



GOVERNING BOARD SPECIAL MEETING AGENDA

Friday, December 18, 2020
9:00 AM

WANB Administrative Office
1546 First Street, Second Floor, Napa
Call-in number: +1 669 900 9128, Meeting ID: 965 4983 1765
Passcode: 086519

CALL TO ORDER	
I.	<ul style="list-style-type: none"> A. Welcome, Introductions B. Public Comment C. Chair's Update – Damon Connolly D. Member's Update E. Executive Director's Update <ul style="list-style-type: none"> a. Staffing b. Request for Proposals - CareerPoint Center System & One Stop Operator c. 501c3 Information d. Fiscal & Procurement Monitoring e. Social Media – 100% Board Participation Goal
CONSENT CALENDAR	
<p>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.</p>	
II.	A. Approve Meeting Minutes, September 18, 2020 [Attachment II.A]
REGULAR CALENDAR	
III.	<ul style="list-style-type: none"> A. Appointment of Regional Workforce Board Members [Board Letter III.A] [Attachment III.A] (Action) B. Approve WANB Agreements [Board Letter III.B] (Action) C. Approve 1st Quarter Program Reports [Board Letter III.C] [Attachment III.C] (Action) D. Ratify updates to WANB Personnel Handbook [Board Letter III.D] (Action) E. Approve Master Meeting Calendar [Attachment III.E] (Action)
INFORMATION / DISCUSSION ITEMS	
IV.	<ul style="list-style-type: none"> A. Employer Advancement and Response Network [Board Letter IV.A] [Presentation] B. Training Obligations Report [Board Letter IV.B] [Attachment IV.B] [Presentation] C. Economic Modeling Presentation [Board Letter IV.C] [Presentation]
ADJOURN	
V.	A. Adjourn



GOVERNING BOARD MEETING MINUTES

Friday, September 18, 2020
9:00 AM

WANB Administrative Office
1546 First Street, Second Floor, Napa
Call-in number: +1 669 900 9128, Meeting ID: 976 4723 0766
Passcode: 130664

CALL TO ORDER

- | | |
|----|---|
| I. | <p>A. Welcome, Introductions</p> <p>Supervisor Connolly called the meeting to order at 9:05 AM.</p> <p>Members Present: Supervisor Damon Connolly, Supervisor Dennis Rodoni, Supervisor Alfredo Pedroza, Supervisor Brad Wagenknecht, Supervisor Moke Simon, Supervisor Eddie Crandell, Supervisor Dan Gjerde, Supervisor John Haschak.</p> <p>Workforce Alliance Staff Present: Executive Director Bruce Wilson, Legal Counsel Deidre Smith, Fiscal Officer Taylor Swain, Operations Officer Laura Davis, Business Outreach Stacey Caico, Workforce Development Analyst Sylwia Palczewska.</p> <p>B. Public Comment</p> <p>None.</p> <p>C. Chair's Update – Damon Connolly</p> <p>D. Member's Update</p> <p>E. Executive Director's Update</p> <ul style="list-style-type: none"> a. Staff transition b. WIOA Career Service Procurement |
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CONSENT CALENDAR

These matters typically include routine financial or administrative **action items** requiring a vote.
Any item will be discussed separately at the request of any person. Items are approved with one single motion.

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| II. | <p>A. Approve Meeting Minutes, June 19, 2020 [Attachment II.A]</p> <p>B. Approve Meeting Minutes, July 16, 2020 [Attachment II.B]</p> <p>C. Approve Meeting Minutes, August 14, 2020 [Attachment II.C]</p> <p>Motion made as requested.</p> <p>M/S: Moke Simon / Dennis Rodoni</p> <p>Motion carried: 7-0</p> <p>Yea: 7</p> <p>Nay: 0</p> <p>Abstentions: Alfredo Pedroza</p> <p>Absent:)</p> |
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REGULAR CALENDAR

III.	<p>A. Appointment of Regional Workforce Development member [Board Letter III.A] [Attachment III.A] (Action)</p> <p>Motion made as requested. M/S: Brad Wagenknecht / Eddie Crandell Motion carried: 8-0 Yea: 8 Nay: 0 Abstentions: 0 Absent: 0</p> <p>B. Approve WANB Agreements [Board Letter III.B] (Action)</p> <p>Motion made as requested. M/S: Brad Wagenknecht / John Haschak Motion carried: 8-0 Yea: 8 Nay: 0 Abstentions: 0 Absent: 0</p> <p>C. Accept 2019-2020 [Board Letter III.C] Career Service Reports (Action)</p> <p>Motion made as requested. M/S: Eddie Crandell / Alfredo Pedroza Motion carried: 8-0 Yea: 8 Nay: 0 Abstentions: 0 Absent: 0</p>
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INFORMATION / DISCUSSION ITEMS

IV.	<p>A. Workforce Alliance Activities Update [Presentation]</p> <p>B. Legislative Update [Attachment IV B - AB 1457 Letter]</p>
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ADJOURN

V.	<p>A. Adjourn</p> <p>The meeting was adjourned at 10:25 AM</p>
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BOARD LETTER III.A



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER III.A – APPOINTMENT OF WORKFORCE DEVELOPMENT BOARD MEMBER
DATE: DECEMBER 18, 2020
CC: FILE

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

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting members in each membership category:

1. Representatives of Business (majority of board)
2. Representatives of Labor (>20%)– including labor, apprenticeship, community-based organizations, and youth serving organizations.
3. Representatives of Education – including adult & literacy activities, higher education, agencies and organizations addressing the education or training needs of individuals with barriers to employment.
4. Representatives of Economic and Community Development – including state employment office, vocational rehabilitation and economic development.

WANB Staff received one completed application for appointment to the Regional Workforce Development Board. Staff have reviewed the application and have confirmed that the appointment would meet WIOA requirements.

Representative of Economic and Community Development
Emilia Bartolomeu, Deputy Division Chief, Employment Development Department

STAFF RECOMMENDATION

Appoint new member to the RWDB.



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 _____ 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: Emilia

Last Name: Bartolomeu

M.I.: M

Section II. County / Location

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

Section III. Occupational Information

Industry Sector: Public

Occupation / Title: Administrator/Deputy Division Chief

Employer: State of CA, Employment Development Department

Employer Address: 409 K Street		
City: Eureka	State: CA	Zip: 95501
Employer Phone: 707-441-5701		
Section IV. Eligibility Certification		
<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 type="checkbox"/> Economic and Community Development <i>Name of Entity:</i>		
<input checked="" type="checkbox"/> State Employment Office		
<input type="checkbox"/> Vocational Rehab <i>Name of Program:</i>		
Section V.		
Describe how your participation on the WDB would advance Workforce Development programs.		
<p>The State Employment Office is a partner in America's Job Centers of California (AJCC), works in collaboration with AJCC partners in the four Workforce Alliance of the North Bay counties and represents Wagner-Peyser Act (WIOA Title III), Trade Adjustment Assistance (TAA) and Veterans programs on the Workforce Development Board.</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.

Emilia Bartholomew

Signature

11/5/2020

Date

Send completed applications to:

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

or email to:

boardadmin@workforcealliancenorthbay.org

BOARD LETTER III.B

TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER III.B – RATIFY APPROVAL OF WORKFORCE ALLIANCE AGREEMENTS
DATE: DECEMBER 18, 2020
CC: FILE

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

CONTRACTOR	NEW/ AMENDMENT	AMOUNT	COMMENTS
Marin County Health and Human Services	Amendment #3	\$871,969	Provision of WIOA Adult, and Dislocated Worker services and One-Stop Operator in Marin County for program year 2020-2021.
MPIC, Inc.	Amendment #7	\$1,585,879	Provision of WIOA Adult, and Dislocated Worker services and One-Stop Operator in Lake and Mendocino Counties for program year 2019-2020.
MPIC, Inc.	Amendment #2	\$685,005	Provision of WIOA youth services in Lake and Mendocino Counties for Program Year 2020-2021.
Napa County Health and Human Services	Amendment #4	\$760,972	Provision of WIOA Adult, Dislocated Worker, Youth services and One-Stop Operator in Napa County for program year 2020-2021.
Petaluma People Services Center	Amendment #3	\$179,754	Provision of WIOA youth services in Marin County for Program Year 2020-2021.
CliftonLarsonAllen LLP	Amendment #3	\$16,000	Required annual single audit services for the Workforce Alliance of the North Bay.
County of Sonoma Human Service Department	New	\$14,550	Revenue Agreement for Regional Planning Implementation Services, to create change systems to align with new virtual system of services. (RPI 2.0)
County of Sonoma Human Service Department	New	\$70,000	Revenue Agreement for Regional Planning Implementation Services to create an implementation plan for the development of a cohort training program. (RPI 3.0)

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 and in the case of Financial Decisions, subsequent required documents that may be required to implement retired plans in accordance with negotiated employee hiring parameters.

BOARD LETTER III.C



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER III.C – RATIFY / APPROVE 2020-21 1ST QUARTER CAREERPOINT DASHBOARD REPORTS
DATE: DECEMBER 18, 2020
CC: FILE

In accordance with the Workforce Innovation and Opportunity Act, the Workforce Alliance **Governing Board** has a critical role in the creation and oversight of the workforce development system in Marin, Mendocino, Napa and Lake counties. Specifically, the Governing Board is tasked with the following responsibilities:

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

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

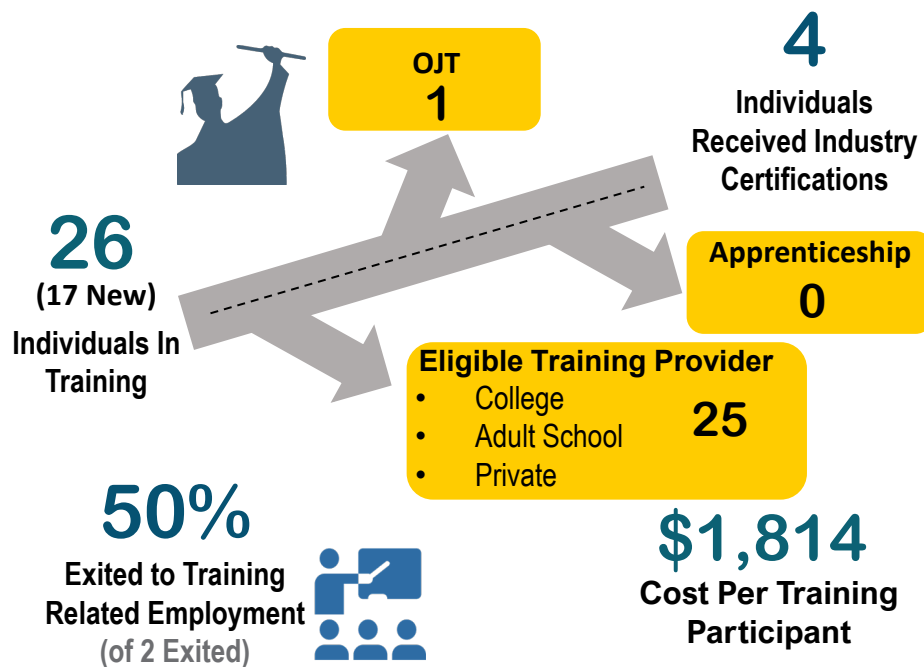
STAFF RECOMMENDATION

Ratify/accept the PY 2020-21 1st Quarter CareerPoint dashboard reports.

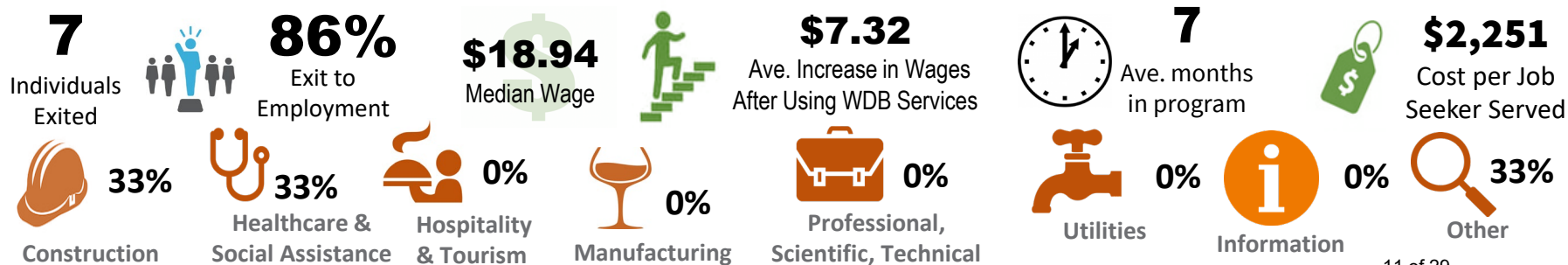
WIOA Levels of Service



WIOA Training Services



WIOA Program Employment Outcomes



WIOA Adult & DW Priority of Service



Basic Skill
Deficient
2%



Low Income
73%



CalFresh
37%



Military
Veterans
2%

Business Services

4

New Businesses
Engaged

30

Active Business
Engagements

7

Rapid Response
Events

1

Recruitment
Events Held

WIOA Adult & DW Barriers to Employment



Disability
8%



Homeless
2%



Justice Involved
4%



English Language
Learner
8%



Single Parent
33%



In-School
Youth
0%



Out of School
Youth
100%

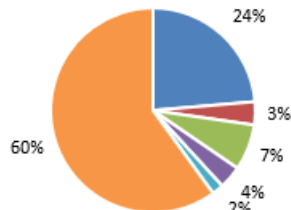


WEX
29%

WIOA Youth Details

Program Participant Demographics

Race/Ethnicity

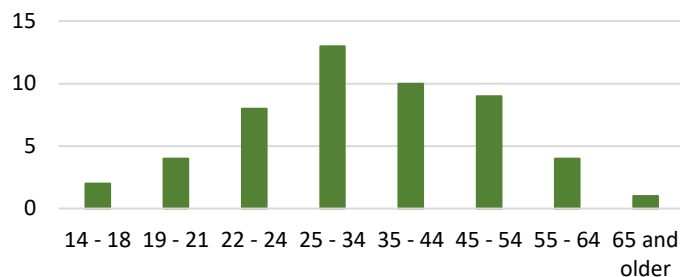


22%
Male



78%
Female

Age



Geographics

Cities of Residence

Kelseyville 25%

Clearlake 20%

Lakeport 20%

Clearlake Oaks 5%

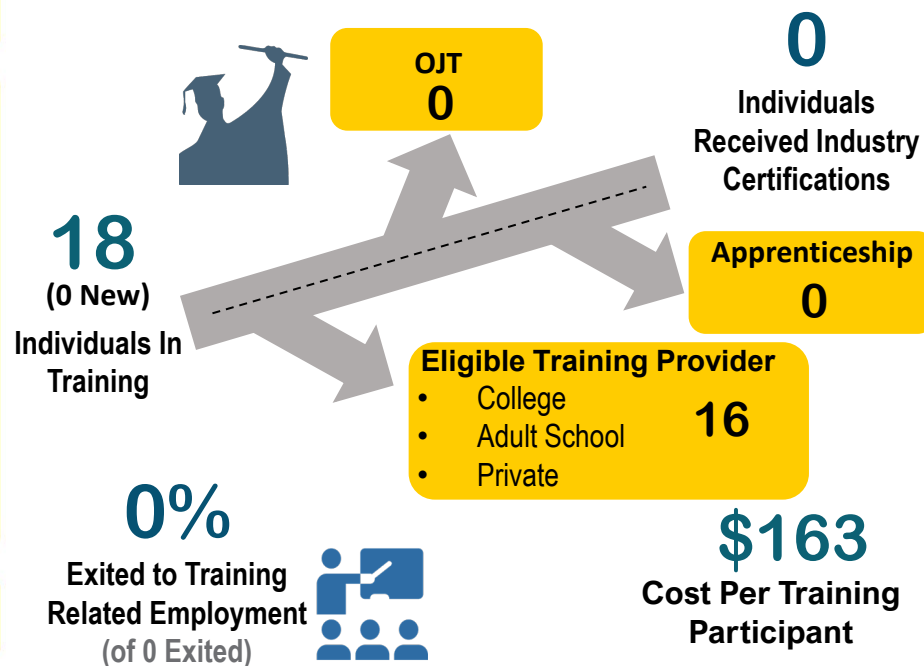
Lower Lake 5%

Lake Other 25%

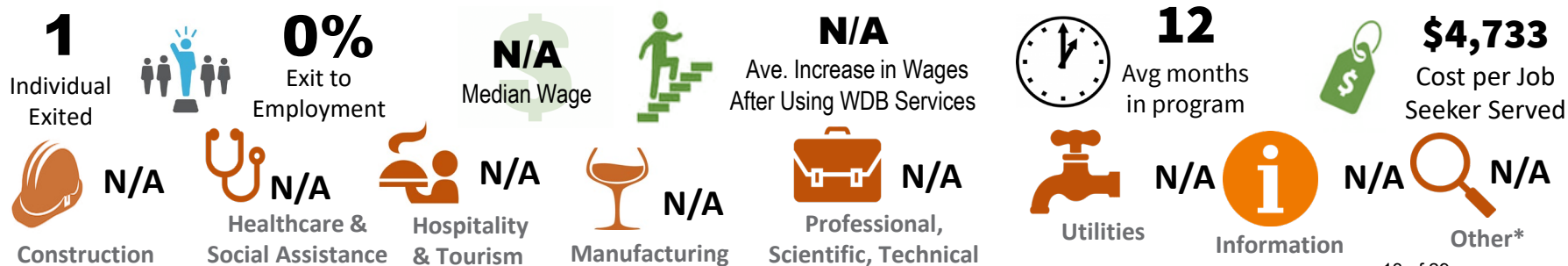
WIOA Levels of Service



WIOA Training Services



WIOA Program Employment Outcomes



WIOA Adult & DW Priority of Service



Basic Skill
Deficient
0%



Low Income
76%



CalFresh
65%



Military
Veterans
0%

Business Services

6

New Businesses
Engaged

35

Active Business
Engagements

7

Rapid Response
Events

1

Recruitment
Event Held

WIOA Adult & DW Barriers to Employment



Disability
3%



Homeless
3%



Justice Involved
3%



English Language
Learner
9%



Single Parent
44%



In-School
Youth
15%



Out of School
Youth
85%

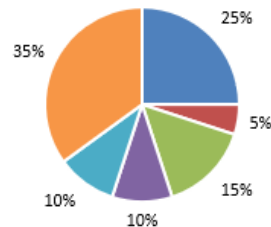


WEX
38%

WIOA Youth Details

Program Participant Demographics

Race / Ethnicity



■ Ethnicity Hispanic or Latino
 ■ American Indian / Alaskan Native
■ Asian
 ■ African American / Black
■ Hawaiian Native / Other Pacific Islander
 ■ White

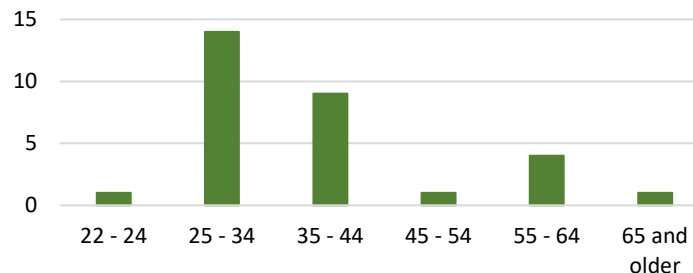


22%
Male



78%
Female

Age



Geographics

Cities of Residence

San Rafael 27%

Novato 27%

San Anselmo 3%

Covelo 3%

Mill Valley 3%

Sausalito 3%

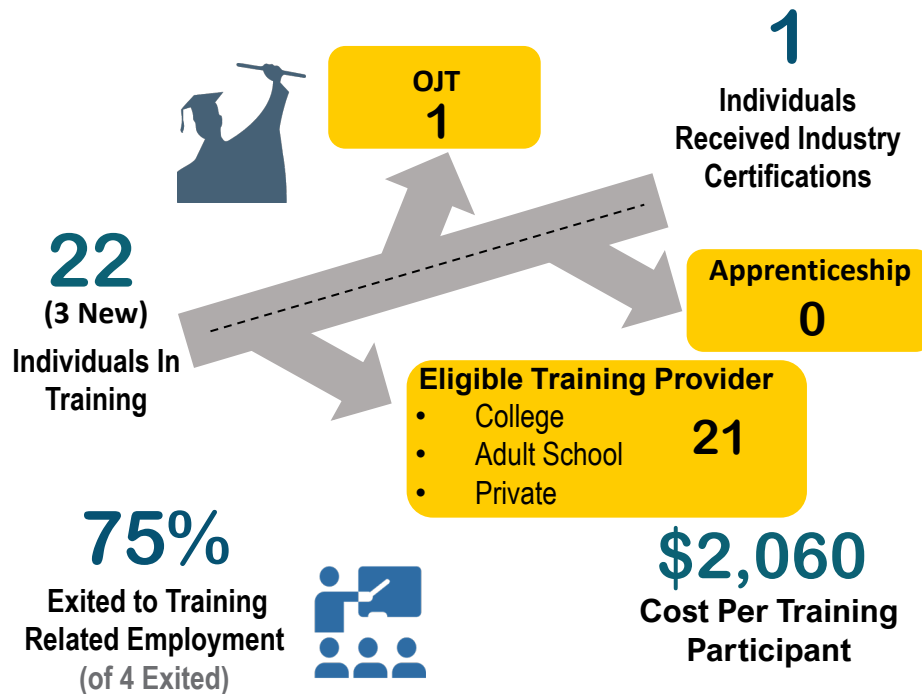
Other 10%

14 of 29

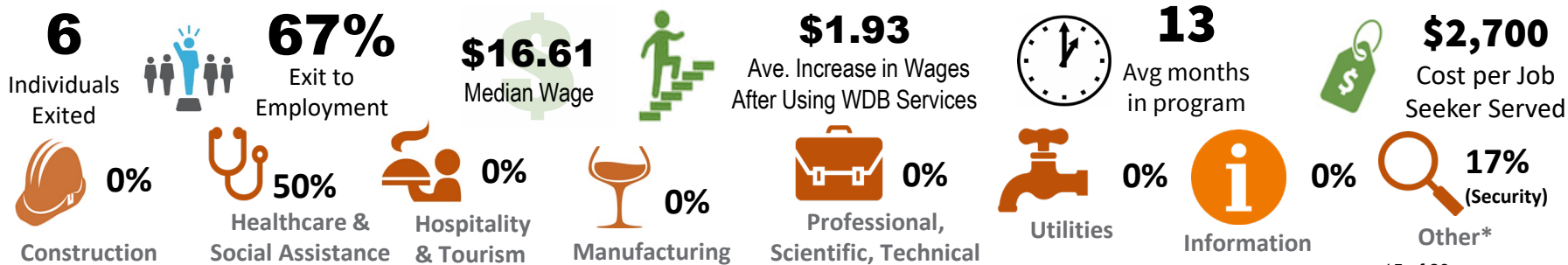
WIOA Levels of Service

Bronze Self Access Services	Silver Staff Assisted Services	Gold Training Services
 <p>CareerPoint 3 Individuals 3 Visits 0 Repeat Customers</p> <p>\$ \$14,963</p>	 <p>WIOA Program 36 Participants 20 Adults 16 Dislocated Workers</p> <p>\$ \$36,893</p>	 <p>WIOA Training 22 Recipients 17 Adults 5 Dislocated Workers</p> <p>\$ \$45,334</p>

WIOA Training Services



WIOA Program Employment Outcomes



WIOA Adult & DW Priority of Service



Basic Skill
Deficient
0%



Low Income
47%



CalFresh
19%



Military
Veterans
8%

Business Services

8

New Businesses
Engaged

179

Active Business
Engagements

7

Rapid Response
Events

1

Recruitment
Events Held

WIOA Adult & DW Barriers to Employment



Disability
11%



Homeless
0%



Justice Involved
6%



English Language
Learner
0%



Single Parent
25%



In-School
Youth
11%



Out of School
Youth
89%

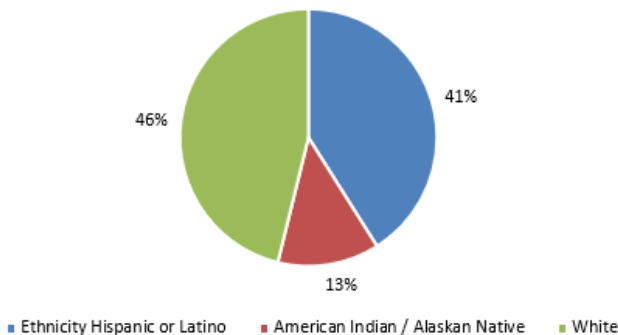


WEX
0%

WIOA Youth Details

Program Participant Demographics

Race / Ethnicity

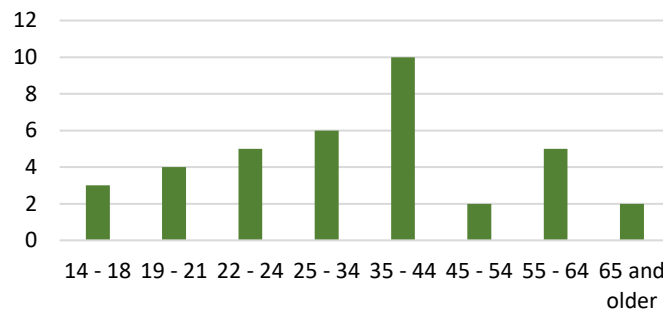


35%
Male



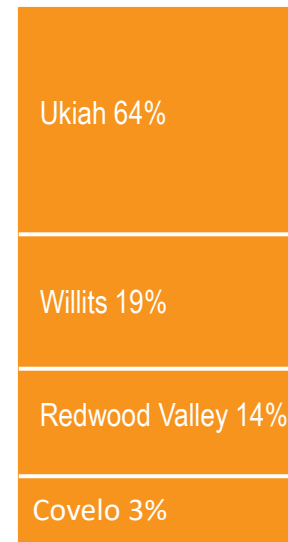
65%
Female

Age

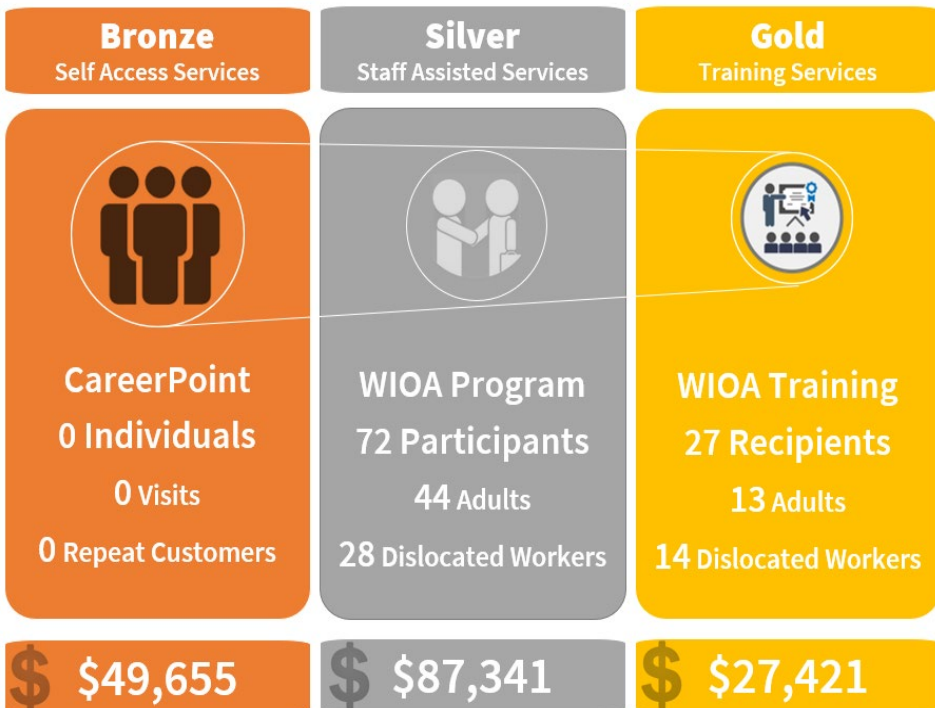


Geographics

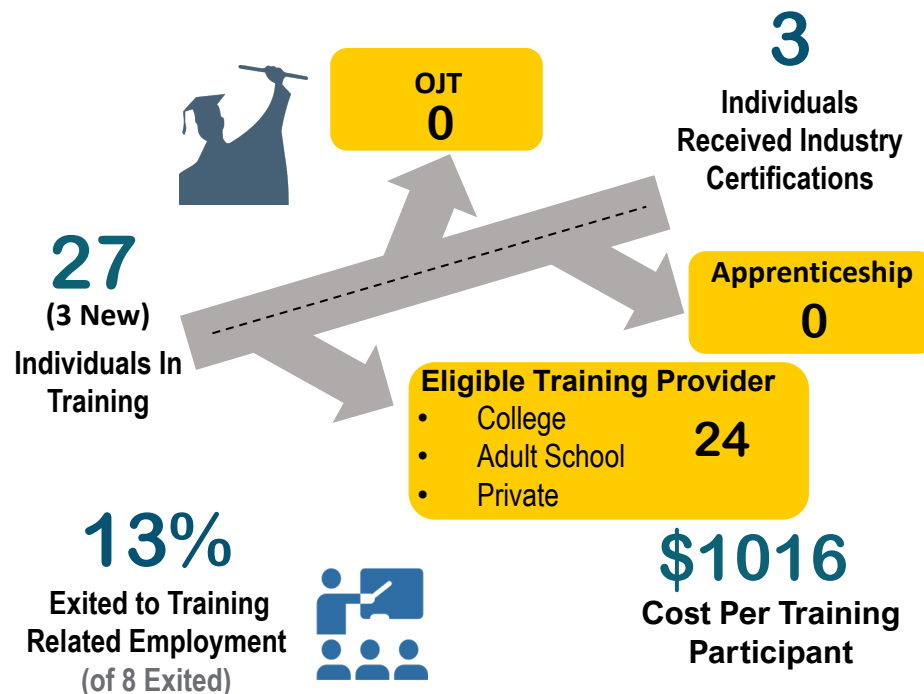
Cities of Residence



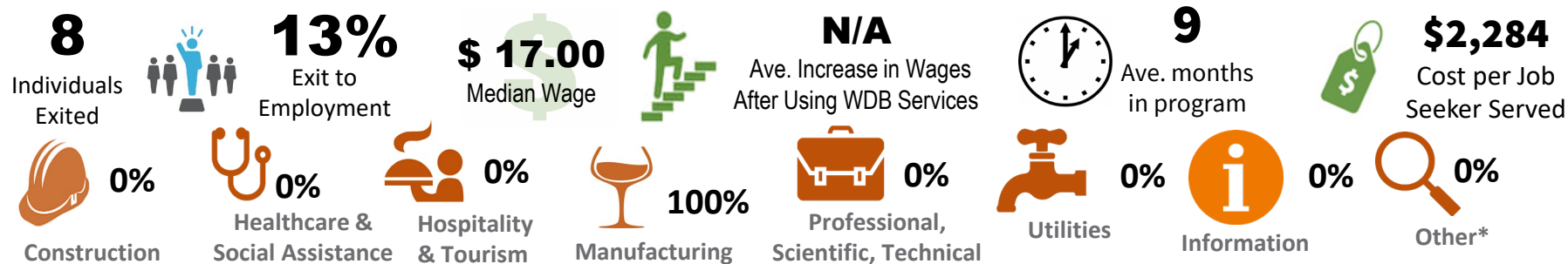
WIOA Levels of Service



WIOA Training Services



WIOA Program Employment Outcomes



WIOA Adult & DW Priority of Service



Basic Skill
Deficient
0%



Low Income
61%



CalFresh
42%



Military
Veterans
8%

Business Services

5

New Businesses
Engaged

45

Active Business
Engagements

7

Rapid Response
Events

1

Recruitment
Events Held

WIOA Adult & DW Barriers to Employment



Disability
29%



Homeless
4%



Justice Involved
36%



English Language
Learner
0%



Single Parent
13%



In-School
Youth
24%



Out of School
Youth
76%

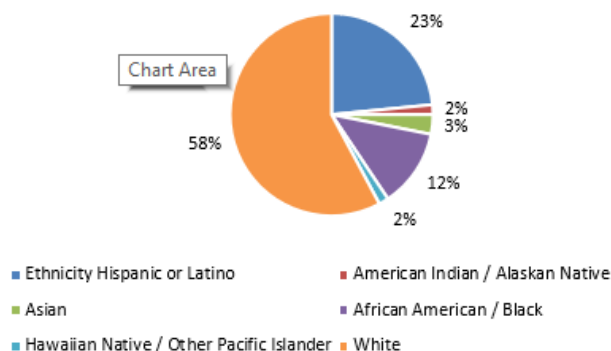


WEX
0%

WIOA Youth Details

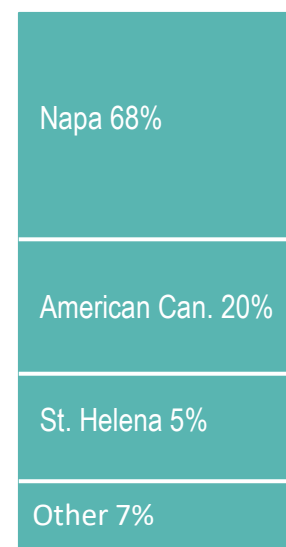
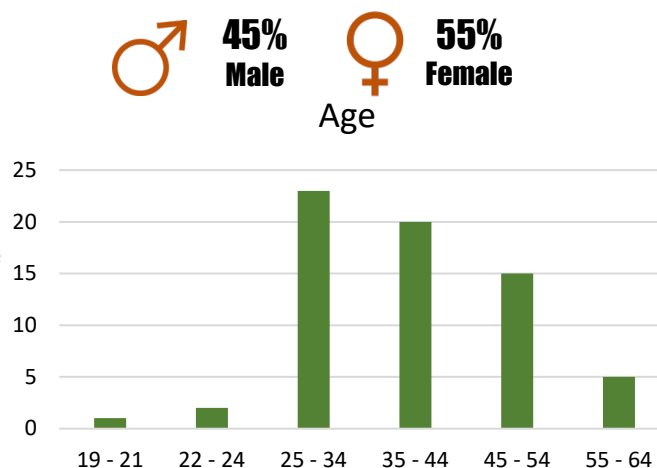
Program Participant Demographics

Race/Ethnicity




Geographics


Cities of Residence



Workforce Alliance of the North Bay
Providers of Services Report
Program Year 2020-21
Quarter 1, 25% of Program Year

			Carry-Ins from PY19-20	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	21	8	29	67	43%	3	33	9%	3	1	75.0%	\$ 28,804	\$ 69,346	41.5%	\$67,013	\$262,116	25.6%	28%
		Dislocated Worker	17	10	27	46	59%	3	20	15%	3	0	100.0%	\$ 18,000	\$ 64,426	27.9%	\$59,057	\$195,775	30.2%	
Mendocino	MPIC	Adult	18	2	20	57	35%	3	22	14%	3	1	75.0%	\$ 30,200	\$ 55,573	54.3%	\$61,249			
		Dislocated Worker	14	2	16	41	39%	2	16	13%	2	1	66.7%	\$ 5,651	\$ 66,960	8.4%	\$35,896			
Marin	Marin HHS	Adult	29	0	29	80	36%	0	43	0%	0	1	0.0%	\$ 2,930	\$ 41,245	7.1%	\$34,930	\$254,863	13.7%	30%
		Dislocated Worker	5	0	5	51	10%	0	30	0%	0	0	0.0%	\$ -	\$ 78,304	0.0%	\$126,000	\$281,264	44.8%	
Napa	Napa HHSA	Adult	31	16	47	37	127%	1	20	5%	1	7	12.5%	\$ -	\$ 24,648	0.0%	\$94,653	\$102,041	92.8%	55%
		Dislocated Worker	22	7	29	57	51%	1	30	3%	1	0	100.0%	\$ -	\$ 48,168	0.0%	\$69,764	\$199,416	35.0%	
System Totals			157	45	202	436		13	214		13	10		\$85,585	\$448,670	19.1%	\$548,562	\$1,295,475		42%

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 PY19-20	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	12	10	22	43	51%	1	19	5%	1	0	100.0%	\$ 11,201	\$ 76,902	14.6%	\$45,708	\$348,516	13.1%
Mendocino	MPIC	Youth	9	0	9	41	22%	0	15	0%	0	0	0.0%	\$ 36	\$ 79,254	0.0%	\$13,390	\$336,489	4.0%
Marin	PPS	Youth	11	2	13	21	62%	0	0	0%	0	0	0.0%	\$ 8,675	\$ 56,264	15.4%	\$38,595	\$179,754	21.5%
Napa	Napa HHSA	Youth	16	1	17	20	85%	1	12	8%	1	2	33.3%	\$ -	\$ 75,071	0.0%	\$22,261	\$167,446	13.3%
System Totals			48	13	61	125		2	46		2	2		\$19,912	\$287,491	6.9%	\$119,953	\$1,032,205	12%

BOARD LETTER III.D



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER III.D – RATIFY EMPLOYEE HANDBOOK UPDATES
DATE: DECEMBER 18, 2020
CC: FILE

JPA staff solicits Workforce Alliance Governing Board approval of the draft Workforce Alliance of the North Bay Employee Handbook.

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...:

(7) To perform all acts necessary or proper to carry out fully the purposes of this Agreement.

Additionally, Paragraph 16 of the JPA agreement, 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.

At its July 16th, 2020 meeting, the Governing Board formally appointed the Executive Director to the Workforce Alliance of the North Bay and directed the new Executive Director to take immediate steps to transition WANB to be the employer of record of future subordinate staff including but not limited to payroll systems, personnel policies, recruitment, hiring, training, and evaluation.

Subsequently, at its August 14th, 2020 meeting the Governing Board approved the WANB Employee handbook which set forth the terms and conditions for the employment of temporary, full- and part-time employees, and supervisors hired by the Executive Director. It describes the employment expectations and processes including but not limited to payroll, recruitment, hiring, termination, training, evaluation, benefits and more. Today’s action will ratify the following updates to the handbook:

1. Page 12, adding Remote Work Schedules clarifying remote employees are expected to be at their desk and ready to work at the start of their shift.

BOARD LETTER III.D

2. Page 12, updating Timekeeping Requirements to include reporting any errors noticed to the fiscal department.
3. Page 14, updating Payment of Wages for Exempt and Hourly Employees by clarifying paycheck disbursement and removing repeated language.
4. Page 32, changing language to clarify that both employer and employee are required to contribute a minimum of 7.5% to the FICA replacement plan for a total of at least 15%.
5. Page 34, adding Vacation Leave Accruals table for full-time employees.
6. Page 36, updating Sick Leave accrual to pro-rate for bi-monthly accruals.
7. Pages 14, 17, 22, 25, 33, 36, and 39 for miscellaneous grammatical corrections.

STAFF RECOMMENDATION

Ratify updates to the WANB Employee Handbook.

WORKFORCE ALLIANCE OF THE NORTH BAY MASTER MEETING CALENDAR 2021

JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC
REGIONAL WORKFORCE DEVELOPMENT BOARD 2nd Thursday @ 10:00 AM-2:00 PM											
		3/11/21 10:00-2:00			6/10/21 10:00-2:00						12/9/21 10:00-2:00
GOVERNING BOARD 3rd Friday @ 9-10:30 AM											
		3/19/21 9-10:30			6/18/21 9-10:30			9/17/21 9-10:30			12/17/21 9-10:30
EXECUTIVE COMMITTEE 2nd Wednesday @ 9-10:30 AM											
	2/10/21 9-10:30		4/14/21 9-10:30	5/12/21 9-10:30		7/14/21 9-10:30	8/11/21 9-10:30		10/13/21 9-10:30	11/10/21 9-10:30	
POLICY AND OVERSIGHT SUBCOMMITTEE 1st Tuesday @ 3-4:30 PM											
	2/2/21 3-4:30		4/6/21 3-4:30		6/1/21 3-4:30		8/3/21 3-4:30		10/5/21 3-4:30		12/7/21 3-4:30
LAKE ADVISORY SUBCOMMITTEE 4th Thursday @ 9-10:30 AM											
	2/25/21 9-10:30			5/27/21 9-10:30			8/26/21 9-10:30			11/18/21* 9-10:30	
MARIN ADVISORY SUBCOMMITTEE 4th Wednesday @ 8-9:30 AM											
	2/24/21 8-9:30			5/26/21 8-9:30			8/25/21 8-9:30			11/17/21* 8-9:30	
MENDOCINO ADVISORY SUBCOMMITTEE 4th Thursday @ 3-4:30 PM											
	2/25/21 3-4:30			5/27/21 3-4:30			8/26/21 3-4:30			11/18/21* 3-4:30	
NAPA ADVISORY SUBCOMMITTEE 4th Wednesday @ 3-4:30 PM											
	2/24/21 3-4:30			5/26/21 3-4:30			8/25/21 3-4:30			11/17/21* 3-4:30	



*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 IV.A



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER IV.A – EARN
DATE: DECEMBER 18, 2020
CC: FILE

In our increasingly globalized and highly competitive economy, businesses are hardly ever stable. Companies are constantly growing or shrinking, or are facing barriers that keep them from growing. Never has this been more true than it is today, during a pandemic that is wreaking havoc on our small business community.

Our state and local public sector partners offer many resources that can assist our business community, regardless of where these companies are in this business cycle. The issue is that our public partners are difficult for our businesses to find and even if they do, the partners often have complex eligibility requirements before a business can access services. The WANB proposes a new way forward, that will mitigate these issues. We will use our Rapid Response program resources to revisit, rethink and realign business services in our region. Today's presentation, will touch on this proposal and staff will discuss key conversations being had with some elected and workforce leaders.

STAFF RECOMMENDATION

Receive presentation and engage in discussion.

BOARD LETTER IV.B



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER IV.B – TRAINING OBLIGATIONS REPORT
DATE: DECEMBER 18, 2020
CC: FILE

The Workforce Innovation and Opportunity Act has a training requirement for Adult, Dislocated Worker and Youth funds. Adult and Dislocated Worker funds require 30% of the funds to be spent on training and Youth funds require 20% of the funds to be spent on Work Experience. This report shows the current obligations on each grant as reported to the Employment Development Department through the CalJOBS website.

A PowerPoint presentation will provide an overview of the training obligations by county.

STAFF RECOMMENDATION

Review outstanding training obligations and make recommendations to staff.

WIOA TRAINING REQUIREMENT

- 30%* of all Adult and Dislocated Worker funds are required to be spent on training.
 - *Leveraged resources may cover 1/3 of the training requirement, bringing the total required training down to 20%.*
- 20% of all Youth funds are required to be spent on work experience.

2 YEAR GRANT CYCLE

GRANTS

Jul 1, 2017 – Jun 30, 2019

Jul 1, 2018 – Jun 30, 2020

Jul 1, 2019 – Jun 30, 2021

Jul 1, 2020 – Jun 30, 22

Fiscal Year

17-18

18-19

19-20

20-21

21-22

Adult & Dislocated Worker

19-20 Carry-In	Training Carry-In	Enrollments Needed
Lake	\$ 62,833	\$ 72
Marin	\$ 25,094	\$ 21
Mendocino	\$ 52,139	\$ 54
Napa	\$ -	\$ -
Total	\$ 140,066	\$ 147

20-21 Allocation	Training Allocation	Enrollments Needed
Lake	\$ 91,883	\$ 105
Marin	\$ 102,819	\$ 84
Mendocino	\$ 87,773	\$ 91
Napa	\$ 72,816	\$ 85
Total	\$ 355,291	\$ 365

Total 20-21 Budget	Training Budget	Enrollments Needed
Lake	\$ 154,716	\$ 177
Marin	\$ 127,913	\$ 105
Mendocino	\$ 139,912	\$ 145
Napa	\$ 72,816	\$ 85
Total	\$ 495,357	\$ 512

Enrollments Needed are calculated based off of the providers RFP application Cost Per Participant. The average Cost Per Participant was multiplied by the ratio of required training dollars to total funds.

Youth

19-20 Carry-In	WEX Carry-In	Enrollments Needed
Lake	\$ 22,927	19
Marin	\$ 23,976	15
Mendocino	\$ 28,807	23
Napa	\$ 48,678	37
Total	\$ 124,388	\$ 94

20-21 Allocation	WEX Allocation	Enrollments Needed
Lake	\$ 53,975	44
Marin	\$ 32,288	20
Mendocino	\$ 50,447	41
Napa	\$ 26,393	20
Total	\$ 163,103	\$ 125

20-21 Allocation	WEX Budget	Enrollments Needed
Lake	\$ 76,902	62
Marin	\$ 56,264	35
Mendocino	\$ 79,254	64
Napa	\$ 75,071	57
Total	\$ 287,491	\$ 219

Enrollments Needed are calculated based off of the providers RFP application Cost Per Participant. The average Cost Per Participant was multiplied by the ratio of required training dollars to total funds.

BOARD LETTER IV.C



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER IV.C – ECONOMIC DATA TOOL PRESENTATION
DATE: DECEMBER 18, 2020
CC: FILE

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. Among its thirteen key responsibilities is the need to conduct workforce research and regional labor market analysis. In order to help the WANB fulfill this charge, we have partnered with an economic modeling company – EMSI to conduct research and analysis.

Today's presentation will demonstrate how we use the tool. We would like board members to think about key labor market and workforce research questions they would like to have answers to, as we continue our economic recovery efforts.

STAFF RECOMMENDATION

Receive presentation and engage in discussion.