



WORKFORCE ALLIANCE
OF THE NORTH BAY
DRIVING WORKFORCE TALENT

**REGIONAL WORKFORCE DEVELOPMENT BOARD
POLICY AND OVERSIGHT COMMITTEE MEETING
AGENDA**

**Tuesday, June 4, 2019
3:00 PM**

Locations:

Napa County: Workforce Alliance of the North Bay,
1546 First Street, Second Floor, Napa, CA
Mendocino County: 208 B. South Oak St. Ukiah, CA
Marin County: 734 A Street Suite 6, San Rafael, CA

CALL TO ORDER	
I.	A. Introductions B. Public Comment
CONSENT CALENDAR	
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	
II.	A. April 4, 2019 Meeting Minutes (Attachment A)
REGULAR CALENDAR	
III.	A. Review 2018-19 April Performance Reports. (Attachment B) – (Possible Action) Presentation by: <ul style="list-style-type: none">• CareerPoint Lake - (Mendocino Private Industry Council)• CareerPoint Mendocino - (Mendocino Private Industry Council)• CareerPoint PPSC – (Petaluma People Services Inc.)• CareerPoint Marin – (Marin County Health and Human Services)• CareerPoint Napa – (Napa County Health and Human Services Agency)
INFORMATION / DISCUSSION ITEMS	
IV.	A. New member appointment. Workforce Alliance of the North Bay Regional Board Chair Hansen has appointed Cecilia Zamora, Executive Director of the Hispanic Chamber of Commerce to represent Marin County on the Policy and Oversight Board.
MEMBER / DIRECTOR REPORTS	
V.	A. Member B. Director
ADJOURN	
VI.	A. Next meeting Tuesday, August 6, 2019



WORKFORCE ALLIANCE
OF THE NORTH BAY
 DRIVING WORKFORCE TALENT

**REGIONAL WORKFORCE DEVELOPMENT BOARD
 POLICY AND OVERSIGHT COMMITTEE
 MEETING MINUTES**

**Tuesday, April 2, 2019
 3:00 PM**

Locations:

Napa County: Workforce Alliance of the North Bay,
 1546 First Street, Second Floor, Napa, CA

Mendocino County: 175 E. Church St. Ukiah, CA

Other: 3835 N. Freeway Blvd
 Sacramento, CA

CALL TO ORDER

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| I. | <p>A. Introductions
 Chair Amar Inalsingh called the meeting to order at 3:08. Heather Gurewitz, Paul Castro, Bruce Wilson, Taylor Swain in attendance.</p> <p>B. Public Comment – None.</p> |
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CONSENT CALENDAR

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

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| II. | <p>A. February 13, 2019 Meeting Minutes
 Chair Inalsingh confirmed that members reviewed the minutes.</p> <p>Motion to approve the Minutes: Paul Castro
 Second: Heather Gurewitz
 Passed unanimously.</p> |
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REGULAR CALENDAR

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| III. | <p>A. Review and approve Workforce Alliance of the North Bay's policies. (Attachment B) (Action)
 Chair Inalsingh decided to review policies one by one and asked staff to provide context and purpose to each policy. Bruce Wilson reviewed each policy with the committee. Taylor Swain provided additional context for the Debt Collection and Sub Recipient Audit Resolution policies. The committee approved the policies as presented as follows:</p> <ol style="list-style-type: none"> 1. Debt Collection
 Motion to approve: Heather
 Second: Paul
 Passed unanimously. 2. Property – Purchasing, Inventory, and Disposal
 Motion to approve: Paul
 Second: Heather
 Passed unanimously. 3. Oversight and Monitoring
 Motion to approve: Heather
 Second: Paul
 Passed unanimously. |
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	<p>4. Selective Service Motion to approve: Paul Second: Heather Passed unanimously.</p> <p>5. Subrecipient Audit Resolution Motion to approve: Heather Second: Paul Passed unanimously.</p>
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INFORMATION / DISCUSSION ITEMS

IV.	<p>A. Review 2018-19 February Performance Reports. Bruce directed the committees attention to the attached provider reports. Committee expressed concern regarding enrollments and lack of positive exits in general for each of the areas. Bruce shared their concern. Committee directed Bruce to work with the Executive Committee to have the providers report back on corrective actions they will take to meet performance goals in a more substantive way.</p> <p>B. Corrective Action Plan update. Bruce said that he is working with Executive Committee on Corrective Action letters. He stressed that the letters simply call out the area of concern for the board and ask that the contractors report back to the board on actions that they will take to improve. Ultimately the board will need to determine whether continuous improvement is occurring and whether they are satisfied.</p>
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MEMBER / DIRECTOR REPORTS

V.	<p>A. Member - None B. Director – None</p>
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ADJOURN

VI.	<p>A. Next meeting Tuesday, June 4, 2019 Motion to approve: Heather Second: Paul Passed unanimously.</p>
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**CareerPoint Lake PY 2018-2019 Participant Plan
Planned versus Actual**

TOTAL ENROLLMENTS FOR PY 18-19	Planned	Actual	% Attained	Planned	Actual	% Attained
	ADULT			DW		
Carried in Participants from PY 17-18	16	16	100%	10	10	100%
New Enrolled Participants	36	26	72%	34	23	68%
Enrolled Participants (new and carry-in)	52	42	81%	44	33	75%
Current Active Participants		22			19	
PROGRAM SERVICES						
Individualized Career Services	52	42	81%	44	33	75%
Enrolled in Training Services (funded and non funded)	19	14	74%	15	6	40%
Ended Training Services		6			3	
<i>Ended - completed training (credential, certificate, etc)</i>		4	67%		1	33%
<i>Ended - did not receive (credential, certificate, etc)</i>		2	33%		2	67%
EXIT STATUS						
Closed and Exited Participants to date	27	20	74%	24	14	58%
Exited to Employment	16	18	113%	13	12	92%
<i>Received Training and exited</i>	9	7	78%	8	6	75%
<i>Obtained a Training Related job</i>	9	6	67%	8	2	25%
Exited for Other Reasons (ill, unable to locate, etc)	11	2	N/A	11	2	N/A

DISLOCATED WORKER FIRE GRANT	Planned	Actual	% Attained
New Enrolled Participants	15	2	13%
Individualized Career Services	15	2	13%
Enrolled in Training Services - OJT	4	0	0%
Enrolled in Training Services - Classroom Training	5	0	0%
Closed and Exited Participants to date	15	0	0%
Exited to Employment	9	0	0%
<i>Received Trng and exited in a trng related job</i>	5	0	0%
Exited for Other Reasons (ill, unable to locate, etc)	6	0	0%

83% of the year

**LAKE COUNTY YOUTH PROGRAM
PY 2018-2019 Planned versus Actual**

	Planned	Actual	% Attained
TOTAL ENROLLMENTS FOR PY 18-19	YOUTH		
Carried in Participants from PY 17-18	8	8	100%
New Enrolled Participants	21	4	19%
Enrolled Participants (new and carry-in)	29	12	41%
Closed & Exited Participants to Date	11	4	36%
Current Active Participants		8	
PROGRAM SERVICES			
20% Work Experience Requirement Includes:			
- Work Experience Services	9	5	56%
- OJT Services	0	0	
- Pre-Apprenticeship programs	0	0	
Occupational Skills Training	2	2	100%
Youth in Follow-up		6	
EXIT STATUS			
Entered Employment	9	1	11%
- <i>Training-related</i>	2	0	0%
Entered Military Service	0	0	
Entered Advanced Training	0	0	
Entered Postsecondary Education	1	0	0%
Entered Apprenticeship Program	0	0	
Exited for Other Reasons	2	3	150%

	YTD
Youth In-School	8%
Youth Out of School	92%

**CareerPoint Marin PY 2018-2019 Participant Plan
Planned versus Actual**

TOTAL ENROLLMENTS FOR PY 18-19	Planned	Actual	% Attained	Planned	Actual	% Attained
	ADULT			DW		
Carried in Participants from PY 17-18	28	27	96%	2	1	50%
New Enrolled Participants	41	38	93%	28	9	32%
Enrolled Participants (new and carry-in)	69	65	94%	30	10	33%
Current Active Participants		41			9	
PROGRAM SERVICES						
Individualized Career Services	69	65	94%	30	10	33%
Enrolled in Training Services (funded and non funded)	51	34	67%	5	4	80%
Ended Training Services		17			1	
<i>Ended - completed training (credential, certificate, etc)</i>		1	6%		0	0%
<i>Ended - did not receive (credential, certificate, etc)</i>		16	94%		1	100%
EXIT STATUS						
Closed and Exited Participants to date	30	24	80%	2	1	50%
Exited to Employment	20	14	70%	2	1	50%
<i>Received Training and Exited</i>	15	16	107%	1	0	0%
<i>Obtained a Training Related Job</i>	15	6	40%	1	0	0%
Exited for Other Reasons (ill, unable to locate, etc)	10	10	100%	1	0	0%

**MARIN COUNTY YOUTH PROGRAM
PY 2018-2019 Planned versus Actual**

	Planned	Actual	% Attained
TOTAL ENROLLMENTS FOR PY 18-19	YOUTH		
Carried in Participants from PY 17-18	3	3	100%
New Enrolled Participants	19	10	53%
Enrolled Participants (new and carry-in)	22	13	59%
Closed & Exited Participants to Date	5	0	0%
Current Active Participants		13	
PROGRAM SERVICES			
20% Work Experience Requirement Includes:			
-Work Experience Services	15	0	0%
-OJT Services	0	0	0%
-Pre-Apprenticeship programs	1	1	100%
Occupational Skills Training	10	0	0%
Youth in Follow-up		0	
EXIT STATUS			
Entered Employment	2	0	0%
- <i>Training-related</i>	0	0	
Entered Military Service	0	0	
Entered Advanced Training	0	0	
Entered Postsecondary Education	1	0	0%
Entered Apprenticeship Program	0	0	
Returned to Secondary School	0	0	
Exited for Other Reasons	2	0	0%

	YTD
Youth In-School	23%
Youth Out of School	77%

CareerPoint Mendocino PY 2018-2019 Participant Plan
Planned versus Actual

TOTAL ENROLLMENTS FOR PY 18-19	Planned	Actual	% Attained	Planned	Actual	% Attained
	ADULT			DW		
Carried in Participants from PY 17-18	22	22	100%	9	9	100%
New Enrolled Participants	25	8	32%	31	30	97%
Enrolled Participants (new and carry-in)	47	30	64%	40	39	98%
Current Active Participants		20			23	
PROGRAM SERVICES						
Individualized Career Services	47	30	64%	40	39	98%
Enrolled in Training Services (funded and non funded)	24	20	83%	15	9	60%
Ended Training Services		17			4	
<i>Ended - completed training (credential, certificate, etc)</i>		15	88%		1	N/A
<i>Ended - did not receive (credential, certificate, etc)</i>		2	12%		3	N/A
EXIT STATUS						
Closed and Exited Participants to date	32	10	31%	15	16	107%
Exited to Employment	19	6	32%	9	15	167%
<i>Received Training and Exited</i>	12	7	58%	8	5	63%
<i>Obtained a Training Related Job</i>	12	4	33%	8	2	25%
Exited for Other Reasons (ill, unable to locate, etc)	13	4	31%	6	1	17%

DISLOCATED WORKER FIRE GRANT	Planned	Actual	% Attained
New Enrolled Participants	15	10	67%
Individualized Career Services	15	10	67%
Enrolled in Training Services - OJT	4	0	0%
Enrolled in Training Services - Classroom Training	5	3	60%
Closed and Exited Participants to date	15	6	40%
Exited to Employment	9	6	67%
<i>Received Trng and exited in a trng related job</i>	5	0	0%
Exited for Other Reasons (ill, unable to locate, etc)	6	0	0%

83% of the year

**MENDOCINO COUNTY YOUTH PROGRAM
PY 2018-2019 Planned versus Actual**

	Planned	Actual	% Attained
TOTAL ENROLLMENTS FOR PY 18-19	YOUTH		
Carried in Participants from PY 17-18	12	12	100%
New Enrolled Participants	18	6	33%
Enrolled Participants (new and carry-in)	30	18	60%
Closed & Exited Participants to Date	14	11	79%
Current Active Participants		7	
PROGRAM SERVICES			
20% Work Experience Requirement Includes:			
-Work Experience Services	9	11	122%
-OJT Services	0	0	
-Pre-Apprenticeship programs	0	0	
Occupational Skills Training	6	7	117%
Youth in Follow-up		12	
EXIT STATUS			
Entered Employment	10	5	50%
- <i>Training-related</i>	2	1	50%
Entered Military Service	0	0	
Entered Advanced Training	0	0	
Entered Postsecondary Education	1	0	0%
Entered Apprenticeship Program	1	0	0%
Exited for Other Reasons	2	6	300%

	YTD
Youth In-School	6%
Youth Out of School	94%

83% of the year

revised 4/30/19

CareerPoint Napa PY 2018-2019 Participant Plan
Planned versus Actual

TOTAL ENROLLMENTS FOR PY 18-19	Planned	Actual	% Attained	Planned	Actual	% Attained
	ADULT			DW		
Carried in Participants from PY 17-18	22	22	100%	12	12	100%
New Enrolled Participants	25	42	168%	52	35	67%
Enrolled Participants (new and carry-in)	47	64	136%	64	47	73%
Current Active Participants		46			39	
PROGRAM SERVICES						
Individualized Career Services	47	64	136%	64	47	73%
Enrolled in Training Services (funded and non funded)	32	32	100%	32	23	72%
Ended Training Services		16			11	
<i>Ended - completed training (credential, certificate, etc)</i>		8	50%		5	45%
<i>Ended - did not receive (credential, certificate, etc)</i>		8	50%		6	55%
EXIT STATUS						
Closed and Exited Participants to date	38	18	47%	52	8	15%
Exited to Employment	32	13	41%	46	6	13%
<i>Received Training and Exited</i>	20	12	60%	24	6	25%
<i>Obtained a Training Related Job</i>	20	5	25%	24	3	13%
Exited for Other Reasons (ill, unable to locate, etc)	6	5	83%	6	2	33%

1 co-enrolled in Adult and Youth

Revised 4/30/19

83% of the year

**NAPA COUNTY YOUTH PROGRAM
PY 2018-2019 Planned versus Actual**

	Planned	Actual	% Attained
TOTAL ENROLLMENTS FOR PY 18-19	YOUTH		
Carried in Participants from PY 17-18	24	24	100%
New Enrolled Participants	32	9	28%
Enrolled Participants (new and carry-in)	56	33	59%
Closed & Exited Participants to Date	40	24	60%
Current Active Participants		9	
PROGRAM SERVICES			
20% Work Experience Requirement Includes:			
-Work Experience Services	2	2	100%
-OJT Services	18	0	0%
-Pre-Apprenticeship programs	0	0	
Occupational Skills Training	0	0	
Youth in Follow-up		23	
EXIT STATUS			
Entered Employment	28	6	21%
- <i>Training-related</i>	18	0	0%
Entered Military Service	0	0	
Entered Advanced Training	0	0	
Entered Postsecondary Education	0	0	
Entered Apprenticeship Program	0	0	
Returned to Secondary School	0	0	
Exited for Other Reasons	22	18	82%

	YTD
Youth In-School	6%
Youth Out of School	94%

1 youth co-enrolled in Adult program