



GOVERNING BOARD MEETING AGENDA

Friday, December 20, 2019
9:00 AM

Mendocino: Mendocino County Planning and Building
Office, Conference Room, 120 West Fir Street, Fort Bragg,
CA
Mendocino County Office, Conference Room B, 501 Low
Rd., Ukiah, CA

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

CALL TO ORDER

- | | |
|----|--|
| I. | <ul style="list-style-type: none"> A. Welcome, Introductions, Agenda Review B. Public Comment C. Chair's Update – Damon Connolly <ul style="list-style-type: none"> a) Conflict of Interest Code b) Ethics training reminder D. Executive Director's Update – Bruce Wilson <ul style="list-style-type: none"> a) Regional Conference February 4, 2020 b) Prison to Employment Grant update c) Grant applications update d) Regional Workforce Board Meeting update |
|----|--|

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. | A. Approve Meeting Minutes, September 20, 2019 [Attachment II.A] |
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REGULAR CALENDAR

- | | |
|------|--|
| III. | <ul style="list-style-type: none"> A. Approve Agreement with MPIC, Inc [Board Letter III.A] B. Approve Agreement with Ms. Sylwia Palczewska [Board Letter III.B] C. Accept 2019/20 1st Quarter CareerPoint Dashboard Reports [Board Letter III.C] [Attachment III.C] D. Approve reserves development strategy [Board Letter III.D] E. Approve 2020 Meeting Schedule [Attachment III.E] F. Accept termination letter for convenience of Napa County and provide direction to staff [Board Letter III.F] [Attachment III.F] |
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INFORMATION / DISCUSSION ITEMS

- | | |
|-----|---|
| IV. | <ul style="list-style-type: none"> A. Rapid Response Activities [Board Letter IV.A] B. New WANB Policies Update [Board Letter IV.B] |
|-----|---|

MEMBER REPORTS

- | | |
|----|---|
| V. | <ul style="list-style-type: none"> A. Members <ul style="list-style-type: none"> a) California Economic Conference (Connolly/Rodoni) b) Other |
|----|---|

ADJOURN

- | | |
|-----|----------------------------------|
| VI. | A. Next Meeting and Agenda Items |
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GOVERNING BOARD MEETING MINUTES

**Friday, September 20, 2019
9:00 AM**

Mendocino: Mendocino County Planning and Building Office, Conference Room, 120 West Fir Street, Fort Bragg, CA

Mendocino County Office, Room 1010, 501 Low Gap Rd., Ukiah, CA

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

Lake: Lake County Courthouse, Conference Room B, 255 N. Forbes Street, Lakeport, CA

CALL TO ORDER

- | | |
|----|---|
| I. | <p>A. Welcome, Introductions, Agenda Review
Supervisor Connolly called the meeting to order at 9:08 AM.</p> <p>Members Present: Supervisor Damon Connolly, Supervisor Dennis Rodoni, Supervisor Alfredo Pedroza, Supervisor Moke Simon, Supervisor Eddie Crandell, Supervisor John Haschak, Supervisor Dan Gjerde.</p> <p>Workforce Alliance Staff Present: Executive Director Bruce Wilson, Fiscal Officer Taylor Swain, Workforce Alliance Consultant Racy Ming, Workforce Development Analyst Sylwia Palczewska.</p> <p>Guests: CareerPoint Napa Teresa Brown, CareerPoint Marin Shery Parr, CareerPoint Marin Cynthia Gunselman.</p> <p>B. Public Comment
No comments were made.</p> <p>C. Chair's Update – Damon Connolly
Chair Connolly mentioned recent Job Fair held in Marin City that was organized by CareerPoint Marin. Shery Parr thanked Workforce Alliance and CHD for bringing the bus to this event. Chair Connolly presented plaques for former Governing Board Members in recognition of their service: Jim Steele of Lake County, Georganne Croskey of Mendocino County, Judy Arnold of Marin County.</p> <p>D. Executive Director's Update – Bruce Wilson</p> <p style="padding-left: 20px;">a) Conflict of Interest Code update
As a government agency Workforce Alliance is required to have a Conflict of Interest Code. Last updates include clarification of what positions are responsible for making decisions with federal money, also Mendocino County Service provider was added to the list.</p> <p style="padding-left: 20px;">b) WANB Organizational Framework update
State Fiscal and Procurement Monitoring in 2018 requested clarification on Workforce Alliance organizational structure. WANB was asked to distinguish roles and responsibilities between Workforce Board, Governing Board, and Napa Board of Supervisors. Executive Director Wilson is looking at some possible resolutions. He anticipates holding a Special Governing Board meeting to discuss WANB organizational changes.</p> <p style="padding-left: 20px;">c) Regional Conference February 4, 2020
Executive Director Wilson invited all Supervisors to attend the Regional Conference on February 4, 2020 at Double Tree Hotel, Rohnert Park.</p> <p style="padding-left: 20px;">d) Other
Executive Director Wilson emphasized that Workforce Alliance can provide Labor market information reports.</p> |
|----|---|

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]

Motion made to approve items on the consent calendar.

M/S: Alfredo Pedroza / Moke Simon

Motion carried: 5-0

Yea: 5

Nay: 0

Abstentions: Eddie Crandell, Dan Gjerde

Absent: Brad Wagenknecht.

REGULAR CALENDAR

III. A. Approve Budget Amendment [Board Letter III.A] [Attachment III.A]

Fiscal Officer Taylor Swain explained that when PY 19/20 budget was approved by the Governing Board at the last meeting some of the amounts were based off estimates from the last year. The amendment consists of changes to Rapid Response, Layoff Aversion, P2E, and NCCPA grants. WANB Revenue increased \$127,020. Additional money was put towards strategy consulting, miscellaneous contracts, travel, board & staff development, audit fee, supplies, rent & leases.

Motion made to approve budget amendment.

M/S: Alfredo Pedroza / Moke Simon

Motion carried: 7-0

Yea: 7

Nay: 0

Abstentions: 0

Absent: Brad Wagenknecht.

B. Ratify Approval of Agreements [Board Letter III.B]

Motion made to ratify approval of agreements.

M/S: Dennis Rodoni / Alfredo Pedroza

Motion carried: 7-0

Yea: 7

Nay: 0

Abstentions: 0

Absent: Brad Wagenknecht.

C. Approve Phase II MOU's for all WANB CareerPoint North Bay Centers [Board Letter III.C]

Motion made as requested.

M/S: Alfredo Pedroza / Moke Simon

Motion carried: 7-0

Yea: 7

Nay: 0

Abstentions: 0

Absent: Brad Wagenknecht.

D. Accept Year end 2018/2019 Program Report [Board Letter III.D] [Attachment III.D]

Motion made as requested.

M/S: Alfredo Pedroza / Dennis Rodoni
Motion carried: 7-0
Yea: 7
Nay: 0
Abstentions: 0
Absent: Brad Wagenknecht.

E. Follow up item: consider reserves development strategy

Supervisor Pedroza declared that the Reserves Development Strategy Subcommittee will report out at the next Governing Board meeting.

INFORMATION / DISCUSSION ITEMS

- IV. A. Potential training framework and opportunities. Invited guest Ryan Williams.
Condensed Curriculum International offers turnkey workforce program partnership to help closing skills gap by providing online programs.

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
Next meeting is on December 20.
Chair Connolly adjourned the meeting at 10:19 AM.

BOARD LETTER III.A



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER III.A –APPROVAL OF AGREEMENT WITH MPIC, INC
DATE: DECEMBER 20, 2019
CC: FILE

JPA staff solicits Workforce Alliance Governing Board approval for the following agreement/amendment. This amendment was approved by the regional workforce development board at its December 12, 2019 meeting:

CONTRACTOR	NEW/ AMENDMENT	AMOUNT	COMMENTS
MPIC, Inc.	Amendment	\$1,501,986	Provision of WIOA Adult and Dislocated Worker services and National Dislocated Worker Grant funding in Lake and Mendocino Counties. This noted amount is in alignment with allocated resources from the State of California for noted workforce development services for Lake and Mendocino counties and has been approved by the Regional Workforce Development Board. Today's action supersedes previous actions taken by the board for contract services to MPIC, Inc for PY 19-20.

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:

Approve the above agreement with MPIC, Inc.

BOARD LETTER III. B



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER III.B – SOLE SOURCE CONTRACT WITH SYLWIA PALCZEWSKA
DATE: DECEMBER 20, 2019
CC: FILE

The County of Napa currently provides staffing services to the Workforce Alliance of the North Bay (WANB) through a contract. On December 10, 2019, WANB received a termination for convenience letter from the County of Napa Board of Supervisors signed by Chair Ryan Gregory (Attachment III.B). The agreement is set to terminate on June 30, 2020. As a result of this action, Sylwia Palczewska, a staff member assigned to the WANB team will be released on probation effective January 23, 2020.

It is anticipated that the WANB will begin immediate steps to transition to an employer of record status. However, that will take several months to put in place. In order to prevent the WANB from losing an employee, critical to WANB operations during the transition period, staff is recommending a contract between the WANB and Ms. Palczewska. This contract will allow Ms. Palczewska to bill her time directly to the WANB as a 1099 contractor. This contract will remain in place until the WANB is able to hire Sylwia Palczewska directly.

The hourly rates of \$53.65 and after 2.10.2020 \$55.58 have been set to include Sylwia Palczewska's current and future hourly rate and the value of the County of Napa benefits she is currently receiving as an employee. This contract has a not to exceed amount of \$54,350. This amount has already been approved by the Governing Board at its June 2019 meeting.

This contract is using sole source justification due to several reasons:

1. Ms. Palczewska already underwent a competitive interview process before being hired by the County of Napa on behalf of the WANB.
2. This contract is not acquiring new services but ensuring that the WANB does not lose access to critical staff resources important to the success of the agency.
3. Ms. Palczewska is already trained and skilled in the services needed by the WANB.

STAFF RECOMMENDATION

Approve the contract with Ms. Sylwia Palczewska to ensure valuable services to the Workforce Alliance of the North Bay are retained.



A Tradition of Stewardship
A Commitment to Service

Board of Supervisors

1195 Third St.
Suite 310
Napa, CA 94559
www.countyofnapa.org

Main: (707) 253-4421
Fax: (707) 253-4176

Ryan Gregory
Chair

December 10, 2019

Mr. Damon Connolly,
Chair, Workforce Alliance of the North Bay
Mr. Bruce Wilson, Executive Director
120 N. Redwood Road
San Rafael, CA 94903

Dear Mr. Connolly and Mr. Wilson:

On June 21, 2016, Napa County entered into Agreement No. 170400B (the Agreement) with the Workforce Alliance of the North Bay to provide staff services to the Joint Powers Agency (Agency). This service included an Executive Director as well as support staff. The Agreement contemplated the County having employer responsibility for the Executive Director and support staff; while the Executive Director serves at the pleasure of the Agency. This inherent conflict has presented concerns for the County and is difficult to consistently and fairly manage. Agreement No. 8473 creating the Agency, stated that staffing would "initially" be provided by Napa County. Over the course of the past three years, the County and the Agency have been diligently attempting to reconcile the concerns.

After discussions with other similarly organized joint powers agencies, staff has recommended and the Board of Supervisors has agreed to terminate for convenience the Agreement pursuant to Section 10 effective June 30, 2020. It is our understanding that during the next six months the Agency will work to become the employer of record for purposes of hiring staff to continue operations of the Agency. 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.

Regards,

Ryan Gregory
Chair

Cc: Workforce Alliance of the North Bay Governing Board

Brad Wagenknecht
District 1

Ryan Gregory
District 2

Diane Dillon
District 3

Alfredo Pedroza
District 4

Belia Ramos
District 5

BOARD LETTER III.C



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER III.C – RATIFY / APPROVE 2019-20 1ST QUARTER CAREERPOINT DASHBOARD REPORTS
DATE: DECEMBER 20, 2019
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 1st Quarter CareerPoint dashboard reports. Provide direction to staff as appropriate.

Workforce Alliance of the North Bay

Q1|PY19-20

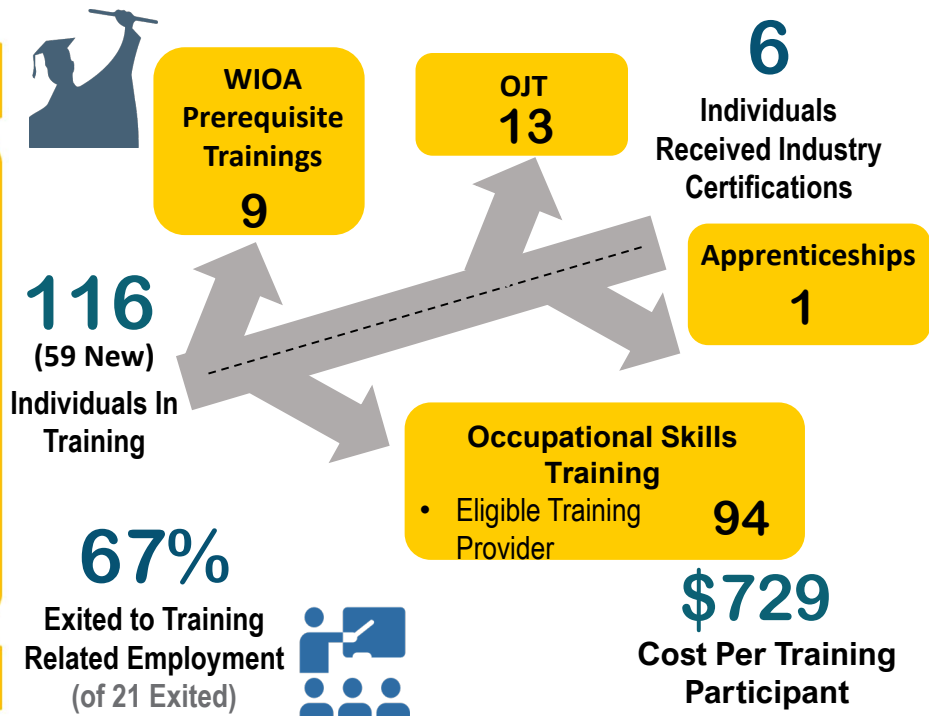
CareerPoint

Lake, Marin, Mendocino, & Napa

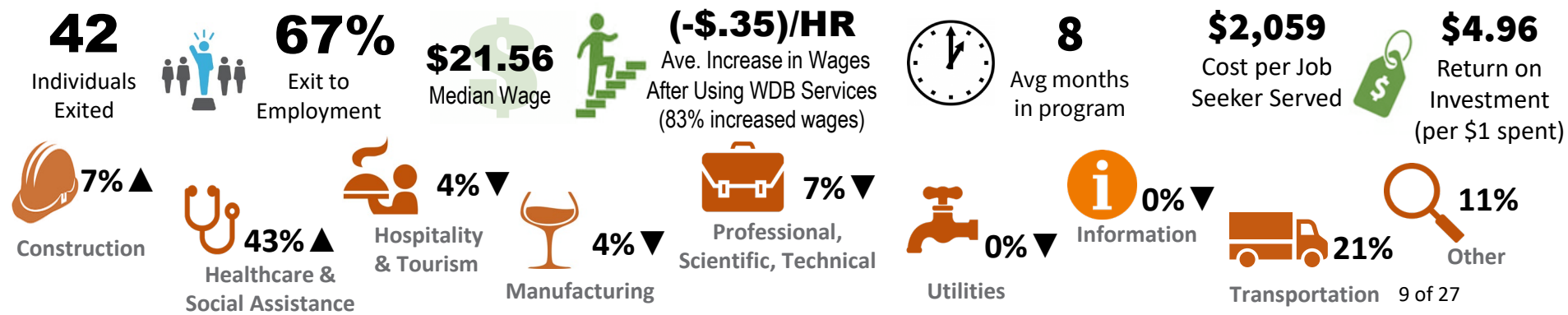
WIOA Levels of Service



WIOA Training Services



WIOA Program Employment Outcomes



WIOA Adult & DW Priority of Service



Basic Skill
Deficient
1%▼



Low Income
62%▲



CalFresh
15%▼



Military
Veterans
3%▼

Business Services

117 New Businesses
Engaged

303 Active Business
Engagements

5 Rapid Response
Events

7 Recruitment
Events Held

WIOA Adult & DW Barriers to Employment



Disability
10%▲



Homeless
2%



Justice Involved
11%▲



English Language
Learner
4%■



Single Parent
23%▲



In-School
Youth
17%▲



Out of School
Youth
83%▼

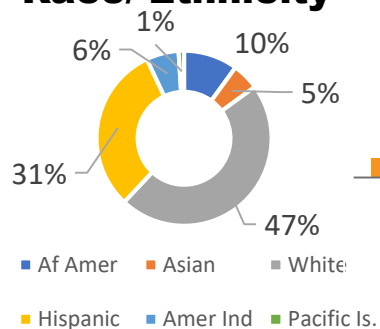


WEX
13%▼

WIOA Youth Details

Program Participant Demographics

Race/ Ethnicity

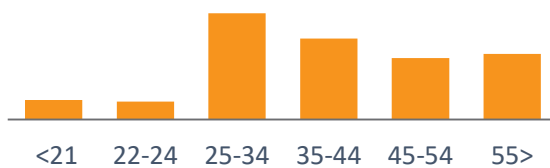


33%
Male

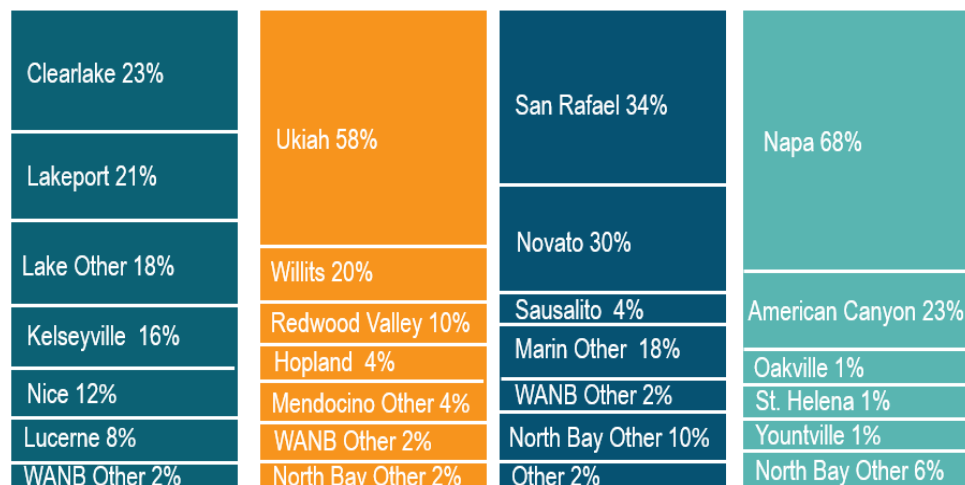


67%
Female


Age




Residence



Workforce Alliance of the North Bay
Providers of Services Report
Program Year 2019-2020
Quarter 1, 25% of Program Year

			Carry-ins from PY18-19	New Clients	Total Enrolled			Placements Area Plan = 80%			Exits Area Plan = 80%			Training Requirement - (20%) Area Plan = 100%			Contract Budget Quarter 1			
					(Qtr 1) Actual	Area Plan for PY	% Achieved of Qtr 1	(Qtr 1) Actual	Area Plan for PY	% Achieved of Qtr 1	(Qtr 1) Positive Exits	(Qtr 1) Negative Exits	(Qtr 1) % of Positive Exits to Total Exits	WIOA Funds Spent	Requirement- 20%	% Achieved of Training	(Qtr 1) Expended	Budget in PY	Total % Achieved	Combined
Lake	MPIC	Adult	14	10	24	62	39%	2	29	7%	2	3	40.0%	\$ 3,508	\$ 66,537	5.3%	\$37,819	\$226,870	16.7%	19%
		Dislocated Worker	19	8	27	49	55%	6	17	35%	6	3	66.7%	\$ 10,229	\$ 62,908	16.3%	\$41,269	\$180,648	22.8%	
Mendocino	MPIC	Adult	13	7	20	51	39%	6	20	30%	6	1	85.7%	\$ 17,820	\$ 51,522	34.6%	\$53,128	\$208,990	25.4%	23%
		Dislocated Worker	21	7	28	42	67%	3	13	23%	3	0	100.0%	\$ 485	\$ 57,428	0.8%	\$34,004	\$170,484	19.9%	
Marin	Marin HHS	Adult	35	19	54	129	42%	4	40	10%	4	1	80.0%	\$ 39,666	\$ 88,338	44.9%	\$130,020	\$365,719	35.6%	41%
		Dislocated Worker	10	3	13	21	62%	2	6	33%	2	2	50.0%	\$ 6,415	\$ 17,462	36.7%	\$47,591	\$72,290	65.8%	
Napa	Napa HHSA	Adult	41	14	55	55	100%	4	34	12%	4	3	57.1%	\$ 1,225	\$ 48,509	2.5%	\$109,943	\$200,826	54.7%	57%
		Dislocated Worker	28	3	31	31	100%	1	22	5%	1	1	50.0%	\$ 5,232	\$ 26,091	20.1%	\$65,081	\$108,017	60.3%	
System Totals			181	71	252	440		28	181		28	14		\$84,580	\$418,795	20.2%	\$518,855	\$1,533,844	34%	

Enrolled	Placements	Exits	Training	Contract Budget
23.75% and above	20% and above	80% and above	25% and above	Greater than 25%
22.5% to 23.75%	17.5% to 19%	70% to 79.9%	Below 24.9%	16% to 25%
Below 22.49%	Below 17.4%	69.9% and below		11% to 15.9%
				10.9% or below
				Missing invoices

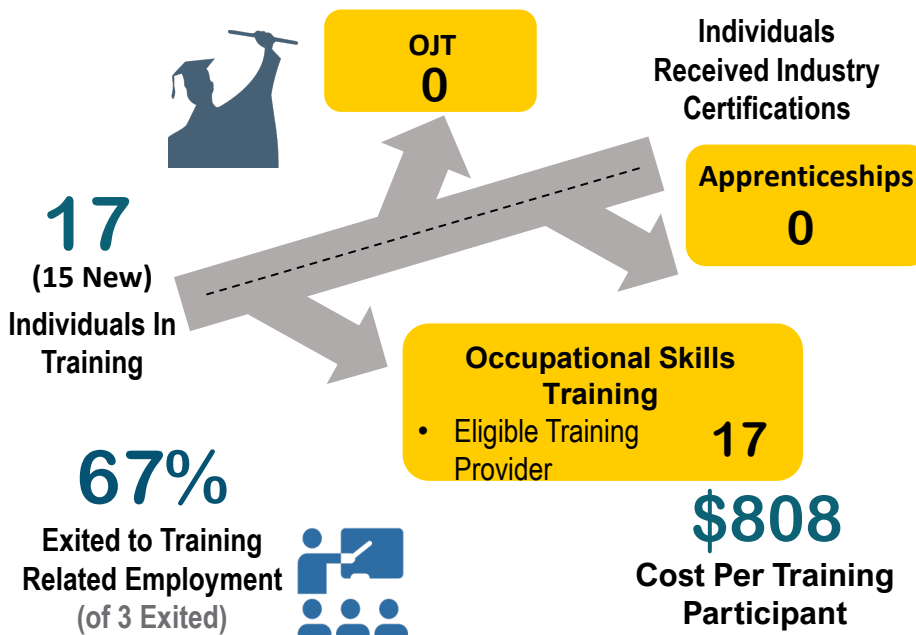
			Carry-ins from PY18-19	New Clients	Total Enrolled			Placements Area Plan = 80%			Exits Area Plan = 80%			20% Work Experience Requirement Area Plan = 100%			Contract Budget Quarter 1		
					(Qtr 1) Actual	Area Plan for PY	% Achieved of Qtr 1	(Qtr 1) Actual	Area Plan for PY	% Achieved of Qtr 1	(Qtr 1) Positive Exits	(Qtr 1) Negative Exits	(Qtr 1) % of Positive Exits to Total Exits	WIOA Funds Spent	Requirement- 20%	% Achieved of Training	(Qtr 1) Expended	Budget in PY	Total % Achieved
Lake	MPIC	Youth	2	8	10	42	24%	0	20	0%	0	0	0.0%	\$ -	\$ 56,802	0.0%	\$26,325	\$238,231	11.1%
Mendocino	MPIC	Youth	8	3	11	43	26%	3	11	27%	3	0	100.0%	\$ -	\$ 54,119	0.0%	\$20,974	\$243,467	8.6%
Marin	PPS	Youth	13	2	15	22	68%	0	1	0%	0	0	0.0%	\$ 2,774	\$ 36,019	7.7%	\$18,597	\$164,275	11.3%
Napa	Napa HHSA	Youth	13	11	24	26	92%	1	14	7%	1	0	100.0%	\$ 2,860	\$ 26,965	10.6%	\$49,382	\$105,866	46.6%
System Totals			36	24	60	133		4	46		4	0		\$5,634	\$173,905	3.2%	\$115,278	\$751,839	15%

WIOA Training Services

2

Individuals
Received Industry
Certifications

Apprenticeships
0



WIOA Levels of Service

Bronze

Self Access Services



CareerPoint
625 Individuals
1,423 Visits
485 Repeat Customers

\$ \$30,575

Silver

Staff Assisted Services



WIOA Program
51 Participants
24 Adults
27 Dislocated Workers

\$ \$24,776

Gold

Training Services



WIOA Training
17 Recipients
9 Adults
8 Dislocated Workers

\$ \$13,737

WIOA Program Employment Outcomes

14

Individuals
Exited



57%

Exit to
Employment

\$15.75
Median Wage



(-\$9.37)/HR
Ave. Increase in Wages
After Using WDB Services
(25% increased wages)



6

Avg months
in program

\$1,551

Cost per Job
Seeker Served



\$4.52

Return on
Investment
(per \$1 spent)



0%▼

Construction



38%▲
Healthcare &
Social Assistance



0%▼

Hospitality
& Tourism



0%▼

Manufacturing



12%▲

Professional,
Scientific, Technical



0%▼

Utilities



0%▼

Information



38%

Transportation



12%

Other
12 of 27

WIOA Adult & DW Priority of Service

Business Services



Basic Skill Deficient

0%▼



Low Income

65%▲



CalFresh

8%▼



Military Veterans

4%▼

9

New Businesses Engaged

6

Active Business Services

0

Rapid Response Events

0

Recruitment Events Held

WIOA Adult & DW Barriers to Employment



Disability

0%▼



Homeless

2%▲



Justice Involved

6%▼



English Language Learner

2%▼



Single Parent

25%▲



In-School Youth

0%▼



Out of School Youth

100%▲



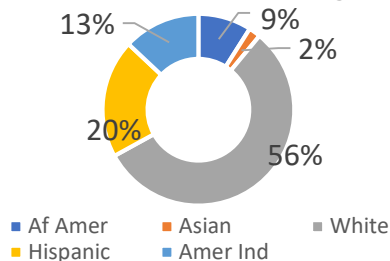
WEX

10%▼

WIOA Youth Details

Program Participant Demographics

Race/ Ethnicity

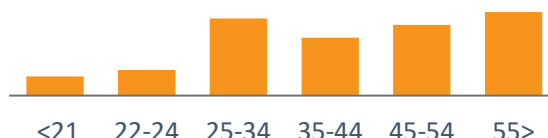


24% Male

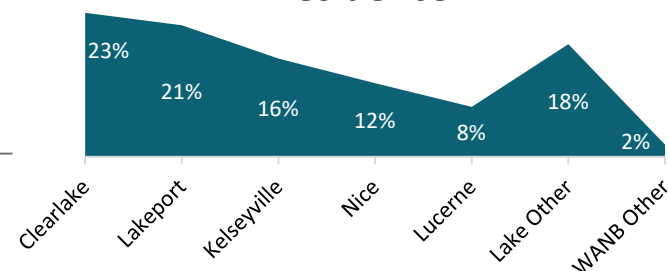


76% Female


Age



Residence



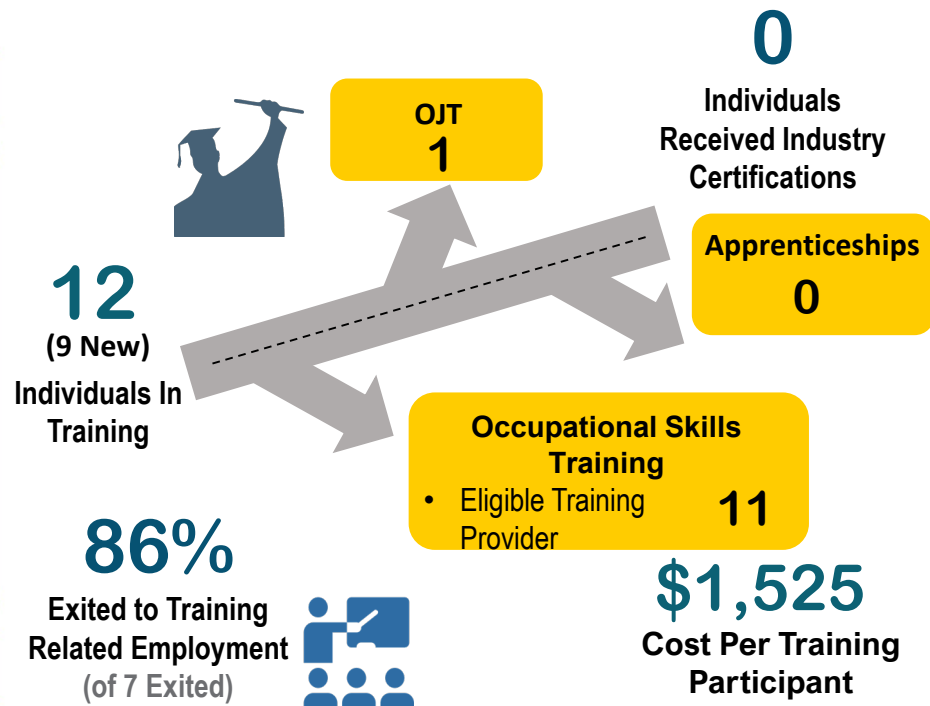
Program Provider Details

 WORKFORCEALLIANCE NORTH BAY DRIVING WORKFORCE TALENT PY 2019/2020, Quarter 1 (7/1/2019-9/30/2019)			Carry-ins from PY18-19	New Clients	Total Enrolled			Placements			Exits			Training Req. / WEX - (20%)			Contract Budget		
					(Qtr 1) Actual	Area Plan for PY	% Achieved of Qtr 1	(Qtr 1) Actual	Area Plan for PY	% Achieved of Qtr 1	(Qtr 1) Positive Exits	(Qtr 1) Negative Exits	(Qtr 1) % of Positive Exits to Total Exits	WIOA Funds Spent	Requirement-20%	% Achieved of Training	(Qtr 1) Expended	Budget in PY	Total % Achieved
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Lake	MPIC	Youth	2	8	10	42	24%	0	20	0%	0	0	0.0%	\$ -	\$ 56,802	0.0%	\$26,325	\$238,231	11.1%

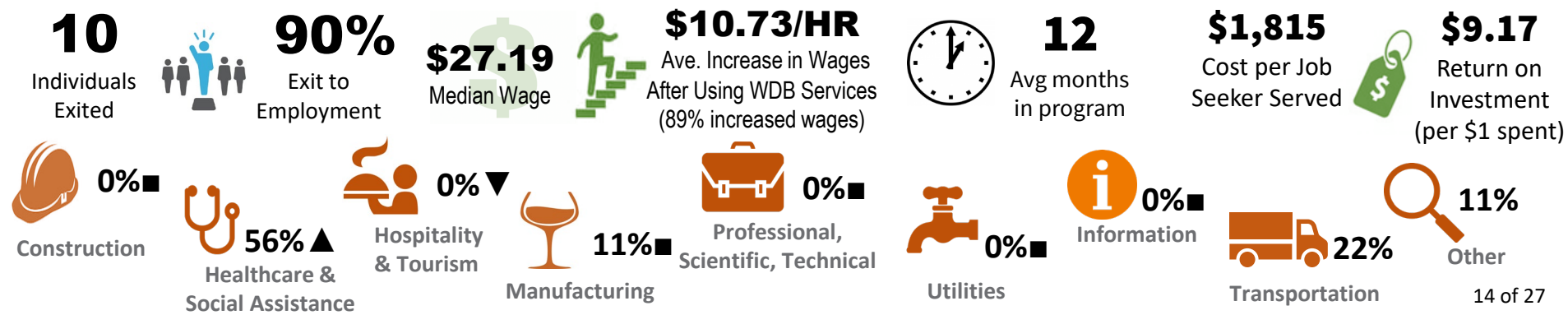
WIOA Training Services

WIOA Levels of Service

Bronze Self Access Services	Silver Staff Assisted Services	Gold Training Services
		
CareerPoint 663 Individuals 1,830 Visits 420 Repeat Customers	WIOA Program 48 Participants 20 Adults 28 Dislocated Workers	WIOA Training 12 Recipients 7 Adults 5 Dislocated Workers
\$ \$20,355	\$ \$48,472	\$ \$18,305



WIOA Program Employment Outcomes



WIOA Adult & DW Priority of Service

Business Services



Basic Skill Deficient

0%▼



Low Income

40%■



CalFresh

2%▼



Military Veterans

10%■

23

New Businesses Engaged

222

Active Business Services

2

Rapid Response Events

0

Recruitment Events Held

WIOA Adult & DW Barriers to Employment



Disability

6%■



Homeless

4%▲



Justice Involved

6%▲



English Language Learner

0%▼



Single Parent

8%▼



In-School Youth

27%▲



Out of School Youth

73%▼



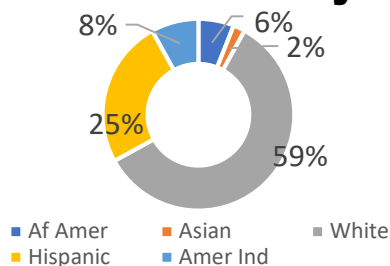
WEX

27%▼

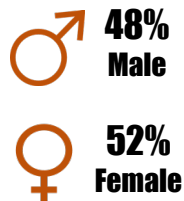
WIOA Youth Details

Program Participant Demographics

Race/ Ethnicity

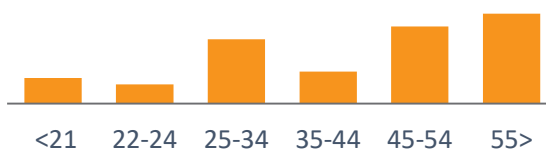


Age

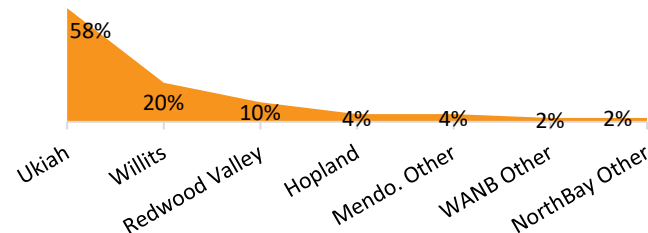


48% Male


52% Female



Residence



Program Provider Details

 WORKFORCEALLIANCE NORTH BAY DRIVING WORKFORCE TALENT PY 2019/2020, Quarter 1 (7/1/2019-9/30/2019)			Carry-ins from PY18-19	New Clients	Total Enrolled			Placements			Exits			Training Req. / WEX - (20%)			Contract Budget		
					(Qtr 1) Actual	Area Plan for PY	% Achieved of Qtr 1	(Qtr 1) Actual	Area Plan for PY	% Achieved of Qtr 1	(Qtr 1) Positive Exits	(Qtr 1) Negative Exits	(Qtr 1) % of Positive Exits to Total Exits	WIOA Funds Spent	Requirement-20%	% Achieved of Training	(Qtr 1) Expended	Budget in PY	Total % Achieved
Mendocino	MPIC	Adult	13	7	20	51	39%	6	20	30%	6	1	85.7%	\$17,820	\$ 51,522	34.6%	\$53,128	\$208,990	25.4%
		Dislocated Worker	21	7	28	42	67%	3	13	23%	3	0	100.0%	\$ 485	\$ 57,428	0.8%	\$34,004	\$170,484	19.9%
Mendocino	MPIC	Youth	8	3	11	43	26%	3	11	27%	3	0	100.0%	\$ -	\$ 54,119	0.0%	\$20,974	\$243,467	8.6%

WIOA Levels of Service

Bronze Self Access Services



CareerPoint
458 Individuals
976 Visits
199 Repeat Customers

\$ \$55,834

Silver Staff Assisted Services



WIOA Program
67 Participants
54 Adults
13 Dislocated Workers

\$ \$75,654

Gold Training Services



WIOA Training
44 Recipients
35 Adults
9 Dislocated Workers

\$ \$46,081

WIOA Training Services



**WIOA
Prerequisite
Trainings**
9

**OJT
11**

4
Individuals
Received Industry
Certifications

Apprenticeships
1

44
(24 New)
Individuals In
Training

**Occupational Skills
Training**
• Eligible Training
Provider **23**

75%
Exited to Training
Related Employment
(of 4 Exited)



\$1,047
Cost Per Training
Participant

WIOA Program Employment Outcomes

9

Individuals
Exited



67%

Exit to
Employment

\$25.50
Median Wage



(-\$5.67)/HR
Ave. Increase in Wages
After Using WDB Services
(83% increased wages)



6
Avg months
in program

\$2,650
Cost per Job
Seeker Served



\$4.31
Return on
Investment
(per \$1 spent)



33%▲
Construction



17%▼
Healthcare &
Social Assistance



0%▼
Hospitality
& Tourism



0%■
Manufacturing



17%▲
Professional,
Scientific, Technical



0%■
Utilities



0%■
Information



0%
Transportation



33%
Other

WIOA Adult & DW Priority of Service

Business Services



Basic Skill Deficient

0%▼



Low Income

72%▲



CalFresh

40%▼



Military Veterans

0%▼

12

New Businesses Engaged

0

Active Business Services

0

Rapid Response Events

0

Recruitment Events Held

WIOA Adult & DW Barriers to Employment



Disability

3%▼



Homeless

1%▼



Justice Involved

15%▼



English Language Learner

13%▲



Single Parent

36%▲



In-School Youth

27%▲



Out of School Youth

73%▼



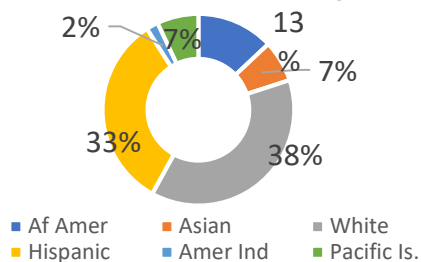
WEX

7%▲

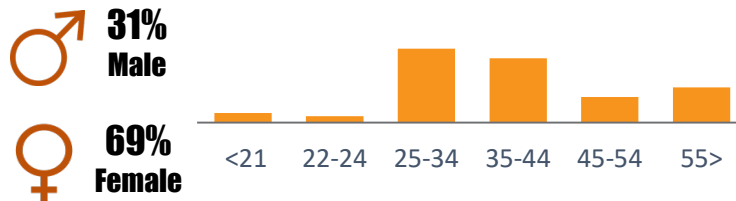
WIOA Youth Details

Program Participant Demographics

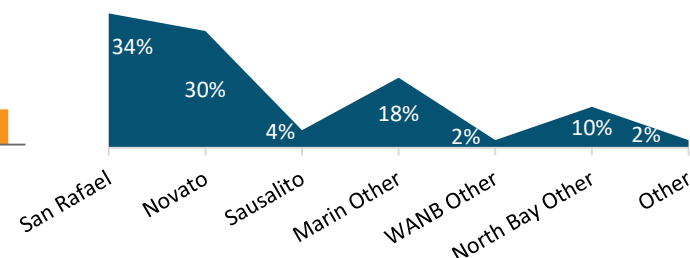
Race/ Ethnicity




Age



Residence



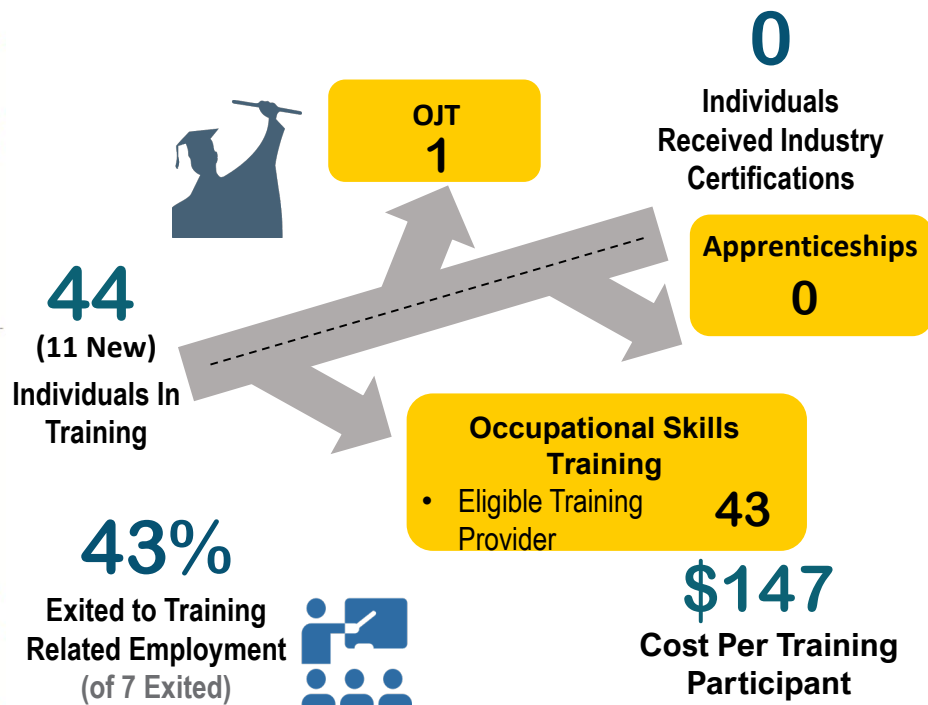
Program Provider Details

 WORKFORCEALLIANCE NORTH BAY DRIVING WORKFORCE TALENT PY 2019/2020, Quarter 1 (7/1/2019-9/30/2019)			Carry-Ins from PY18-19	New Clients	Total Enrolled			Placements			Exits			Training Req. / WEX - (20%)			Contract Budget		
					(Qtr 1) Actual	Area Plan for PY	% Achieved of Qtr 1	(Qtr 1) Actual	Area Plan for PY	% Achieved of Qtr 1	(Qtr 1) Positive Exits	(Qtr 1) Negative Exits	(Qtr 1) % of Positive Exits to Total Exits	WIOA Funds Spent	Requirement-20%	% Achieved of Training	(Qtr 1) Expended	Budget in PY	Total % Achieved
Marin	Marin HHS	Adult	35	19	54	129	42%	4	40	10%	4	1	80.0%	\$39,666	\$ 88,338	44.9%	\$130,020	\$365,719	35.6%
		Dislocated Worker	10	3	13	21	62%	2	6	33%	2	2	50.0%	\$ 6,415	\$ 17,462	36.7%	\$47,591	\$72,290	65.8%
Marin	PPS	Youth	13	2	15	22	68%	0	1	0%	0	0	0.0%	\$ 2,774	\$ 36,019	7.7%	\$18,597	\$164,275	11.3%

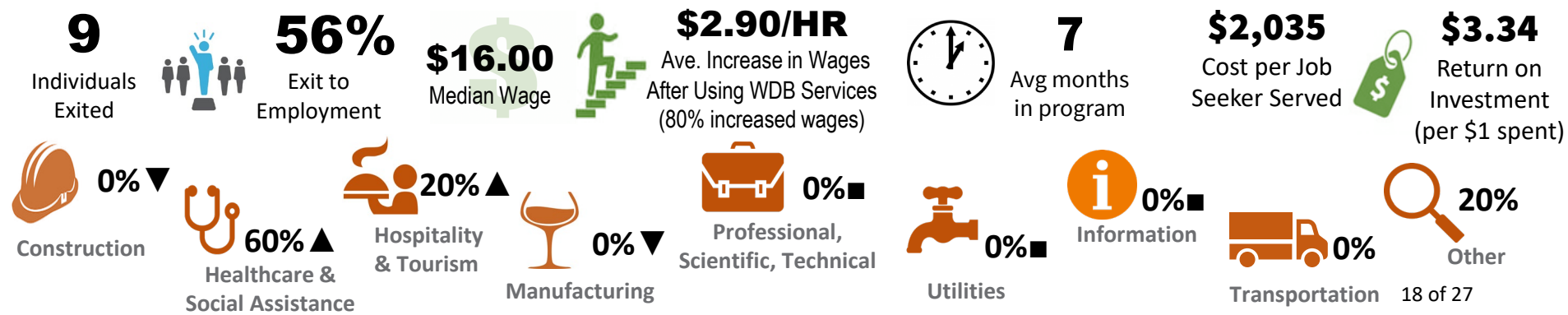
WIOA Levels of Service



WIOA Training Services



WIOA Program Employment Outcomes



WIOA Adult & DW Priority of Service

Business Services



Basic Skill Deficient

3%▼



Low Income

64%■



CalFresh

8%▼



Military Veterans

1%■

73

New Businesses Engaged

75

Active Business Services

3

Rapid Response Events

7

Recruitment Events Held

WIOA Adult & DW Barriers to Employment



Disability

24%▲



Homeless

0%▼



Justice Involved

13%▲



English Language Learner

1%▼



Single Parent

21%■



In-School Youth

12%▲



Out of School Youth

88%▼



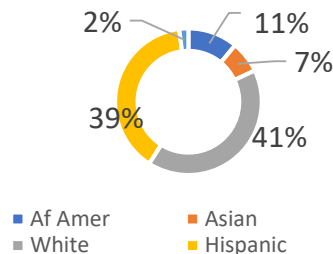
WEX

12%▲

WIOA Youth Details

Program Participant Demographics

Race/ Ethnicity



31% Male

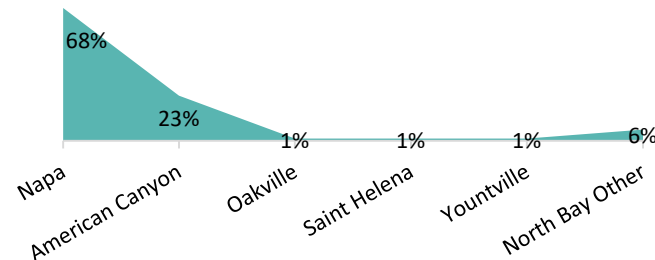


69% Female


Age



Residence



Program Provider Details

 WORKFORCE ALLIANCE NORTH BAY DRIVING WORKFORCE TALENT PY 2019/2020, Quarter 1 (7/1/2019-9/30/2019)			Carry-Ins from PY18-19	New Clients	Total Enrolled			Placements			Exits			Training Req. / WEX - (20%)			Contract Budget		
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Napa	Napa HHSA	Adult	41	14	55	55	100%	4	34	12%	4	3	57.1%	\$ 1,225	\$ 48,509	2.5%	\$109,943	\$200,826	54.7%
		Dislocated Worker	28	3	31	31	100%	1	22	5%	1	1	50.0%	\$ 5,232	\$ 26,091	20.1%	\$65,081	\$108,017	60.3%
Napa	Napa HHSA	Youth	13	11	24	26	92%	1	14	7%	1	0	100.0%	\$ 2,860	\$ 26,965	10.6%	\$49,382	\$105,866	46.6%

BOARD LETTER III. D



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER III.D – RESERVES STRATEGY
DATE: DECEMBER 20, 2019
CC: FILE

On September 20, 2019, the Workforce Alliance of the North Bay Governing Board directed Supervisor Pedroza and Supervisor Haschak to meet with staff to develop a strategy to create a general or reserve fund.

Supervisor Pedroza and Supervisor Haschak met with staff on December 9th and discussed the options available to the WANB and agreed that a starting fund provided by member counties is the best option to move forward for several reasons.

1. To allow the WANB to fully expend grant funds that terminate at the end of the fiscal year.
2. To provide a base fund that can be used to apply for and seek new grants and donations. Workforce Alliance of the North Bay funds cannot be used to seek additional funding.
3. To begin a reserve fund that can cover emergency situations WIOA is not available to pay for.
4. Increase flexibility by allowing the WANB to apply for grants that require upfront expenditures.

A one-time starting fund of \$12,500 per member county for a total of \$50,000 was suggested. Any additional funds required in the future would come back to the Governing Board with a new request.

STAFF RECOMMENDATION

Approve the reserves strategy to fund the Workforce Alliance of the North Bay with a one-time payment of \$12,500 from each member county with additional direction to form a 501c3 to seek additional funding.

WORKFORCE ALLIANCE OF THE NORTH BAY MASTER MEETING CALENDAR 2020												11.13.19
JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	
REGIONAL WORKFORCE DEVELOPMENT BOARD 2nd Thursday @ 10:00 AM-2:00 PM												
					6/11/20 10:00-2:00						12/10/20 10:00-2:00	
GOVERNING BOARD 3rd Friday @ 9-10:30 AM												
		3/20/20 9-10:30			6/19/20 9-10:30			9/18/20 9-10:30			12/18/20 9-10:30	
EXECUTIVE COMMITTEE 2nd Wednesday @ 9-10:30 AM												
	2/12/20 9-10:30		4/8/20 9-10:30	5/13/20 9-10:30		7/8/20 9-10:30	8/12/20 9-10:30		10/14/20 9-10:30	11/4/20* 9-10:30		
POLICY AND OVERSIGHT SUBCOMMITTEE 1st Tuesday @ 3-4:30 PM												
	2/4/20 3-4:30		4/7/20 3-4:30		6/2/20 3-4:30		8/4/20 3-4:30		10/6/20 3-4:30		12/1/20 3-4:30	
LAKE ADVISORY SUBCOMMITTEE 4th Thursday @ 9-10:30 AM												
	2/27/20 9-10:30			5/28/20 9-10:30			8/27/20 9-10:30			11/19/20** 9-10:30		
MARIN ADVISORY SUBCOMMITTEE 4th Wednesday @ 8-9:30 AM												
	2/26/20 8-9:30			5/27/20 8-9:30			8/26/20 8-9:30			11/18/20** 8-9:30		
MENDOCINO ADVISORY SUBCOMMITTEE 4th Thursday @ 3:30-5 PM												
	2/27/20 3:30-5			5/28/20 3:30-5			8/27/20 3:30-5			11/19/20** 3:30-5		
NAPA ADVISORY SUBCOMMITTEE 4th Wednesday @ 3-4:30 PM												
	2/26/20 3-4:30			5/27/20 3-4:30			8/26/20 3-4:30			11/18/20** 3-4:30		



* Due to Veteran's Day, Executive Committee will meet a week earlier in November.

**Due to Thanksgiving, Advisory Subcommittees will meet a week earlier in November.

REQUIRED ATTENDANCE

Regional Workforce Development Board (RWDB)

All appointed RWDB members

Governing Board

Governing Board Members representing Lake, Marin, Mendocino, and Napa Counties

Executive Committee

RWDB Officers & Chairs

Policy and Oversight Subcommittee

RWDB Members representing Lake, Marin, Mendocino, and Napa Counties

Lake Advisory Subcommittee

RWDB Members representing Lake & Appointed Lake Advisory Subcommittee Members

Marin Advisory Subcommittee

RWDB Members representing Marin & Appointed Marin Advisory Subcommittee Members

Mendocino Advisory Subcommittee

RWDB Members representing Mendocino & Appointed Mendocino Advisory Subcommittee Members

Napa Advisory Subcommittee

RWDB Members representing Napa & Appointed Napa Advisory Subcommittee Members

BOARD LETTER III.F



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER III.F – EXECUTIVE DIRECTOR/ADMINISTRATIVE STAFFING CONTRACT TERMINATION
DATE: DECEMBER 20, 2019
CC: FILE

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.*

BOARD LETTER III.F

- (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 (Attachment III.F) 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".

In anticipation of this action, WANB staff have begun the process to evaluate staffing options for the WANB moving forward. We believe that it is critical to the WANB's long term success and liability concerns to have an organizational plan that assures that the WANB can 1) hire its own dedicated staff; and 2) adopt a competitive pay and benefits plan that will allow the organization to attract, retain and develop staff that will effectively carry forward the WANB vision. To this end, WANB staff has assessed the structures of other similar Joint Powers Agencies and recommends the following:

STAFF RECOMMENDATION:

Direct the Executive Director to:

- 1) Continue exploration of all organizational staffing options for the WANB for consideration;
- 2) Continue engagement with California Public Employees Retirement System (CalPERS) to determine cost and benefit to the WANB Governing Board to become a CalPERS employing agency; (Note: CalPERS has notified WANB that it is a 12-15 month process before this option can be presented for consideration).
- 3) Engage with legal counsel to draft employee handbooks, personnel policies, and other necessary documents to become an Employer of Record;
- 4) Engage with a personnel/organizational consultant to determine recommended classification, compensation, and benefits plans for future staff;
- 5) Report all findings and options to the Governing Board for consideration and possible adoption.

At this time, WANB staff fully expect that with the exception of CalPERS's noted timeline, we will be able to report back to the Governing Board substantive progress by June 30, 2020. However, we do not expect to be able to speed up CalPERS's timeline. If the WANB Governing Board would like to consider CalPERS as an option for WANB staff, it may require that the WANB and County of Napa agree to extend the timeline for termination of the Executive Director staffing contract until that option can be presented.

FISCAL IMPACT:

Specific costs associated with this transition are not currently known. WANB staff will allocate known costs to appropriate line items approved by the WANB Governing Board in its budget. Staff anticipates returning to the member counties for future funding to support transition.



A Tradition of Stewardship
A Commitment to Service

Board of Supervisors

1195 Third St.
Suite 310
Napa, CA 94559
www.countyofnapa.org

Main: (707) 253-4421
Fax: (707) 253-4176

Ryan Gregory
Chair

December 10, 2019

Mr. Damon Connolly,
Chair, Workforce Alliance of the North Bay
Mr. Bruce Wilson, Executive Director
120 N. Redwood Road
San Rafael, CA 94903

Dear Mr. Connolly and Mr. Wilson:

On June 21, 2016, Napa County entered into Agreement No. 170400B (the Agreement) with the Workforce Alliance of the North Bay to provide staff services to the Joint Powers Agency (Agency). This service included an Executive Director as well as support staff. The Agreement contemplated the County having employer responsibility for the Executive Director and support staff; while the Executive Director serves at the pleasure of the Agency. This inherent conflict has presented concerns for the County and is difficult to consistently and fairly manage. Agreement No. 8473 creating the Agency, stated that staffing would "initially" be provided by Napa County. Over the course of the past three years, the County and the Agency have been diligently attempting to reconcile the concerns.

After discussions with other similarly organized joint powers agencies, staff has recommended and the Board of Supervisors has agreed to terminate for convenience the Agreement pursuant to Section 10 effective June 30, 2020. It is our understanding that during the next six months the Agency will work to become the employer of record for purposes of hiring staff to continue operations of the Agency. 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.

Regards,

Ryan Gregory
Chair

Cc: Workforce Alliance of the North Bay Governing Board

Brad Wagenknecht
District 1

Ryan Gregory
District 2

Diane Dillon
District 3

Alfredo Pedroza
District 4

Belia Ramos
District 5

BOARD LETTER IV.A



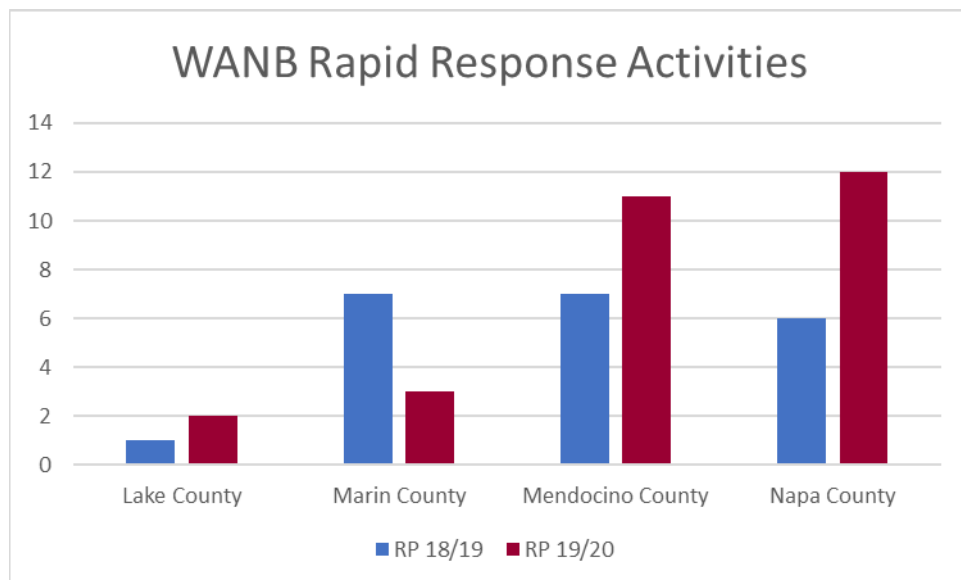
TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER IV.A – RAPID RESPONSE ACTIVITIES
DATE: DECEMBER 20, 2019
CC: FILE

The primary purpose of WANB's Rapid Response (RR) program is to enable workers affected by company downsizings or closure to return to work as quickly as possible following a layoff, or to prevent layoffs altogether. The WANB Business Engagement Team acts as a coordinator and planner for all RR activities for the local area. As such, they outreach to businesses and organize publicly sponsored employment resources for the impacted businesses. In effect, the WANB and its CareerPoint Northbay partners serve as the outplacement arm for company's that choose to use our services.

The WANB Business Engagement Team inputs the number of RR activities to EDD on standardized forms called the Rapid Response (RR) 121 Report and the Layoff Aversion (LOA) 122 Report.

The chart below shows the number of RR activities in each county for two Report Periods (RP):

- RP 18/19: April 1, 2018 through March 31, 2019
- RP 19/20: April 1, 2019 – present



There were 21 RR activities in RP 18/19 and 28 RR activities in RP 19/20, which closes in three months. The number of RR activities in RP 19/20 has increased by 30%, with three months remaining in the report period.

This report is provided for information only.

BOARD LETTER IV.B



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER IV.B – WANB POLICIES UPDATE
DATE: DECEMBER 20, 2019
CC: FILE

Staff reports that the following Workforce Alliance of the North Bay policies were reviewed and approved by the Regional Workforce Development Board on December 12, 2019.

Policies are provided below and available for download by clicking the title of each policy.

1. [Career Services](#)
The purpose of this policy is to provide guidance on the provision of career services to Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Workers.
2. [Code of Conduct and Conflict of Interest](#)
This policy provides direction and guidelines on conducting business in an open, sensitive manner that will prevent actual, potential, or questionable conflicts of interest.
3. [Follow Up Services](#)
This policy provides guidance on follow-up services for Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth program participants following the participants exit from the program.
4. [On-the-Job Training](#)
This policy provides guidelines to Workforce Alliance of the North Bay service providers to be used in the provision of On-the Job Training activities pursuant to the requirements of the Workforce Innovation and Opportunities Act, Department of Labor Regulations, State Directives and WANB policy.
5. [Rapid Response and Layoff Aversion](#)
The policy provides guidance on the provision of services activities for Rapid Response, which includes layoff aversion activities, pursuant to the requirements of the Workforce Innovation and Opportunity Act.
6. [Registered Apprenticeships](#)
The purpose of this policy is to provide guidance on the provision of training and employment opportunities in Registered Apprenticeship programs to Workforce Innovation Opportunity Act Adults, Dislocated Workers and Out-of-School Youth.
7. [Transitional Jobs](#)
This policy provides guidelines to the Workforce Alliance of the North Bay service providers to be used in the provision of transitional job activities, pursuant to the requirements of the Workforce Innovation and Opportunity Act, Department of Labor Regulations, State Directives, and WANB policy.

BOARD LETTER IV.B

8. [Work Experience Services](#)

The purpose of this policy is to provide direction and guidance in administering Work Experience to Workforce Innovation Opportunities Act Adults and Dislocated Workers.

9. [Youth Program](#)

This policy provides guidance to Workforce Alliance of the North Bay service providers on the Workforce Innovation and Opportunity Act Youth Program.

10. [Youth Program Eligibility](#)

This policy provides guidance to Workforce Alliance of the North Bay service providers in determining participant eligibility for Workforce Innovation and Opportunity Act youth programs.