**CALL TO ORDER**

I. A. Welcome, Introductions, Agenda Review  
B. Public Comment  
C. Chair’s Update – Damon Connolly  
D. Executive Director’s Update – Bruce Wilson  
   a) Conflict of Interest Code update  
   b) WANB Organizational Framework update  
   c) Regional Conference February 4, 2020  
   d) Other

**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. Approve Meeting Minutes, June 21, 2019 [Attachment II.A]

**REGULAR CALENDAR**

III. A. Approve Budget Amendment [Board Letter III.A] [Attachment III.A]  
B. Ratify Approval of Agreements [Board Letter III.B]  
C. Approve MOU’s for all WANB CareerPoint North Bay Centers aka America’s Job Centers of California [Board Letter III.C]  
D. Accept Year end 2018/2019 Program Report [Board Letter III.D] [Attachment III.D]  
E. Follow up item: consider reserves development strategy

**INFORMATION / DISCUSSION ITEMS**

IV. A. Potential training framework and opportunities. Invited guest Ryan Williams

**MEMBER / DIRECTOR REPORTS**

V. A. Members

Any member may report out on economic & workforce development related activities and/or opportunities.

**ADJOURN**

VI. A. Next Meeting and Agenda Items
 CALL TO ORDER

I. Supervisor Connolly called the meeting to order at 9:07 AM.

Members Present: Supervisor Damon Connolly, Supervisor Dennis Rodoni, Supervisor Moke Simon, Supervisor Alfredo Pedroza, Supervisor John Haschak.

Workforce Alliance Staff Present: Executive Director, Bruce Wilson, Fiscal Officer Taylor Swain, Workforce Development Analyst Sylwia Palczewska, Workforce Alliance Consultant Racy Ming.

Guests: CareerPoint Napa Teresa Brown, EDD Regional Advisor Tim Reynaga.

Public Comment: none.

Executive Director Bruce Wilson introduced EDD Regional Advisor Tim Reynaga. Fiscal Officer Swain updated board members on WANB allocations for the upcoming fiscal year 2019-2020. As a whole region Workforce Alliance experienced 8% drop in funding. Each County’s contract with the service provider variance (FY 18-19 to FY 19-20):

Lake County: $35,251 more
Napa County: $185,121 less
Marin County: $41,302 less
Mendocino County: $308 less

Tim Reynaga explained that those allocations were estimated based on economic indicators that State uses to apply in their formula. He also provided members with the copy of the formal information notice.

Executive Director Wilson shared that the Executive Committee has invested in board development training which was presented at the last Regional Workforce Development Board meeting. Wilson expressed that he is very pleased with the outcome.

Wilson also explained that the State requires us to have signed MOU with each career center and reported on the progress.

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. Approve Meeting Minutes, March 2019 [Attachment II.A]
B. Appoint new members to the Regional Workforce Development Board [Board Letter II.B, Attachment II.B – Updated Roster]
C. Accept P2E Regional Grant Funds
D. Ratify Approval of Agreements [Board Letter II.D]
E. Accept 3rd Quarter Regional Dashboard Report [Board Letter II.E, Attachment II.E1 – Dashboard Reports, Attachment II.E2 – WANB Providers of Service Report]

Motion made to approve items on the consent calendar.
M/S: Alfredo Pedroza / Moke Simon
Motion carried: 5-0
Yea: 5
Nay: 0
Abstentions: 0
Absent: Eddie Crandell, Dan Gjerde, Brad Wagenknecht.

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<thead>
<tr>
<th>R E G U L A R  C A L E N D A R</th>
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<tr>
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<th>M E M B E R  R E P O R T S</th>
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<th>A D J O U R N</th>
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The Workforce Alliance of the North Bay (WANB) Joint Powers agreement states the following under Paragraph 12, Agency Funding and Budget:

(a) Fiscal Year. The fiscal year of the Agency shall be from July 1 of each year to the succeeding June 30.

(b) Budget. As soon as practicable after the effective date of this Agreement, and thereafter at least thirty (30) days prior to the commencement of each fiscal year, the Executive Director shall present a proposed budget to the Governing Board for the forthcoming fiscal year. The annual budget shall include the amount of money necessary to support its activities for the next succeeding fiscal year. The Member Counties agree that funding for the Agency will be comprised of WIOA allocations, rapid response funds and grants. If the Agency determines that funds in addition to those provided through the WIOA program are required, the Governing Board shall seek additional funds from Member Counties.

Key highlights regarding the proposed amended budget:

**Revenues:**

- Rapid Response revenue increased by $27,702 to amend estimates to actual allocations.
- Rapid Response Layoff Aversion revenue decreased by $9,475 to amend estimates to actual allocations.
- P2E revenue increased by $25,895 to amend estimates to actual allocations.
- Norther California Career Pathways Alliance (NCCPA) revenue increase by $82,898 due to additional funding.
Expenses:

- The budget amendment reflects an increase in contract expenditures due to higher allocations than expected:
  - An increase in Strategy Consulting by $60,000.
  - An increase in miscellaneous contracts by $25,000.
- The budget amendment reflects an increase in travel due to higher allocations that initially expected.
- The budget amendment reflects an increase in board and staff development due to higher allocations that initially expected.
- The budget amendment reflects an increase in supplies due to higher allocations than initially expected.
- The budget amendment reflects an increase in rents & leases to reflect the possibility of seeking additional office space for Mendocino County and Lake County business service staff. Current space is paid through a staffing contract.
- The budget amendment is balanced and reflects a surplus of $15,392.

Any suggested changes to the budget in excess of 10% will be brought back to the Governing Board for approval, as will additional revenues and expenses that are currently not known.

STAFF RECOMMENDATION

Approve Workforce Alliance proposed budget amendment #1 for 2019-2020 and authorize the Executive Director to implement Workforce Alliance business in accordance with the budget.
<table>
<thead>
<tr>
<th></th>
<th>19-20 Approved Budget</th>
<th>Increase (Decrease)</th>
<th>19-20 Requested Amended Budget</th>
<th>19-20 WANB Budget</th>
<th>Contractors</th>
<th>Service Providers</th>
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<td>WIOA Revenue</td>
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<td>NCCPA</td>
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<td>Strategy Consulting</td>
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<td>Travel</td>
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<td>Board &amp; Staff Development</td>
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<td>20,000</td>
<td>20,000</td>
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<td>Insurance</td>
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<td>Supplies</td>
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<td>50,733</td>
<td>173,200</td>
<td>173,200</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>Total Regional Expenditures:</strong></td>
<td>1,058,528</td>
<td>135,733</td>
<td>1,194,261</td>
<td>1,094,261</td>
<td>100,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>Client Services:</strong></td>
<td>4,234,655</td>
<td>(24,105)</td>
<td>4,210,550</td>
<td>4,210,550</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures:</strong></td>
<td>5,293,183</td>
<td>111,628</td>
<td>5,404,811</td>
<td>1,094,261</td>
<td>100,000</td>
<td>4,210,550</td>
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JPA staff solicits Workforce Development Governing Board ratification for the following agreements and amendments enacted by the Executive Committee and Governing Board:

<table>
<thead>
<tr>
<th>CONTRACTOR</th>
<th>NEW/ AMENDMENT</th>
<th>AMOUNT</th>
<th>COMMENTS</th>
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<tbody>
<tr>
<td>Marin County Office of Education</td>
<td>New</td>
<td>$15,000</td>
<td>Development of an apprenticeship program for the XR digital media program. Funded through donation from Wells Fargo.</td>
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<tr>
<td>Petaluma People Services Center</td>
<td>Amendment</td>
<td>$164,275</td>
<td>Provision of WIOA youth services in Marin County</td>
</tr>
<tr>
<td>MPIC, Inc.</td>
<td>Amendment</td>
<td>$1,458,259</td>
<td>Provision of WIOA Adult and Dislocated Worker service in Lake and Mendocino Counties</td>
</tr>
<tr>
<td>MPIC, Inc.</td>
<td>Amendment</td>
<td>$537,190</td>
<td>Provision of WIOA program youth services in Lake and Mendocino Counties.</td>
</tr>
<tr>
<td>Racy Ming &amp; Associates</td>
<td>Amendment</td>
<td>$48,000</td>
<td>Amendment to provide program administration services for P2E grant and WIOA.</td>
</tr>
</tbody>
</table>

Paragraph 10 - Powers/ Responsibilities of the Agency exercised by the Governing Board of the 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;"

**STAFF RECOMMENDATION:**

Ratify agreements with the above noted contractors and partners and authorize board chair and/or executive director to sign final negotiated agreements.
BOARD LETTER III.C

TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER III.C – CAREERPOINT NORTH BAY MEMORANDUM OF UNDERSTANDING
DATE: SEPTEMBER 20, 2019
CC: FILE

BACKGROUND:

In order to establish a high quality American Job Center of California (AJCC) delivery systems and enhance collaboration among partner programs, WIOA requires Local Boards to develop MOUs with all AJCC required partners within their Local Workforce Development Area (Local Area). These MOUs serve as a functional tool as well as visionary plan for how the Local Board and AJCC partners will work together to create a unified service delivery system that best meets the needs of their shared customers. For the initial negotiation process of these MOUs, the State separated the development process in two distinct phases and three separate Directives. Phase I Directive addressed service coordination and collaboration among all AJCC partners. The Phase II Directive addressed how to sustain the unified system through the use of resource sharing and joint cost funding. These Directives laid the groundwork for Local Areas to execute a MOU(s) in order to meet DOL requirements and included key elements of an MOU as outlined in TEGL 16-16. All MOUs were required to contain assurances that the MOU would be reviewed and updated every three years with an annual review of and, if necessary, amendments to the Infrastructure Funding Agreements (IFA) and Other System Costs Budget. This Directive consolidates the three previous MOU Directives and provided guidance for Local Areas in reviewing and updating their AJCC MOUs and IFAs.

The Regional Workforce Development Board on June 13, 2019 approved WANB’s participation in the MOU’s and empowered the Regional Board Chair to sign once completed. The WANB as the local board for Marin, Napa, Lake and Mendocino has completed the MOU’s and collected the required signatures from AJCC partners to each MOU. Today’s action would approve the final MOU’s and empower the Governing Board Chair to sign.

Lake County AJCC MOU
Marin County AJCC MOU
Mendocino County AJCC MOU
Napa County AJCC MOU

STAFF RECOMMENDATION

Approve MOU with each of our County AJCC’s and empower the Governing Board Chair to sign.
In accordance with the Workforce Innovation and Opportunity Act, the Workforce Alliance Governing Board has a critical role in the creation and oversight of the workforce development system in Marin, Mendocino, Napa and Lake counties. Specifically, the Governing Board is tasked with the following responsibilities:

- Serve as the local WIOA grant recipient and bear the liability for funds flowing to the regional workforce development area.
- Determine the local administrative entity that will be the local grant recipient and fiscal agent for the disbursement of the funds.
- Determine the size and appoint members to the regional board based upon the criteria established by WIOA.
- In coordination with the regional board, produce and submit a comprehensive regional plan that meets all the requirements of WIOA.
- Work with the regional board and the Governor to negotiate local performance accountability measures as part of the local plan.
- In coordination with the regional board, develop workforce investment activities and approve providers of WIOA services.
- **Approve and monitor as required the WIOA budget/expenditures, activities and performance outcomes of American Job and Career Center Systems (AJCC).**

The attached performance reports for each of the four counties within the Workforce Alliance assist the board in fulfilling its obligation to monitor the performance of its job and career system (bolded above). The reports illustrate program numbers for self-access, staff assisted and training services, enrollment and exit numbers for adult and dislocated workers, employment outcome indicators, and participant demographics. In addition, the Provider of Services Report provides adult, dislocated worker and youth program plan verses actual numbers. This is a top-level summary report with board selected indicators designed to show the numbers of people served through the workforce system and cost by county. It does not display the quality of the service delivered.

**STAFF RECOMMENDATION**

Receive status report on Workforce Alliance AJCC/One-Stop Centers for Program Year 2018-19. Provide direction to staff as appropriate.
Workforce Alliance of the North Bay
Q4|PY18-19
Lake, Marin, Mendocino, & Napa

CareerPoint

WIOA Levels of Service

- **Bronze**
  - Self Access Services
  - CareerPoint
  - 5,754 Individuals
  - 12,367 Visits
  - 2,804 Repeat Customers

- **Silver**
  - Staff Assisted Services
  - WIOA Program
  - 380 Participants
  - 228 Adults
  - 152 Dislocated Workers

- **Gold**
  - Training Services
  - WIOA Training
  - 167 Recipients
  - 115 Adults
  - 52 Dislocated Workers

WIOA Program Employment Outcomes

- **198** Individuals Exited
- **75%** Exit to Employment
- **$18.25** Median Wage
- **$2.11/HR** Ave. Increase in Wages After Using WDB Services
- **8** Avg months in program
- **$4,052** Cost per Job Seeker Served

WIOA Training Services

- **167** (114 New) Individuals In Training
- **63%** Exited to Training Related Employment (of 99 Exited)
- **$2,549** Cost Per Training Participant
- **59** Individuals Received Industry Certifications
- **0** Apprenticeship

WIOA Training Provider

- College
- Adult School
- Private

Other*

- **148** Individuals Received Industry Certifications

ATTACHMENT III.C
Program Participant Demographics

- Male: 40%
- Female: 60%
- Race/Ethnicity:
  - Af Amer: 5%
  - Asian: 4%
  - White: 32%
  - Hispanic: 49%
  - Amer Ind: 4%
  - Pacific Is.: 1%

WIOA Adult & DW Priority of Service

- Male: 40%
- Female: 60%
- Low Income: 59%
- CalFresh: 39%
- Military Veterans: 5%
- Basic Skill Deficient: 3%

WIOA Adult & DW Barriers to Employment

- Disability: 9%
- Homeless: 3%
- Justice Involved: 10%
- English Language Learner: 4%
- Single Parent: 19%
- Low Income: 59%
- Justice Involved: 10%
- Homeless: 3%
- English Language Learner: 4%
- Single Parent: 19%
- Low Income: 59%
- Justice Involved: 10%
- Homeless: 3%
- English Language Learner: 4%
- Single Parent: 19%

WIOA Youth Details

- In-School Youth: 11%
- Out of School Youth: 89%
- WEX: 23%

Business Services

- New Businesses Engaged: 341
- Active Business Engagements: 1541
- Recruitment Events Held: 219
- Rapid Response Events: 6

Geographics

- Cities of Residence:
  - Ukiah: 58%
  - Novato: 26%
  - Sausalito: 5%
  - Greenbrae: 3%
  - Marin Other: 12%
  - Unknown: 4%
  - North Bay Other: 18%
  - Napa: 61%
  - American Canyon: 27%
  - North Bay Other: 7%

Age

- <21: 11%
- 22-24: 11%
- 25-34: 11%
- 35-44: 11%
- 45-54: 11%
- 55+: 11%

Program Participant Demographics

- Male: 40%
- Female: 60%
- Race/Ethnicity:
  - Af Amer: 5%
  - Asian: 4%
  - White: 32%
  - Hispanic: 49%
  - Amer Ind: 4%
  - Pacific Is.: 1%
**WIOA Levels of Service**

- **Bronze**
  - Self Access Services
  - CareerPoint
  - 1,992 Individuals
  - 5,477 Visits
  - 920 Repeat Customers
  - $112K

- **Silver**
  - Staff Assisted Services
  - WIOA Program
  - 87 Participants
  - 44 Adults
  - 43 Dislocated Workers

- **Gold**
  - Training Services
  - WIOA Training
  - 20 Recipients
  - 14 Adults
  - 6 Dislocated Workers
  - $237K

**WIOA Training Services**

- **OJT**
  - 0

- **Apprenticeship**
  - 0

- **Eligible Training Provider**
  - College
  - Adult School
  - Private

- **11 Individuals**
  - Received Industry Certifications

- **20**
  - Individuals in Training
  - (17 New)

- **74%**
  - Exit to Training Related Employment
  - (of 19 Exited)

- **$3,545**
  - Cost Per Training Participant

**WIOA Program Employment Outcomes**

- **54**
  - Individuals Exited

- **81%**
  - Exit to Employment

- **$17.06**
  - Median Wage

- **$2.11/HR**
  - Ave. Increase in Wages
  - After Using WDB Services

- **7**
  - Avg months in program

- **20**
  -Avg months in program

- **$4,015**
  - Cost per Job Seeker Served

**Industry Outcomes**

- **Construction**
  - 5%

- **Healthcare & Social Assistance**
  - 23%

- **Hospitality & Tourism**
  - 9%

- **Manufacturing**
  - 2%

- **Professional, Scientific, Technical**
  - 2%

- **Utilities**
  - 2%

- **Information**
  - 2%

- **Other***
  - 55%

(Data as of Rev. 8.21.2019)
Workforce Alliance of the North Bay
Q4|PY18-19

WIOA Levels of Service

Bronze
Self Access Services

Silver
Staff Assisted Services

Gold
Training Services

CareerPoint
1,115 Individuals
3,188 Visits
490 Repeat Customers

WIOA Program
83 Participants
70 Adults
13 Dislocated Workers

WIOA Training
42 Recipients
34 Adults
8 Dislocated Workers

WIOA Training Services

OJT
17

Individuals Received Industry Certifications

Apprenticeship
0

Eligible Training Provider
- College
- Adult School
- Private

5

$3,165
Cost Per Training Participant

WIOA Program Employment Outcomes

37
Individuals Exited

57%
Exit to Employment

$15.64
Median Wage

(-$2.00)/HR
Ave. Increase in Wages After Using WDB Services

6
Avg months in program

$5,081
Cost per Job Seeker Served

33%
Other*

0%
Construction

57%
Healthcare & Social Assistance

10%
Hospitality & Tourism

0%
Manufacturing

0%
Professional, Scientific, Technical

0%
Utilities

0%
Information

57%
Manufacturing
Program Participant Demographics

Race/ Ethnicity

- Af Amer: 36%
- Asian: 2%
- White: 17%
- Hispanic: 3%
- Amer Ind: 3%
- Pacific Is.: 2%

Age

- <21: 2%<br>- 22-24: 40%<br>- 25-34: 36%<br>- 35-44: 2%<br>- 45-54: 2%<br>- 55+: 2%

Geographics

Cities of Residence

- San Rafael: 32%
- Novato: 26%
- Sausalito: 5%
- Greenbrae: 3%
- Marin Other: 12%
- Unknown: 4%
- North Bay Other: 18%

WIOA Adult & DW Priority of Service

- Basic Skill Deficient: 5%
- Low Income: 69%
- CalFresh: 59%
- Military Veterans: 2%

WIOA Adult & DW Barriers to Employment

- Disability: 6%
- Homeless: 8%
- Justice Involved: 17%
- English Language Learner: 10%
- Single Parent: 29%

WIOA Youth & Adult Priority of Service

- WIOA Adult & DW Priority of Service
- Business Services
- WIOA Youth Details

- New Businesses Engaged: 24
- Active Business Engagements: 826
- Recruitment Events Held: 214
- Rapid Response Events: 2

Business Services

- New Businesses Engaged: 24
- Active Business Engagements: 826
- Recruitment Events Held: 214
- Rapid Response Events: 2

WIOA Youth Details

- In-School Youth: 21%
- Out of School Youth: 79%
- WEX: 0%

Geographics

- San Rafael: 32%
- Novato: 26%
- Sausalito: 5%
- Greenbrae: 3%
- Marin Other: 12%
- Unknown: 4%
- North Bay Other: 18%
Workforce Alliance of the North Bay
Q4|PY18-19

WIOA Levels of Service

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<tr>
<th>Bronze</th>
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<th>Gold</th>
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<tr>
<td>Self Access Services</td>
<td>Staff Assisted Services</td>
<td>Training Services</td>
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</table>

CareerPoint
1,869 Individuals
6,890 Visits
1013 Repeat Customers

WIOA Program
79 Participants
35 Adults
44 Dislocated Workers

WIOA Training
29 Recipients
20 Adults
9 Dislocated Workers

WIOA Training Services

- OJT: 1
- Apprenticeship: 0

Eligible Training Provider
- College
- Adult School
- Private

18 Individuals Received Industry Certifications
$3,453 Cost Per Training Participant

WIOA Program Employment Outcomes

- 45 Individuals Exited
- 82% Exit to Employment
- $19.31 Median Wage
- $3.47/HR Ave. Increase in Wages After Using WDB Services
- 10 Avg months in program
- $4,681 Cost per Job Seeker Served

40% Other*
0% Information
0% Utilities
11% Professional, Scientific, Technical
11% Manufacturing
11% Hospitality & Tourism
11% Healthcare & Social Assistance
0% Construction
16 of 20 (Rev. 8.21.2019)
Program Participant Demographics

- **Race/Ethnicity**
  - Af Amer: 4%
  - Asian: 3%
  - White: 61%
  - Hispanic: 29%
  - Amer Ind: 3%

- **Gender**
  - Male: 39%
  - Female: 61%

- **Age Distribution**
  - <21: 6%
  - 22-24: 8%
  - 25-34: 24%
  - 35-44: 24%
  - 45-54: 16%
  - 55+: 21%

WIOA Adult & DW Priority of Service

- Basic Skill Deficient: 1%
- Low Income: 40%
- CalFresh: 16%
- Military Veterans: 10%
- Disability: 6%
- Homeless: 3%
- Justice Involved: 4%
- English Language Learner: 1%
- Single Parent: 9%
- CalFresh: 16%
- Military Veterans: 10%
- In-School Youth: 15%
- Out of School Youth: 85%
- WEX: 57%

WIOA Adult & DW Barriers to Employment

- Business Services
  - New Businesses Engaged: 22
  - Active Business Engagements: 402
  - 3 Rapid Response Events
  - 5 Recruitment Events Held

- WIOA Youth Details
  - In-School Youth
  - Out of School Youth
  - WEX

Geographics

- Cities of Residence
  - Ukiah 58%
  - Willits 18%
  - Redwood Valley 8%
  - Hopland 4%
  - Fort Bragg 3%
  - Mendo. Other 8%
  - North Bay Other 1%
## Workforce Alliance of the North Bay
### Providers of Services Report
#### Program Year 2018-2019
##### Quarter 4, 100% of Program Year

<table>
<thead>
<tr>
<th>Area Plan for Qtr 4</th>
<th>% Achieved of Qtr 4</th>
<th>Area Plan for PY</th>
<th>% Achieved of PY</th>
<th>Total Enrolled</th>
<th>Placements Area Plan = 80%</th>
<th>Exits Area Plan = 80%</th>
<th>Training Requirement - (20%)</th>
<th>Contract Budget Quarter 4</th>
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| System Totals       | 92%                 | 92%              |                  |               |                             |                        |                             |                           |

### Contract Budget Summary

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| System Totals       | 82%                 | 82%              |                  |               |                             |                        |                             |                           |