



## REGIONAL WORKFORCE DEVELOPMENT BOARD MEETING AGENDA

**Thursday, December 12, 2019**

**10:00 – 11:00 Public Meeting**

**11:00 – 2:00 Planning Session**

**Annadel Room West, 1202 Apollo Way, Santa Rosa**

### CALL TO ORDER

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| I. | <ul style="list-style-type: none"> <li>A. Welcome, Introductions, Agenda Review</li> <li>B. Public Comment</li> <li>C. Chair Update – Jeri Hansen                             <ul style="list-style-type: none"> <li>1. Ethics Training</li> <li>2. Conflict of Interest Code update</li> </ul> </li> <li>D. Executive Director Update – Bruce Wilson                             <ul style="list-style-type: none"> <li>1. Regional Conference February 4</li> <li>2. Organizational updates</li> <li>3. Prison to Employment Grant updates</li> <li>4. Grant application updates</li> </ul> </li> </ul> |
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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 member. Items are approved with one single motion.

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| II. | <ul style="list-style-type: none"> <li>A. Approve June 13, 2019 Meeting Minutes [Attachment II.A]</li> <li>B. Ratify WANB Agreements [Board Letter II.B]</li> <li>C. Ratify / Approve Appointment of Subcommittee Nominations [Board Letter II.C, Attachment II.C]</li> <li>D. Ratify / Approve WANB Policies [Board Letter II.D]</li> <li>E. Approve 2020 Meeting Schedule [Attachment II.E]</li> <li>F. Ratify / Approve 2019-20 1<sup>st</sup> Quarter CareerPoint Dashboard Reports [Board Letter II.F, Attachment II.F]</li> <li>G. Ratify transfer of funds from Dislocated Worker to Adult [Board Letter II.G, Attachment II.G]</li> </ul> |
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### INFORMATION / DISCUSSION ITEMS

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| III. | <p>A. <b>Labor Market Trends and the Future of Work</b> – Matthew Insko, a Senior Economist for the U.S. Bureau of Labor Statistics (BLS), will present the latest data from the BLS including national statistics and an overview of the North Bay Area. The impact of recent macroeconomic events and workforce trends for employers and jobseekers will be detailed.</p> <p>The presentation will also include the latest long-term employment projections through the year 2028. Trends and underlying assumptions used to develop the forecast and the expected “hot” and “cold” jobs and industries will be detailed. Characteristics of the changing workforce, the gig economy, and technological impacts will also be discussed.</p> |
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### ADJOURN PUBLIC MEETING

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|-----|------------|
| IV. | A. Adjourn |
|-----|------------|

### PLANNING SESSION

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| V. | Workforce Alliance of the North Bay Members will meet to develop strategies for 2020 and beyond. |
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ATTACHMENT II.A



**WORKFORCEALLIANCE**  
**OF THE NORTH BAY**  
DRIVING WORKFORCE TALENT

**REGIONAL WORKFORCE DEVELOPMENT BOARD**  
**MEETING MINUTES**

**Thursday, June 13, 2019**  
**10:00 - 2:00**

**Sonoma State University**  
**1801 E Cotati Ave, Rohnert Park, CA 94928**

**CALL TO ORDER**

I. A. Welcome, Introductions, Agenda Review

Chair Jeri Hansen called the meeting to order at 10:15 AM. She welcomed the Regional Workforce Development Board Members as well as Members of the Governing Board and Local Advisory Subcommittees to the Sonoma State University.

In Presence:

Regional Workforce Development Board Members: Chair Jeri Hansen, Marin Advisory Subcommittee Chair Susan Byrne, Policy & Oversight Subcommittee Chair Amar Inalsingh, Mendocino Advisory Subcommittee Chair Lene Vinding, Kelley Hartman, Paul Hicks, Maureen Mulheren, Joanne Webster, David Wayte, Paul Castro, Frank Cuneo, Ken Lippi, Bill Scott.

Governing Board Members: Dennis Rodoni, Dan Gjerde, Eddie Crandell.

Lake Advisory Subcommittee Members: Kelly Cox, Judith Kanavle, Susan Parker, Margaret Silveira, Rebecca Southwick.

Marin Advisory Subcommittee Members: Jack Buckhorn, Keith Dias, Katheryn Horton, Mary Ann Perrine, Mary Kay Sweeney.

Mendocino Advisory Subcommittee Members: Megan Barber-Allende, Jesse Damian, William Feather, Heather Gurewitz, Pamela Jensen.

Napa Advisory Subcommittee Members: Dianna Chiabotti, Geovanni Flores, Mark Leonardi, G Anthony Phillips, Elena Toscano.

Workforce Alliance Staff: Executive Director Bruce Wilson, Fiscal Officer Tylor Swain, Operations Officer Laura Davis, Workforce Development Analyst Sylwia Palczewska.

Guests: David Tam WSB Cluster Manager, EDD, Tami Mee Workforce Development Coordinator, Mendocino County Office of Education, Madonna Feather-Cruz Program Coordinator, Disability Services & Legal Center.

Presenters: Cristine Bosworth Co-founder & CEO BusienessU, Celina Shands Co-founder BusienessU, Jim Cassio Project Manager, Workforce Alliance of the North Bay.

B. Public Comment: No public comments.

C. Chair Update – Jeri Hansen

Chair Hansen reminded everyone that the Executive Committee approved the change to the Regional Workforce Development Board schedule for the 2019 year. Instead of quarterly meetings, there are only two meetings a year with the board development training.

D. Executive Director Update – Bruce Wilson

Executive Director Wilson thanked everyone for coming to the Sonoma State University for the meeting. He said that the agenda was put together to be responsive to several of comments that he has heard from the board members. He underscored that the Workforce Alliance is still relatively new organization and the staff keeps working on improvements.

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.

## 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 member. Items are approved with one single motion.

- II.
- A. October 11, 2018 Meeting Minutes [Attachment II.A]
  - B. Ratify WANB Agreements [Board Letter II.B]
  - C. Ratify Appointment of Advisory Subcommittee Nominations (Lake, Marin, Mendocino and Napa) [Board Letter II.C, Attachment II.C]
  - ~~D. Approve Memorandum of Understanding (MOU) with Napa County Board of Supervisors and Governing Board outlining structure and responsibilities [Board Letter II.D, Attachment II.D]~~
  - E. Ratify / Approve WANB Policies [Board Letter II.E]
  - F. Ratify / Accept 2018-19 Program Reports [Board Letter II.F, Attachment II.F]
  - G. 2019 Meeting Schedule [Attachment II.G]
  - H. Approve P2E Regional Grant Proposal Application [Board Letter II.H]
  - I. Approve Local and Regional Workforce Development Plan Update [Board Letter II.I]
  - J. Transfer of funds from Dislocated Worker to Adult [Board Letter II.J, Attachment II.J.]
  - K. CareerPoint North Bay Memorandums of Understanding [Board Letter II.K]
- Kelly Cox recalled that he was attending the Regional Board Meeting on October 11, 2018 and his name was not listed on the meeting minutes. Corrections will be made accordingly.  
Motion made to approve the consent calendar items with the amendment.  
M/S: Paul Castro/Paul Hicks  
Abstentions: Maureen Mulheren (not present at the October 11, 2018 meeting)  
Passed unanimously

## INFORMATION / DISCUSSION ITEMS

- III.
- A. Workforce Alliance of the North Bay – (Bruce Wilson)
    - 1. Who We Are
    - 2. What We Do
    - 3. How We Do It
    - 4. Why We Do It
  - B. State of the Workforce – (Jim Cassio)
- Project Manager Jim Cassio presented current regional economy and workforce overview. He focused on middle skill careers and showed that occupations that require an associate degree will grow by 12% through 2019 – faster than the average growth for all occupations. He stressed that although unemployment rates look good in our region, they ignore individuals who are long-term unemployed and those who are discouraged and no longer looking for work. Also, part-time workers are counted as employed in statistics. Finally, Jim showed industry targets in our region, that

presents as follows: Marin County: Biotechnology, Health Care, Applied Business Technology, Agriculture & Tourism; Lake County: Agriculture, Construction, Health Care, Tourism; Mendocino County: Agriculture, Construction, Manufacturing, Tourism; Napa County: Wine Industry, Tourism, Winery Supply Chain.

C. Board Development: Beyond the Mandate – Board Innovation (Dr. Christine Bosworth & Celina Shands)

Your community and region expect that the WANB Board fulfil its fiduciary responsibility to develop a skilled workforce that aligns with the needs of industry to drive economic growth—this cannot be accomplished without you. It takes strategic thinking and doing as a board member to exercise the decision-making power given to you to accomplish the board’s innovative vision and its mandate.

## REGULAR CALENDAR

IV. A. Board Chair and Vice Chair Nominations & Election

Executive Director Wilson announced that there were two nominations for the Chair of the Regional Workforce Development Board for Jeri Hansen and Maureen Mulheren and one nomination for the Vice Chair for Lene Vinding. Lene Vinding did not accept the nomination as she is a Mendocino Advisory Subcommittee Chair. Amar Inalsingh nominated Maureen Mulheren as a Vice Chair to the Regional Workforce Development Board. Jeri Hansen accepted her nomination as the Chair and Maureen Mulheren accepted her nomination as the Vice Chair.

Motion Made to approve Jeri Hansen as a Chair of the Regional Workforce Development Board.

M/S: Frank Cuneo/ Susan Byrne

Passed unanimously

Motion Made to approve Maureen Mulheren as a Vice Chair of the Regional Workforce Development Board.

M/S: Amar Inalsingh/ Paul Hicks

Passed unanimously

B. Renew Board Member Applications

Executive Director Wilson said there are 14 board members who were appointed on 6.21.2016 for a 3-year term. He thanked them for their engagement and asked if there’s anybody who want to resign. As none of the board members said they want to resign, Wilson instructed board members how to fill a renewal application. Chair Hansen stressed that each of the board members should take their time and engage in the Workforce Alliance activities and its mission.

## MEMBER REPORTS

V. A. Member

Paul Hicks reported about programs that are offered by the Napa Valley Adult Education. His attention was focused on Spanish lessons offered for businesses, especially for the managers. Hicks also mentioned CalSavers program offered by the State Treasurer's Office. He recommended the audience to learn more about the program and its benefits.

Frank Cuneo gave brief announcement on AB 111 program that provides funds for employment for people with barriers. Frank announced that NB TIP will be working together with Workforce Alliance of the North Bay on this initiative.

## ADJOURN

- VI. Executive Director Wilson and Chair Hansen encouraged board members to report to the staff topics they would like more deeply explore and discuss at the next Regional Workforce Development Board meeting.  
Next Meeting – December 12, 2019  
Chair Hansen and Vice Chair Mulheren adjourned the meeting at 1:59 PM.

## BOARD LETTER II.B



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER II.B – RATIFY APPROVAL OF WORKFORCE ALLIANCE AGREEMENTS  
**DATE:** DECEMBER 12, 2019  
**CC:** FILE

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JPA staff solicits Regional Workforce Development Board ratification for the following agreements and amendments enacted by the Executive Committee and Governing Board.:

CONTRACTOR	NEW/ AMENDMENT	AMOUNT	COMMENTS
Marin County Office of Education	New	\$15,000	Development of an apprenticeship program for the XR digital media program. Funded through donation from Wells Fargo.
Petaluma People Services Center	Amendment	\$164,275	Provision of WIOA youth services in Marin County
MPIC, Inc.	Amendment	\$1,791,700	Provision of WIOA Adult and Dislocated Worker services and National Dislocated Worker Grant funding in Lake and Mendocino Counties
MPIC, Inc.	Amendment	\$481,698	Provision of WIOA program youth services in Lake and Mendocino Counties.
Racy Ming & Associates	Amendment	\$48,000	Amendment to provide program administration services for P2E grant and WIOA.

Paragraph 10 - Powers/ Responsibilities of the Agency exercised by the Governing Board of the JPA, states that the “Agency shall have the power to exercise any power common to all Member Counties authorized by Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California (commencing with section 6500) and is hereby authorized to do all acts necessary for the exercise of these common powers, including...:

- (3) Employ agents, employees, consultants, advisors, independent contractors and other staff;
- (4) Make and enter into contracts, including contracts with public and private organizations and individuals;”

### STAFF RECOMMENDATION

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

## BOARD LETTER II.C



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER II.C– RATIFY APPOINTMENT OF SUBCOMMITTEE NOMINATIONS  
**DATE:** DECEMBER 12, 2019  
**CC:** FILE

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### BACKGROUND

The Workforce Alliance Regional Workforce Development Board (RWDB) is a legislatively mandated business led board. In partnership with the Workforce Alliance Governing Board, the RWDB oversees Lake, Marin, Mendocino and Napa Counties' workforce development activities and establishes programs in response to the workforce needs of those communities. It is the region's only organization that has workforce development as its sole purpose and function.

In accordance with Section 18, item e of the Joint Powers Agreement, signed by each member county's board of supervisors, there will be four standing subcommittees:

1. Lake County
2. Marin County
3. Mendocino County
4. Napa County

The following individuals submitted applications for membership to Lake and Napa County Subcommittees:

Subcommittee	Name	Title	Affiliation/Other
Napa	Bryan Avila	Director of Operations & Member Services	The Roc
Lake	Alan Flora	City Manager	City of Clearlake
Napa	Marty Flynn	President	True North Strategies

The following nominations were made for new Chairs and Vice Chairs:

Subcommittee	Name	Title
Napa Advisory Subcommittee	Amar Inalsingh	Chair
Napa Advisory Subcommittee	Myles Davis	Vice Chair
Marin Advisory Subcommittee	Jason Henderson	Vice Chair
Policy & Oversight Subcommittee	David Tam	Chair

### SAFF RECOMMENDATION

Ratify/approve the above individuals for appointment to the WANB subcommittees as noted and ratify/approve nominations for new Napa Advisory Chair and Vice Chair, new Marin Advisory Vice Chair, and new Policy & Oversight Committee Chair.





# WORKFORCE ALLIANCE OF THE NORTH BAY

DRIVING WORKFORCE TALENT

## Application for Regional and/or Local Advisory Subcommittee Membership

In accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), the Workforce Alliance of the North Bay (WANB) Governing Board has established a Regional Workforce Development Board (WDB) for Napa, Marin, Lake and Mendocino counties which sets policy for and provides oversight of workforce development programs in the four counties. Workforce Development Board members are appointed by the Governing Board to represent specified sectors of the community as listed in Section IV below. The county advisory subcommittees were created to make recommendations to the full WDB that specifically pertain to their respective county's employers and their workforce. There is a sub committee for each of the WANB counties.

Individuals interested in serving on the WDB or workforce committee must complete and submit this application for appointment. This application and the related Nomination Form(s), if any, may be subject to public disclosure.

**Please check the appropriate box:**

- ☒ Regional Workforce Development Board (WDB) Membership  
☒ Advisory Subcommittee for Napa county Membership  
☐ Renew Membership (if your information hasn't changed please fill out only Section I. and sign the form)  
☐ Update Information

### Section I. Personal Information

First Name: Bryan Last Name: Avila M.I.: P.

Home Address: [REDACTED]

Mailing Address: [REDACTED]

Home Phone: [REDACTED]

Email Address: [REDACTED]

### Section II. County / Location

Provide the county in which your residence, business or organization is located:

### Section III. Occupational Information

Industry Sector: Grape & Wine

Occupation / Title: Winemaker

Employer: Bryan Avila Wine

Employer Address:		
City: <u>Napa</u>	State: <u>CA</u>	Zip: <u>94558</u>
Employer Phone: <u>707-225-7685</u>		

#### Section IV. Eligibility Certification

Indicate below each membership category for which you are applying. You may mark more than one category but must certify your qualifications for each category for which you are applying. A completed Nomination Form must accompany applications for Business Member, Labor Organization, Adult Education and Literacy and/or Higher Education from an appropriate nominating organization.

☒ Business Member (Do you represent a "small business" as defined by the U.S. Small Business Administration? ☒ Y ☐ N)  
Name of Business: Research Oenovation Collective (ROC)

☐ Labor Organization  
Name of Organization:

☐ Joint Labor-Management Apprentice Program  
Name of Organization:

☐ Community-based Organization  
Name of Organization:

☐ Adult Education and Literacy  
Name of Provider:

☐ Higher Education  
Name of Institution:

☐ Economic and Community Development  
Name of Entity:

☐ State Employment Office

☐ Vocational Rehab  
Name of Program:

#### Section V.

Describe how your participation on the WDB would advance Workforce Development programs.

ROC facilitates applied research in the wine industry. This service helps wineries develop new methods and technologies which helps them become better, faster and/or cheaper. The results of this work are used for the following purposes to name a few

- ① Improve winery efficiencies, profitability and sustainability.
- ② Develop industry best practices that can be used to develop curriculum for Community Colleges.

3.1.2019

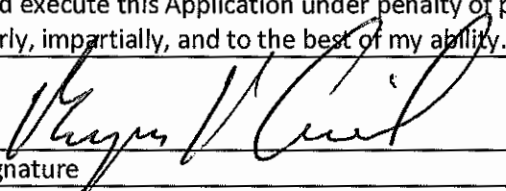
③ ~~Our~~ Our work with wineries can be used to help basic research efforts. ④ ~~It~~ would suppliers produce more relevant products for industry.



Please be advised that members of the Workforce Development Board:

- May be required to take an Oath of Office.
- Must comply with the County's Ethics Ordinance.
- Must participate in State-mandated ethics training.
- Must disclose financial interests as required by the County Code (Form 700).
- Must report any conflicts of interest as required by the County Code.

I hereby certify that all statements in this Application are true and complete to the best of my knowledge and execute this Application under penalty of perjury. I further certify that if I am appointed, I will serve fairly, impartially, and to the best of my ability.

	31 July 2019
Signature	Date

Send completed applications to:

Workforce Alliance of the North Bay  
1546 First Street  
Napa, CA 94559

or email to:  
[boardadmin@workforcealliancencorthbay.org](mailto:boardadmin@workforcealliancencorthbay.org)



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Individuals interested in serving on the WDB or workforce committee must complete and submit this application for appointment. This application and the related Nomination Form(s), if any, may be subject to public disclosure.

Please indicate which group you are applying for:

- ☐ Regional Workforce Development Board (WDB)  
☒ Advisory Subcommittee for LAKE county

### Section I. Personal Information

First Name: Alan Last Name: Flora M.I.: D

Home Address: [REDACTED] City: [REDACTED] Zip: [REDACTED]

Mailing Address: Same City: Zip:

Home Phone: [REDACTED] Alternate Phone:

Email Address: aflora@clearlake.ca.us

### Section II. County / Location

Provide the county in which your residence, business or organization is located: Lake

### Section III. Occupational Information

Industry Sector: Government Administration

Occupation / Title: City Manager


Employer: City of Clearlake

Employer Address: 14050 Olympic Drive		
City: Clearlake	State: CA	Zip: 95422
Employer Phone: (707) 994-8201		
<b>Section IV. Eligibility Certification</b>		
<i>Indicate below each membership category for which you are applying. You may mark more than one category but must certify your qualifications for each category for which you are applying. A completed Nomination Form must accompany applications for Business Member, Labor Organization, Adult Education and Literacy and/or Higher Education from an appropriate nominating organization.</i>		
<input type="checkbox"/> Business Member (Do you represent a "small business" as defined by the U.S. Small Business Administration? <input type="checkbox"/> Y <input type="checkbox"/> N) <i>Name of Business:</i>		
<input type="checkbox"/> Labor Organization <i>Name of Organization:</i>		
<input type="checkbox"/> Joint Labor-Management Apprenticeship Program <i>Name of Organization:</i>		
<input type="checkbox"/> Community-based Organization <i>Name of Organization:</i>		
<input type="checkbox"/> Adult Education and Literacy <i>Name of Provider:</i>		
<input type="checkbox"/> Higher Education <i>Name of Institution:</i>		
<input checked="" type="checkbox"/> Economic and Community Development <i>Name of Entity:</i> City of Clearlake		
<input type="checkbox"/> State Employment Office		
<input type="checkbox"/> Vocational Rehab <i>Name of Program:</i>		
<b>Section V.</b>		
Describe how your participation on the WDB would advance Workforce Development programs.		
<p>The City of Clearlake is the largest of only two cities in Lake County with three times the population of Lakeport. Clearlake is strategically important for several reasons. Clearlake's population equals nearly 25% of the County as a whole. The City is the location of one of two county hospitals, which is the City's largest employer, as well as Woodland Community College. While all of Lake County has historically struggled economically, Clearlake is still well below county-wide averages for household income, and above averages for poverty level, unemployment rate, and labor force participation. Improving the opportunities for employment and preparing the labor force for available jobs is critical to the City, and by extension the overall County.</p> <p>With half of Lake County's existing retail jobs, we believe significant opportunity exists for expansion in this sector, and workforce preparation is desperately needed. We believe the WDB is a key partner in ensuring we are prepared for our future and I would like to see an increased collaboration and program development between the WDB and all Lake County partners.</p>		

**Please be advised that members of the Workforce Development Board:**

- **May be required to take an Oath of Office.**
- **Must comply with the County's Ethics Ordinance.**
- **Must participate in State-mandated ethics training.**
- **Must disclose financial interests as required by the County Code (Form 700).**
- **Must report any conflicts of interest as required by the County Code.**

I hereby certify that all statements in this Application are true and complete to the best of my knowledge and execute this Application under penalty of perjury. I further certify that if I am appointed, I will serve fairly, impartially, and to the best of my ability.

	June 18, 2019
Signature	Date

Send completed applications to:

Workforce Alliance of the North Bay  
1546 First Street  
Napa, CA 94559

or email to:  
[boardadmin@workforcealliancenorthbay.org](mailto:boardadmin@workforcealliancenorthbay.org)



# WORKFORCE ALLIANCE OF THE NORTH BAY

DRIVING WORKFORCE TALENT

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Individuals interested in serving on the WDB or workforce committee must complete and submit this application for appointment. This application and the related Nomination Form(s), if any, may be subject to public disclosure.

### Please check the appropriate box:

- ☐ Regional Workforce Development Board (WDB) Membership
- ☒ Advisory Subcommittee for NAPA county Membership
- ☐ Renew Membership (if your information hasn't changed please fill out only Section I. and sign the form)
- ☐ Update Information

### Section I. Personal Information

First Name: MARTY Last Name: RYNN M.I.:  
Home Address: [REDACTED]  
Mailing Address: City: Zip:  
Home Phone: [REDACTED] Alternate Phone:  
Email Address: [REDACTED]

### Section II. County / Location

Provide the county in which your residence, business or organization is located: NAPA

### Section III. Occupational Information

Industry Sector: FIN SER/BUSINESS CONSULTING/ADVISORY  
Occupation / Title: PRESIDENT  
Employer: (SELF) DBA: TRUE NORTH STRATEGIES

Employer Address: <u>HOME OFFICE (SEE ABOVE)</u>		
City:	State:	Zip:
Employer Phone: <u>(707) 363-3187</u>		
<b>Section IV. Eligibility Certification</b>		
<i>Indicate below each membership category for which you are applying. You may mark more than one category but must certify your qualifications for each category for which you are applying. A completed Nomination Form must accompany applications for Business Member, Labor Organization, Adult Education and Literacy and/or Higher Education from an appropriate nominating organization.</i>		
<input checked="" type="checkbox"/> Business Member (Do you represent a "small business" as defined by the U.S. Small Business Administration? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N) <i>Name of Business:</i>		
<input type="checkbox"/> Labor Organization <i>Name of Organization:</i>		
<input type="checkbox"/> Joint Labor-Management Apprenticeship Program <i>Name of Organization:</i>		
<input type="checkbox"/> Community-based Organization <i>Name of Organization:</i>		
<input type="checkbox"/> Adult Education and Literacy <i>Name of Provider:</i>		
<input type="checkbox"/> Higher Education <i>Name of Institution:</i>		
<input type="checkbox"/> Economic and Community Development <i>Name of Entity:</i>		
<input type="checkbox"/> State Employment Office		
<input type="checkbox"/> Vocational Rehab <i>Name of Program:</i>		
<b>Section V.</b>		
Describe how your participation on the WDB would advance Workforce Development programs.		
<p><u>SEE ATT'D.</u></p>		



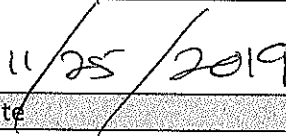
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Signature



Date

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## BOARD LETTER II.D



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER II.D – RATIFY / APPROVE WANB POLICIES  
**DATE:** DECEMBER 12, 2019  
**CC:** FILE

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Staff solicits Workforce Alliance Regional Workforce Development Board approval of the following Workforce Alliance of the North Bay policies. These policies were reviewed and approved for recommendation as follows:

- 10.8.19: Policy and Oversight Committee reviewed and approved to forward to the RWDB / Executive Committee.
- 11.13.19: Executive Committee approved the policies as recommended by the Policy and Oversight Committee.
- 12.3.19: Policy and Oversight Committee reviewed and approved to forward to the RWDB / Executive Committee.

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.

## BOARD LETTER II.D

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.

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.

### STAFF RECOMMENDATION

Ratify/approve policies as presented.

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 II.F



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER II.F – RATIFY / APPROVE 2019-20 1ST QUARTER CAREERPOINT DASHBOARD REPORTS  
**DATE:** DECEMBER 12, 2019  
**CC:** FILE

---

Among the several responsibilities of the Workforce Alliance Regional Workforce Development Board, is its responsibility to assist the Governing Board *“conduct program oversight of local youth, and adult training activities and the one-stop delivery system.”*

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. The reports illustrate planned vs actual carry-in numbers, enrollment and exit numbers, demographics and other indicators for adult, dislocated workers and youth. 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.

These reports are reviewed by local standing committees, Policy and Oversight committee, and will be forwarded to the Governing Board at their next regularly scheduled meeting. They are submitted here for review and information for the full board.

### STAFF RECOMMENDATION

Ratify / accept the PY 19-20 1st Quarter CareerPoint dashboard reports.

# Workforce Alliance of the North Bay

## Q1|PY19-20

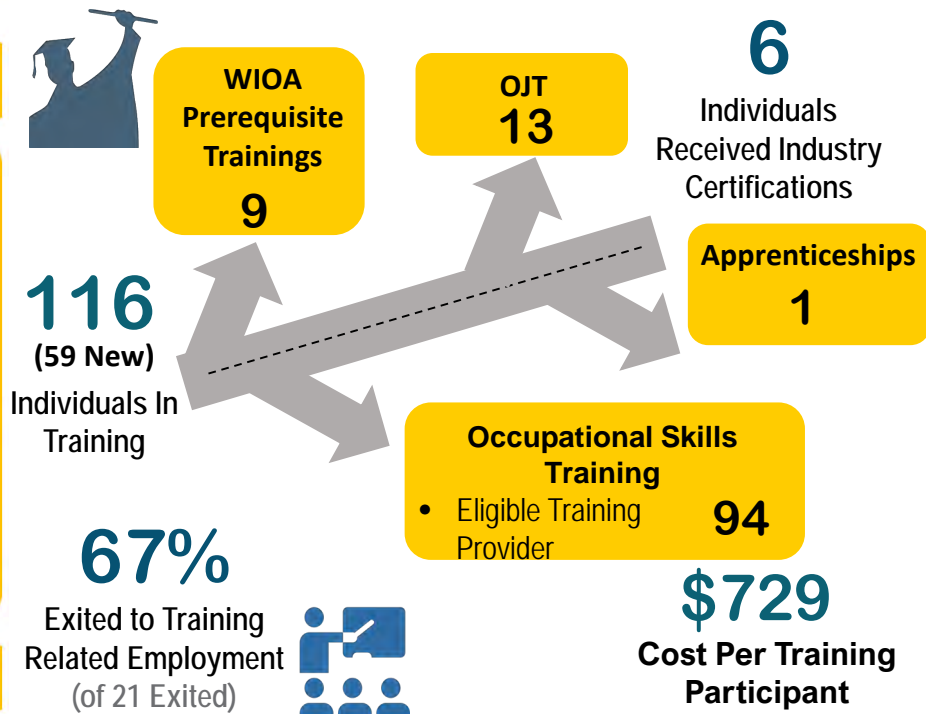
# CareerPoint

## Lake, Marin, Mendocino, & Napa

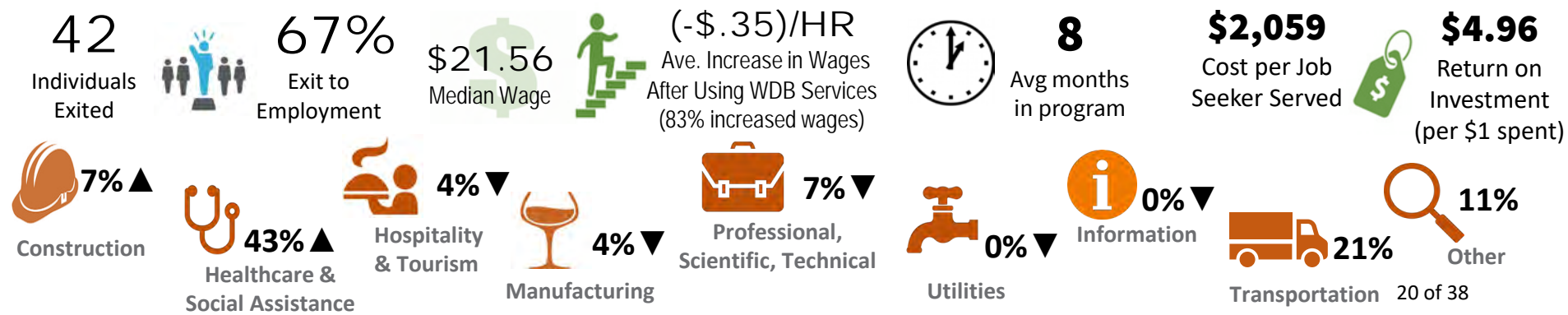
## WIOA Levels of Service



## 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% ▼

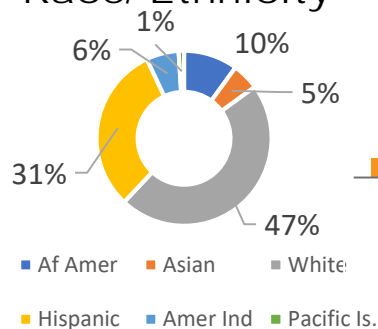


WEX  
13% ▼

## WIOA Youth Details

## Program Participant Demographics

### Race/ Ethnicity

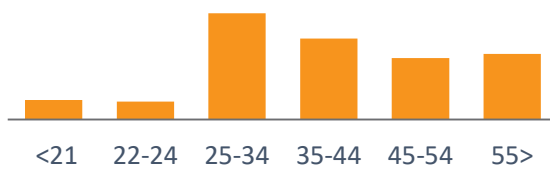


33%  
Male

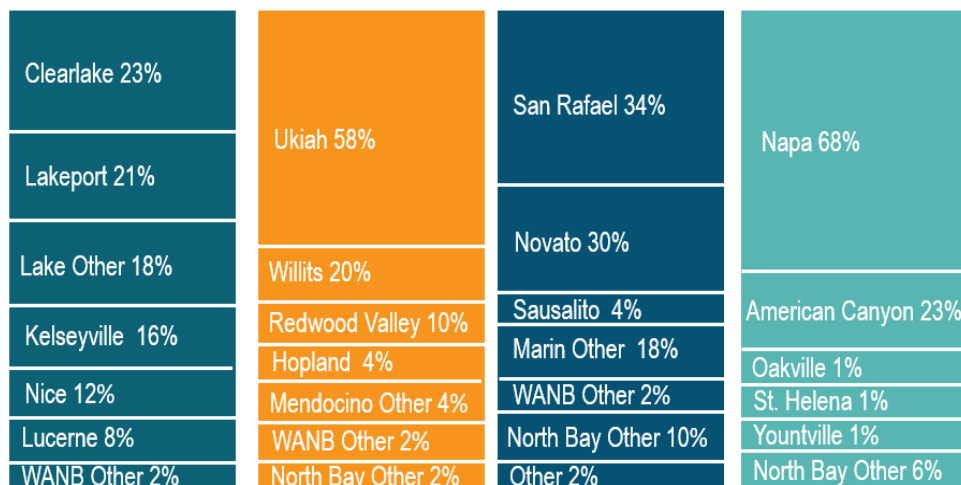


67%  
Female


### 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%	

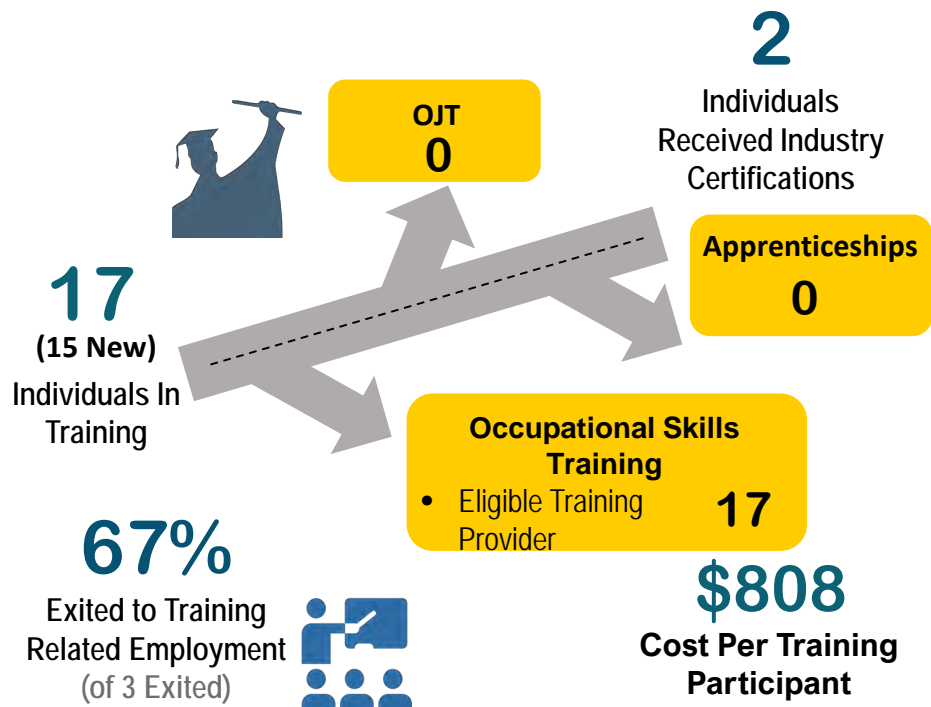
Enrolled	Placements	Exits	Training	Contract Budget
23.75% and above	20% and above	80% and above	25% and above	Greater than 25%
22.5% to 23.75%	17.5% to 19%	70% to 79.9%	Below 24.9%	16% to 25%
Below 22.49%	Below 17.4%	69.9% and below		11% to 15.9%
				10.9% or below
				Missing invoices

			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%

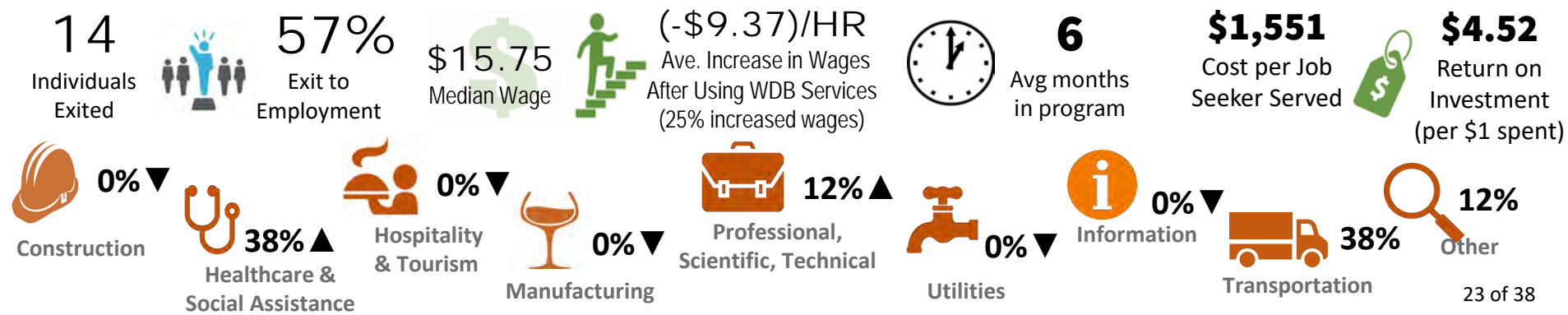
## WIOA Levels of Service



## WIOA Training Services



## WIOA Program Employment Outcomes



## 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% ▲



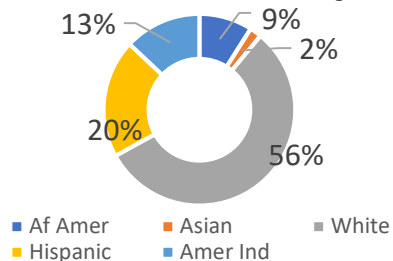
WEX

10% ▼

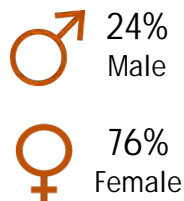
## WIOA Youth Details

## Program Participant Demographics

### Race/ Ethnicity

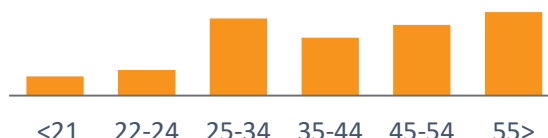


### Age

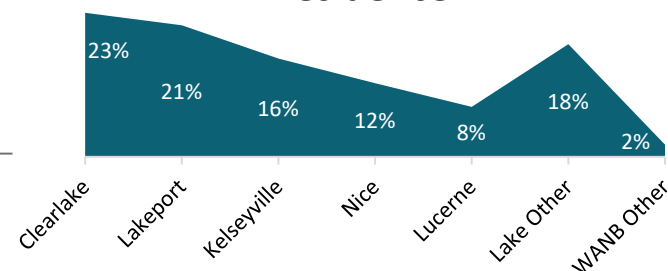


24% Male


76% Female



### Residence



## Program Provider Details

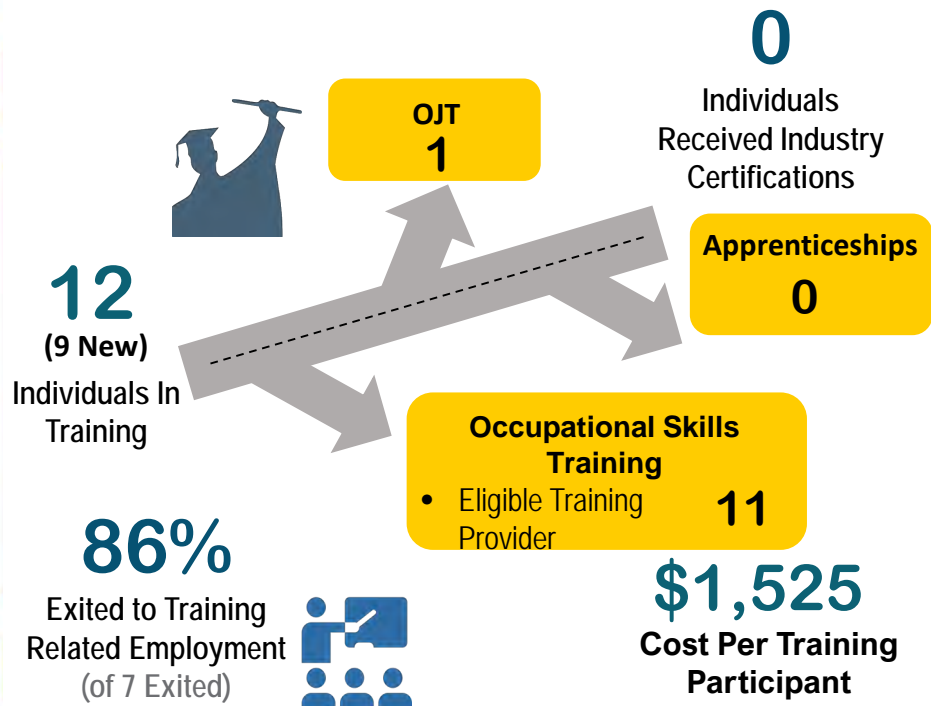
 WORKFORCEALLIANCE NORTH BAY DRIVING WORKFORCE TALENT PY 2019/2020, Quarter 1 (7/1/2019-9/30/2019)			Carry-ins from PY18-19	New Clients	Total Enrolled			Placements			Exits			Training Req. / WEX - (20%)			Contract Budget		
					(Qtr 1) Actual	Area Plan for PY	% Achieved of Qtr 1	(Qtr 1) Actual	Area Plan 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
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%
		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%
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%



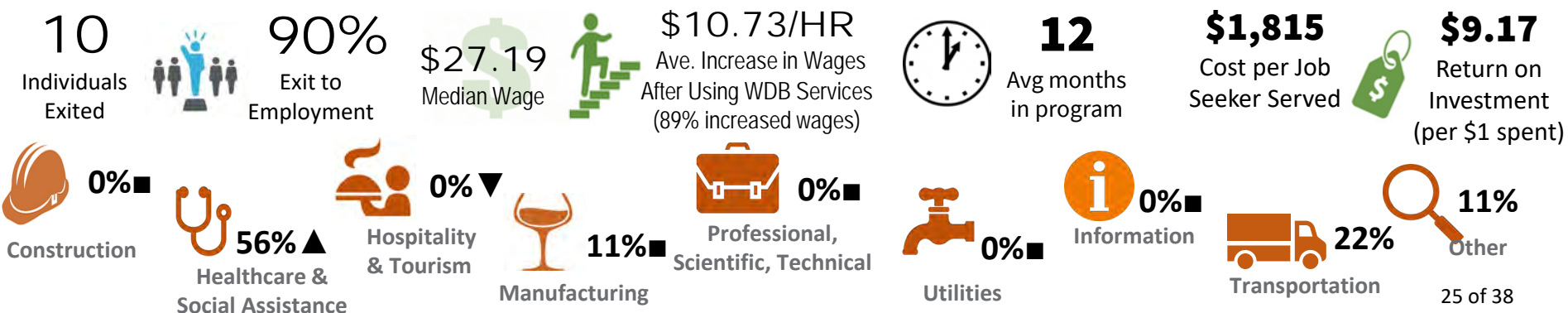
## WIOA Levels of Service



## WIOA Training Services



## 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% ▼

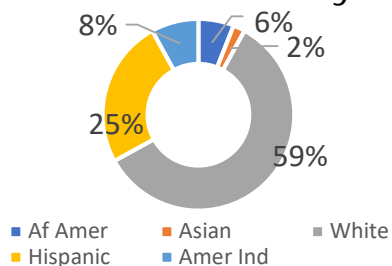


WEX  
27% ▼

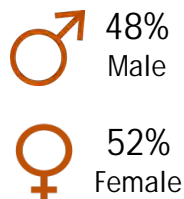
## WIOA Youth Details

## Program Participant Demographics

### Race/ Ethnicity

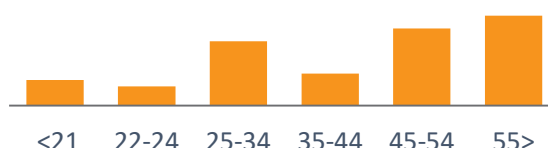


### Age

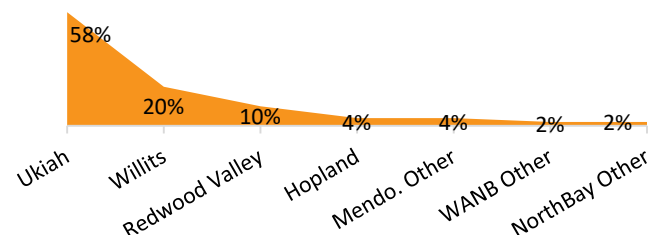


48% Male


52% Female



### Residence



## Program Provider Details

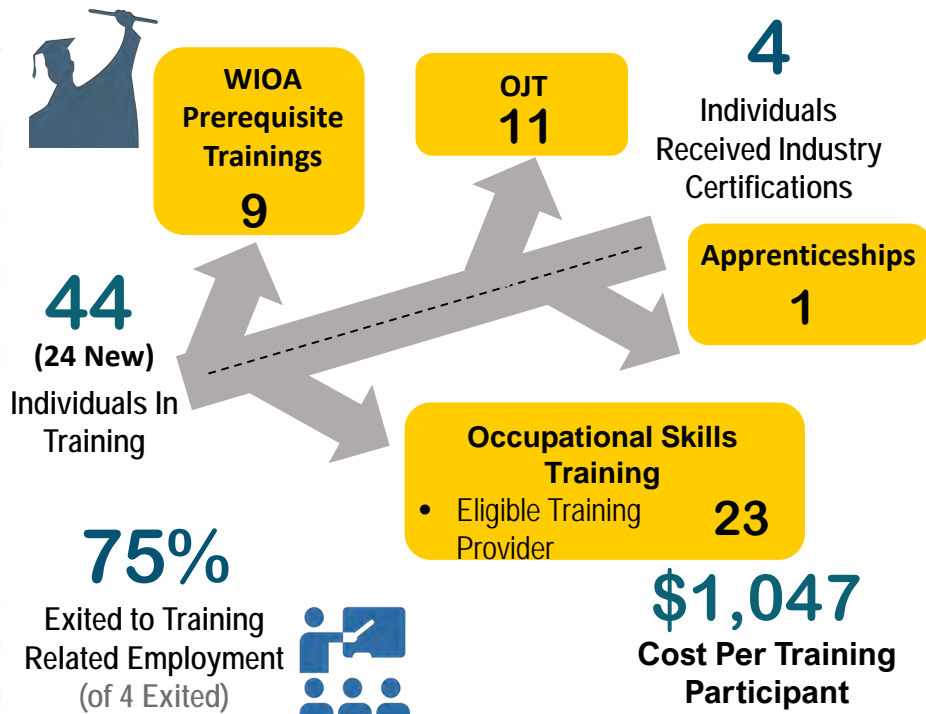
 WORKFORCE ALLIANCE NORTH BAY DRIVING WORKFORCE VALLEY PY 2019/2020, Quarter 1 (7/1/2019-9/30/2019)			Carry-ins from PY18-19	New Clients	Total Enrolled			Placements			Exits			Training Req. / WEX - (20%)			Contract Budget		
					(Qtr 1) Actual	Area Plan for PY	% Achieved of Qtr 1	(Qtr 1) Actual	Area Plan 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%



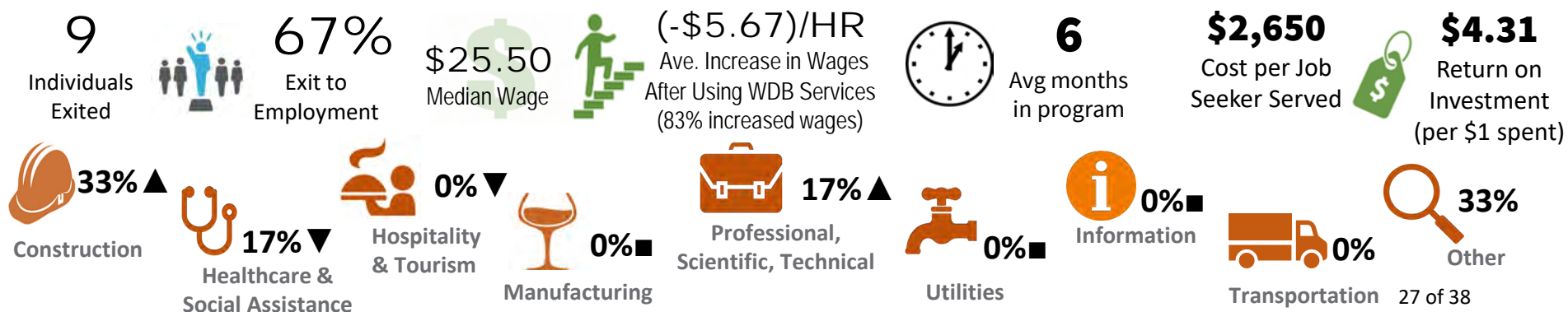
## WIOA Levels of Service



## WIOA Training Services



## WIOA Program Employment Outcomes



## 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% ▼



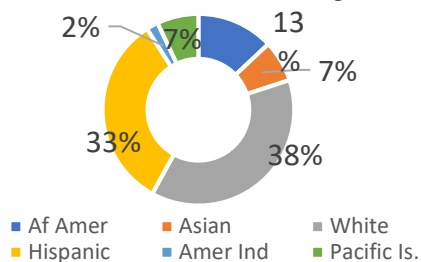
WEX

7% ▲

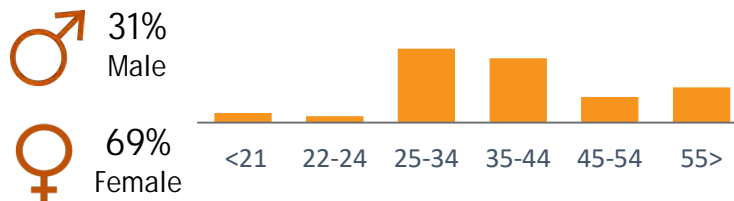
## WIOA Youth Details

## Program Participant Demographics

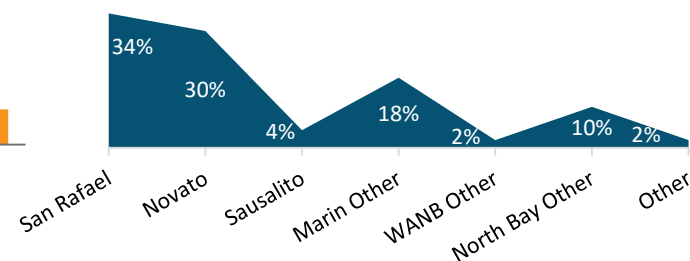
### Race/ Ethnicity




### Age



### Residence



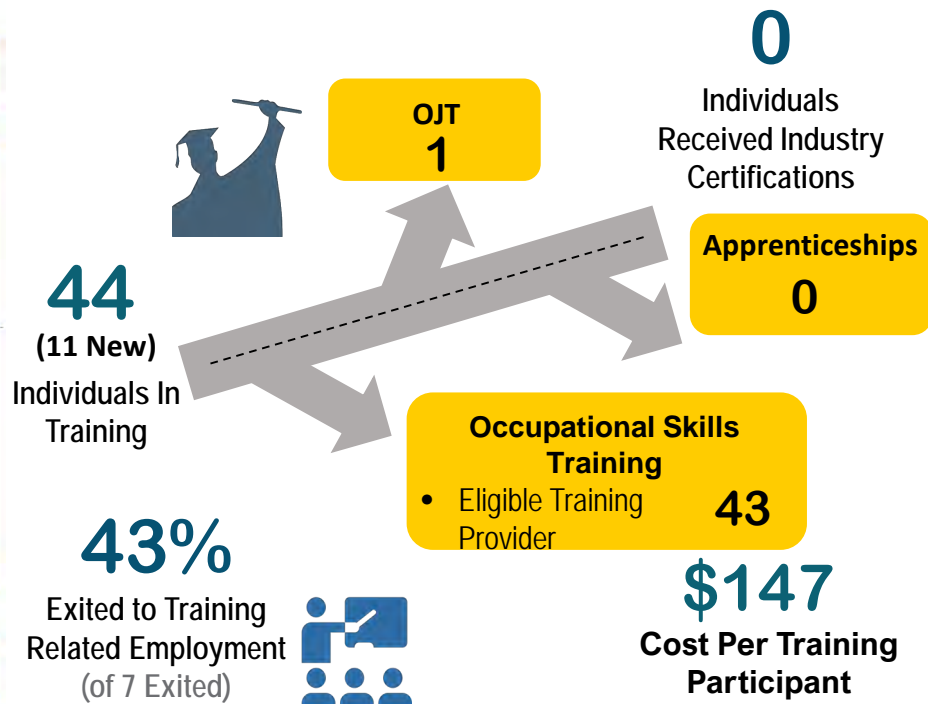
## Program Provider Details

 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%

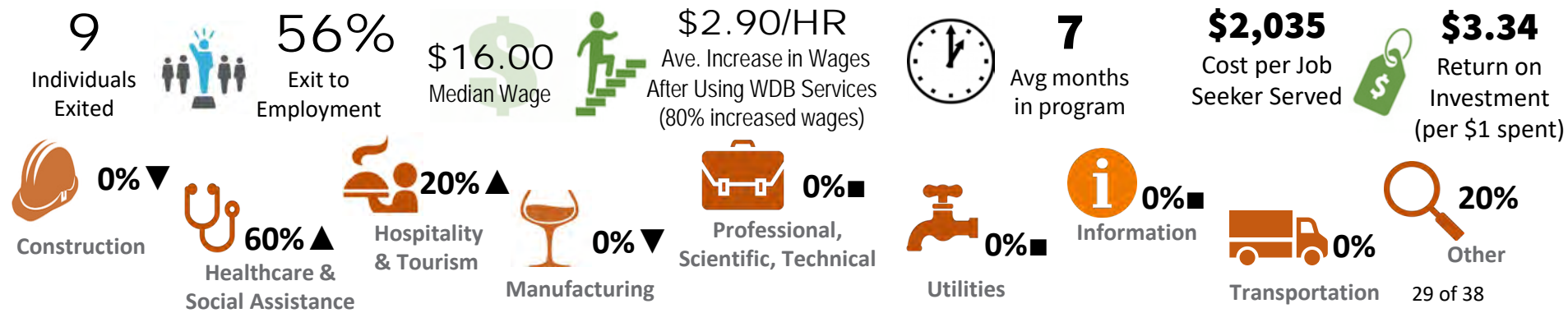
## WIOA Levels of Service



## 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% ▼

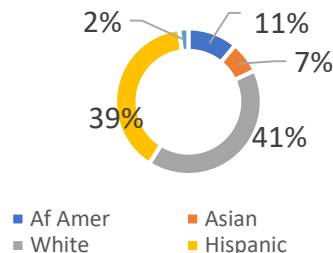


WEX  
12% ▲

## WIOA Youth Details

## Program Participant Demographics

### Race/ Ethnicity

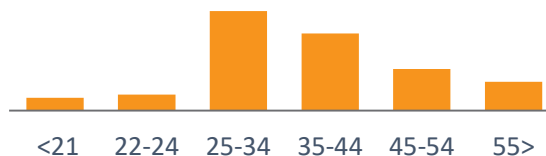


31%  
Male

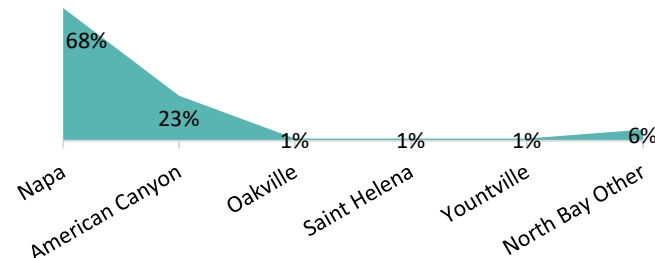


69%  
Female


### 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		
					(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
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%



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER II.G – DISLOCATED WORKER TO ADULT TRANSFER  
**DATE:** DECEMBER 12, 2019  
**CC:** FILE

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In accordance with the Workforce Innovation and Opportunity Act, the work of the **Regional Board** is performed in partnership with the Governing Board. The role of Regional Board is to direct federal, state and local funding to workforce development programs within the Regional Area. Additionally, the Regional Board conducts research on these programs and the needs of their regional economy. They also competitively procure and oversee the America's Job Centers of California<sup>SM</sup> (AJCC's), where job seekers can get employment information, find out about career development & training opportunities and connect to various employment and support programs in their area. AJCC's also provide many no-cost services to employers as well.

Below is a summary of the 13 core responsibilities of the Regional Board:

- Submission of a local plan
- Workforce research and regional labor market analysis
- Convening, brokering, and leveraging of local stakeholders
- Sector partnerships and employer engagement
- Education partnerships and career pathways development
- Promote and disseminate information on proven and promising practices
- Develop strategies for using technology to maximize accessibility and effectiveness of the local workforce development system
- Program oversight
- Negotiation of local performance measures
- Competitive selection and ongoing oversight of service providers
- Coordination with education and training providers, including reviewing the applications to provide adult education and literacy activities in the local area to ensure alignment with the local plan
- Budget and administration
- Annual assessment of one stop to ensure accessibility for individuals with disabilities

On August 14<sup>th</sup> and August 28<sup>th</sup>, 2019, the Executive Committee, Napa Advisory, and Marin Advisory committees, reviewed and approved a transfer of funds for the current year subgrant in the amount of \$108,015 for CareerPoint Napa and \$200,000 for CareerPoint Marin from Dislocated Worker to Adult. These transfers were requested by Napa County Health and Human Services and Marin County Health and Human Services due to the low number of Dislocated Workers being served due in large part to the low unemployment in Napa and Marin Counties.

#### STAFF RECOMMENDATION

Ratify transfer noted herein from Dislocated Worker to Adult for the WANB.

**Transfer of Funds Request**

1. Local Area Napa

2. Subgrant Number \_\_\_\_\_ 3. Request Date 6/19/2019

4. Program Year 19/20 5. Transfer Request No 01

## 6. Direction of Transfer (Check One):

Adult to Dislocated Worker

Dislocated Worker to Adult

☐ 201 → 299☒ 501 → 499☐ 202 → 200☐ 502 → 500

7. Amount of Transfer \$108,015

8. Contact Person Lynn Perez

9. Contact Person's Telephone Number 707-253-4697

## 10. All transfer requests must be approved and signed off by the Local Board.

Date of Local Board meeting to discuss transfer \_\_\_\_\_

Date of Local Board meeting to approve transfer \_\_\_\_\_

## 11. By signing below, the Local Area Administrator/Designee requests a transfer of funds and certifies that this transfer request was approved at the Local Board Meeting on the date indicated above.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## 12. Taking into account the factors described under the Transfer of Funds Procedures section on page 5 of the directive, describe the Local Board's reasoning to request a transfer of funds.



Napa County HHSA is requesting to move 50% of our Dislocated Worker program allocation for PY 19/20, totaling \$108,015 from our Dislocated Worker program allocation to our Adult program allocation.

We have evaluated our program enrollments for the last two years and do not feel there is a sufficient pool of dislocated workers to support the current budget as is. Reasons for this are the extremely low unemployment rate in our area and the fact that many job seekers who have recently lost employment have at least one part-time job. Furthermore, when we see people who have been laid off they do not meet dislocated worker criteria, as they are not unlikely to return to their field. Dislocated worker criteria is stringent and can be challenging to meet. We have a high demand to serve adults in our program and moving this money will allow us to accommodate the need.

## Transfer of Funds Request Budget Plan

Local Area NapaDate Prepared 6/18/2019
 Subgrant Number \_\_\_\_\_  
 Year of Appropriation PY 19/20

Grant Code	Adult to DW	DW to Adult
<input type="checkbox"/> 201 → 299	<input checked="" type="checkbox"/> 501 → 499	
<input type="checkbox"/> 202 → 200	<input type="checkbox"/> 502 → 500	

FUNDING IDENTIFICATION	ADULT	DW
1. Formula Allocation	92,810	216,031
2. Prior Adjustments - Plus or Minus		
3. Previous Amounts Transferred		
4. Current Amount to be Transferred	108,015	(108,015)
5. TOTAL FUNDS AVAILABLE (Lines 1 through 4)	<b>200,825</b>	<b>108,016</b>

TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (Lines 6a through 6c)	<b>200,825</b>	<b>108,016</b>
a. Career Services (WIA Core Services / Intensive Services)	128,062	68,880
b. Training Services	72,763	39,136
c. Other		
7. Administration		
8. TOTAL (Lines 6 plus 7)	<b>200,825</b>	<b>108,016</b>

QUARTERLY TOTAL EXPENDITURE PLAN (cumulative)		
9. September 2019__	50,206	27,000
10. December 2019__	50,206	27,004
11. March 2020__	50,206	27,004
12. June 2020__	50,207	27,008
13. September 20__		
14. December 20__		
15. March 20__		
16. June 20__		
17. September 20__		
18. December 20__		
19. March 20__		
20. June 20__		

COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)		

Lynn Perez, Deputy Director of Self Sufficiency, HHSA

707-253-4697

Contact Person, Title

Telephone Number

**Comments**

We are requesting to move 50% of our Dislocated Worker program allocation for PY 19/20, totaling \$108,015.50, to our Adult program allocation. We have evaluated our program enrollments for the last two program years and due to economic conditions, stringent dislocated worker criteria, and low unemployment

## Transfer of Funds Request Participant Plan

Local Area: NapaPrepared Date 6/13/2019

Enter the number of individuals in each category.

<b>TOTALS FOR PY 20/21</b>	<b>ADULT</b>	<b>DW</b>
1. Registered Participants Carried in from PY 2019/20	35	27
2. New Registered Participants for PY 2020/21	20	4
3. Total Registered Participants for PY 20/21 (Line 1 plus 2)	<b>55</b>	<b>31</b>
4. Exiters for PY 20/21		
5. Registered Participants Carried Out to PY 20/21 (Line 3 minus 4)	<b>55</b>	<b>31</b>

<b>PROGRAM SERVICES</b>		
6. Career Services	<b>55</b>	<b>31</b>
a. Basic Career Services (WIA Core Services)		
b. Individualized Career Services (WIA Intensive Services)	55	31
7. Training Services	25	15

<b>EXIT STATUS</b>		
8. Entered Employment	34	22
9. Training-Related	18	12
10. Entered Military Service	NA	NA
11. Entered Apprenticeship Program	NA	NA
12. Exited for Exclusionary Reasons	NA	NA

Lynn Perez, Deputy Director of Self Sufficiency, HHSA**Contact Person, Title**707-253-4697**Telephone Number****Comments:**

Due to the 22.6% reduction in our allocation for PY 19/20 we have reduced the planned number of participants we will be serving to reflect our new allocation.

**Transfer of Funds Request**

1. Local Area CareerPoint Marin

2. Subgrant Number K8106647 3. Request Date 8/9/19

4. Program Year 19/20 5. Transfer Request No 1

## 6. Direction of Transfer (Check One):

Adult to Dislocated Worker

Dislocated Worker to Adult

☐ 201 → 299☐ 501 → 499☐ 202 → 200☒ 502 → 500

7. Amount of Transfer \$200,000

8. Contact Person Sherry Parr

9. Contact Person's Telephone Number (415) 473-3352

## 10. All transfer requests must be approved and signed off by the Local Board.

Date of Local Board meeting to discuss transfer \_\_\_\_\_

Date of Local Board meeting to approve transfer \_\_\_\_\_

11. By signing below, the Local Area Administrator/Designee requests a transfer of funds and certifies that this transfer request was approved at the Local Board Meeting on the date indicated above.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

12. Taking into account the factors described under the Transfer of Funds Procedures section on page 5 of the directive, describe the Local Board's reasoning to request a transfer of funds.

Review of the stats from the completed 3 quarters, the area of need in Marin is within the adult low-income population. Marin is requesting a transfer of funds from its Dislocated Worker allocation to its Adult Low-Income allocation in the amount of \$200,000. CareerPoint MARINs increased outreach and program building with our mandatory partners serving individuals with barriers to employment has proving to be a successful pipeline for adult low income participants and drives this request.

## Transfer of Funds Request Participant Plan

**Local Area:** CareerPoint Marin
**Prepared Date** 8/9/2019

Enter the number of individuals in each category.

<b>TOTALS FOR PY 2017-18</b>	<b>ADULT</b>	<b>DW</b>
1. Registered Participants Carried in from PY 2018-19	39	9
2. New Registered Participants for PY 2019-20	90	12
3. Total Registered Participants for PY 2019-20 (Line 1 plus 2)	<b>129</b>	<b>21</b>
4. Exiters for PY 2019-20	60	10
5. Registered Participants Carried Out to PY 2019 - 20 (Line 3 minus 4)	<b>69</b>	<b>11</b>

<b>PROGRAM SERVICES</b>		
6. Career Services	<b>129</b>	<b>21</b>
a. Basic Career Services (WIA Core Services)	129	21
b. Individualized Career Services (WIA Intensive Services)	129	21
7. Training Services	39	9

<b>EXIT STATUS</b>		
8. Entered Employment	40	6
9. Training-Related		
10. Entered Military Service		
11. Entered Apprenticeship Program		
12. Exited for Exclusionary Reasons	20	4

Sherry Parr, Workforce Program Manager
**Contact Person, Title**
(415) 473-3352
**Telephone Number**
**Comments:**

Participant Plan calculation determined by: using the requested amount of funds to be transferred (\$200,000) divided by RFP proposed per participant cost (Adult \$4,042 and DW \$6139) equals number of participants moved from DW to Adult.

## Transfer of Funds Request Budget Plan

Local Area CareerPoint MarinDate Prepared 8/9/2019
 Subgrant Number K8106647  
 Year of Appropriation FY19/20

 Grant  
 Code

Adult to DW

☐ 201 → 299☐ 202 → 200

DW to Adult

☐ 501 → 499☒ 502 → 500

FUNDING IDENTIFICATION	ADULT	DW
1. Formula Allocation*	165,718	272,289
2. Prior Adjustments - Plus or Minus (transferred in contract)		
3. Previous Amounts Transferred		
4. Current Amount to be Transferred	200,000	(200,000)
5. TOTAL FUNDS AVAILABLE (Lines 1 through 4)	365,718	72,289

TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (Lines 6a through 6c)	365,718	72,289
a. Career Services (WIA Core Services / Intensive Services)	256,003	50,602
b. Training Services	109,715	21,687
c. Other		
7. Administration		
8. TOTAL (Lines 6 plus 7)	365,718	72,289

QUARTERLY TOTAL EXPENDITURE PLAN (cumulative)		
9. September 2019__	91,429	18,072
10. December 2019__	91,430	18,072
11. March 2020__	91,429	18,072
12. June 2020 - Estimate	91,430	18,073
13. September 20__		
14. December 20__		
15. March 20__		
16. June 20__		
17. September 20__		
18. December 20__		
19. March 20__		
20. June 20__		

COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)	\$16,571.80	\$27,228.90

Sherry Parr, Workforce Program Manager

Contact Person, Title

Telephone Number

Comments