,000	Food Stamp Employment – Bridge Academy
Economic Forensics & Analytics	Amendment	\$30,000	Lake County Economic Strategic Plan in partnership with the County of Lake
AdaptivEdge	New	\$17,500	Internal and external SharePoint and Microsoft 365 solutions for the Workforce Alliance
Aldea	Amendment	\$783 per month	Lease of two additional offices for staff (increase of 270 square feet) at the same rate of \$2.90 a square foot. Lease includes reception, janitorial, utilities, Information technology support, use of kitchen, board room, training room.

Paragraph 10 - Powers/ Responsibilities of the Agency exercised by the Governing Board of the Joint Powers Agreement (JPA), states that the “Agency shall have the power to exercise any power common to all Member Counties authorized by Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California (commencing with section 6500) and is hereby authorized to do all acts necessary for the exercise of these common powers, including...:

- (3) Employ agents, employees, consultants, advisors, independent contractors and other staff;
- (4) Make and enter into contracts, including contracts with public and private organizations and individuals;

Additionally, the Workforce Alliance Governing Board approved resolution 2016-01 on June 21, 2016 designating signature authority to the Executive Director to enter into already budgeted professional services contracts that do not exceed \$50,000. As such, contracts under \$50,000 have been signed by the Executive Director and are submitted here for ratification.

STAFF RECOMMENDATION:

Ratify agreements with the above noted contractors.



TO: GOVERNING BOARD
FROM: EXECUTIVE DIRECTOR
SUBJECT: (ATTACHMENT II- APPROVAL OF NEW BOARD MEMBERS)
DATE: APRIL 26, 2018
CC: FILE

The Workforce Alliance of the North Bay (Workforce Alliance) Regional Workforce Development Board (RWDB) is a legislatively mandated business led board. In partnership with the Workforce Alliance Governing Board, the Workforce Alliance RWDB oversees workforce development activities and establishes policies and programs in response to the workforce needs of Lake, Marin, Mendocino, and Napa Counties. It is the region's only organization that has workforce development as its sole purpose and function.

Regional Workforce Development Board member requirements:

1. **Representatives of Business** (majority of board)
2. **Representatives of Workforce** - including labor, apprenticeship, community-based organizations, and youth serving organizations. (20%)
3. **Representatives of Education & Training** – Including adult & literacy activities, higher education, state employment office, vocational rehabilitation and economic development.

In Quarter 3 of this year, the Workforce Alliance staff opened a recruitment to fill mandated seats on the board that had been vacated over the course of this year. One of the required vacant seats is the vocational rehabilitation representative and the other is the state employment office representative. Staff have received and reviewed completed applications for both vacancies.

1. David Wayte – Regional Manager for the State Department of Vocational Rehabilitation; and
2. Emelia Bartolomeu – Regional Manager for the State Employment Office (Employment Development Department)

Both individuals that applied for membership are being recommended for appointment. If the Governing Board approves the individuals seeking appointment, the Workforce Alliance will have established a regional workforce development board that is compliant with the membership requirements of the Workforce Innovation and Opportunity Act.

STAFF RECOMMENDATION

Appoint David Wayte as the vocational rehabilitation representative and Emelia Bartolomeu as the State Employment Office representative to the Workforce Alliance RWDB.



TO: GOVERNING BOARD
FROM: EXECUTIVE DIRECTOR
SUBJECT: (ATTACHMENT III - WANB ANNUAL SINGLE AUDIT)
DATE: DECEMBER 15, 2017
CC: FILE

On December 15, 2017 the Workforce Alliance Governing Board in collaboration with the Joint Powers Agreement (JPA) appointed Treasurer; Auditor/Controller selected Clifton Larson Allen via sole source procurement to conduct the Agency's annual single audit. Clifton Larson Allen is the outside public audit firm the County of Marin, the JPA's appointed Treasurer; Auditor/Controller, uses and is familiar with the business practices of the County of Marin.

The required annual single audit has been completed, reviewed and approved by the Workforce Alliance Regional Workforce Development Board Executive Committee and subsequently filed with the Federal clearing house. The complete report is included here for review and ratification.

STAFF RECOMMENDATION:

Accept single audit report from Clifton Larson Allen.



TO: GOVERNING BOARD
FROM: EXECUTIVE DIRECTOR
SUBJECT: (ATTACHMENT IV – AJCC CERTIFICATION)
DATE: APRIL 26, 2018
CC: FILE

The State is requiring every Workforce Development Board to conduct a certification process for each comprehensive AJCC (CareerPoint Center) during the 2017-18 program year. The State delineated a certification process with two parts. The first part or baseline certification focuses on areas related to compliance and has already been completed. The second part or Hallmarks of Excellence, which includes a large number of qualitative factors, must be completed by June 30, 2018. Every AJCC must be scored on eight defined Hallmarks, and each one must receive a continuous improvement plan, regardless of their scores.

Board members participated in site visits for all four of the Workforce Alliance’s CareerPoint Centers. Staff are completing the written reports and continuous improvement plans for each location. Scores will take into account observations from the site visits as well as reviews of other relevant documents and information.

When the draft reports are complete, staff will give the contractors an opportunity to review and add any additional supplemental documentation which may not have been previously considered but that they feel should be factored into their scores, before final submission to the state. To allow time for this, and because the full board will not meet again until July, staff is requesting the board to empower the chair of the Workforce Alliance Regional Workforce Development Board to sign off on the final reports when ready in order to submit to the state by the June 30, 2018 deadline.

STAFF RECOMMENDATION:

Empower the chair of the Workforce Alliance Regional Workforce Development Board to sign the final Hallmarks of Excellence Matrices and continuous improvement plans to be submitted to the State by June 30, 2018.