



WORKFORCE ALLIANCE
OF THE NORTH BAY
 DRIVING WORKFORCE TALENT

Napa Advisory Subcommittee Special Meeting Agenda

Tuesday, June 26, 2018

3:00 PM

Workforce Alliance Office
 Second Floor, Training Room
 1546 First Street
 Napa, CA 94559

CALL TO ORDER		
I	3:00	A. Attendance & Introductions
		B. Public Comment
CONSENT CALENDAR		
<p>These matters 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.</p>		
II		A. Approval for March 21, 2018 Minutes (ATTACHMENT A)
REGULAR CALENDAR		
III		<p>A. 2018-19 WIOA Youth Service Contract (Action)</p> <p>Staff request the Napa Advisory Subcommittee select and approve a WIOA youth service contract for 2018-19 with a possible extension to 2021. The selected service provider will be forwarded to the Regional Workforce Development Board (RWDB) as a recommendation. Proposers may provide presentations.</p> <p>B. CareerPoint Napa (Attachment B) (Action)</p> <ol style="list-style-type: none"> 1. Data Reports 2. Mission Moment <p>Staff will present data reports reflecting CareerPoint-Napa progress in Adult and DW programs. Immediately following, program operators will present an overview of their program and key accomplishments.</p> <p>C. 2018-19 Napa WIOA Adult and Dislocated Worker Service Contracts (Action)</p> <p>Staff request the Napa Advisory Subcommittee ratify agreements with Napa Health and Human Service Agency for program year 2018-19.</p>
INFORMATION/DISCUSSION ITEMS		
IV		<p>A. Apprenticeship Presentation</p> <p>Don Merrill a senior consultant with the Division of Apprenticeship Standards will present information on apprenticeships.</p>

MEMBER/DIRECTOR REPORTS

V		A. Member
		B. Director 1. Retreat report 2. Mobile Career Center Partnership 3. High School Career Hub Partnership

ADJOURN

VI		Next Meeting Date and Agenda Items
----	--	------------------------------------



MEETING MINUTES

Napa Advisory Subcommittee Meeting

Wednesday, March 21, 2018

3:00 – 4:30 pm

Workforce Alliance Office
Board Room
1546 First Street
Napa, CA 94559

CALL TO ORDER	
I	<p>Meeting was called to order Paul Hicks at 3:08</p> <p>Members present: Paul Hicks, Brett Risley, Cheryl Velasquez, Robin Klingbeil, Tami Pancho, Amal Inalsingh, Mary Ann Mancuso, Mark Leonardi, Myles Davis</p> <p>Public Comment: none</p>
CONSENT CALENDAR	
<p>These matters 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.</p>	
II	No Items
REGULAR CALENDAR	
III	<p>A. Napa Nominations Committee (Action) Staff is requesting the establishment of a nominations committee to recommend a Chair of the Napa Advisory Subcommittee.</p> <p>The committee agreed to postpone this discussion until the next regularly scheduled meeting.</p>
INFORMATION/DISCUSSION ITEMS	
IV	<p>A. One Stop Operator Report (ATTACHMENT A) One Stop Operator will provide a report to the board of accomplishments and activities of CareerPoint Marin. WIOA Services Report will be provided as a part of this update.</p> <p>Workforce Alliance Executive Director Bruce Wilson introduced the Napa One Stop Operator, Kristin Miller who provided an update of services to members. Miller shared that an Internal QI group was created to increase traffic in the career center and educate partners. In addition, there was a Hospitality Industry Partnership career fair that brought in 27 employers, 7 partners and 200 job seekers. Committee members requested more demographic data, a description of provided services and client experience information to be included in the next report. The committee also discussed funding for incumbent and displaced workers.</p> <p>Wilson informed the committee the Workforce Alliance and Napa Health and Human Service Agency MOU was completed and then provided an overview of the services at the CareerPoints.</p>

	<p>The committee also discussed marketing and outreach to job seekers and employers.</p>
	<p>B. Napa Hospitality Industry Partnership Staff will provide an update on the accomplishments and activities of the Hospitality Industry Partnership.</p> <p>Velasquez and Pancho presented the “Resort to Opportunity” externship.</p>
	<p>C. Napa Innovation Fund Awardees</p> <p>Wilson shared with the committee the Innovation Fund recipients from Napa - Napa-Sonoma SBDC and Napa Health and Human Service Agency and thanked PG&E and Wells Fargo for their support.</p>
	<p>D. Napa Focus Areas in New Year</p> <p>The committee agreed not to discuss this item at this meeting due to a lack of quorum and agreed to for it to be managed by the boards at their retreat on April 26.</p>
	<p>E. Board Member Training Requirements Facilitated discussion to glean from the Advisory Committee areas of focus moving forward in the new year.</p> <p>The committee was reminded to complete and submit their Form 700 and to complete the AB 1234 ethics training requirement.</p>
<p>MEMBER/DIRECTOR REPORTS</p>	
V	<p>A. Member</p>
	<p>B. Director</p> <p>Wilson requested of Miller to provide a veteran’s report at the next meeting.</p> <p>Wilson shared he attended the California Workforce Association, Day at the Capital on March 7 with subcommittee members Mary Ann Mancuso and Myles Davis. The focus of the event was AB 8915 and 8911.</p> <p>Wilson will also be attending the National Association of Workforce Boards conference in Washington, D.C. at the end of March with Governing Board President Damon Connolly, Regional WDB Chair Jeri Gill, and Regional WDB member Rob Eyler to give a presentation on the establishment of the Workforce Alliance.</p>
<p>ADJOURN</p>	
VI	<p>Next Meeting Date and Agenda Items</p> <p>Wilson reminded the subcommittee the next meeting is scheduled for June 20. The meeting was adjourned by Paul Hicks at 4:30.</p>

CareerPoint NAPA PY 2017-2018 Planned versus Actual Participant Plan

State Plan Numbers Report

Total Enrollments for PY 17-18	Planned	Actual	% Attained	Planned	Actual	% Attained
	ADULT			DW		
Carried In Participants from PY 16-17	55	55	100%	25	25	100%
New Enrolled Participants	3	68	2267%	40	19	48%
Enrolled Participants (new and carry-in)	58	123	212%	65	44	68%
Exited Participants to date	23	43	265%	26	21	92%
Closed Participants to date		18			3	
Current Active Participants	35	62	177%	39	20	51%
PROGRAM SERVICES						
Individualized Career Services	58	123	212%	65	44	68%
Training Services (funded and non funded)	13	42	323%	26	21	81%
EXIT STATUS						
Entered Employment	19	44	232%	22	18	82%
Training-related (subset of exits)	12	10	83%	14	7	50%
Remained with Layoff Employer				0	0	
Exited for Other Reasons	4	17	425%	4	6	150%

Projected Training carry-in for Adults is 13

Projected Training carry-in for Dislocated Workers is 2

92% of the year

Updated through 05/31/18

**PY 2017-2018 Planned versus Actual Participant Plan
NAPA YOUTH PROGRAM
On-The-Move
State Plan Numbers Report**

	Planned	Actual	% Attained
Totals Enrollments for PY 17-18	YOUTH		
Carried in Participants from PY 16-17	26	26	100%
New Enrolled Participants	11	16	145%
Youth in Follow-up		15	
Enrolled Participants (new and carry-in)	37	42	114%
Exited Participants to Date	20	16	90%
Closed Participants to Date		2	
Current Active Participants	17	24	141%
EXIT STATUS			
Entered Employment	13	4	31%
Training-related	0	0	
Entered Military Service	0	0	
Entered Advanced Training	0	0	
Entered Postsecondary Education	3	0	0%
Entered Apprenticeship Program	1	0	
Returned to Secondary School	0	0	
Exited for Other Reasons	3	14	467%

	YTD
Youth In-School	7%
Youth Out of School	93%

25 Paid Work Experience
Out of School Requirement 75%

ADULT / DISLOCATED WORKER PERFORMANCE CAREERPOINT NAPA

Napa County Health & Human Services
Fiscal Year 2017-2018 (Invoices through 3/31/18)

Funding		
Total Allocation:	\$477,890	Napa County H&HS has spent 94% of the funding at 75% of the year. Funding in Adult has been fully expended and any continuing services in that program are funded by Napa County.
Expenditures:	\$447,614	
*Cost Per Participant		
Proposed:	\$4,757	Napa County H&HS planned to serve 123 participants and is serving 163 - 133% of the goal. 83 of these are new participants. *Actual cost per has estimated to reflect total cost including the County provided funding.
Actual:	\$3,452	
Training Expenditures		
Required:	\$159,297	44% of the training expenditure requirement has been met at 75% of the year.
Expenditures:	\$70,102	
Training:	\$49,024	
Leverage:	\$21,078	
Cost to Train		
Proposed:	\$2,723	Napa County H&HS planned to train 39 participants and is training 53 - 136% of the goal.
Actual:	\$925	
Entered Employment		Credential Rates
71%		Pending Data
Participants who exit the program with a job.		The participants who complete a training program and receive at minimum a certificate.
Retention Rates		Population Demographics
Pending Data		Pending Data
Participants who retain their job at least 90 days after program exit.		

ADULT PERFORMANCE CAREERPOINT NAPA

Napa County Health & Human Services
Fiscal Year 2017-2018 (Invoices through 3/31/18)

Funding		
Total Allocation:	\$231,341	Napa County H&HS fully expended Adult funding in the December 2017 Quarter. All further services in the Adult program are funded by the County of Napa.
Expenditures:	\$231,341	
*Cost Per Participant		
Proposed:	\$3,630	Napa County H&HS planned to serve 58 participants and is serving 122 - 210% of the goal. 67 of these are new participants. *Actual cost per was estimated to reflect funding provided by H&HS.
Actual:	\$2,844	
Training Expenditures		
Required:	\$77,114	38% of the training requirement was met at 75% of the year.
Expenditures:	\$29,444	
Training:	\$18,905	
Leverage:	\$10,539	
Cost to Train		
Proposed:	\$3,955	Napa County H&HS planned to train 13 participants and is training 34 - 261% of the goal.
Actual:	\$556	
Entered Employment		Credential Rates
70%		Pending Data
Participants who exit the program with a job.		The participants who complete a training program and receive at minimum a certificate.
Retention Rates		Population Demographics
Pending Data		Pending Data
Participants who retain their job at least 90 days after program exit.		

DISLOCATED WORKER PERFORMANCE

CAREERPOINT NAPA

Napa County Health & Human Services
Fiscal Year 2017-2018 (Invoices through 3/31/18)

Funding		
Total Allocation:	\$246,549	Napa County H&HS has spent 88% of their funding by 75% of the year. They will likely finish spending their allocation halfway through the last quarter.
Expenditures:	\$216,273	
Cost Per Participant		
Proposed:	\$3,524	Napa County H&HS planned to serve 65 participants and is serving 41 - 63% of the goal. 16 of these are new participants.
Actual:	\$5,275	
Training Expenditures		
Required:	\$82,183	49% of the training requirement was met at 75% of the year.
Expenditures:	\$40,658	
Training:	\$30,119	
Leverage:	\$10,539	
Cost to Train		
Proposed:	\$2,107	Napa County H&HS planned to train 26 participants and is training 19 - 73% of the goal.
Actual:	\$1,585	
Entered Employment		Credential Rates
71%		Pending Data
Participants who exit the program with a job.		The participants who complete a training program and receive at minimum a certificate.
Retention Rates		Population Demographics
Pending Data		Pending Data
Participants who retain their job at least 90 days after program exit.		

YOUTH PERFORMANCE CAREERPOINT NAPA

Napa County H&HS (On The Move)
Fiscal Year 2017-2018 (Invoices through 3/31/18)

Funding

Total Allocation:	\$261,012	H&HS and On The Move has spent 53% of the funding at 75% of the year.
Expenditures:	\$137,242	

Expenditure School Status

Out of School:	\$126,956 - 92.5%	75% of funding must be spent on Out of School Youth.
In School:	\$10,286 - 7.5%	

Cost Per Participant

Proposed:	\$7,010	Napa County H&HS planned to serve 37 participants and has served 37 participants - 100% of their goal. 11 of these are new participants.
Actual:	\$3,709	

Work Experience

Required:	\$58,003	Napa County H&HS has not reported Work Experience.
Actual:	Not Yet Reported	

Cost Per Work Experience

Actual:	Pending	20 participants were provided with paid Work Experience.
----------------	----------------	--

Entered Employment

29%

Participants who exit the program with a job.

Population Demographics

Pending Data