



## Napa Advisory Subcommittee Meeting Agenda

**Wednesday, August 28, 2019  
3:00 PM**

**WANB Administrative Office  
1546 First Street (Second Floor), Napa, CA 94559**

CALL TO ORDER		
I.		<ul style="list-style-type: none"> <li>A. Call to Order &amp; Introductions</li> <li>B. Public Comment</li> </ul>
CONSENT CALENDAR		
<p style="text-align: center;">These matters typically include routine financial or administrative <b>action items</b> requiring a vote. Any item will be discussed separately at the request of any person. Items are approved with one single motion</p>		
II.		<ul style="list-style-type: none"> <li>A. Approval of May 22, 2019 Meeting Minutes [Attachment II. A]</li> </ul>
REGULAR CALENDAR		
III.		<ul style="list-style-type: none"> <li>A. Modification to CareerPoint Napa contract for the following not to exceed amounts: <b>(Action)</b> <ul style="list-style-type: none"> <li>Adult – \$200,826</li> <li>DW – \$108,017</li> <li>OSO – \$26,855</li> <li>Youth – \$105,866</li> </ul> </li> <li>B. Review and accept 4th Quarter CareerPoint Napa Dashboard Report [Attachment III.B] <b>(Action)</b></li> <li>C. Napa Advisory Subcommittee Chair and Vice Chair Nominations &amp; Election <b>(Action)</b></li> </ul>
INFORMATION / DISCUSSION ITEMS		
IV.		<ul style="list-style-type: none"> <li>A. February 4<sup>th</sup> Regional Workforce Development Conference</li> <li>B. Prison to Employment \$117,000 contract with Napa County Probation Department</li> </ul>
MEMBER / DIRECTOR REPORTS		
V.		<ul style="list-style-type: none"> <li>A. Member</li> <li>B. Director <ul style="list-style-type: none"> <li>a. Conflict of Interest Code Revisions [Attachment V.B]</li> <li>b. Board Orientation Packet online</li> </ul> </li> </ul>
ADJOURN		
VI.		<ul style="list-style-type: none"> <li>A. Adjourn</li> </ul>



## ATTACHMENT II.A

# Napa Advisory Subcommittee Meeting Minutes

Wednesday, May 22, 2019  
3:00 PM

WANB Administrative Office  
1546 First Street (Second Floor), Napa, CA 94559

### CALL TO ORDER

I.	<p>A. Call to Order &amp; Introductions Jeri Hansen called the meeting to order at 3:03 PM.</p> <p>Members Present: Napa Advisory Subcommittee Members: Mark Bontrager, Diana Chiabotti, Myles Davis, Geovanni Flores, Jeri Hansen, Paul Hicks, Amar Inalsingh, Mandy Le, Christine Meechan, Elena Toscano, Mark Van Gorder.</p> <p>Members Absent: Mary Ann Mancuso, Ronald Kraft, Mark Leonardi, Paula McCray, Tami Pacho, G Anthony Phillips</p> <p>Workforce Alliance Staff: Executive Director Bruce Wilson, Fiscal Officer Taylor Swain, Workforce Development Analyst Sylwia Palczewska.</p> <p>Guests: Teresa Brown CareerPoint Napa, Kristin Miller CareerPoint Napa.</p> <p>B. Public Comment: No public comments.</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

II.	<p>A. Approval of December 2018 Meeting Minutes [Attachment II.A] Motion made to approve December 2018 Meeting Minutes.</p> <p>M/S: Paul Hicks / Myles Davis Motion carried: 6-0 Yea: 6 Nay: 0 Abstentions: Mark Bontrager, Diana Chiabotti, Geovanni Flores, Mandy Le, Elena Toscano. Absent: Mary Ann Mancuso, Ronald Kraft, Mark Leonardi, Paula McCray, Tami Pacho, G Anthony Phillips.</p> <p>B. Accept 2019 Workforce Alliance of the North Bay Master Meeting Calendar for Napa Advisory Subcommittee [Attachment II.B] Motion made to accept 2019 Workforce Alliance of the North Bay Master Meeting Calendar. M/S: Amar Inalsingh / Mandy Le Motion carried: 11-0 Yea: 11 Nay: 0 Abstentions: 0 Absent: Mary Ann Mancuso, Ronald Kraft, Mark Leonardi, Paula McCray, Tami Pacho, G Anthony Phillips.</p>
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### REGULAR CALENDAR

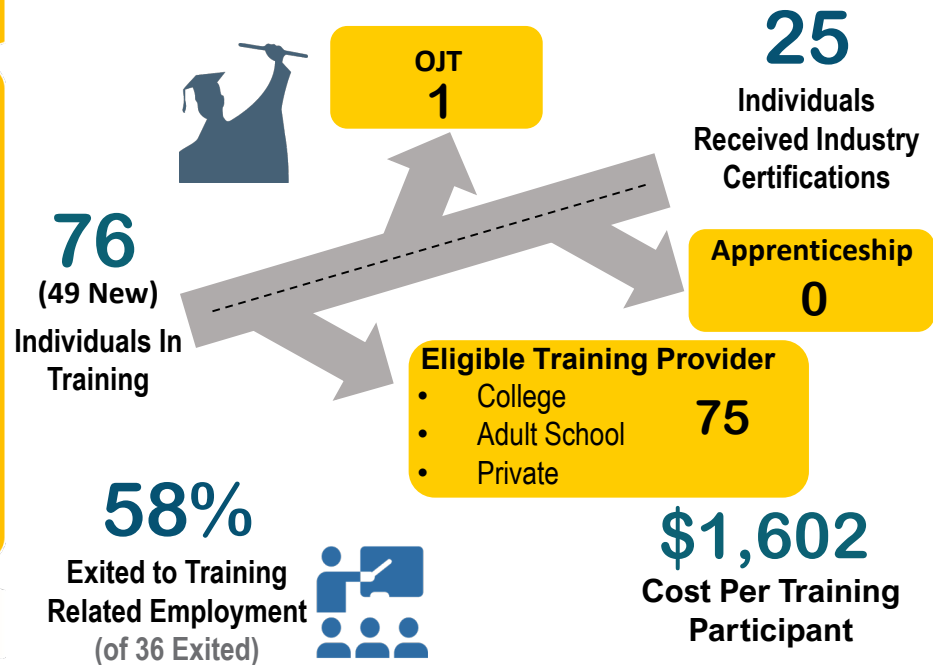
III.	<p>A. Ratify appointment to the Workforce Alliance Napa Advisory Subcommittee [Attachment III.A]: (Action)</p> <ul style="list-style-type: none"> <li>a. Mark Bontrager</li> <li>b. Diana Chiabotti</li> <li>c. Geovanni Flores</li> <li>d. Mandy Le</li> <li>e. Elena Toscano</li> </ul> <p>Motion made to ratify appointment new members. M/S: Mark Van Gorder / Amar Inalsingh Motion carried: 6-0 Yea: 6 Nay: 0 Abstentions: Mark Bontrager, Diana Chiabotti, Geovanni Flores, Mandy Le, Elena Toscano . Absent: Mary Ann Mancuso, Ronald Kraft, Mark Leonardi, Paula McCray, Tami Pacho, G Anthony Phillips.</p> <p>B. Review and Accept 3<sup>rd</sup> Quarter CareerPoint Dashboard Report (Action) Program operators will have opportunity to highlight challenges and successes of their respective programs.</p> <p>Executive Director Wilson presented 3<sup>rd</sup> Quarter CareerPoint Napa Dashboard Report. He pointed out that there are some concerns with spending training money. State requires that 30% of allocated dislocated worker and adult funds are spent for training (tuition, books, supplies, etc), of which 10% can be leveraged. He said it will be a good practice to buy upfront seats in an apprenticeship program and try to recruit people to go to such training. Mandy Le asked if CareerPoint Napa employees are bilingual. Teresa Brown and Kristin Miller from CareerPoint Napa confirmed that employees speak both English and Spanish. They also said that CareerPoint Napa tries to meet the needs of our community by enrolling new people all year long. Geovanni Flores asked if people that are coming to CareerPoint center are given questionnaire of what their career goals are. Teresa replied that each customer is assessed individually. Kristin Miller presented to the board members One Stop Operator Report showing client metrics and workshops/ orientations offered by CareerPoint. Next, Wilson moved to Youth Dashboard Report. Youth Program was previously run by Voices, Napa and this is the first year that CareerPoint took it over. Teresa said she hopes that in the next year the program will be in full swing.</p> <p>Motion made to accept 3<sup>rd</sup> Quarter CareerPoint Napa Dashboard Report M/S: Paul Hicks / Mark Van Gorder Motion carried: 11-0 Yea: 11 Nay: 0 Abstentions: 0 Absent: Mary Ann Mancuso, Ronald Kraft, Mark Leonardi, Paula McCray, Tami Pacho, G Anthony Phillips.</p> <p>C. Request by CareerPoint Napa to transfer funds from Dislocated Worker to Adult in the amount of up to \$110,000. (Action) Staff will review written request (pending) with Committee and seek motion to approve/deny request.</p> <p>Executive Director Wilson explained that requested transfer of funds depends on completion of required paperwork. Motion made to accept transfer of funds from Dislocated Worker to Adult in the amount of up to \$110,000 depending upon positive approval by Fiscal Officer Swain and Executive Director Wilson. M/S: Mark Bontrager / Mark Van Gorder Motion carried: 11-0 Yea: 11 Nay: 0 Abstentions: 0 Absent: Mary Ann Mancuso, Ronald Kraft, Mark Leonardi, Paula McCray, Tami Pacho, G Anthony Phillips.</p>
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	<p>D. Approval in concept of CareerPoint Partners MOU with the Workforce Alliance of the North Bay WDB. (Action)</p> <p>Motion made to approve in concept of CareerPoint Partners MOU with the Workforce Alliance of the North Bay WDB. M/S: Mark Bontrager / Mark Van Gorder Motion carried: 11-0 Yea: 11 Nay: 0 Abstentions: 0 Absent: Mary Ann Mancuso, Ronald Kraft, Mark Leonardi, Paula McCray, Tami Pachon, G Anthony Phillips.</p>
INFORMATION / DISCUSSION ITEMS	
IV.	<p>At 4:23 PM Jeri Hansen excused herself and Myles Davis took over the responsibility to chair the meeting.</p> <p>A. Board Development Training At the direction of the Workforce Alliance Executive Committee, staff has invested considerable attention to board member development. Staff will review training outline with members and seek input. [Attachment IV.A]</p> <p>Executive Director Wilson is in process of preparing materials for the board member orientation binders. Binders will be distributed at the Regional Workforce Development Board meeting on June 13. Board members expressed their interest and excitement.</p> <p>B. Regional Workforce Development Board Logistics Staff will update board members on upcoming regional board meeting and logistics.</p> <p>All Advisory Subcommittee members are invited to join the Regional Workforce Development Board meeting on June 13, at the Sonoma State University. Calendar invites were sent to all members, details with directions, instructions where to park, and the campus map will be sent 2 weeks before the meeting.</p> <p>C. P2E Program (Update) Committee will hear an update of how the State's P2E initiative is being implemented. Staff will seek input on opportunities.</p> <p>Executive Director Wilson reported that he is interested in investing in an apprenticeship program. Giovanni said this program already exists in Stockton and Solano County.</p>
MEMBER / DIRECTOR REPORTS	
V.	<p>A. Member B. Director</p> <p>Fiscal Officer Swain reported that total allocations for the Workforce Alliance of the North Bay dropped by 8%. Per our Joint Powers Authority formation documents, the Alliance allocates funds to each county based on the formulas provided by the State of California. Napa County's allocations for Adult and Youth dropped by almost half, while Dislocated Worker only dropped by 4%. Our regional advisor stated that these are based on economic indicators and Napa's allocation was reduced due to their economy doing better in relation to other areas.</p>
ADJOURN	
VI.	<p>A. Adjourn The meeting was adjourned by Myles Davis at 4:36 PM</p>

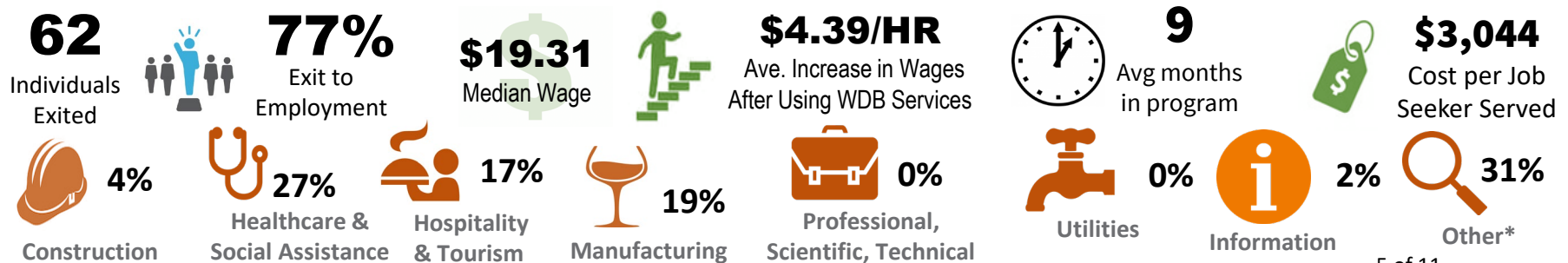
## WIOA Levels of Service



## WIOA Training Services



## WIOA Program Employment Outcomes



## WIOA Adult & DW Priority of Service



Basic Skill  
Deficient  
**4%**



Low Income  
**64%**



CalFresh  
**39%**



Military  
Veterans  
**1%**

## Business Services

**271**

New Businesses  
Engaged

**280**

Active Business  
Engagements

**1**

Rapid Response  
Events

**0**

Recruitment  
Events Held

## WIOA Adult & DW Barriers to Employment



Disability  
**22%**



Homeless  
**1%**



Justice Involved  
**11%**



English Language  
Learner  
**2%**



Single Parent  
**21%**



In-School  
Youth  
**5%**



Out of School  
Youth  
**95%**

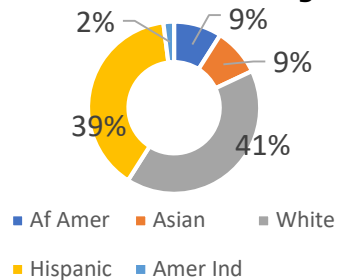


WEX  
**5%**

## WIOA Youth Details

## Program Participant Demographics

### Race/ Ethnicity

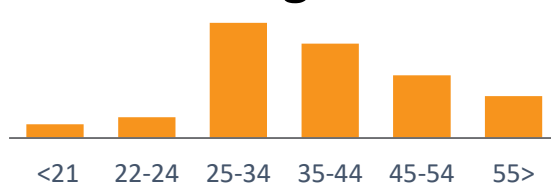


**42%**  
Male



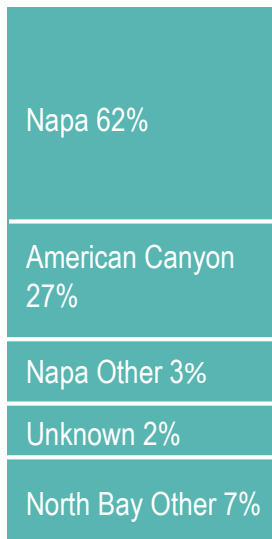
**58%**  
Female

### Age



## Geographics

### Cities of Residence



## ATTACHMENT V.B

### NOTICE OF INTENTION TO AMEND THE CONFLICT OF INTEREST CODE OF THE WORKFORCE ALLIANCE OF THE NORTH BAY

NOTICE IS HEREBY GIVEN that the Workforce Alliance of the North Bay, pursuant to the authority vested in it by section 87306 of the Government Code, proposes amendment to its conflict of interest code. A comment period has been established commencing on July 11, 2019 and closing on August 24, 2019. All inquiries should be directed to the contact listed below.

The Workforce Alliance of the North Bay proposes to amend its conflict of interest code to include employee positions that involve the making or participation in the making of decisions that may foreseeably have a material effect on any financial interest, as set forth in subdivision (a) of section 87302 of the Government Code. The amendment carries out the purposes of the law and no other alternative would do so and be less burdensome to affected persons.

Changes to the conflict of interest code include:

1. Removing Local Advisory Subcommittee members – Not all Local Advisory Subcommittee members are formally appointed members of the Workforce Development Board. Those that serve on both the Workforce Development Board and the local advisory subcommittee are already considered designated positions, given their role on the WDB. Additionally, the Local Advisory Subcommittee does not have the power to make decisions. They simply consider and provide advice on workforce issues within their assigned geographic area;
2. Consolidating the Executive Director and Local Area Administrator positions. This position is filled by the same individual;
3. One Stop Operator changed to Career Service Provider – It is the Career Service Provider position that has the authority to spend and decide on the expenditure of WIOA funding;
4. Adding Mendocino Career Service Provider – The Workforce Alliance has added Mendocino County to its Joint Powers Agency;

and also makes other technical changes.

Information on the code amendment is attached to this email.

Any interested person may submit written comments relating to the proposed amendment by submitting them no later than August 24, 2019, or at the conclusion of the public hearing, if requested, whichever comes later. At this time, no public hearing is scheduled. A person may request a hearing no later than August 9, 2019.

The Workforce Alliance of the North Bay has determined that the proposed amendments:

1. Impose no mandate on local agencies or school districts.
2. Impose no costs or savings on any state agency.
3. Impose no costs on any local agency or school district that are required to be reimbursed under Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.
4. Will not result in any nondiscretionary costs or savings to local agencies.

5. Will not result in any costs or savings in federal funding to the state.
6. Will not have any potential cost impact on private persons, businesses or small businesses.

All inquiries concerning this proposed amendment and any communication required by this notice should be directed to:

Sylwia Palczewska

Workforce Development Analyst

phone: 707-699-1947

email: [spalczewska@workforcealliancenorthbay.org](mailto:spalczewska@workforcealliancenorthbay.org)



**CONFLICT OF INTEREST CODE FOR THE  
WORKFORCE ALLIANCE OF THE NORTH BAY BOARD**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission had adopted a regulation (2 Cal. Code of Regs. Sec. 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the Workforce Alliance of the North Bay (WANB).

Individuals holding designated positions shall file their statements of economic interest with the WANB, which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) Upon receipt of the statements, WANB shall make and retain a copy and forward all originals to the Fair Political Practices. All statements will be retained by the WANB.

# **APPENDIX A** **DESIGNATED POSITIONS**

<u>Designated Position</u>	<u>Assigned Disclosure Category</u>
Workforce Alliance of the North Bay Members:	
• Governing Board	1, 2
• Regional Board	1, 2
Executive Director / Local Area Administrator	1, 2
Counsel	1, 2
Napa County Career Service Providers	1, 2
Lake County Career Service Providers	1, 2
Marin County Career Service Providers	1, 2
Mendocino County Career Service Providers	1, 2
Consultants/New Positions	*

Note: All positions other than the board members are filled by outside contractors, Napa County employees and/or Marin County employees, but act in a staff capacity for the WANB.

\*Consultants/New positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Executive Director may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Gov. Code Sec. 81008.)

## **APPENDIX B DISCLOSURE CATEGORIES**

### Category 1

Designated positions in this category must report:

Investments, business positions in business entities, and sources of income, including receipt of gifts, loans, and travel payments, from sources that provide services, supplies, materials, machinery or equipment of the type utilized by the WANB.

### Category 2

Designated positions in this category must report:

Investments, business positions in business entities, and sources of income including receipt of gifts, loans, and travel payments, from business entities and nonprofit organizations of the type that receive loans, grants or other monies from or through the WANB.