## CALL TO ORDER

I. A. Welcome, Introductions  
B. Public Comment  
C. Chair’s Update – Damon Connolly  
D. Member’s Update  
E. Executive Director’s Update – Bruce Wilson  
   a. Day at the Capitol

## 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 5, 2020 [Attachment II.A]

## INFORMATION / DISCUSSION ITEMS

III. A. Return on Investment Report [Attachment III.A]

## REGULAR CALENDAR

IV. A. Accept 2019/20 2nd Quarter CareerPoint Dashboard Reports [Board Letter IV.A] [Attachment IV.A] (Action)  
B. Reappoint a Regional Workforce Development member [Board Letter IV.B] (Action)  
C. Review contract and proposed timeline and approval of contract for consultant work to transition WANB to employer of record [Board Letter III.C] (Action)

## ADJOURN

VI. A. Adjourn
CALL TO ORDER

I. A. Welcome, Introductions
   Supervisor Connolly called the meeting to order at 9:05 AM.

   Members Present: Supervisor Damon Connolly, Supervisor Dennis Rodoni, Supervisor Brad Wagenknecht, Supervisor Moke Simon, Supervisor Eddie Crandell, Supervisor John Haschak.

   Workforce Alliance Staff Present: Chief Strategist Racy Ming, Legal Counsel Jack Govi, Fiscal Officer Taylor Swain, Business Outreach Stacey Caico.

   Guests: Shery Parr, Cynthia Gunselman, Deidre Smith, Minh Tran, Carol Huchingson, Amar Inalsingh, Bryan Avila.

B. Public Comment
   Amar Inalsingh, Chair of Napa Advisory Subcommittee, spoke about projects he was involved in as a board member and expressed his concern about their continuation if there will be changes to WANB staff.

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, December 20, 2019 [Attachment II.A]
   Motion made as requested.
   M/S: Dennis Rodoni / Brad Wagenknecht
   Motion carried: 6-0
   Yea: 6
   Nay: 0
   Abstentions: 0
   Absent: Dan Gjerde, Alfredo Pedroza

REGULAR CALENDAR
III. A. Approve Fire Grant in the amount of $560,000 [Board Letter III.A] (Action)
Motion made as requested.
M/S: Brad Wagenknecht / John Haschak
Motion carried: 6-0
Yea: 6
Nay: 0
Abstentions: 0
Absent: Dan Gjerde, Alfredo Pedroza

B. Ratify approval of WANB Agreements [Board Letter III.B] (Action)
Motion made as requested.
M/S: John Haschak / Moke Simon
Motion carried: 6-0
Yea: 6
Nay: 0
Abstentions: 0
Absent: Dan Gjerde, Alfredo Pedroza

C. WANB Transition - Discussion and approval to move forward with actions necessary to transition the WANB to be an employer of record for future staff [Board Letter III.C] [Attachment III.C] (Action)
Board members discussed the matter. Minh Tran discussed the reasons why Napa County decided to terminate the Agreement effective June 30, 2020. Racy Ming informed the board that California Workforce Association (CWA) has a list of procured vendors and WANB, with a 15% fee, may use one of them without having to go through the RFP process to save time. Board members reached consensus on several things: to proceed with John Chamberlin (pre-approved consultant on the CWA list), to spread the cost of the contract with consultant over WANB administrative costs, to pursue a competitive recruitment process to hire executive director, to keep existing staff until executive director will be hired in competitive recruitment process. Board members agreed that the timeframe should be realistic but will be mindful of County of Napa timeline.
Motion made to direct Racy Ming to develop a contract with John Chamberlin and a proposed timeline for review and approval at the March 20, 2020 meeting.
M/S: Brad Wagenknecht / Dennis Rodoni
Motion carried: 6-0
Yea: 6
Nay: 0
Abstentions: 0
Absent: Dan Gjerde, Alfredo Pedroza

MEMBER REPORTS

V. A. Members
Supervisor Rodoni reported on West Marin Business Forum.
B. Director

ADJOURN

VI. A. Next Meeting and Agenda Items
Next meeting March 20, 2020.
Chair Connolly adjourned the meeting at 9:49 am.
Workforce Alliance of the North Bay - Regional Area

Return on Investment (ROI)

Quantitative View

This report projects the return of funds invested over a three year period. This projection is based upon the monetary benefit derived by the WIOA system in terms of tax revenue generated.

The formula by which ROI was calculated includes the following factors:

- Customers Enrolled into WIOA Programs
- WIOA Funds Expended within the Program Year
- Average Cost Per Customer
- Projected Employment Rate of Exiters Over Three Years
- Average Projected Participant Wages Over Three Years
- Projected Tax Benefit from Wages Earned Over Three Years Per Customer.

The following assumptions were made in developing the formula factors:

- WIOA participants employed in the quarter after exit will remain employed at relatively the same rates over a three year period.
- Participant wages were calculated as if they would remain static and not subject to cost of living or performance increases.
- Tax Benefits were calculated based upon an average of 12% Federal and 4% State.

WIOA Dollars Invested are calculated based upon expenditures of the allocation for the grant being measured in a particular program year.

Reduction in Unemployment Insurance Benefits, Criminal Justice costs for WIOA participants, and many other savings were not included.

CALCULATIONS: PY2018-2019

380 Customers Enrolled

$1,539,619 WIOA Funds Expended

$4,052 WIOA Cost Per Customer

76% Employment Rate

$10,962,848 Average Projected Participant Wages Over Three Years

$9,232 Projected Tax Benefit Per Customer from Wages Earned Over Three Years
CUSTOMER DATA

CalJOBS℠, California’s workforce services database utilized by all CareerPoint centers within the Alliance for case management and data tracking purposes is the source for customer data.

Qualitative Results

In addition to the quantitative results above which calculate the benefit that is being achieved by the Workforce Innovation and Opportunity Act system on the basis of cost effectiveness and performance achievements, this qualitative section attempts to further illustrate the fulfillment of our workforce mission in human terms. Although the following additional benefiting factors of the WIOA system are not calculated in the quantitative section of this report (for various reasons) they are listed here in order to convey the human benefits of our system.

- Sales tax revenues are generated from customers earning training based payments while enrolled in Work Experience programs;
- Sales, real estate, and school tax revenues are generated from exiters who enter employment;
- Dollars are returned by participants in both of the above categories into the local economy;
- Increased opportunities for existing businesses to expand, and for new ones to open in the local area are created due to the skilled, competitive workforce being created;
- Recruitment costs for employers are lowered as a result of the job matching services;
- Crime rates and criminal justice costs decrease as a result of services to ex-offenders;
- More adults return to school and achieve General Equivalency Diplomas (GED’s);
- Vocational rehabilitation, substance abuse recovery and displaced homemaker programs experience high success rates as a result of sequential or concurrent programming with WIOA;
- Costs for outplacement services are reduced through rapid and expeditious response activities conducted for employers that are downsizing;
- Local workforce development activities are more efficient as a result of these activities;
- The welfare to work rate increases;
- The period of unemployment for dislocated workers is shortened.

Conclusion

While the benefit of the above general factors is manifested both in financial and humanitarian terms, they combine with the quantitative factors to yield perhaps an even greater, but less tangible value in terms of improving the quality of life for our local citizens. Examples of how the system improves the quality of life are as follows:

- Breaking the cycle of poverty and welfare dependency for economically disadvantaged individuals;
- Establishing positive role models for young people in impoverished families;
- Elevating the self-esteem of unemployed individuals by furnishing them with occupational and life skills;
- Maintaining confidence in the strength of the local economy;
- Establishing an efficient transition system for dislocated workers to enable them to address the emotional and psychological issues related to displacement, and at the same time to gain the skills needed to compete in a labor market affected by corporate restructuring, rapidly emerging technology, and global competition;
- Increased education, employment and training opportunities for heretofore underutilized segments of the workforce including: women in non-traditional employment, minorities, mature workers and individuals with disabilities.
- Private sector direction of workforce innovation and opportunity in the local area as a result of the efforts of the Workforce Development Board (WDB);
- Continuous improvement and increased customer satisfaction as a result of the WDB’s quality initiatives; and
- Collaboration among local educational agencies, community based organizations, businesses, commerce organizations, and local government to create opportunities for job seekers and entrepreneurs.

FOR MORE INFORMATION

www.WorkforceAllianceNorthBay.org
1546 First Street, Second Floor
Napa, CA 94559

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Workforce Alliance of the North Bay - Lake

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$2.30

Returned for each $1.00 invested

This is the quantitative projected ROI for the Workforce Innovation and Opportunity Act (WIOA) system over the next three years.

Visit www.WorkforceAllianceNorthBay.org for the ROI formula calculation details.

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Focus: CareerPoint Marin

Workforce Alliance of the North Bay - Marin

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$1.16

Returned for each $1.00 invested

This is the quantitative projected ROI for the workforce innovation and opportunity system over the next three years.

Calculations: PY2018-2019

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
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<tr>
<td>Customers Enrolled</td>
<td>83</td>
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<td>WIOA Funds Expended</td>
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<td>Employment Rate</td>
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<td>Average Projected Participant Wages Over Three Years</td>
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<td>Projected Tax Benefit Per Customer From Wages Earned Over Three Years</td>
<td>$5,908</td>
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</tbody>
</table>

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Workforce Alliance of the North Bay - Mendocino

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$2.45
Returned for each $1.00 invested

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For More Information
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1546 First Street, Second Floor
Napa, CA 94559
Return on Investment Report

2751 NAPA VALLEY
CORPORATE DR.
BUILDING A-106
NAPA, CA  94559
A proud partner of the America's Job Center of California℠ network.

Py 2018/2019

Workforce Alliance of the North Bay - Napa
Return on Investment (ROI)

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COST CATEGORY
Workforce Innovation and Opportunity Act Adult and Dislocated Worker Enrolled Customers Funding

$1.97
Returned for each $1.00 invested

This is the quantitative projected ROI for the Workforce Innovation and Opportunity Act (WIOA) system over the next three years.

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Calculations: Py 2018-2019

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customers Enrolled</td>
<td>79</td>
</tr>
<tr>
<td>WIOA Funds Expended</td>
<td>$398,799</td>
</tr>
<tr>
<td>WIOA Cost Per Customer</td>
<td>$5,048</td>
</tr>
<tr>
<td>Employment Rate</td>
<td>77%</td>
</tr>
<tr>
<td>Average Projected Participant Wages Over Three Years</td>
<td>$2,456,531</td>
</tr>
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TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER IV.A – RATIFY / APPROVE 2019-20 2ND QUARTER CAREERPOINT DASHBOARD REPORTS
DATE: MARCH 20, 2020
CC: FILE

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

Accept the PY 19/20 2nd Quarter CareerPoint dashboard reports. Provide direction to staff as appropriate.
WIOA Levels of Service

Bronze
Self Access Services

Silver
Staff Assisted Services

Gold
Training Services

CareerPoint
3,061 Individuals
8,922 Visits
2,889 Repeat Customers

WIOA Program
311 Participants
195 Adults
116 Dislocated Workers

WIOA Training
144 Recipients
101 Adults
43 Dislocated Workers

WIOA Program Employment Outcomes

95 Individuals Exited
67% Exit to Employment
$19.50 Median Wage

$0.73/HR Ave. Increase in Wages After Using WDB Services (65% increased wages)
8 Avg months in program

$3,318 Cost per Job Seeker Served
$2.76 Return on Investment (per $1 spent)

Construction
6%▼

Healthcare & Social Assistance
37%▼

Hospitality & Tourism
6%▲

Manufacturing
5%▲

Professional, Scientific, Technical
3%▼

Utilities
0%

Information
0%

Transportation
16%

Other
27%▲

WIOA Training Services

OJT
13 Individuals

12 Received Industry Certifications

Apprenticeships
1

144 (86 New) Individuals In Training

67% Exited to Training Related Employment
(of 54 Exited)

WIOA Prerequisite Trainings
9

Occupational Skills Training
• Eligible Training Provider
121

$1,281 Cost Per Training Participant

ATTACHMENT IV.A
## Workforce Alliance of the North Bay

### Providers of Services Report

**Program Year 2019-2020**

**Quarter 2, 50% of Program Year**

### Area Plan for PY % Achieved of Qtr 2

<table>
<thead>
<tr>
<th>Area Plan for PY</th>
<th>% Achieved of Qtr 2</th>
<th>Area Plan for PY</th>
<th>% Achieved of Qtr 2</th>
<th>Area Plan for PY</th>
<th>Area Plan for PY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positive Exits</td>
<td></td>
<td>Negative Exits</td>
<td></td>
<td>Positive Exits</td>
<td>Negative Exits</td>
</tr>
<tr>
<td>% of Positive Exits to Total Exits</td>
<td></td>
<td>% of Positive Exits to Total Exits</td>
<td></td>
<td>% of Positive Exits to Total Exits</td>
<td>% of Positive Exits to Total Exits</td>
</tr>
</tbody>
</table>

### WIOA Funds Spent Requirement - 20%

<table>
<thead>
<tr>
<th>WIOA Funds Spent Requirement</th>
<th>% Achieved of Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirement</td>
<td>Area Plan for PY</td>
</tr>
<tr>
<td>Requirement</td>
<td>Area Plan for PY</td>
</tr>
</tbody>
</table>

### System Totals

<table>
<thead>
<tr>
<th>Adult</th>
<th>Dislocated Worker</th>
<th>Total Enrolled</th>
<th>Placements Area Plan = 80%</th>
<th>% Achieved of Qtr 2</th>
<th>Area Plan for PY</th>
<th>% Achieved of Qtr 2</th>
<th>Area Plan for PY</th>
<th>% Achieved of Qtr 2</th>
<th>Area Plan for PY</th>
<th>% Achieved of Qtr 2</th>
<th>Area Plan for PY</th>
<th>% Achieved of Qtr 2</th>
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<th>Area Plan for PY</th>
<th>% Achieved of Qtr 2</th>
<th>Area Plan for PY</th>
<th>% Achieved of Qtr 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>Dislocated Worker</td>
<td>Total Exits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### Contract Budget Quarter 2

<table>
<thead>
<tr>
<th>Contract Budget</th>
<th>Total % Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirement</td>
<td>Area Plan for PY</td>
</tr>
<tr>
<td>Requirement</td>
<td>Area Plan for PY</td>
</tr>
</tbody>
</table>

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### Enrolled

- 40% and above
- 35% to 39.9%
- Below 34.9%

### Placements

- 40% and above
- 35% to 39.9%
- Below 34.9%

### Exits

- 80% and above
- 70% to 79.9%
- Below 34.9%

### Training

- 50% and above
- Below 49.9%

### Contract Budget

- Greater than 50%
- 32% to 50%
- 22% to 31.9%
- 21.9% or below
- Missing invoices
### Program Participant Demographics

#### Race/ Ethnicity

<table>
<thead>
<tr>
<th>Race/Ethnicity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Af Amer</td>
<td>12%</td>
</tr>
<tr>
<td>Asian</td>
<td>9%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>2%</td>
</tr>
<tr>
<td>Amer Ind</td>
<td>2%</td>
</tr>
<tr>
<td>White</td>
<td>57%</td>
</tr>
</tbody>
</table>

- Male: 27%
- Female: 73%

#### Age

- <21: 23%
- 22-24: 22%
- 25-34: 18%
- 35-44: 9%
- 45-54: 8%
- 55+: 2%

#### Residence

- Clearlake: 23%
- Kelseyville: 22%
- Nice: 18%
- Lucerne: 9%
- Lake Other: 8%
- WANB Other: 18%
- Other: 2%

### WIOA Adult & DW Priority of Service

- Basic Skill Deficient: 2%
- Low Income: 60% ▼
- CalFresh: 8% ▼
- Military Veterans: 3% ▼

### WIOA Adult & DW Barriers to Employment

- Disability: 2% ▲
- Homeless: 2% ▼
- Justice Involved: 6% ▼
- English Language Learner: 2% ▼
- Single Parent: 29% ▲
- In-School Youth: 0% ▼
- Out of School Youth: 100% ▼
- WEX: 18% ▲

### WIOA Youth Details

- Business Services
  - New Businesses Engaged: 15
  - Active Business Services: 19

- Rapid Response Events: 1
- Recruitment Events Held: 0

### Program Provider Details

**Workforce Alliance North Bay**

**PY2019/2020, Quarter 2**

**MPIC**

<table>
<thead>
<tr>
<th>Category</th>
<th>New Clients</th>
<th>Area Plan for PY</th>
<th>% Achieved</th>
<th>Area Plan for QTR 2</th>
<th>% Achieved</th>
<th>QTR 2 Positive Exits</th>
<th>QTR 2 Negative Exits</th>
<th>Total Positive Exits</th>
<th>Total Negative Exits</th>
<th>Training Req. / WEX - (20%)</th>
<th>Contract Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>14</td>
<td>31</td>
<td>62</td>
<td>50%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$28,507</td>
<td>$96,477</td>
</tr>
<tr>
<td>Dislocated Worker</td>
<td>10</td>
<td>16</td>
<td>34</td>
<td>49</td>
<td>68%</td>
<td>0</td>
<td>17</td>
<td>9</td>
<td>3</td>
<td>$18,576</td>
<td>$85,145</td>
</tr>
<tr>
<td>Youth</td>
<td>2</td>
<td>13</td>
<td>42</td>
<td>31%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$5,682</td>
<td>$49,609</td>
</tr>
</tbody>
</table>

**PY Region**

- Lake: 19 of 28

- MPIC: 19 of 28
WIOA Levels of Service

- **Bronze**
  - Self Access Services
  - 699 Individuals
  - 1,656 Visits
  - 453 Repeat Customers
  - Cost: $110,195

- **Silver**
  - Staff Assisted Services
  - WIOA Program: 75 Participants
    - 61 Adults
    - 14 Dislocated Workers
  - Cost: $123,277

- **Gold**
  - Training Services
  - WIOA Training: 50 Recipients
    - 40 Adults
    - 10 Dislocated Workers
  - Cost: $76,940

WIOA Training Services

- **WIOA Prerequisite Trainings**
  - 9

- **OJT**
  - 11

- **Apprenticeships**
  - 4

Occupational Skills Training

- Eligible Training Provider: 29

Cost Per Training Participant

- $1,539

WIOA Program Employment Outcomes

- **26** Individuals Exited
- **62%** Exit to Employment
- **$19.75** Median Wage
- **(-$2.60)/HR** Ave. Increase in Wages After Using WDB Services (88% increased wages)
- **7** Avg months in program
- **$4,139** Cost per Job Seeker Served
- **$2.18** Return on Investment (per $1 spent)

- **25%** ▼ Other
- **19%** ▼ Construction
- **50% ▲ Healthcare & Social Assistance
- **0% ▼ Hospitality & Tourism
- **0% ▼ Manufacturing
- **6% ▼ Professional, Scientific, Technical
- **0% ▼ Utilities
- **0% ▼ Information
- **0% ▼ Transportation
### WIOA Levels of Service

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

- **CareerPoint**
  - 1,137 Individuals
  - 3,272 Visits
  - 922 Repeat Customers

<table>
<thead>
<tr>
<th>WIOA Program</th>
<th>62 Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults</td>
<td>31 Dislocated Workers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WIOA Training</th>
<th>17 Recipients</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults</td>
<td>10 Dislocated Workers</td>
</tr>
</tbody>
</table>

### WIOA Training Services

- **OJT**
  - 1

- **Apprenticeships**
  - 0

- **Occupational Skills Training**
  - 16

- **Eligible Training Provider**

- **Cost Per Training Participant**
  - $1,751

### WIOA Program Employment Outcomes

- **26** Individuals
  - Exit to Employment

- **85%** Exit to Employment

- **$19.00** Median Wage

- **$3.86/HR** Ave. Increase in Wages After Using WDB Services (50% increased wages)

- **9** Avg months in program

- **$2,374** Cost per Job Seeker Served

- **$5.01** Return on Investment (per $1 spent)

<table>
<thead>
<tr>
<th>Industry</th>
<th>Percentage</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>5%</td>
<td>▲</td>
</tr>
<tr>
<td>36%▼</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Healthcare &amp; Social Assistance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hospitality &amp; Tourism</td>
<td>4%</td>
<td>▲</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>9%</td>
<td>▼</td>
</tr>
<tr>
<td>Professional, Scientific, Technical</td>
<td>0% ▼</td>
<td></td>
</tr>
<tr>
<td>Information</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>23%</td>
<td>▲</td>
</tr>
<tr>
<td>Other</td>
<td>22%</td>
<td>▲</td>
</tr>
</tbody>
</table>

- **22 of 28**
### Program Participant Demographics

#### Race/ Ethnicity
- 29% Af Amer
- 8% Asian
- 56% White
- 5% Hispanic
- 2% Amer Ind

#### Gender
- 46% Male
- 54% Female

#### Age
- 60% <21
- 25-34: 22%
- 25-34: 24%
- 25-34: 23%
- 25-34: 22%
- 25-34: 21%

### WIOA Adult & DW Priority of Service

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<thead>
<tr>
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<th>Percentage</th>
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<tr>
<td>Basic Skill Deficient</td>
<td>0% ▼</td>
</tr>
<tr>
<td>Low Income</td>
<td>41% ▲</td>
</tr>
<tr>
<td>CalFresh</td>
<td>3% ▲</td>
</tr>
<tr>
<td>Military Veterans</td>
<td>10% ▼</td>
</tr>
</tbody>
</table>

### WIOA Adult & DW Barriers to Employment

<table>
<thead>
<tr>
<th>Barrier</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability</td>
<td>5% ▼</td>
</tr>
<tr>
<td>Homeless</td>
<td>3% ▼</td>
</tr>
<tr>
<td>Justice Involved</td>
<td>8% ▲</td>
</tr>
<tr>
<td>English Language Learner</td>
<td>0% ▼</td>
</tr>
<tr>
<td>Single Parent</td>
<td>15% ▲</td>
</tr>
<tr>
<td>In-School Youth</td>
<td>20% ▼</td>
</tr>
<tr>
<td>Out of School Youth</td>
<td>80% ▲</td>
</tr>
<tr>
<td>WEX</td>
<td>20% ▼</td>
</tr>
</tbody>
</table>

### WIOA Youth Details

<table>
<thead>
<tr>
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<th>Percentage</th>
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<tr>
<td>In-School Youth</td>
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<tr>
<td>Out of School Youth</td>
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<tr>
<td>WEX</td>
<td>20%</td>
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</table>

### Program Provider Details

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Enrolled</th>
<th>Placements</th>
<th>Exits</th>
<th>Training Req. / WEX - (20%)</th>
<th>Contract Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mendocino MPIC Adult</td>
<td>13</td>
<td>18</td>
<td>31</td>
<td>51</td>
<td>61%</td>
</tr>
<tr>
<td>Mendocino MPIC Dislocated Worker</td>
<td>21</td>
<td>10</td>
<td>31</td>
<td>42</td>
<td>74%</td>
</tr>
<tr>
<td>Mendocino MPIC Youth</td>
<td>8</td>
<td>7</td>
<td>15</td>
<td>43</td>
<td>35%</td>
</tr>
</tbody>
</table>
The Workforce Alliance of the North Bay (WANB) Regional Workforce Development Board (RWDB) is a legislatively mandated business-led board. In partnership with the WANB Governing Board, the Workforce Development Board oversees workforce development activities and establishes policies and programs in response to the workforce needs of Marin, Napa, Mendocino, and Lake Counties. It is the region’s only organization that has workforce development as its sole purpose and function.

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting members in each membership category:
1. Representatives of Business (majority of board)
2. Representatives of Labor (>20%)- including labor, apprenticeship, community-based organizations, and youth serving organizations.
3. Representatives of Education – including adult & literacy activities, higher education, agencies and organizations addressing the education or training needs of individuals with barriers to employment.
4. Representatives of Economic and Community Development – including state employment office, vocational rehabilitation and economic development.

WANB Staff received a completed application for reappointment to the Regional Workforce Development Board from Annette Lee, Executive Dean, Woodland Community College, Lake and Colusa Campuses. Staff have reviewed the application and solicits approval of membership renewal for RWDB member Annette Lee.

**STAFF RECOMMENDATION**

Approve the membership renewal for RWDB member Annette Lee.
In May of 2016, the Boards of Supervisors of Marin, Napa and Lake counties established a Joint Powers Agency (JPA), which was to be formally known as the Workforce Alliance of the North Bay (WANB). One year later, Mendocino County was added as a member county.

Paragraph 10, Powers/Responsibilities of the Agency exercised by the Governing Board states the following:

…..“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;

Furthermore, Paragraph 11, Powers/Responsibilities of the Agency as the Local Chief Elected Official states:

(a) The Agency, through its Governing Board, shall serve as the Chief Elected Official for the Workforce Alliance of the North Bay LWDA.
(b) The Agency will serve as the grant recipient, fiscal agent and administrative entity for the Workforce Alliance of the North Bay LWDA as those terms are defined under WIOA and its implementing regulations.

And; Paragraph 16, Staffing of the Agency states:

(1) The Governing Board of the Agency shall appoint an Executive Director who shall be responsible for the administration of the Agency. The Executive Director shall have the ability to hire/or contract other necessary staff in consultation with the WDB and with the approval of the Agency’s governing Board. The Director shall be the
designated officer who shall file an official bond pursuant to Government Code Section 6505.1.

(2) Initially the Agency will designate Napa County to provide staffing for the Agency’s Executive Director and will enter into a contract with Napa County Health and Human Services Agency, which will set forth the job responsibilities and duties of the Executive Director.

(3) A Majority of the Governing Board can remove the Executive Director for any reasoning.

Thus, in accordance with the language noted in the Joint Powers Agency agreement, the WANB and the County of Napa entered into a separate staffing agreement for Executive Director/Administrative services in June 2016. The agreement specifically noted that the Executive Director of the Agency will report solely to the Agency’s Governing Board during the term of this Agreement.

On December 10th, 2019 the Workforce Alliance of the North Bay, received a letter from the County of Napa Board of Supervisors notifying the Agency that they have chosen “to terminate for convenience the Agreement pursuant to Section 10 [Agreement] effective June 30, 2020”. The letter further notes that “Napa County is committed to working with the Agency and other member counties toward a smooth transition, and looks forward to a continued partnership as a member of WANB and its efforts to bring career pathways, upward mobility and economic self-sufficiency to all the communities it serves”.

On December 20th, 2019, your Board voted to accept the Napa letter terminating the Agreement, and directed staff to explore the organizational staffing options for the Board to consider at its March meeting, and to engage with counsel to develop the necessary personnel policies and documents for the WANB to become the Employer of Record. On January 21, 2020, however, County Counsel recommended that the transition to full-time permanent WANB employees involve a competitive hiring process. This recommendation is based upon the fact that the Board should exercise transparency in government decision-making and to prevent any allegations of favoritism to the on-loan employees. Because of this conflict of interest issue raised by counsel, Executive Director Bruce Wilson has asked Racy Ming, Chief Strategist, to serve as staff to the board on this issue.

At the March 5, 2020 meeting, the Board directed Ms. Ming to develop a contract with John Chamberlin (pre-approved consultant on the California Workforce Association’s list) and a proposed timeline for review and approval at the March 20, 2020 meeting.

STAFF RECOMMENDATION:

Approval of contract with John Chamberlin in the amount of $23,000.

FISCAL IMPACT:

The fiscal impact is $23,000 plus 15% administrative fee to the California Workforce Association for the use of the pre-approved vendor list, for a total of $26,450.