



WORKFORCEALLIANCE
OF THE NORTH BAY
 DRIVING WORKFORCE TALENT

GOVERNING BOARD SPECIAL MEETING AGENDA

Friday, September 28, 2018
9:00 – 10:30 AM

Lake (two locations): Lake County Courthouse, Board of Supervisors Office, Room 113, 255 N. Forbes, Lakeport, CA AND 22223 Hwy 29 Rancheria Road, Middletown, CA

Mendocino: CareerPoint Mendocino, 2550 N. State Street, Suite 3, Ukiah, CA

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

I.	9:00	Introductions
		Public Comment
CONSENT CALENDAR		
These matters typically include routine financial or administrative action items requiring a vote. Any item will be discussed separately at the request of any person. Items are approved with one single motion		
II.		A. Meeting Minutes June 28, 2018 (Attachment IIA1)
REGULAR CALENDAR		
III.		A. Adopt Governing Board By-laws (Attachment IIIA1 - Board Letter, Attachment IIIA2 - By-laws)
		B. Nominate and Select Governing Board Chairs - 2018-2020 Term (Attachment IIIB1 - Board Letter)
		C. Approve Amended 2017-18 WANB Budget (Attachment IIIB3 - Board Letter)
		D. Approve Agreements (Attachment IIID1 - Board Letter)
		E. Discussion and Possible Action on Overpayments to AJCC Contractors (Attachment IIIE1 - Board Letter)
		F. Accept Year End 2017-18 Program Reports – Napa Highlight (Attachment IIIF1 - Board Letter, Attachment IIIF2 – Program Reports, Attachment IIIF3 – Service Provider Reports)
INFORMATION/DISCUSSION ITEMS		
IV.		A. BrightFutures Update [Presentation Attached]
		B. State Monitoring - Follow Up and Plan of Action [Oral Update]
		C. Innovation Fund Highlight – XR Marin Training Center [Presentation Attached]
		D. Local and Regional Plan Update – What to Expect (Attachment IVD1 - Board Letter)
		E. Establishment of Workforce Development Board - Policy and Oversight Committee [Oral Update]
MEMBER/DIRECTOR REPORTS		
V.		A. Members
		B. Director
		1. Fire Grant Modification
		2. Open Request for Proposals – Consulting Services and Single Audit
		3. Established Mendocino Workforce Subcommittee
ADJOURN		
VI.		A. Next Meeting Agenda Items



MEETING MINUTES GOVERNING BOARD AMENDED SPECIAL MEETING AGENDA

Thursday, June 28, 2018
9:00 AM

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

Lake: 22223 Hwy 29 Rancheria Road, Middletown, CA

Marin: 465 Ridge Road, Novato, and
3501 Civic Center Dr, Room 329, San Rafael, CA

Mendocino: 501 Low Gap Road, Room 1010, Ukiah, CA,

Outside Region: Hartford Marriott Downtown, 200 Columbus Blvd., Hartford, CT

I.	<p>President Damon Connolly called the meeting to order at 9:15.</p> <p>Present: Damon Connolly, Moke Simon, Dan Gjerde, Georgeanne Croskey, Alfredo Pedroza, and Brad Wagenknecht</p> <p>Absent: Jim Steele and Judy Arnold</p> <p>Public Comment: None</p>
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.	<p>Connolly opened the Consent Calendar for discussion.</p> <p style="margin-left: 40px;">A. Meeting Minutes February 8, 2018 [Attachment: IIA1 February Minutes] B. Retreat Meeting Minutes April 26, 2018 [Attachment: IIB1 Retreat Minutes/ Outcomes]</p> <p>Motion made to approve the Consent Calendar. M/S: Alfredo Pedroza/Moke Simon Motion carried: 5-0 Ayes: Damon Connolly, Moke Simon, Dan Gjerde, Georgeanne Croskey, and Alfredo Pedroza No: 0 Abstentions: 0 Absent: Jim Steele, Judy Arnold and Brad Wagenknecht</p>
REGULAR CALENDAR	
III.	<p>Connolly opened the Regular Calendar for discussion and welcomed Brad Wagenknecht to the meeting.</p> <p style="margin-left: 40px;">A. Agreements [Attachment: IIIA1. Board Letter]</p> <p>Workforce Alliance Executive Director Bruce Wilson provided a summary of each agreement. Wilson highlighted the MOU agreements in the table and explained that these partnership based agreements were intended deliver high school career hubs and mobile career center so that the Workforce Alliance could extend its reach bring services to scale. Wilson informed the members that \$103,000 from an expiring workforce and education grant will be used to purchase equipment for the high school career hubs and mobile career center. The grant requires all funding to be</p>

<p>exhausted by June 30, 2018. Wilson shared each county's office of education was given the liberty to choose the high school in which to initiate the project. All of the current Workforce Innovation and Opportunity Act (WIOA) service providers were recommended to continue or renew their contracts for program year 2018-19.</p> <p>Motion made to approve all agreements. M/S: Alfredo Pedroza/Brad Wagenknecht Motion carried: 6-0 Ayes: Damon Connolly, Moke Simon, Dan Gjerde, Georgeanne Croskey, Alfredo Pedroza and Brad Wagenknecht No: 0 Abstentions: 0 Absent: Jim Steele and Judy Arnold</p>	<p>B. Governing Board By-laws [Attachment: IIIB1 Board Letter; IIIB2 Draft By Laws]</p> <p>Wilson presented the draft bylaws to the board. The members made the following revision requests:</p> <ul style="list-style-type: none"> • The definition of "quorum" should be defined as "a majority of members" versus "a majority of members present at a meeting". A majority is 51%. • The new position of a secretary treasurer will be assigned to the Executive Director of the Workforce Alliance. • Each county will appoint an alternate board member which can be chosen during their regular appointment process. • Only members of the Board of Supervisors can sit on the governing board. <p>Members agreed to hold this item for vote until the next meeting on Thursday, August 9. Members requested that Wilson revise the bylaws to reflect the recommendations that were discussed and to present the revised bylaws at the next meeting for approval.</p>
<p>C. 2018-19 Proposed Budget [Attachment: IIIC1 Board Letter; IIIC2 Proposed Budget]</p> <p>Wilson and Fiscal Analyst Taylor Swain presented the budget and at the request of the board elaborated on Workforce Alliance staff positions and their respective responsibilities. Members discussed the growth of the Workforce Alliance and suggested developing a fiscal plan that would ensure sustainability for FTE staff. Members requested that both the current budget and the proposed budget be presented together in future presentations for better analysis. Members asked for clarification regarding carry-in revenue. Wilson and Swain explained that WIOA funds have a life span of typically two years. Funding that is unspent in the first year can be carried in to the following year's budget. Any unspent funds at the end of year 2 of the fund life span must be returned to the state. Swain further explained that all of the Workforce Alliance's funding has specific requirements even the non-WIOA funding. As such, expenditures must be in accordance with the requirements. We do not per se have general expenditure funds in the WIOA budget. Supervisor Dan Gjerde expressed concern that he is not seeing "reserves" in the WANB budget. Wilson agreed that he shared that concern and that the members should discuss at future meetings how to establish reserves. Wilson informed the board that the 2017-18 budget and expenditures will be presented at the next meeting on Thursday, August 9 and underscored that there will be an additional \$103,000 expenditure under the expenditures line for equipment due to the high school career hubs and mobile career center agreements approved herein. This expenditure would take us over the approved \$88,000 in the original budget but expenditures in total would remain under budget.</p> <p>Motion made to approve proposed budget and to authorize Workforce Alliance Executive Director to implement Workforce Alliance business in accordance with the proposed budget. M/S: Moke Simon/ Brad Wagenknecht Motion carried: 6-0 Ayes: Damon Connolly, Moke Simon, Dan Gjerde, Georgeanne Croskey, Alfredo Pedroza and Brad Wagenknecht No: 0 Abstentions: 0 Absent: Jim Steele and Judy Arnold</p>	<p>D. New Monetary Contributions [Attachment: IIID1 Board Letter]</p> <p>Wilson shared upon approval Wells Fargo would like to donate \$20,000 to the Workforce Alliance for another round</p>

	<p>of Innovation fund contracts.</p> <p>Motion made to accept a \$20,000 donation from Wells Fargo to fund a second round of Innovation fund contracts. M/S: Brad Wagenknecht/Alfredo Pedroza Motion carried: 6-0 Ayes: Damon Connolly, Moke Simon, Dan Gjerde, Georgeanne Croskey, Alfredo Pedroza and Brad Wagenknecht No: 0 Abstentions: 0 Absent: Jim Steele and Judy Arnold</p>
INFORMATION/DISCUSSION ITEMS	
IV.	<p>A. Workforce Alliance and State Monitoring [Discussion]</p> <p>Wilson shared the WIOA is a heavily monitored program and the state conducts one program monitoring and one fiscal and procurement monitoring every year. Most recently the Workforce Alliance received a fiscal and procurement monitoring during which the state monitor voiced concern per the relationship between the Workforce Alliance Executive Director position and the contractor, Napa County Health and Human Service Agency (Napa HHSA). NHHSA Program Manager had provided supervision over the Executive Director position and is also contracted to provide services. This may be a potential area of conflict of interest. Wilson also stated the Workforce Alliance is waiting for a final report from the state and we will address concerns once received and will keep Governing Board involved and updated.</p>
	<p>B. Employee Loan Agreement [Discussion]</p> <p>Wilson stated the Governing Board provides direction to Workforce Alliance staff. As new employee loan contracts are developed this will be stated more clearly. The Napa HHSA CEO is working to resolve the issue. Wilson shared that contracts will be presented at the August meeting as action items put forth for vote and approval.</p>
	<p>C. Program Reports [Attachment: IVC1 Program Reports]</p> <p>Swain presented the format for service provider expenditure reports. Using Marin's report as a sample, he reviewed adult and dislocated worker budgets, provider expenditures, state required expenditures, leveraged resources and obligated funding. The state requires 30% of the adult and dislocated worker allocations to be spent on training. Each Workforce Development Board can apply 10% of leveraged resources towards the 30% training expenditure requirement. An example of leveraged resources are Pell grants. The Workforce Alliance didn't meet this requirement last year and received a Corrective Action Plan (CAP) and is currently waiting on fiscal reports from the service providers to determine the status of present training expenditures. Wilson stated staff will be adding training-related employment and training-obligated funds to future reports.</p>
	<p>D. Retreat Reflection [Discussion]</p> <p>Wilson reviewed the retreat outcomes. Members agreed it was a productive session and that there should be a planning session once a year. Wilson said he would provide status update on goals at mid year.</p>
MEMBER/DIRECTOR REPORTS	
V.	<p>A. Members: None</p>
	<p>B. Director</p> <p>Marin Board of Supervisors Economic & Workforce Planning Session Lake County Economic & Workforce Comprehensive Plan</p> <p>Supervisor Moke Simon provided the status on the Pawnee fire and gave an overview of the Lake County Economic and Workforce Comprehensive Plan. He described the Lake County format as a "world café" approach versus a town hall. He said it was productive and believes the Lake County Board of Supervisors is moving towards a shared vision for their community. Wilson included that the economic and workforce planning sessions are an effort between the Workforce Alliance and the BoS from each partner county to develop a comprehensive vision for their individual county and for the region. This will direct Workforce Alliance efforts and make sure they are nimble and achievable.</p>

	<p>Connolly added that the Marin session will occur on Monday, July 23 and will feature the Workforce Alliance and Marin Economic forum (MEF). The session will bring together education, workforce and economics and include large employers, educators, and the trades and apprenticeships. While not headlining topics, housing and transportation will all be included in discussions due to their significant connection and influence on education, workforce and the economy.</p>
A D J O U R N	
VI.	<p>A. Next Meeting Agenda Items</p> <p>The next meeting is scheduled for Thursday, August 9, 2018 at 9:00 AM.</p> <p>Connolly adjourned the meeting at 10:45 AM.</p>



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: ATTACHMENT IIIA1 - GOVERNING BOARD BYLAWS
DATE: SEPTEMBER 28, 2018
CC: FILE

Workforce Alliance staff solicits Governing Board approval of by-laws for the WANB governing board.

At previous governing board meetings, members requested that staff return to the board with recommend bylaws for consideration and adoption. Staff have reviewed various bylaws of other workforce development areas and have identified the West Michigan workforce development area as a similar peer entity to the WANB. The attached bylaws are based in part on the West Michigan workforce area's board bylaws, which reflect a structure and purpose similar to the WANB. The bylaws were reviewed and discussed as a part of the WANB Governing Board's June 28th calendar and suggested edits have been made to the draft final copy provided herein. The draft final bylaws are submitted here for board consideration and approval.

STAFF RECOMMENDATION:

Approve the attached governing board bylaws.

RESOLUTION OF THE WORKFORCE ALLIANCE OF THE NORTH BAY (WANB) APPROVING BYLAWS

RECITALS:

WHEREAS, the State of California has directed regional consolidation of workforce development agencies; and

WHEREAS, the Workforce Alliance of the North Bay (WANB) was formed in 2016 by the Counties of Napa, Lake and Marin and in 2017, Mendocino County joined the WANB. The governance structure is reflected in the Joint Powers Agreement creating the WANB; and

WHEREAS, an integral part of the governance structure is the creation of Bylaws; and

WHEREAS, the WANB Governing Board has considered the Bylaws set forth below and believes that these Bylaws will provide operational support for the WANB to work efficiently and effectively.

NOW, THEREFORE BE IT RESOLVED that the WANB Governing Board approves the WANB Governing Board Bylaws, which are attached hereto as Exhibit A and incorporated herein by reference.

Dated:

ATTEST:

Damon Connolly, President
Workforce Alliance of the North Bay

Secretary

BYLAWS APPROVED AND ADOPTED: September 28, 2018

EXHIBIT A

BYLAWS OF THE WORKFORCE ALLIANCE OF THE NORTH BAY

ARTICLE I

FORMATION

Napa County, the County of Marin, and Lake County entered into a joint powers agency agreement as of June 2016 ("JPA Agreement") in accordance with the Joint Exercise of Powers Act, Section 6500, et seq., of the California Government Code, to form the Workforce Alliance of the North Bay (hereinafter "WANB"). On June 29, 2017, the WANB voted unanimously to accept Mendocino County as a member of the Joint Powers Agency.

ARTICLE II

PURPOSE

WANB is formed for the purpose of having one governing board to act as Chief Local Elected Official pursuant to the Workforce Innovation and Opportunity Act ("WIOA") to coordinate regional efforts to support training and development programs and to form one Workforce Development Board ("WDB") to be operated in the WANB local workforce development area.

ARTICLE III

MEMBERSHIP

Section 1. Members.

The members of WANB (individually "Member Agency", collectively "Member Agencies") shall be as set forth in the Joint Powers Agency Agreement (the "Agreement"), as amended from time to time. WANB shall be governed by a board of directors (herein, the "Governing Board") composed of two (2) representatives from each member agency (each, a "Member"). The governing body of each Member Agency shall appoint two (2) representatives to serve as members of the Governing Board. Each representative shall hold office from the first meeting of the Governing Board after his or her appointment until a successor is selected by the governing body of the Member. Representatives will be current board of supervisor members. Each Member Representative shall be allowed one vote if he/she or his/her alternate is present at the meeting.

a. Appointment of Alternates:

- (1) In the event that a member of the Governing Board determines that he or she will be unable to attend three consecutive meetings of the Governing Board, the governing body of his or her jurisdiction shall appoint another member of

that governing body to serve as an alternate in his or her place as a member of the Governing Board. The member shall notify the Chairperson of the Governing Board of the appointment in writing indicating the identity of the alternate and that he or she will be unable to serve for at least three consecutive meetings and shall provide confirmation that the alternate has been appointed by the governing body of his or her jurisdiction. The alternate may exercise all the functions of a member of the Governing Board and shall be subject to these bylaws, including the WANB Conflict of Interest Code. The term of the alternate shall end when the regular member resumes his or her duties or at the end of the calendar year, whichever occurs first.

- (2) A Member Agency may appoint alternates to serve in the stead of its appointed Board members' inability to attend a meeting of the Governing Board.
- (3) Alternates appointed by a Member Agency may be a member of the Board of Supervisors.

Section 2. Term.

Each Member of the Board shall assume his/her seat on the Governing Board at the next regular meeting following his/her appointment and shall serve at the pleasure of the Member Agency that appointed him/her.

Section 3. Reimbursement.

Members shall serve without compensation but may receive reimbursement for expenses incurred in the performance of WANB business.

Section 4. Responsibilities.

The Members shall:

- a. Attend WANB Governing Board meetings;
- b. Approve an annual budget;
- c. Approve any and all indebtedness incurred by WANB;
- d. Approve the initiation of any litigation by WANB;
- e. Undertake such other activities as shall be appropriate to carry out WANB's mandates as set forth in the Joint Powers Agreement, as amended from time to time.
- f. Complete financial disclosures (Form 700) as required by law. Failure to complete the Form 700 shall result in removal from the Governing Board.

ARTICLE IV

OFFICERS AND DUTIES

Section 1. Officers.

- a. **Board Officers:** The officers of the Governing Board shall be the Chair, a Vice-Chair and Secretary/Treasurer.

- b. **Election of Officers:** The Governing Board shall elect a Chairperson and a Vice-Chairperson from amongst the Governing Board. The Chairperson and Vice-Chairperson shall be elected annually by members of the Governing Board. Each shall hold office until a successor takes office, or until resignation or removal.
- c. **Secretary/Treasurer:** The Secretary/Treasurer shall be the Executive Director of the Workforce Alliance of the North Bay, who should also serve as an ex officio member of the Governing Board.

Section 2. Term.

The term of office for the officers of the Governing Board elected pursuant to Article IV of these Bylaws shall commence on the date following the meeting at which they are elected and shall continue for a period of one year or until such later date as their successors are elected. No Member shall simultaneously hold more than one office designated in Article IV, Section 1 of these Bylaws.

Section 3. Duties of Chair.

The Chair:

- a. Shall preside at all meetings of the Governing Board.
- b. May place a matter on the Agenda
- c. May appoint Ad Hoc Committees
- d. Shall execute Agreements approved by the Governing Board on behalf of the WANB

Section 4. Duties of Vice-Chair.

- a. Perform the duties of the Chair in the Chair's absence.
- b. Serve in such capacities as may be assigned by the Chair.

Section 5. Removal from Office.

The Chair, Vice-Chair or Secretary/Treasurer may be removed from office during her/his term of office only upon the affirmative vote of no fewer than five (5) appointed Members at a duly called and constituted regular or special meeting of the Governing Board, provided that the subject of removal of such officer shall have been noticed upon the agenda for that meeting.

ARTICLE V

GOVERNING BOARD MEETINGS

Section 1. Regular Meetings.

There shall be at least three (3) annual meetings of the Governing Board each year. Regular meetings shall be held on a date and time set by the Governing Board at the last regularly scheduled meeting before the upcoming fiscal year.

Section 2. Special Meetings.

Special meetings may be called by the President or the Executive Director providing that written notice is mailed to each Member of the Governing Board at least seven calendar days prior to the day on which the special meeting shall be held. The written notice must state the time, place and purpose of the meeting; and the business of the meeting must be confined to the items described in the notice. In urgent cases, the requirement of seven days' notice in order to hold a special meeting may be waived by the consent of at least one Representative of each Member Agency and provided that there is sufficient time to post a public notice stating the date, time and place of the meeting at least 24 hours before the meeting, unless the meeting is an emergency session held in the event of a severe and imminent threat to the health, safety or welfare of the public when two-thirds of the representatives decide that immediate action is necessary

Section 3. Brown Act Compliance.

All meetings of the Governing Board and such standing committees as may be appointed shall be open to the public and shall be governed by the provisions of the Ralph M. Brown Act (Government Code Section 54950 et seq.).

Section 4. Quorum.

A majority of the seated members of the Governing Board shall constitute a quorum for the transaction of business and the adoption of action items (e.g., if the Governing Board is eight Members, five Board Members shall constitute a quorum). A lesser number than a quorum may adjourn a meeting.

However, the affirmative vote of five board members is always required in order to adopt an action item. Thus, in an eight member board, five board members are required to both constitute a quorum and to affirmatively vote to adopt an action item, except that service center locations(s), Workforce Development Board Bylaws, and the employment, termination, and contract approval of the WANB Chief Executive Officer will require a seventy-five percent (6) affirmative votes of the members appointed and serving.

ARTICLE VI**APPOINTMENT OF WORKFORCE DEVELOPMENT BOARD MEMBERS**

The Member Agencies shall establish a Workforce Development Board (WDB) as provided by law. The Governing Board of WANB shall obtain nominations and recommendations for membership on the WDB as provided by law and shall provide the names of the individuals so nominated or recommended to the Governing Board. The members of the WDB shall be appointed by the Governing Board from among the individuals so nominated or recommended. Additionally, the Board of Supervisors of the Member Agencies may recommend names to the Governing Board.

ARTICLE VII

COMMITTEES

Section 1. Standing Committees

Standing Committees shall be established upon an affirmative vote of the Board.

Section 2. Ad Hoc Committees

Ad hoc committees shall be appointed by the Chair.

ARTICLE VIII

GENERAL PROVISIONS

Section 1: Staff.

Staff support for the work of the Governing Board shall be provided by the Executive Director in accordance with the JPA Agreement. Subject to approval of the Governing Board, the Executive Director shall be responsible for preparing and distributing the agenda and minutes and shall bring to the attention of the Governing Board such additional information as he or she deems appropriate.

Section 2: Business.

At meetings of the Governing Board, business shall be transacted in such order as from time to time it shall determine by resolution.

ARTICLE VIII

EFFECTIVE DATE

These bylaws shall be effective upon their adoption at a regularly scheduled meeting of WANB.

ARTICLE IX

AMENDMENTS

These bylaws may be amended only upon the majority vote of all of the Members of the Governing Board with such proposed amendment having been noticed to Members thirty (30) days prior to the date of the meeting.

ARTICLE X

PARLIAMENTARY AUTHORITY

Except as provided herein, Robert's Rules of Order shall govern the conduct of all WANB meetings.



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: ATTACHMENT IIIB1 – NOMINATION AND SELECTION OF WANB GOVERNING BOARD CHAIRPERSON & VICE CHAIRPERSON
DATE: SEPTEMBER 28, 2018
CC: FILE

Article IV, (Officers and Duties), Section 1, (Officers), Paragraph b, (Election of Officers) of the draft final (final upon majority vote) Governing Board bylaws states that *“The Governing Board shall elect a Chairperson and a Vice Chairperson from amongst the Governing Board. The Chairperson and Vice Chairperson shall be elected annually by members of the Governing Board. Each shall hold office until a successor takes office, or until resignation or removal.”*

Workforce Alliance staff are requesting that the Governing Board, nominate and vote to select a Chairperson and Vice Chairperson from currently sitting WANB members in good standing for the term September 28, 2018 to June 30, 2020.

STAFF RECOMMENDATION:

Nominate slate of officers for the role of Chairperson and Vice Chairperson and vote to approve. Roles will take place immediately following vote.



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: ATTACHMENT IIIC1 – 2017-2018 AMENDED BUDGET
DATE: SEPTEMBER 28, 2018
CC: FILE

The Workforce Alliance of the North Bay Joint Powers agreement states the following under Paragraph 12, Agency Funding and Budget:

(a) Fiscal Year. The fiscal year of the Agency shall be from July 1 of each year to the succeeding June 30.

(b) Budget. As soon as practicable after the effective date of this Agreement, and thereafter at least thirty (30) days prior to the commencement of each fiscal year, the Executive Director shall present a proposed budget to the Governing Board for the forthcoming fiscal year. The annual budget shall include the amount of money necessary to support its activities for the next succeeding fiscal year. The Member Counties agree that funding for the Agency will be comprised of WIOA allocations, rapid response funds and grants. If the Agency determines that funds in addition to those provided through the WIOA program are required, the Governing Board shall seek additional funds from Member Counties.

In accordance with the Joint Powers Agency agreement, the Workforce Alliance Governing Board approved the fiscal Year 2017 -2018 budget, however with various revenue adjustments precipitated primarily by the inclusion of Mendocino County into the Workforce Alliance, staff is requesting that the approved budget amended to account for new funding not previously realized in the 17-18 budget. Doing so, would bring revenue and expenses into alignment with funds allocated from various revenue sources.

Key highlights regarding the proposed amended budget:

Revenues:

- The Workforce Alliance of the North Bay Annual Budget for 2017-2018 has been revised to include revenue added by integrating the County of Mendocino into the Workforce Alliance of the North Bay.
- The revised budget includes revisions from EDD Information Notice WSIN17-42 adding funds to the WIOA Formula and Rapid Response allocation and removing funds from the Rapid Response Layoff Aversion allocation.
- The revised budget includes funds made available in 2017-2018 but left off the first iteration of the budget for NBBSA (Slingshot), Regional Implementation Grant (RIG), Storms NDWG 2017 disaster grant, and the non-WIOA Innovation grants.

Expenses:

- The revised 2017-2018 budget adds the corresponding service provider expenses for Mendocino County and the Storms NDWG 2017 grant in Lake County.

Contract expenditures:

- The Equipment and Technology line adds \$103,000 for purchasing equipment for the use in BrightFutures career centers and the mobile career center.
- The Board & Staff Development line adds \$25,000 to pay for the Boards strategic planning facilitator and conferences for staff,
- Any suggested changes to the budget in excess of 10% will be brought back to the Governing Board for approval, as will additional revenues and expenses that are currently not known.

STAFF RECOMMENDATION:

Approve Workforce Alliance proposed amended budget for 2017-2018 and authorize the Executive Director to implement Workforce Alliance business in accordance with the budget.



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: ATTACHMENT IIID1 - APPROVAL OF WORKFORCE ALLIANCE AGREEMENTS
DATE: SEPTEMBER 28, 2018
CC: FILE

JPA staff solicits Workforce Alliance Governing Board ratification and approval for the following agreements and amendments:

CONTRACTOR	NEW/ AMENDMENT	AMOUNT	COMMENTS
MPIC, Inc	New	Mendo: \$147,676 Lake: \$151,001	CareerPoint Mendocino and CareerPoint Lake WIOA youth service provision with an effective date of 10/1/18.
Napa County	Amendment	\$871,662	Executive Director Administrative Offices. Increase within approved 2017-18 budget. Increase will cover real and anticipated costs of office in 2017-18 and 2018-19.

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.



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: ATTACHMENT III E1 - OVER INVOICING AND PAYMENT TO CONTRACTOR
DATE: SEPTEMBER 28, 2018
CC: FILE

The Workforce Alliance Governing Board has a critical role in the creation and oversight of the workforce development system in Marin, Napa, Mendocino and Lake counties. Among the several responsibility areas of the Governing Board are:

- 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.
- 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).*

In accordance with its legislative responsibilities and the agency powers articulated in the Joint Powers Agreement, the Governing Board entered into a fiscal services agreement with Marin HHSA to serve as the Agency's fiscal officer in on June 21, 2016. In February through April 2018, fiscal officer services were transitioned to WANB Executive Director staff through a contract with a third party – Aldea. Immediately upon receiving responsibility for fiscal service operations, the Executive Director ordered a complete review of all WANB fiscal transactions since WANB's inception. It was during this review that WANB staff discovered that that in program year 2016-17, one of its AJCC contractors, MPIC, inc had billed the JPA/WANB for \$58,745 more than what was stipulated in their contractual agreement and that the WANB Fiscal Services team had paid MPIC the full amount invoiced.

STAFF RECOMMENDATION

Receive report on the overpayment to MPIC, Inc. and provide specific direction to staff regarding debt collection approach.



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: ATTACHMENT IIIF1 - ADULT, DISLOCATED WORKER, YOUTH PERFORMANCE REPORTS
DATE: SEPTEMBER 28, 2018
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, 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 in 2017.
- Work with the regional board and the Governor to negotiate local performance accountability measures as part of the local plan in 2017.
- 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 planned vs actual carry-in numbers, enrollment and exit numbers 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.

STAFF RECOMMENDATION

Receive status report on Workforce Alliance AJCC/One-Stop Centers for Program Year 2017-18. Provide direction to staff as appropriate.

ADULT / DISLOCATED WORKER PERFORMANCE

CAREERPOINT LAKE

Mendocino Private Industry Council
Fiscal Year 2017-2018 (Quarter 4)

Funding		
Total Allocation:	\$405,144	100%
Expenditures:	\$405,144	Funds spent by end of year
Cost Per Participant		
Proposed:	\$3,641	101%
Actual:	\$3,933	The percent of planned participants enrolled. Planned to serve 102, served 103, 77 were new
Training Expenditures		
Required:	\$135,048	103%
Expenditures:	\$139,638	
Training:	\$113,697	
Leverage:	\$25,941	
MPIC has exceeded the training expenditure requirement for Lake county.		
Cost of Training (participants in training)		
Proposed:	\$1,286	67%
Actual: (WIOA Funds Only)	\$2,419	Planned participants in training services. Planned 70, Training 47
*Actual: (With total leveraged)	\$2,971	*This total includes WIOA funds and total leveraged funds. 58% of allowed leverage was attained to contribute to the training expenditure requirement.
Entered Employment		Credential Rates (of those in training)
64%	Participants who exited the program with a job	60%
42%	Participants who received training and exited to training-related jobs	Participants in training services who received at minimum a certificate
Retention Rates		Population Demographics
Pending Data		62
Participants who retain their job at least 90 days after program exit.		Barriers identified by enrollees
		115
		Low income & public assistance identified by enrollees

ADULT PERFORMANCE

CAREERPOINT LAKE

Mendocino Private Industry Council
Fiscal Year 2017-2018 (Quarter 4)

Funding

Total Allocation:	\$231,282	100%
Expenditures:	\$231,282	Funds spent by end of year

Cost Per Participant

Proposed:	\$3,641	100%
Actual:	\$3,920	The percent of planned participants enrolled. Planned 59, Served 59, 46 were new

Training Expenditures

Required:	\$77,094	101%
Expenditures:	\$77,597	
Training:	\$68,353	MPIC has met the training expenditure requirement for Lake county.
Leverage:	\$9,244	

Cost to Train (participants in training)

Proposed:	\$1,285	78%
Actual: (WIOA Funds Only)	\$2,205	The percent of planned participants in training services. Planned 40, Training 31
*Actual: (With total leveraged)	\$2,503	*This total includes WIOA funds and total leveraged funds.

Entered Employment

65%	Participants who exited the program with a job
42%	Participants who received training and exited to training-related jobs

Credential Rates (of those in training)

71%	Participants in training services who received at minimum a certificate
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Retention Rates

Pending Data
Participants who retain their job at least 90 days after program exit.

Population Demographics

49	Barriers identified by enrollees
89	Low income & public assistance identified by enrollees

DISLOCATED WORKER PERFORMANCE

CAREERPOINT LAKE

Mendocino Private Industry Council
Fiscal Year 2017-2018 (Quarter 4)

Funding		
Total Allocation:	\$173,862	100%
Expenditures:	\$173,862	Funds spent by end of year
Cost Per Participant		
Proposed:	\$3,641	102%
Actual:	\$3,951	The percent of planned participants enrolled. Planned 43, Served 44, 31 were new
Training Expenditures		
Required:	\$57,954	107%
Expenditures:	\$62,042	
Training:	\$45,344	
Leverage:	\$16,698	
MPIC has met the training expenditure requirement for Lake county.		
Cost to Train (participants in training)		
Proposed:	\$1,288	53%
Actual:	\$2,834	The percent of planned participants in training services Planned 30, Training 16
(WIOA Funds Only)		
*Actual:	\$3,878	*This total includes WIOA funds and total leveraged funds.
(With total leveraged)		
Entered Employment		Credential Rates (of those in training)
62%	Participants who exited the program with a job	38%
42%	Participants who received training and exited to training-related jobs	Participants in training services who received at minimum a certificate
Retention Rates		Population Demographics
Pending Data		13 Barriers identified by enrollees
Participants who retain their job at least 90 days after program exit.		26 Low income & public assistance identified by enrollees

YOUTH PERFORMANCE CAREERPOINT LAKE

Redwood Community Services, Inc.
Fiscal Year 2017-2018 (Quarter 4)

Funding

Total Allocation: \$170,505

RCS has spent 100% of the funding by end of the year.

Expenditures: \$170,505

Expenditure School Status

Out of School: \$170,505

100% of RCS funding has been spent on Out of School Youth.

In School: \$0

Cost Per Participant

Proposed: \$4,872

RCS planned to serve 35 participants and is serving 15 - 43% of their goal. 14 of these are new participants.

Actual: \$11,367

Work Experience

Required: \$37,890

RCS has met 37% of their goal for Work Experience by end of the year.

Actual: \$14,032

Cost Per Work Experience

Actual: \$4,677

3 participants were provided with paid Work Experience.

Entered Employment

43%

Participants who exit the program with a job.

Population Demographics

105

Barriers identified by enrollees

56

Low income & public assistance identified by enrollees

ADULT / DISLOCATED WORKER PERFORMANCE

CAREERPOINT MENDOCINO

Mendocino Private Industry Council
Fiscal Year 2017-2018 (Quarter 4)

Funding		
Total Allocation:	\$429,965	101%
Expenditures:	\$433,127	Funds spent by end of year
Cost Per Participant		
Proposed:	\$4,012	103%
Actual:	\$4,867	The percent of planned participants enrolled. Planned to serve 86, served 89, 41 were new
Training Expenditures		
Required:	\$143,322	108%
Expenditures:	\$155,393	
Training:	\$109,667	
Leverage:	\$45,726	
MPIC has exceeded the training expenditure requirement for Mendocino county.		
Cost to Train (participants in training)		
Proposed:	\$1,517	81%
Actual:	\$1,232	Planned participants in training services. Planned 63, Training 51
(WIOA Funds Only)		
*Actual:	\$1,746	*This total includes WIOA funds and total leveraged funds. Mendocino leveraged 96% of what is allowed to contribute to the training expenditure requirement.
(With total leveraged)		
Entered Employment		Credential Rates (of those in training)
83%	Participants who exited the program with a job	33%
54%	Participants who received training and exited to training-related jobs	Participants in training services who received at minimum a certificate
Retention Rates		Population Demographics
Pending Data		26
Participants who retain their job at least 90 days after program exit.		Barriers identified by enrollees
		79
		Low income & public assistance identified by enrollees

ADULT PERFORMANCE CAREERPOINT MENDOCINO

Mendocino Private Industry Council
Fiscal Year 2017-2018 (Quarter 4)

Funding		
Total Allocation:	\$207,920	102%
Expenditures:	\$212,009	Funds spent by end of year
Cost Per Participant		
Proposed:	\$4,036	122%
Actual:	\$3,855	The percent of planned participants enrolled. Planned 45, Served 55, 27 were new
Training Expenditures		
Required:	\$69,307	121%
Expenditures:	\$83,606	
Training:	\$70,585	
Leverage:	\$13,021	
MPIC has met the training expenditure requirement for Mendocino County.		
Cost to Train (participants in training)		
Proposed:	\$1,400.13	103%
Actual:	\$1,283	The percent of planned participants in training services Planned 33, Training 34
(WIOA Funds Only)		
*Actual:	\$1,520	*This total includes WIOA funds and total leveraged funds.
(With total leveraged)		
Entered Employment		Credential Rates (of those in training)
79%	Participants who exited the program with a job	50%
88%	Participants who received training and exited to training-related jobs	Participants in training services who received at minimum a certificate
Retention Rates		Population Demographics
Pending Data		20
Participants who retain their job at least 90 days after program exit.		69
		Barriers identified by enrollees
		Low income & public assistance identified by enrollees

DISLOCATED WORKER PERFORMANCE

CAREERPOINT MENDOCINO

Mendocino Private Industry Council
Fiscal Year 2017-2018 (Quarter 4)

Funding		
Total Allocation:	\$222,045	100%
Expenditures:	\$221,119	Funds spent by end of year
Cost Per Participant		
Proposed:	\$3,987	83%
Actual:	\$6,503	The percent of planned participants enrolled Planned 41, Served 34, 14 were new
Training Expenditures		
Required:	\$74,015	97%
Expenditures:	\$71,787	
Training:	\$39,082	
Leverage:	\$32,705	
MPIC has met the training expenditure requirements for Mendocino county.		
Cost to Train (participants in training)		
Proposed:	\$1,645	57%
Actual:	\$2,299	The percent of planned participants in training services Planned 30, Training 17
(WIOA Funds Only)		
*Actual:	\$4,223	*This total includes WIOA funds and total leveraged funds.
(With total leveraged)		
Entered Employment		Credential Rates (of those in training)
88%	Participants who exited the program with a job	24%
40%	Participants who received training and exited to training-related jobs	Participants in training services who received at minimum a certificate
Retention Rates		Population Demographics
Pending Data		6
Participants who retain their job at least 90 days after program exit.		Barriers identified by enrollees
		10
		Low income & public assistance identified by enrollees

YOUTH PERFORMANCE CAREERPOINT MENDOCINO

Redwood Community Services, Inc.
Fiscal Year 2017-2018 (Quarter 4)

Funding

Total Allocation: \$206,347

RCS has spent 100% of the funding by end of the year.

Expenditures: \$206,347

Expenditure School Status

Out of School: \$206,347

100% of RCS funding has been spent on Out of School Youth.

In School: \$0

Cost Per Participant

Proposed: \$5,262

RCS planned to serve 35 participants and has served 30 - 86% of their goal. 16 of these are new participants.

Actual: \$6,878

Work Experience

Required: \$36,834

RCS has met 124% of their goal for Work Experience by end of the year.

Actual: \$45,682

Cost Per Work Experience

Actual: \$4,568

10 participants were provided with paid Work Experience. 2 participants were provided with unpaid Work Experience.

Entered Employment

35%

Participants who exit the program with a job.

Population Demographics

125

Barriers identified by enrollees

3

Low income & public assistance identified by enrollees

ADULT / DISLOCATED WORKER PERFORMANCE

CAREERPOINT MARIN

Marin County Health & Human Services
Fiscal Year 2017-2018 (Quarter 4)

Funding		
Total Allocation:	\$494,393	92%
Expenditures:	\$454,841	Funds spent by end of year
*Cost Per Participant		
Proposed:	\$4,875	76%
Actual:	\$5,907	The percent of planned participants enrolled. Planned to serve 101, Served 77, 37 were new
Training Expenditures		
Required:	\$164,798	
Expenditures:	\$77,735	47%
Training:	\$22,858	Percent of training expenditure requirement attained by Marin County H&HS by end of year.
*Leverage:	\$54,878	*Maximum leveraged amount equal to a third of the training requirement
Cost of Training (participants in training)		
Proposed:	\$4,578	83%
Actual: (WIOA Funds Only)	\$1,143	Planned participants in training services Planned 24, Training 20
*Actual: (With total leveraged)	\$5,080	*This total includes WIOA funds and total leveraged funds. Marin leveraged over 43% more than is allowed to contribute to the training expenditure requirement.
Entered Employment		Credential Rates (of those in training)
75%	Participants who exit the program with a job	15%
44%	Participants who received training and exited to training-related jobs	Participants in training services who received at minimum a certificate
Retention Rates		Population Demographics
Pending Data		53
Participants who retain their job at least 90 days after program exit.		115
		Barriers identified by enrollees
		Low income & public assistance identified by enrollees

ADULT PERFORMANCE CAREERPOINT MARIN

Marin County Health & Human Services
Fiscal Year 2017-2018 (Quarter 4)

Funding		
Total Allocation:	\$321,401	94%
Expenditures:	\$301,625	Funds spent by end of the year
Cost Per Participant		
Proposed:	\$4,043	81%
Actual:	\$4,788	The percent of planned participants enrolled. Planned 78, Served 63, 35 were new
Training Expenditures		
Required:	\$107,134	43%
Expenditures:	\$45,647	
Training:	\$18,208	Percent of training expenditure requirement met by end of year
*Leverage:	\$27,439	*Maximum leveraged amount
Cost of Training (participants in training)		
Proposed:	\$4,761	113%
Actual: (WIOA Funds Only)	\$1,071.05	Planned participants in training services Planned 15, Training 17
Entered Employment		Credential Rates (of those in training)
74%	Participants who exit the program with a job	12%
46%	Participants who received training and exited to training-related jobs	Participants in training services who received at minimum a certificate
Retention Rates		Population Demographics
Pending Data		52
Participants who retain their job at least 90 days after program exit.		Barriers identified by enrollees
		111
		Low income & public assistance identified by enrollees

DISLOCATED WORKER PERFORMANCE

CAREERPOINT MARIN

Marin County Health & Human Services
Fiscal Year 2017-2018 (Quarter 4)

Funding		
Total Allocation:	\$172,992	89%
Expenditures:	\$153,216	Funds spent by end of the year
Cost Per Participant		
Proposed:	\$6,139	61%
Actual:	\$10,944	The percent of planned participants enrolled Planned 23, Served 14, 2 were new
Training Expenditures		
Required:	\$57,664	56%
Expenditures:	\$32,089	
Training:	\$4,650	
*Leverage:	\$27,439	
		Percent of training expenditure met by end of year *Maximum leveraged amount
Cost of Training (participants in training)		
Proposed:	\$4,271	33%
Actual: (WIOA Funds Only)	\$1,550	Planned participants in training services Planned 9, Training 3
Entered Employment		Credential Rates (of those in training)
77%	Participants who exit the program with a job	33%
40%	Participants who receive training and exited to training-related jobs	Participants in training services who received at minimum a certificate
Retention Rates		Population Demographics
Pending Data		1 Barriers identified by enrollees
Participants who retain their job at least 90 days after program exit.		4 Low income & public assistance identified by enrollees

YOUTH PERFORMANCE CAREERPOINT MARIN

Petaluma Peoples Services
Fiscal Year 2017-2018 (Quarter 4)

Funding

Total Allocation:	\$137,040	22%
Expenditures:	\$30,468	Funds spent by end of year (Invoicing began in January 2017)

Expenditure School Status

Out of School:	\$30,468	100%	75% of funding must be spent on Out of School Youth.
In School:	\$ -	0%	

Cost Per Participant

Proposed:	\$7,305	PPS planned to serve 19 participants and has served 3 participants - 16% of their goal. 3 of these are new participants.
Actual:	\$10,156	

Work Experience

Required:	\$30,453	PPS has not had any participants in work experiences.
Actual:	\$0	

Cost Per Work Experience

Actual:	\$0	PPS has not had any participants in work experiences.
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Entered Employment

N/A
PPS has not had any participants exit the program.

Population Demographics

16 Barriers identified by enrollees
9 Low income & public assistance identified by enrollees

ADULT / DISLOCATED WORKER PERFORMANCE

CAREERPOINT NAPA

Napa County Health & Human Services
Fiscal Year 2017-2018 (Quarter 4)

Funding

Total Allocation:	\$477,890	100%
Expenditures:	\$477,890	Funds spent by end of year

*Cost Per Participant

Proposed:	\$4,757	137%
Actual: (WIOA Funds Only)	\$1,377	The percent of planned participants enrolled. Planned 123, Served 168, 88 were new
Actual: (Combined Funds)	\$4,473	*Actual cost per is listed twice. The first amount reflects the total cost using only the budgeted WIOA funds. The second amount includes the funding the County of Napa contributed after the WIOA funds were exhausted.

Training Expenditures

Required:	\$159,297	
Expenditures:	\$109,330	69%
Training:	\$87,241	Percent of training expenditure requirement attained by Napa County H&HS by end of year.
Leverage:	\$22,089	

Cost of Training (participants in training)

Proposed:	\$2,723	186%
Actual: (WIOA Funds Only)	\$1,342	Planned participants in training services Planned 39, Training 65
*Actual: (With total leveraged)	\$1,682	*This total includes WIOA funds and the total leveraged funds. Napa leveraged 42% of what is allowed to contribute to the training expenditure requirement.

Entered Employment

75%	Participants who exit the program with a job
46%	Participants who received training and exited to training -related jobs

Credential Rates (of those in training)

28%	Participants in training services who received at minimum a certificate
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Retention Rates

Pending Data
Participants who retain their job at least 90 days after program exit.

Population Demographics

139	Barriers identified by enrollees
237	Low income & public assistance identified by enrollees

ADULT PERFORMANCE CAREERPOINT NAPA

Napa County Health & Human Services
Fiscal Year 2017-2018 (Quarter 4)

Funding

Total Allocation:	\$231,341	100%
Expenditures:	\$231,341	Funds spent by end of year

*Cost Per Participant

Proposed:	\$3,630	212%
Actual: (WIOA Funds Only)	\$1,881	The percent of planned participants enrolled Planned 58, Served 123, 68 were new
Actual: (Combined Funds)	\$3,652	* Actual cost per is listed twice. The first amount reflects the total cost using only the budgeted WIOA funds. The second amount includes the funding the County of Napa contributed after the WIOA funds were exhausted.

Training Expenditures

Required:	\$77,114	
Expenditures:	\$67,444	87%
Training:	\$45,355	Percent of training expenditure requirement met by
Leverage:	\$22,089	end of year

Cost of Training (participants in training)

Proposed:	\$3,955	323%
Actual: (WIOA Funds Only)	\$1,080	Planned participants in training services Planned 13, Training 42

Entered Employment

73%	Participants who exit the program with a job
42%	Participants who received training and exited to training -related jobs

Credential Rates (of those in training)

33%	Participants in training who received at minimum a certificate
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Retention Rates

Pending Data
Participants who retain their job at least 90 days after program exit.

Population Demographics

121	Barriers identified by enrollees
201	Low income & public assistance identified by enrollees

DISLOCATED WORKER PERFORMANCE

CAREERPOINT NAPA

Napa County Health & Human Services
Fiscal Year 2017-2018 (Quarter 4)

Funding

Total Allocation:	\$246,549	100%
Expenditures:	\$246,549	Funds spent by end of year

*Cost Per Participant

Proposed:	\$3,524	69%
Actual: (WIOA Funds Only)	\$5,479	The percent of planned participants enrolled
Actual: (Combined Funds)	\$6,715	Planned 65, Served 45, 20 were new
*Actual cost per is listed twice. The first amount reflects the total cost using only the budgeted WIOA funds. The second amount includes the funding the County of Napa contributed after the WIOA funds were exhausted.		

Training Expenditures

Required:	\$82,183	
Expenditures:	\$41,886	51%
Training:	\$41,886	Percent of training expenditure requirement met by
Leverage:	\$0	end of year

Cost of Training (participants in training)

Proposed:	\$2,107	88%
Actual:	\$1,821	Planned participants in training services
		Planned 26, Training 23

Entered Employment

79%	Participants who exit the program with a job
52%	Participants who received training and exited to training related jobs

Credential Rates (of those in training)

17%
Participants in training services who received at minimum a certificate

Retention Rates

Pending Data
Participants who retain their job at least 90 days after program exit.

Population Demographics

18	Barriers identified by enrollees
36	Low income & public assistance identified by enrollees

YOUTH PERFORMANCE CAREERPOINT NAPA

Napa County H&HS (On The Move)
Fiscal Year 2017-2018 (Quarter 4)

Funding

Total Allocation: \$261,012

H&HS and On The Move spent 98% of the funding by end of the year.

Expenditures: \$257,075

Expenditure School Status

Out of School: \$238,571 93%

75% of funding must be spent on Out of School Youth.

In School: \$18,505 7%

Cost Per Participant

Proposed: \$7,010

Napa County H&HS planned to serve 37 participants and has served 43 participants - 116% of their goal. 17 of these are new participants.

Actual: \$5,978

Work Experience

Required: \$58,003

Napa County H&HS has met 78% of the Work Experience requirement by end of year.

Actual: \$45,345

Cost Per Work Experience

Actual: \$1,813.79

25 participants were provided with paid Work Experience.

Entered Employment

22%

Participants who exit the program with a job.

Population Demographics


109

Barriers identified by enrollees

57

Low income & public assistance identified by enrollees

Workforce Alliance of the North Bay
Providers of Services Report for Program Year 2017-2018, Quarter 4, 100% of Program Year

			Carry-ins	New Clients	Total Enrolled			Placements Area Plan = 80%			Exits Area Plan = 80%			Training Area Plan = 90%			Expenditures Quarter 4			
					(Qtr 4) Actual	Area Plan Qtr 4/ PY	% Achieved of Qtr 4	(Qtr 4) Actual	Area Plan Qtr 4/ PY	% Achieved of Qtr 4	(Qtr 4) Positive Exits	(Qtr 4) Negative Exits	(Qtr 4) % of Positive Exits to Total Exits	(Qtr 4) Actual	30% of Enrollments / Total Enrolled	% Achieved 30% Enrolled In Training	(Qtr 4) Actual Invoiced	Budget to PY	Total % Achieved	Combined
Lake	MPIC	Adult	13	46	59	59/59	100%	28	21/21	133%	28	15	65.1%	31	18/59	175.1%	\$231,282	\$231,282	100.0%	100%
		Dislocated Worker	13	31	44	43/43	102%	21	13/13	162%	21	13	61.8%	16	13/44	121.2%	\$173,862	\$173,862	100.0%	
Mendocino	MPIC	Adult	28	27	55	45/45	122%	26	18/18	144%	26	7	78.8%	34	17/55	206.1%	\$212,009	\$207,920	102.0%	101%
		Dislocated Worker	20	14	34	41/41	83%	22	14/14	157%	22	3	88.0%	17	10/34	166.7%	\$221,119	\$222,045	99.6%	
Marin	Marin HHS	Adult	28	35	63	78/78	81%	26	15/15	173%	26	9	74.3%	17	19/63	89.9%	\$301,625	\$321,401	93.8%	92%
		Dislocated Worker	12	2	14	23/23	61%	10	6/6	167%	10	3	76.9%	3	4/14	71.4%	\$153,216	\$172,992	88.6%	
Napa	Napa HHS	Adult	55	68	123	58/58	212%	74	19/19	389%	74	27	73.3%	42	37/123	113.8%	\$231,341	\$231,341	100.0%	100%
		Dislocated Worker	25	20	45	65/65	69%	26	22/22	118%	26	7	78.8%	23	14/45	170.4%	\$246,549	\$246,549	100.0%	
System Totals			194	243	437						233	84					\$1,771,002	\$1,807,392	98.0%	

Enrolled

	95% and above
	90% to 94.9%
	89.9% or below

Staff Comments:

Lake: Adult -

Placements

	80% and above
	70% to 79.9%
	69.9% and below

Lake: Dislocated Worker -

Mendocino: Adult -

Exits

	80% and above
	70% to 79.9%
	69.9% and below

Mendocino: Dislocated Worker -

Marin: Adult -

Training

	90% and above
	80% to 89.9%
	79.9% and below

Marin: Dislocated Worker -

Expenditures

	100% and above
	80% to 99.9%
	79% or below

Napa: Adult -

Napa: Dislocated Worker -



INTRIGUE. INFORM. INSPIRE.

Research Outcomes

- Peer reviewed research shows that young people who experience 4 or more school-mediated employer contacts as teens go on to earn as young adults 18% more on average than comparable peers with no such experience.
- Furthermore, with just 2+ contacts (career talks, work experience, worksite visits), young people were 5-20% less likely to be NEET
- More generally, When asked, 95% of young people reported that they would like more employers to be involved in providing advice and guidance about careers and jobs.

Therefore:

- More is more, when it comes to employer engagement.
- Start young.
- Students should do different activities with different employers. Different impacts can result, depending on the individual student.

BrightFutures Product Line



Career Ambassadors

The cornerstone of the BrightFutures program. They are the main resource of real world information, providing youth with a view of the needed education, training, job search and workplace readiness they will need for their future career.



How it works

Only 1 hour per year



Volunteers

Step 1



I am a
Graphic
Designer

I work in
Birmingham

I took the
following
career route...

I can talk
about...

Step 2



I've just
received an
invitation from
a school to a
careers event



Step 3



I really enjoyed
meeting young people
and talking to them

Step 4

Schools and Colleges



Sign up to find volunteers
willing to visit your school
or college



Decide which volunteers
to invite, e.g.

- ☒ Graphic Designer
- ☐ Apprentice Engineer
- ☐ Nurse
- ☐ Architect
- ☐ Chef

Send them
a message



To:

Would you
like to attend
a careers fair
at ...?

From:

After the careers talk

That's made me
think of the different
options open to
me...



Graphic credit: Education and Employers

BrightFutures Product Line



Career Hubs

The centers will be equipped with modern technology and staffed by educators and volunteers. The career hubs will provide a space for youth to explore careers.



BrightFutures Product Line



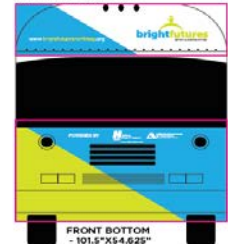
The Career Explorer

The Career Explorer will be equipped with the same resources as the career hubs but will be a mobile unit that is able to connect us to young people in the outer areas of or region.

DRIVER - 375"X120"



FRONT TOP - 101.5"X28"



FRONT BOTTOM - 101.5"X54.625"

REAR - 96"X109.75"



PASSENGER - 375"X120"



BrightFutures Product Line



Career Exploration Resources

A wide range of tools, resources and activities will be provided for youth to explore their career interests including career videos, career workshops, work experience & internships.

fall
 winter
 spring

www.humanities.ucla.edu/hcps
please check our website for event updates!

oct 19 CBS on Tour! Learn about career opportunities with this television powerhouse!	nov 2 The Ins & Outs of Applying for Graduate School Get the scoop on the do's and don'ts of applying to graduate school.	nov 9 Academic & Professional School Panel Get insider knowledge from faculty members about getting into grad/professional school.	nov 16 Statement of Purpose Workshop Gain best practices and techniques to write an effective statement of purpose. Then work one-on-one with current graduate students to create, review, and revise your statement of purpose. RSVP is required.	jan 18 The Art of Finding a Career at a Museum or Arts Non profit Experienced staff from various museums and arts non profit organizations in Los Angeles discuss employment opportunities at their institutions.
jan 25 What to do with Your Gap Year Representatives from organizations such as the Peace Corps, Teach for America, City Year and more speak about how to optimize your gap year.		feb 8 Resume and Cover Letter Workshop Designed specifically for Humanities students, this workshop will address which skills Humanities students should highlight in their resumes and cover letters.	feb 22 Internships! Build your resume and work experience by finding an internship! A panel of UCLA alumni will speak about their own internship experiences and their current careers.	mar 1 Leveraging Your Humanities Degree in non-Humanities Careers Meet a panel of Humanities alumni whose career trajectories have moved away from the traditional fields associated with their majors.
apr 19 Government Career/Internship Opportunities A panel of representatives from governmental agencies will discuss how to better your chances of securing a career in the government.	apr 26 Careers in Languages & Communication Translate your foreign language skills into a career! Representatives from various industries will discuss why and how their respective fields recruit students with backgrounds in languages other than English.	may 17 Careers in Education and Student Affairs Want to become a teacher? Do you want to find a career in student affairs? Take advantage of an opportunity to learn about careers in education by networking with professionals and exploring our resource fair.		may 24 Careers in Management Learn how your Humanities degree can help you reach the top of the career ladder.



XR Marin Regional Training Center Partners


Marin County Office of Education

Novato Unified School District

College of Marin

Marin County Free Library

Workforce Alliance of the North Bay

A photograph of two students in a laboratory setting, both wearing VR headsets. They are looking at a red and white robotic arm that is holding a small, glowing red cube. The student on the right is wearing a plaid shirt and has his hand near his face, while the student on the left is wearing a grey shirt. The background is dark and industrial.

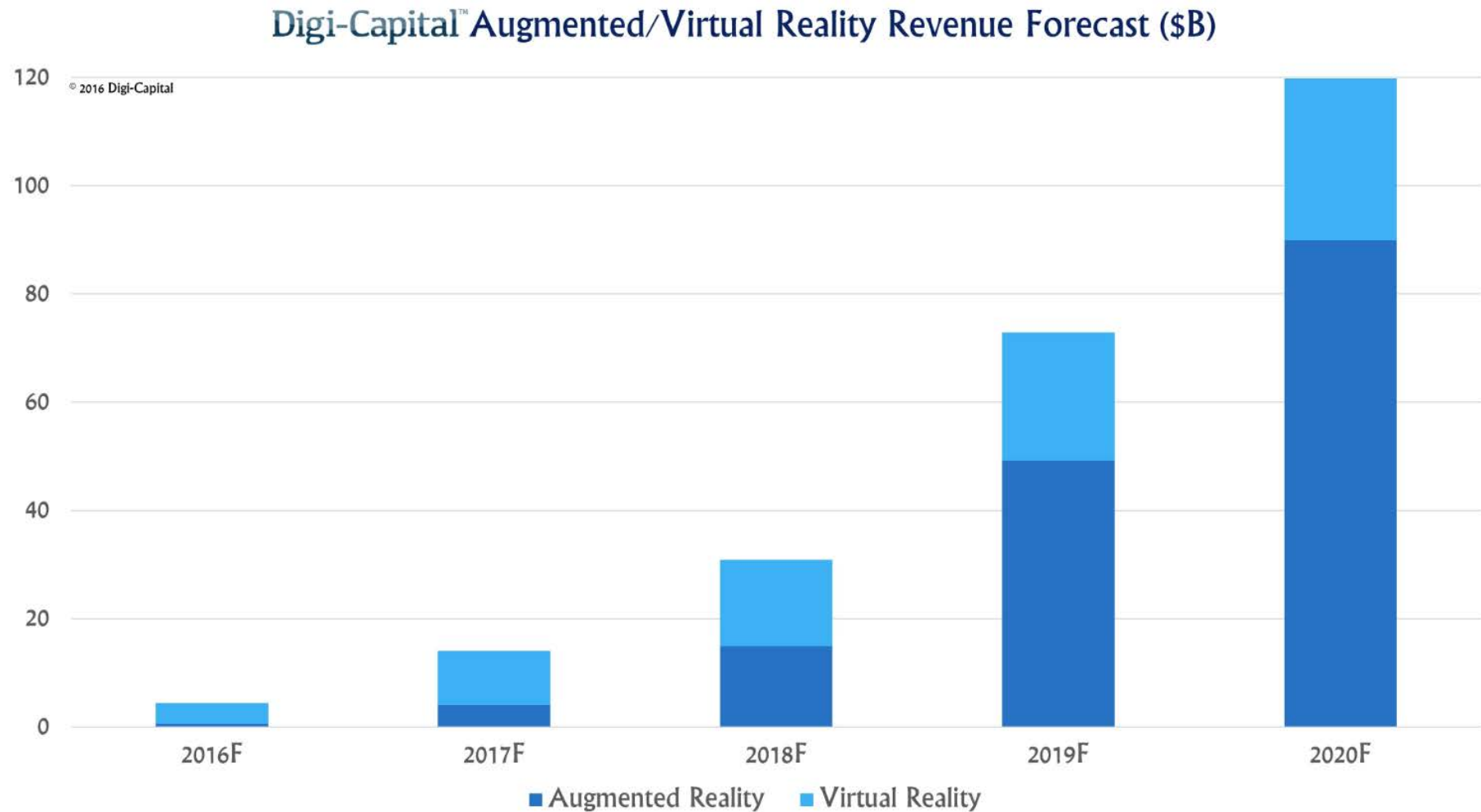
Preparing students of today for
the workforce of tomorrow.



Follow The Money

- Google
- Microsoft
- Facebook
- Apple

Market Forecast





TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: ATTACHMENT IVD1 - LOCAL AND REGIONAL PLAN UPDATE
DATE: SEPTEMBER 28, 2018
CC: FILE

Under WIOA, a biennial update of regional and local plans is required in order to ensure plans remain current and account for “changes in labor market and economic conditions or in other factors affecting the implementation of the local plan” (29 U.S. Code § 3123).

The California Workforce Development Board (State Board) has made changes to the State Plan which require that Local Boards update their plans to keep them consistent with the policy direction of the State Plan.

New state level partnership agreements with:

- California Department of Social Services (CDSS), the County Welfare Directors Association (CWDA), and the CWA with the goal of improving labor market outcomes for all recipients of CalFresh
- California Department of Child Support Services (DCSS) with the goal of improving labor market outcomes for unemployed, underemployed, and payment-delinquent non-custodial parents
- Updated Dept of Rehabilitation partnership agreement which includes new language about how workforce, DOR, and additional Competitive Integrated Employment (CIE) partners will collaborate to create more CIE opportunities for Californians with intellectual and developmental disabilities.
- California Department of Corrections (CDCR), the California Prison Industry Authority (CALPIA), and the California Workforce Association (CWA), with the goal of improving labor market outcomes of the state’s formerly-incarcerated population.

Local Plan Update:

- Coordination of services for CalFRESH recipients
- Coordination of services with local Child Support Agency
- Strategies to enhance Competitive Integrated Employment
- Services for English language learners, the foreign born and refugees

Regional Plan Update:

- Description of efforts to align, coordinate, and integrate reentry and workforce services for the formerly incarcerated and other justice-involved individuals
- Compliance with state requirements pertaining to Multi-Core Craft Curriculum (MC3) pre-apprenticeship partnerships.
- Required regional self assessment using Indicators of Regional Coordination and Alignment

State requirements for community engagement:

- After hours “listening session”
- Required outreach to state’s “Directory of Planning Partners”
- List of required partners by subject area
- Public posting of meeting notices on website, in AJCC, and lobby locations
- Notify the state board of meeting schedule to be posted on State website

30 day public comment period on draft plan, most likely Feb 2019