



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

## WANB EXECUTIVE COMMITTEE MEETING AGENDA

**Wednesday April 10, 2019**  
**9:00 AM**

**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

### CALL TO ORDER

- |    |   |
|----|---|
| I. | A. Introductions & Call to Order<br>B. Public Comment |
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### CONSENT CALENDAR

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

- |     |   |
|-----|---|
| II. | A. Executive Committee February 2019 Meeting Minutes [Attachment II.A]<br>B. Confirm Approval of WANB Agreements [Board Letter II.B]<br>C. Appointment of Advisory Subcommittee Nominations (Lake, Marin, Mendocino and Napa) [Board Letter II.C, Attachment II.C]<br>D. Approve WANB Policies [Attachment II.D]<br>a. Debt Collection<br>b. Property – Purchasing, Inventory, and Disposal<br>c. Oversight and Monitoring<br>d. Selective Service<br>e. Subrecipient Audit Resolution<br>E. Ratify / Accept 2 <sup>ND</sup> Quarter 2018-19 Program Reports [Board Letter II.E, Attachment II.E] |
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### REGULAR CALENDAR

- |      |   |
|------|---|
| III. | A. Discuss 2019 Regional Workforce Board Meeting Schedule [Attachment III.A] <b>(Possible Action)</b><br>B. Approve P2E Regional Grant Proposal Application [Board Letter III.B] <b>(Action)</b><br>C. Approve Local and Regional Workforce Development Plan Update [Board Letter III.C] <b>(Action)</b><br>D. Approve Memorandum of Understanding (MOU) with Napa County Board of Supervisors and Governing Board outlining structure and responsibilities [Board Letter III.D, Attachment III.D] <b>(Action)</b><br>E. Approve Clifton Larsen Allen Single Audit Report for period ending June 2018 <b>(Action)</b> |
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### INFORMATION / DISCUSSION ITEMS

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|-----|--|
| IV. | A. Board Member Orientation & Engagement |
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### MEMBER / DIRECTOR REPORTS

- |    |                          |
|----|--------------------------|
| V. | A. Member<br>B. Director |
|----|--------------------------|

### ADJOURN

- |     |                 |
|-----|-----------------|
| VI. | A. Next Meeting |
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## REGIONAL WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, February 13, 2019 9:00 AM

### Locations:

**Napa County: Workforce Alliance of the North Bay Offices  
1546 First Street, Second Floor, Napa, CA**

**Lake County: 21735 Dry Creek Cut Off, Middletown, CA**

**Mendocino County: 25550 N. State Street, Ukiah, CA**

### CALL TO ORDER

- |    |   |
|----|---|
| I. | <p>Napa Advisory Committee Chair, Mary Ann Mancuso, called the meeting to order at 9:04.</p> <p>Members Present: Mary Ann Mancuso, Monica Rosenthal, Lene Vinding, Susan Byrne</p> <p>Members Absent: Jeri Hansen</p> <p>Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Operations Officer, Laura Davis; Operations Analyst, Sylwia Palczewska; Fiscal Officer, Taylor Swain; Business Services Representative, Stacey Caico.</p> <p>Guests: Self Sufficiency Manager, Employment Services Division, CareerPoint Napa, Teresa Brown; Regional Workforce Development Advisor with EDD North Bay, Tim Reynaga,</p> <p>Public Comment: None</p> |
|----|---|

### CONSENT CALENDAR

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- |     |  |
|-----|--|
| II. | <p>Mancuso opened the Consent Calendar for discussion.</p> <p style="padding-left: 20px;">A. December 12, 2018 Meeting Minutes (Attachment A)</p> <p>Motion made to approve December 12, 2018 meeting minutes. M/S: Monica Rosenthal / Lene Vinding</p> <p>Motion carried: 3-0<br/>Yea: 3<br/>Nay: 0<br/>Abstentions: Susan Byrne<br/>Absent: Jeri Hansen</p> <p style="padding-left: 20px;">B. Motion made to approve the following policies recommended for approval by the Policy and Oversight Committee:</p> <p style="padding-left: 40px;">b. Priority of Service for Veterans and Spouses</p> |
|-----|--|

	<ul style="list-style-type: none"><li>c. Training Expenditure Requirement</li><li>d. Equal Opportunity Compliance Monitoring</li><li>e. Cellular Phone Allowance</li></ul> <p>M/S: Monica Rosenthal / Susan Byrne Motion carried: 4-0 Yea: 4 Nay: 0 Abstentions: 0 Absent: Jeri Hansen</p> <p>Mancuso asked for the clarification on the Grievance and Complaint Resolution. Operations Officer Davis explained that each service provider counselor explains this policy to potential individual, who then sign the form that policy has been explained to them. It is service provider’s responsibility to assist an individual to complete the form and file a complaint. Motion made to accept:</p> <ul style="list-style-type: none"><li>a. Grievance and Complaint Resolution</li></ul> <p>M/S: Monica Rosenthal / Susan Byrne Motion carried: 4-0 Yea: 4 Nay: 0 Abstentions: 0 Absent: Jeri Hansen</p>
REGULAR CALENDAR	
III.	<p>Mary Ann Mancuso opened the Regular Calendar for discussion.</p> <p>A. Regional Board Nomination (Action) The committee will review and consider recommendation of Amar Inalsingh for membership on the Regional Workforce Development Board</p> <p>Amar Inalsingh has indicated his interest to fill a vacancy on the Regional Workforce Development Board. He currently chairs the Policy and Oversight Subcommittee.</p> <p>Motion made to appoint Amar Inalsingh to the Regional Workforce Board. M/S: Lene Vinding / Monica Rosenthal</p> <p>Motion carried: 4-0 Yea: 4 Nay: 0 Abstentions: 0 Absent: Jeri Hansen</p> <p>B. Local Strategic Plan Modification (Action) Staff will update the Executive Committee on the progress of the local and regional strategic plan update.</p> <p>Executive Director Wilson explained the public is invited to comment on the two-year modification of the Local Strategic Plan, which can be found at <a href="http://workforcealliancencorthbay.org/">http://workforcealliancencorthbay.org/</a> and in local offices. Rosenthal commented there’s a date inconsistency between the agenda and the attachment. Wilson explained the public comment period for the local plan is February 8<sup>th</sup>, 2019 to March 9<sup>th</sup>, 2019.</p>

Motion made to formally open the local modification to the strategic plan for the 30-day public comment effective March 9, 2019. M/S: Susan Byrne / Lene Vinding

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: Jeri Hansen

C. CareerPoint Center Progress (Action)

Staff will present 2<sup>nd</sup> quarter contract progress update of American Job Centers (CareerPoint Centers). Committee will review reports and consider discussion held by Policy and Oversight Committee.

Executive Director Wilson and Fiscal Officer Swain explained fiscal and contract progress as of December 31<sup>st</sup>, 2018 for the CareerPoint Centers for all counties. The PY 2018/2019 Participant Plan, Planned versus Actual, Report containing the Adult, Dislocated Worker, and Youth program numbers was attached located on page 57 of the Agenda Packet. Programs with most concern are Dislocated Workers Fire Grant in Lake County, they planned to serve 15 customers, and nobody has been identified to be served; Youth in Lake, Marin, Mendocino, and Napa Counties are all way below planned new enrollments; Mendocino County is not meeting their Adult new enrollments. Napa and Marin are behind in meeting their dislocated worker new enrollments. The Policy and Oversight Subcommittee directed Workforce Alliance staff to forward these reports to the Executive Committee recommending corrective action plan letters be sent to each service provider who is under-performing to explain why their numbers are low and the specific steps they are taking to increase their enrollments along with a timeline for their solutions.

Motion made to request that staff compose Corrective Action Plan that targets the issue areas and report back to the Executive Board by the next meeting. M/S: Lene Vinding / Susan Byrne

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: Jeri Hansen

D. Contract Ratification and Approval (Action)

Staff will present the following contracts for ratification and approval:

1. Jim Cassio and Associates \$49,900
2. Business U \$20,000
3. Compass Policy \$20,000

Motion made to approve contracts. M/S: Monica Rosenthal / Lene Vinding

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: Jeri Hansen

#### INFORMATION / DISCUSSION ITEMS

IV. A. Prison 2 Employment Regional Grant Submission

North Bay Regional Planning Unit partners – Sonoma and Solano counties in coordination with WANB are applying for the Prison 2 Employment Regional Grant.

	<p>B. BrightFutures Release</p> <p>The first BrightFutures Hub is opening at Vintage High School in Napa. The opening press event will be held on February 25<sup>th</sup>. Wilson invited the Napa Advisory Subcommittee to attend the event.</p> <p>C. Speaker Series</p> <p>There is a plan to organize a one-day conference in cooperation with Sonoma and Solano Counties for staff and partners.</p> <p>Mary Ann Mancuso suggested to change the schedule for the Regional Workforce Development Board Meetings. She suggested that the Board should meet only twice a year, but the meeting should be a significant learning event with speaker guests. Lene and Monica agreed with that proposition. Wilson confirmed that there's great attendance at the retreat, which is a bigger event, while there's a struggle with maintaining quorum at the Regional Board meeting. Wilson will put that suggestion on the agenda for the next Regional Board Meeting for the Executive Board to present that recommendation.</p>
MEMBER/DIRECTOR REPORTS	
V.	<p>A. Member</p> <p>Monica Rosenthal reported that the Economic Strategic Plan for Lake County has been completed and presented on December 12<sup>th</sup> to the City Council and Board of Supervisors and it's moving to the next phase of implementation.</p> <p>B. Director</p> <p>Wilson said that the State asked for a document that clearly outlines the rules and responsibilities for the Napa Board of Supervisors, Workforce Development Board, and Chief Local Elected Official. The document will be presented on the next Regional Board Meeting.</p>
ADJOURN	
VI.	Mary Ann Mancuso adjourned the meeting at 10:40.

## BOARD LETTER II.B



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER IIB – CONFIRM APPROVAL OF WORKFORCE ALLIANCE AGREEMENTS  
**DATE:** APRIL 10, 2019  
**CC:** FILE

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JPA staff solicits Executive Committee confirmation of approval for the following agreements and amendments enacted by the Governing Board:

CONTRACTOR	NEW/ AMENDMENT	AMOUNT	COMMENTS
MPIC, Inc.	New	Lake: \$152,109 Mendo: \$147,676	WIOA Youth Services programs in Lake (difference between the approved amount and the actual amount) and Mendocino Counties.
MPIC, Inc.	Amendment	\$10,000	Provide assistance to NorTEC with staffing Local Assistance Centers (LAC) centers for the Butte Fire Victims.
CliftonLarsonAllen LLP	New	\$15,000	Required single audit.

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

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

### STAFF RECOMMENDATION:

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

## BOARD LETTER II.C



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER II.C– RATIFY APPOINTMENT OF SUBCOMMITTEE NOMINATIONS  
**DATE:** APRIL 10, 2019  
**CC:** FILE

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### BACKGROUND

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

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

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

The following individuals submitted applications for membership to Lake, Marin and Napa County Subcommittees.

County Subcommittee	Name	Title	Affiliation/Other
Napa	Mark Bontrager	Director of Innovation	Partnership Health Plan
Napa	Elena Toscano	Director	Adult Education Consortium
Napa	Mandy Le	Executive Director	American Canyon Chamber
Marin	Jaemi Naish	Director	Tamalpais Adult School
Marin	Katheryn Horton	Dean	College of Marin
Napa	Dianna Chiabotti	Dean	Napa Valley College

### STAFF RECOMMENDATION

Ratify the above individuals for appointment to the WANB subcommittees as noted.





# 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 indicate which group you are applying for:

- ☒ Regional Workforce Development Board (WDB)  
☒ Advisory Subcommittee for NAPA county BW

### Section I. Personal Information

First Name: MARK Last Name: BONTRAGER M.I.:  
 Home Address: [REDACTED] City: NAPA Zip: 94559  
 Mailing Address: City: Zip:  
 Home Phone: [REDACTED] Alternate Phone: [REDACTED]  
 Email Address: mbontrager@partnershiphp.org

### Section II. County / Location

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

### Section III. Occupational Information

Industry Sector: Healthcare  
 Occupation / Title: DIRECTOR OF Regulatory Affairs & Program Development  
 Employer: Partnership HealthPlan of CA


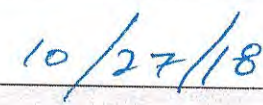


Employer Address: 4665 Business Center Drive		
City: FAIRFIELD	State: CA	Zip: 94534
Employer Phone: 707-419-7913		
<b>Section IV. Eligibility Certification</b>		
<p>Indicate below each membership category for which you are applying. You may mark more than one category but must certify your qualifications 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.</p>		
<input checked="" 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) Name of Business:		
<input type="checkbox"/> Labor Organization Name of Organization:		
<input type="checkbox"/> Joint Labor-Management Apprentice Program Name of Organization:		
<input type="checkbox"/> Community-based Organization Name of Organization:		
<input type="checkbox"/> Adult Education and Literacy Name of Provider:		
<input type="checkbox"/> Higher Education Name of Institution:		
<input type="checkbox"/> Economic and Community Development Name of Entity:		
<input type="checkbox"/> State Employment Office		
<input type="checkbox"/> Vocational Rehab Name of Program:		
<b>Section V.</b>		
Describe how your participation on the WDB would advance Workforce Development programs.		
<p>I work for a large, regional, employer in the healthcare sector. We have over 800 employees and have nearly 100 more openings in a growing sector. Our region covers 14 Northern California counties, including all 4 counties currently covered by the Work Force Alliance of the North Bay. I believe that there are shared interests and synergies between myself &amp; the Alliance. I also have previous experience on this 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.

	
Signature	Date

Send completed applications to:

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

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





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Please indicate which group you are applying for:

- ☒ Regional Workforce Development Board (WDB)  
☒ Advisory Subcommittee for NAPA county EW

### Section I. Personal Information

First Name: Elena Last Name: Toscano M.I.: C  
Home Address: [REDACTED] City: Sonoma CA Zip: 95476  
Mailing Address: [REDACTED] City: Vineburg CA Zip: 95487  
Home Phone: [REDACTED] Alternate Phone: [REDACTED]  
Email Address: elena@nvaec.org

### Section II. County / Location

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

### Section III. Occupational Information

Industry Sector: Education  
Occupation / Title: Program manager, Adult Ed Program  
Employer: Napa Valley Unified School District  
Adult Education



Employer Address: 2425 Jefferson St

City: Napa

State: CA

Zip: 94558

Employer Phone: 707-253-3715

#### Section IV. Eligibility Certification

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

☐ Business Member (Do you represent a "small business" as defined by the U.S. Small Business Administration? ☐ Y ☒ N)

Name of Business:

☐ Labor Organization

Name of

Organization:

☐ Joint Labor-Management Apprentice Program

Name of

Organization:

☐ Community-based Organization

Name of

Organization:

☒ Adult Education and Literacy

Name of Provider: Napa Valley Adult Education / NVUOD

☐ Higher Education

Name of Institution:

☐ Economic and Community Development

Name of Entity:

☐ State Employment Office

☐ Vocational Rehab

Name of Program:

#### Section V.



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

As program manager for the Adult Education Block Grant, I work to align services and resources for Adult Education between Napa Valley Adult Ed and Napa Valley College. We strive to address Career Technical Education, Certification programs, and coursework leading to career changes or advancement, as well as adult basic education (ABE) high school equivalency (HSE) or high school diplomas (HSD)

**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.

	
Signature	Date

Send completed applications to:

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

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





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Please indicate which group you are applying for:

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

### Section I. Personal Information

First Name: Mandy Last Name: Le M.I.: R  
Home Address: [REDACTED] City: American Canyon Zip: 94503  
Mailing Address: 3860 Broadway, Suite 103 City: American Canyon Zip: 94503  
Home Phone: [REDACTED] Alternate Phone:  
Email Address: MandyLe@amcanchamber.org

### Section II. County / Location

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

### Section III. Occupational Information


Industry Sector: Chamber of Commerce  
Occupation / Title: President/CEO  
Employer: American Canyon Chamber of Commerce

Employer Address: 3810 Broadway, Suite 103		
City: American Canyon	State: Ca	Zip: 94503
Employer Phone: 510-875-0228		
<b>Section IV. Eligibility Certification</b>		
<p><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></p>		
<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) Name of Business:		
<input type="checkbox"/> Labor Organization Name of Organization:		
<input type="checkbox"/> Joint Labor-Management Apprenticeship Program Name of Organization:		
<input type="checkbox"/> Community-based Organization Name of Organization:		
<input type="checkbox"/> Adult Education and Literacy Name of Provider:		
<input type="checkbox"/> Higher Education Name of Institution:		
<input checked="" type="checkbox"/> Economic and Community Development Name of Entity: American Canyon Chamber of Commerce		
<input type="checkbox"/> State Employment Office		
<input type="checkbox"/> Vocational Rehab Name of Program:		
<b>Section V.</b>		
Describe how your participation on the WDB would advance Workforce Development programs.		
<p>Connect our businesses to the programs thus helping the businesses develop their workforce.</p>		

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- **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.

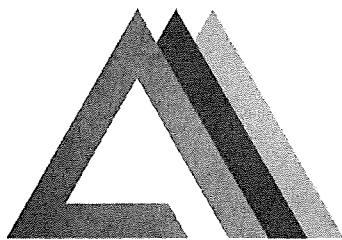
	12-31-18
Signature	Date

Send completed applications to:

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

or email to:

[pborrego@workforcealliancencorthbay.org](mailto:pborrego@workforcealliancencorthbay.org)



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Please indicate which group you are applying for:

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

### Section I. Personal Information

First Name:	<u>Jaemi</u>	Last Name:	<u>Naish</u>	M.I.:	
Home Address:	[REDACTED]		City:	[REDACTED]	Zip: <u>94903</u>
Mailing Address:	[REDACTED]		City:	[REDACTED]	Zip: <u>94907</u>
Home Phone:			Alternate Phone:	[REDACTED]	
Email Address:	<u>jnaish@tamdistrict.org</u>				

### Section II. County / Location

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

### Section III. Occupational Information

Industry Sector:	<u>Education</u>
Occupation / Title:	<u>Director, Tamalpais Adult School</u>
Employer:	<u>TUHSO</u>

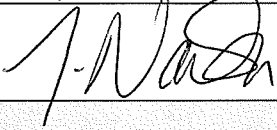

Employer Address: <b>375 Doherty Dr.</b>		
City: <b>Larkspur</b>	State: <b>CA</b>	Zip: <b>94947</b>
Employer Phone:		
<b>Section IV. Eligibility Certification</b>		
<i>Indicate below each membership category for which you are applying. You may mark more than one category but must certify your qualifications for each category for which you are applying. A completed Nomination Form must accompany applications for Business Member, Labor Organization, Adult Education and Literacy and/or Higher Education from an appropriate nominating organization.</i>		
<input type="checkbox"/> Business Member (Do you represent a "small business" as defined by the U.S. Small Business Administration? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N) <i>Name of Business:</i>		
<input type="checkbox"/> Labor Organization <i>Name of Organization:</i>		
<input type="checkbox"/> Joint Labor-Management Apprentice Program <i>Name of Organization:</i>		
<input type="checkbox"/> Community-based Organization <i>Name of Organization:</i>		
<input checked="" type="checkbox"/> Adult Education and Literacy <i>Name of Provider:</i> <b>Tamalpais Adult School</b>		
<input type="checkbox"/> Higher Education <i>Name of Institution:</i>		
<input type="checkbox"/> Economic and Community Development <i>Name of Entity:</i>		
<input type="checkbox"/> State Employment Office		
<input type="checkbox"/> Vocational Rehab <i>Name of Program:</i>		
<b>Section V.</b>		
Describe how your participation on the WDB would advance Workforce Development programs.		
<p>As Director of Tamalpais Adult School (TAS), my participation on the WDB will support advancement of Workforce Development programs in three primary pathways; basic skills and high school equivalency educational offerings, career program development and adult learner referrals. TAS serves 550+ adult learners annually in Marin County in its Larkspur and San Rafael locations. Primary programs offered are English As A Second Language, High School Equivalency, which includes adult diploma and GED preparation, and Career classes. Tam Adult School partners with Career Point Marin (CPM) to provide GED preparation on Monday and Wednesday mornings in San Rafael. Tam Adult School refers students to CPM for job placement and development services, and other career-related training and workshops. Career program development is in conjunction with Sherry Parr at CPM and is in industry-related fields where the need is greatest in Marin County. TAS is a WIOA Title II funded program and is also part of Marin Adult Education Program Consortium.</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.**

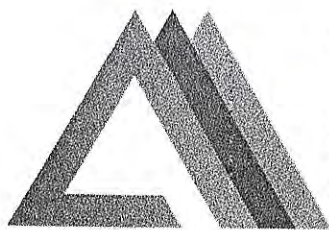
I hereby certify that all statements in this Application are true and complete to the best of my knowledge and execute this Application under penalty of perjury. I further certify that if I am appointed, I will serve fairly, impartially, and to the best of my ability.

	
Signature	Date

Send completed applications to:

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

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



# 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 indicate which group you are applying for:

☒ Regional Workforce Development Board (WDB)

☒ Advisory Subcommittee for Marin county BW

### Section I. Personal Information

First Name: Katheryn

Last Name: Horton

M.I.: M

Home Address: [REDACTED]

City: San Rafael

Zip: 94901

Mailing Address:

City:

Zip:

Home Phone: [REDACTED]

Alternate Phone:

Email Address: kahorton@marin.edu

### Section II. County / Location

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

### Section III. Occupational Information

Industry Sector: All

Occupation / Title: Director of Workforce Programs

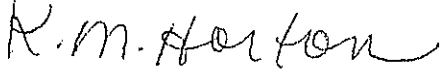

Employer: College of Marin

Employer Address: 1800 Ignacio Blvd., Novato		
City:	State: CA	Zip: 94949
Employer Phone:		
<b>Section IV. Eligibility Certification</b>		
<p><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></p>		
<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 Apprentice Program <i>Name of Organization:</i>		
<input type="checkbox"/> Community-based Organization <i>Name of Organization:</i>		
<input checked="" type="checkbox"/> Adult Education and Literacy <i>Name of Provider: Marin Adult Education</i>		
<input checked="" type="checkbox"/> Higher Education <i>Name of Institution: College of Marin</i>		
<input type="checkbox"/> Economic and Community Development <i>Name of Entity:</i>		
<input type="checkbox"/> State Employment Office		
<input type="checkbox"/> Vocational Rehab <i>Name of Program:</i>		
<b>Section V.</b>		
Describe how your participation on the WDB would advance Workforce Development programs.		
<p>I work closely with industry and community partners to align CTE and Workforce Program at College of Marin with labor market needs of Marin and the greater North Bay region. I bring a wealth of knowledge in regard to the steps needed to create or change a CTE program at a community college, how to incorporate work-based learning in many modes, and information about what COM has to offer to the general Marin public and Adult Learners.</p> <p>I have worked with Caran Cuneo and Sherry Parr extensively through our CTE/Workforce Department and Adult Education, and look forward to pursuing new, yet unrealized connections to the area of skill development and placement for Marin residents.</p> <p>In my previous work in the School-to-Career Program at Marin area high schools, I was intimately involved in WIOA projects and understand the ins and outs of that effort fairly extensively.</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.

	
Signature	Date

Send completed applications to:

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

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





# WORKFORCE ALLIANCE OF THE NORTH BAY

DRIVING WORKFORCE TALENT

## 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 indicate which group you are applying for:

XX Regional Workforce Development Board (WDB)

☒ Advisory Subcommittee for Napa county

### Section I. Personal Information

First Name: Dianna	Last Name: Chiabotti	M.I.:
Home Address: [REDACTED]	City: Benicia	Zip: 94510
Mailing Address:	City:	Zip:
Home Phone: [REDACTED]	Alternate Phone:	
Email Address:	dchiabotti@napavalley.edu	

### Section II. County / Location

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

### Section III. Occupational Information

Industry Sector: <u>Napa Valley College - link to almost all sectors</u>
Occupation / Title: <u>Dean, Career Education &amp; Workforce Development</u>
Employer: <u>Napa Valley College</u>



Employer Address: 2277 Napa-Vallejo Hwy		
City: Napa	State: CA	Zip: 94558
Employer Phone:		
<b>Section IV. Eligibility Certification</b>		
<i>Indicate below each membership category for which you are applying. You may mark more than one category but must certify your qualifications for each category for which you are applying. A completed Nomination Form must accompany applications for Business Member, Labor Organization, Adult Education and Literacy and/or Higher Education from an appropriate nominating organization.</i>		
<input type="checkbox"/> Business Member (Do you represent a "small business" as defined by the U.S. Small Business Administration? <input type="checkbox"/> Y <input type="checkbox"/> N) <i>Name of Business:</i>		
<input type="checkbox"/> Labor Organization <i>Name of Organization:</i>		
<input type="checkbox"/> Joint Labor-Management Apprenticeship Program <i>Name of Organization:</i>		
<input type="checkbox"/> Community-based Organization <i>Name of Organization:</i>		
<input type="checkbox"/> Adult Education and Literacy <i>Name of Provider:</i>		
<input checked="" type="checkbox"/> Higher Education <i>Name of Institution:</i> Napa Valley College		
<input type="checkbox"/> Economic and Community Development <i>Name of Entity:</i>		
<input type="checkbox"/> State Employment Office		
<input type="checkbox"/> Vocational Rehab <i>Name of Program:</i>		
<b>Section V.</b>		
<b>Describe how your participation on the WDB would advance Workforce Development programs.</b>		
<p>Part of the California Community College Mission and the Vision for Success is workforce development. Our goal in Career Education &amp; Workforce Development is to ensure that our programs are teaching the current industry standard and that we are offering programs that have employability potential to students at a variety of links on their academic path. We have industry representatives on the advisory committee for each program and we monitor changes and trends in industry. We are hoping to continue and strengthen the linkage with the WDB. We hope to continue collaboration and also have time ready responses to workforce needs. Participation on the Board will enable our institution to hear firsthand the needs and potentialities in workforce development supporting a quicker response. Further it will bring the voice of the community college to the Board and support a symbiotic relationship. It is imperative that community colleges and the WDB work together to help predict and meet workforce needs.</p>		

Please be advised that members of the Workforce Development Board:

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- 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.



2/26/19

Signature

Date

Send completed applications to:

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

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



## DEBT COLLECTION

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### PURPOSE

It is the policy of the Workforce Alliance of the North Bay (Alliance) to govern its debt collection activities for Workforce Innovation and Opportunity Act (WIOA) funds in accordance with federal law and state direction.

### SCOPE

Workforce Alliance of the North Bay and contracted Subrecipients

### RESPONSIBLE PARTY

Workforce Alliance of the North Bay  
Regional Workforce Development Board

### REFERENCES

- Workforce Innovation and Opportunity Act, Section 184, Fiscal Controls; Sanctions.
- Employment Development Department, Workforce Investment Act Directive WIAD01-5, Debt Collection

### DEFINITIONS

*Final Debt* – the dollar amount owed by a subrecipient to repay the Alliance based on the final determination if an appeal is not filed, or the amount owed after a decision has been ruled on in response to an appeal process.

*Final Determination* – for this policy, the definition is in regard to the responsibility of the Workforce Alliance of the North Bay (Alliance), to make decisions to disallow costs charged by subrecipients, when and if those costs have been incurred fraudulently, with malfeasance, as the result of any misapplication of funds, or other serious violation or illegal act(s). All determinations of debt made by the Alliance will be either supported by evidence, gathered by the Alliance in due course of ordinary and/or focused reviews, or not be supported by the subrecipient because of the lack of evidence and documentation that must attribute legitimacy to such charges.

*Subrecipient* – for this policy, means a recipient that does not receive Workforce Innovation and Opportunity Act funds directly from the State, but rather through the Alliance, primarily service providers.

*Stand-In Cost* - legitimate program costs, that were not claimed for reimbursement, but reported to the Alliance by the subrecipient.

## POLICY

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- I. Liability of Subrecipient

- A. The liability to repay Final Determination debts rests with the subrecipient who charged the amount, and who is responsible for any and all reasons that the disallowed cost failed to meet the criteria set forth in Section 184 of the Workforce Innovation and Opportunity Act (WIOA), including costs questioned in an audit, a monitoring finding, an investigation or other means.
- B. A written notification to the subrecipient, with a copy to the Employment Development Department (EDD) will be sent within one week of the discovery of disallowed cost. As a general rule, the subrecipient will have been informed of the issues surrounding the questioned cost, be working with Alliance to fact find, and have been briefed on the Alliance's intention as the review unfolds. The written notification is the formal culmination of the Alliance's efforts.

The notice will include:

- 1. Notification of the amount in question.
  - 2. Notification of appeal rights under the County of Marin (current legal services contractor) grievance procedures.
  - 3. Notification of a timeline for when steps must be completed and when repayment is required.
  - 4. Notification of possible sanctions if the debt is not repaid.
  - 5. Notification of options available, if any, for an alternative plan of repayment. Typically, repayment will be made by cash payment from a nonfederal fund source.
    - a. If a subrecipient has incurred other legitimate program costs, that were not claimed for reimbursement, but reported to the Alliance as a stand-in cost, those stand-in costs may be considered to cover disallowed costs.
  - 6. If a method of payment other than cash has been negotiated, terms of that alternative method will be so indicated. This negotiation process will have been approved by EDD and/or the written notification will indicate the alternative method is in process of EDD approval. The Alliance will not authorize alternative methods (other than stand-in cost swap outs).
- C. Establishment of a Debt
  - 1. After the time allowed for appeals has lapsed or after a decision that an established debt is due following an appeal, a written notification will be issued to the subrecipient establishing a final debt. The notice will include:
    - a) An invoice issued by the Workforce Alliance of the North Bay
    - b) Notification of the date the debt will be considered delinquent
    - c) Whether or not interest will be charged on the debt and at what rate
    - d) Possible sanctions if the debt is not paid
    - e) A statement that the final decision of the Workforce Alliance of the North Bay is subject to review by the State and by Department of Labor (DOL)
- D. Delinquent Notices





1. 30-day, 60-day, and 90-day notices will be sent to the subrecipient if payment has not been received or a satisfactory alternative repayment plan has not been negotiated.
2. If the Alliance has established a final debt against a subrecipient and the subrecipient has not paid the final debt or has not established a payment plan agreed to by EDD within 30-calendar days after the debt is established as final, the subrecipient shall be barred from receiving WIOA funds in the future from either the Alliance.
  - a) This translates to the subrecipient needing to terminate its role in program activity, because any costs incurred will not be honored for payment by the Alliance.

#### E. Methods of Collection

1. If the debt is still outstanding after 90 days, a determination will be made by the Alliance to use another method of collection. In making this determination, consideration will be given to the following factors;
  - a) The amount of the debt
  - b) Cost of further debt collection
  - c) The amount collected to date
  - d) The probable success of pursuing further action to collect the debt
2. Final debts incurred directly by the Alliance or its subrecipients which are not paid within 30 calendar days of their alternative payment due date(s) will become the liability of the Alliance.

#### F. Methods of Repayment

1. All funds remitted to the alliance to cover disallowed cost will be returned to the Employment Development Department immediately upon receipt. Repayment must be made from non-federal funds.
2. Settlement of such debts on a no cash basis will be the exception. Any forms of repayment other than cash will be submitted by the Alliance to EDD for approval before approval is granted to the subrecipient. Other options include:
  - a) Voluntary Restitution
    - (1) Single Cash Payment: Generally, cash payments will be made in a lump sum.
    - (2) Installed Cash Repayments: Use of cash installment repayments is rare and used as a last resort in instances when debt collection efforts are impeded by an inability to pay the full debt amount in a lump sum. Installment repayment agreements will usually be of short duration from three to a maximum of 12 months with the duration to be negotiated based on the size of the debt and debtor's ability to pay. Installment repayment agreements must be approved by the Employment Development Department.

#### G. Accounts Receivable System

1. An accounts receivable system will be maintained by the Alliance.
2. When a debt is identified, it will be logged in the Debt Collections tracking system maintained by the Alliance.





3. When collections or offsets are received against the debt, they will be logged into the Debt Collections system.
  4. This tracking system will constitute a permanent record by the Alliance.
- H. Discharge from Accountability Request
1. If the Alliance is satisfied that the subrecipient has taken all reasonable steps to resolve the issue and cannot collect the debt, the Alliance will request discharge from accountability from the EDD in accordance with the State of California Workforce Innovation and Opportunity Act Directive WIAD01-5.
  2. An approved discharge from accountability does not release any firm, person, or corporation from any money which is due and owed to the State.
- 

## POLICY UPDATE HISTORY

Date Board Approves – New Policy

## INQUIRIES

Questions regarding this policy can be sent to the Fiscal Officer of the Workforce Alliance of the North Bay.



## PROPERTY – PURCHASING, INVENTORY, AND DISPOSAL

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### PURPOSE

This policy provides guidance and establishes the procedures for the purchasing, inventory, and disposal of property when utilizing Workforce Innovation and Opportunity Act (WIOA) funds. This policy applies to the Workforce Alliance of the North Bay (Alliance) and its WIOA, Title I contracted service providers.

### SCOPE

Workforce Alliance of the North Bay and WIOA, Title I contracted service providers

### RESPONSIBLE PARTY

Workforce Alliance of the North Bay  
Regional Workforce Development Board

### REFERENCES

- WIOA (Public Law 113-128)
- Title 2 Code of Federal Regulations (CFR) Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Uniform Guidance)
- Title 2 CFR Part 2900: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Department of Labor [DOL] Exceptions)
- Title 20 CFR: “WIOA; Final Rule,” Section 683.200
- Training and Employment Guidance Letter (TEGL) 15-14, Subject: Implementation of the New Uniform Guidance Regulations (December 19, 2014)
- Workforce Services Directive WSD16-05, Subject: WIOA Closeout Requirements (July 29, 2016)
- WSD16-10, Subject: Property- Purchasing, Inventory, and Disposal (March 28, 2017)
- WSD 16-16, Subject: Allowable Costs and Prior Written Approval (February 21, 2017)

### DOCUMENTS

- Workforce Alliance of the North Bay Prior Written Approval Request – WANB 119
- Prior Written Approval Request – Employment Development Department (EDD) form

### DEFINITIONS

*Equipment* - tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000 (Uniform Guidance Section 200.33).

Please note, Uniform Guidance specifies that equipment includes information technology systems, computing devices, software and services (including support services). This includes fees for licensing or subscriptions to software and software support services. Even if a monthly subscription fee is under \$5,000, if the total annual cost for the subscription exceeds \$5,000, then prior approval must be obtained.

*General Purpose Equipment* - equipment which is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles (Uniform Guidance Section 200.48).

*Information technology systems* - computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), licensing or subscriptions to software and software support services, and related services (Uniform Guidance Section 200.58).

*Intangible Property* - property having no physical existence, such as trademarks, copyrights, patents and patent applications and property, such as loans, notes and other debt instruments, lease agreements, stock and other instruments of property ownership (whether the property is tangible or intangible) (Uniform Guidance Section 200.59).

*Personal Property* - property other than real property. It may be tangible, having physical existence or intangible (Uniform Guidance Section 200.78).

*Property* - real property or personal property (Uniform Guidance Section 200.81).

*Real Property* - land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment (Uniform Guidance Section 200.85).

*Subrecipient* – an entity to which a WIOA grant is awarded directly from the U.S. Department of Labor (DOL) to carry out a program under WIOA Title I, in this policy this entity is the Workforce Alliance of the North Bay.

*Service Provider*– WIOA Title I contracted service providers for One-Stop Operator, and Adult, Dislocated Worker, and Youth Services, as well as any other contracted entity providing WIOA services.

*Supplies* - all tangible personal property other than equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life (Uniform Guidance Section 200.94).

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## POLICY

### I. Purchase Considerations

- A. In order to satisfy federal and state procurement requirements the following considerations must be made prior to requesting approval to direct charge WIOA funds for the purchase of property with a per unit cost of \$5,000 or more. These considerations are also on the Prior Written Approval Request forms.



1. Is this purchase reasonable?
2. Why is the purchase needed?
3. Have the best products been selected?
4. What procurement method will be used?
5. Has a lease option been considered verses purchasing?
6. Does the state already provide the item, service, or software being considered for rent, purchase, or subscription?

## II. Prior Approval Process

To direct charge the WIOA funds account for any property purchase (including software purchases) with a per unit cost of \$5,000 or more, the following steps will occur:

### A. If a service provider is making the request:

1. Complete the Workforce Alliance of the North Bay Prior Written Approval Request form (WANB 119)
2. Send the completed form to the Alliance, along with supporting documentation, no less than 35 days prior to when the requested action is to occur by email to:

[accountspayable@workforcealliancenorthbay.org](mailto:accountspayable@workforcealliancenorthbay.org)

Subject: Prior Approval Request for Property

3. The Alliance will review the request and notify the subrecipient within five days if the Alliance will be forwarding the request to the state for consideration.

If approved, the Alliance will complete the remaining steps below.

- B. Complete the Prior Written Approval Request Form provided by the EDD.
- C. Send the completed form to the designated Regional Advisor, along with supporting documentation, no less than 30 days prior to when the requested action is to occur.
- D. The Prior Written Approval Request and supporting documentation can be submitted to the assigned Regional Advisor electronically or through one of the methods listed below:

Mail

ATTN: (Name of Regional Advisor)  
Workforce Service Division, MIC 50  
Employment Development Department  
P.O. Box 826880  
Sacramento, CA 94280-0001

Courier Service /  
Overnight Mail

ATTN: (Name of Regional Advisor)  
Workforce Services Division, MIC 50  
Employment Development Department  
722 Capitol Mall  
Sacramento, CA 95814

- E. The Employment Development Department (EDD) will consider the following factors in its review of the requests:
  1. Is this purchase necessary and reasonable?
  2. Have the best products been selected?



3. What other costs are associated with the purchase?
  4. If applicable, what procurement method will be used?
  5. If applicable, was a lease option considered in lieu of the purchase?
- F. The Alliance will receive a formal notification from their assigned Regional Advisor providing approval or denial of their request. Written approval must be received prior to the cost being incurred. If this request is on behalf of a service provider, the Alliance will notify them when the formal notification has been received.

### III. Documentation

- A. Supporting documentation must be retained for all costs associated with a prior approval request. The documentation must establish that the expenditure meets the following criteria:
1. Meets the cost principles (is necessary and reasonable for proper and efficient performance and administration of the grant).
  2. Is allocable to the grant based upon the benefits received.
  3. Is authorized or not prohibited under state or local laws and regulations.
  4. Conforms to any limitations or exclusions of cost item types or amounts, as set forth in the Uniform Guidance, federal law, federal award, or other governing regulations.
  5. Is consistent with applicable policies, regulations, and procedures.

### IV. Budget Plans

- A. A subrecipient may occasionally submit budget plans that include a request to purchase property. However, the approval of the budget plan DOES NOT constitute approval of the purchase request. A separate request to purchase property must still be submitted and approved by the state prior to purchase.

### V. Cost Sharing Information

- A. When a subrecipient plans to enter into a “cost sharing” agreement for the purchase of property with a per unit purchase price of \$5,000 or more, it must first obtain prior approval no matter the size of the portion it plans to contribute. During the time that the property is used on the project or program for which it was acquired, the subrecipient must also make the property available for use on other projects or programs either currently or previously supported by the federal government, provided that the property’s use will not interfere with the work on the projects or program for which it was originally acquired.
- B. Subrecipients must give the first preference for other use to programs or projects supported by the federal awarding agency that financed the property and must give the second preference to programs or projects under federal awards from other federal awarding agencies. Use of the property for non-federally funded programs or projects is also permissible.
- C. A user fee option may also be considered, if appropriate. For example, if a subrecipient is going to replace an IT system but the other partners are unable or unwilling to cover a portion of the cost up front, the subrecipient may instead consider charging the partner a user fee anytime they use the new IT system. If they choose this option, the subrecipient should include in its prior approval request how it plans to recoup costs from its partner’s use of the system in order to ensure everyone is contributing their fair share.

### VI. Leasing Considerations



- A. The decision to lease or buy personal property should be governed by considerations of economy. Consideration for leasing may differ by property type and according to market conditions. The length of the contract period of the lease should also be considered. Leasing with an option to purchase is generally preferable to straight leasing. However, for real property, administrative requirements make leasing the only option, as the construction or purchase of real property is not allowed under the WIOA program except in certain limited circumstances, which are outlined in the following section.

#### VII. Capital Assets and Construction Costs

- A. The WIOA Title I funds may not be spent on the construction or purchase of facilities or buildings, or other capital expenditures for improvement to land or buildings, except with the prior written approval of the DOL Secretary. However, exceptions to that rule in which WIOA Title I funds can be used for construction include the following:
  - 1. Meeting obligations to provide physical and programmatic accessibility and reasonable accommodations.
  - 2. Certain repairs, renovations, alterations, and capital improvements of property.
  - 3. For disaster relief projects under WIOA Section 170(d).
  - 4. For YouthBuild programs under WIOA Section 171(c)(2)(A)(i).
  - 5. For any other projects the DOL Secretary determines are necessary to carry out WIOA Section 189(c).

#### VIII. Intangible and Intellectual Property

- A. Subrecipients of a federal award obtain the title to intangible property once it has been acquired. The subrecipient must use the property for the originally-authorized purpose and must not encumber the property without approval from DOL. Further, DOL has the right to obtain, reproduce, publish, or otherwise use the data produced under a federal award, and authorize others to receive, reproduce, publish, or otherwise use such data for federal purposes. (Uniform Guidance Section 200.315[a],[d])
- B. In addition, DOL requires intellectual property developed under a competitive federal award process to be licensed under a Creative Commons Attribution license. This license allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the recipient (DOL Exceptions Section 2900.13).

#### IX. Inventory Records:

- A. All property should have a unique identification mark to be used for inventory purposes. The inventory records must include the following information:
  - 1. A description of the property.
  - 2. Manufacturer's serial number, model number, or other identification number.
  - 3. Source of funding for the property (including the Federal Award Identification Number).
  - 4. Whether the title is held by the subrecipient or by DOL.
  - 5. Acquisition date (or date received, if the property was furnished by the federal government).
  - 6. Cost of the property.





7. Percentage of federal participation in the project costs for the federal award under which the property was acquired.
  8. Location, use, and condition of the property.
  9. Ultimate disposition data including the date of disposal and the sale price.
- B. The Alliance must take a physical property inventory and reconcile the inventory with the property records at least once every two years. The Alliance must also develop a control system to ensure adequate safeguards to prevent loss, damage, or theft of the property; any loss, damage, or theft of the property must be investigated. Further, the Alliance must develop adequate maintenance procedures to keep the property in good operating order. Finally, if the Alliance is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return (Uniform Guidance Section 200.313[d]).
1. Service providers with property in their possession must comply with the Alliance property inventory and control system to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft of the property must be investigated and reported to the Alliance. Service providers must also adopt any maintenance procedures developed by the Alliance to keep the property in good operating order.
  2. Service providers are not authorized to sell the property without approval from the Alliance.
- C. Subrecipients must retain all property records for three years after the date of acquisition, through final disposition and then maintain the records for three years beyond that. Subrecipients must also retain those records for a period of three years from the date of their last expenditure report submitted to the Central Office of Workforce Services Division. If any litigation, claim, or audit submitted before the expiration of the three-year period, ALL records must be retained until all litigation, claims or findings involving the records have been resolved and final action taken.
- X. Disposition of Property
- A. Service Providers must not dispose of property without first receiving authorization from the Alliance.
- B. For equipment with a residual fair market value of \$5,000 or more, subrecipients of WIOA funds must use the following guidelines (Title 29 CFR Part 97.32):
1. The subrecipient may use the equipment in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by federal funds.
  2. If the equipment is no longer needed by the original program/project, the equipment may be used in other activities currently or previously supported by a federal agency.
  3. If the equipment is no longer needed by the program/project or for other activities currently or previously supported by a federal agency, the recipient may retain or sell the equipment and reimburse the state for the federal share of the equipment. The compensation due to the state is determined by multiplying the fair market value or proceeds from the sale by the percent of WIOA federal funds used in the equipment purchase. If only WIOA federal funds were used of the purchase, then the percentage would be 100 percent. If both WIOA federal and local funds were used in the purchase, then use the WIOA federal funds percentage for the calculation. Actual



and reasonable selling and handling expenses (\$500 or 10 percent of the proceeds of the sale, whichever is less) may be deducted from the proceeds of the sale. The balance of WIOA federal funds must be submitted within 30 days to the address provided below. The name of the entity, subgrant number, year of appropriation, and funding stream must be provided when submitting the funds. These returned funds will be sent to the federal government once the state receives the funds.

4. Funds received from the sale of equipment should be sent to the following address:

Attn: Cash Control Unit  
Fiscal Programs Division, MIC 70  
Employment Development Department  
P.O. Box 826217  
Sacramento, CA 94230-6217

5. For property with a fair market value of less than \$5,000, subrecipients may retain, sell or dispose of the property and nothing needs to be reported to the State. A disposition record must be kept for any transaction in accordance with WIOA record retention requirements.

#### XI. Calculation of “Fair Market Value”:

- A. The selling price of an item that is sold through auction, advertisement, or a dealer is the fair market value of the item regardless of any prior estimates. An item that is not sold, but retained by the entity, has a fair market value based on similar items that are offered for sale, using the selling price if known. Methods for determining fair market value include, but are not limited to:
  1. Auctions
  2. Classified advertisements for similar used items
  3. Dealers
  4. Licensed appraisers
- B. For automobiles, trucks, and vans, the standard authority on the value of used vehicles is the Kelley Blue Book.

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## POLICY UPDATE HISTORY

(Date Board Approves) – New Policy

## INQUIRIES

Questions regarding this policy can be sent to Operations Unit.





## Workforce Alliance of the North Bay Prior Written Approval Request

Service Provider: \_\_\_\_\_ Request Date \_\_\_\_\_

**Instructions** – For Prior Written Approval Requests that include costs, complete Sections A, C and D. For requests that do not include costs, complete Sections B, C and D.

### Section A – Requests that include costs

Item of cost being requested \_\_\_\_\_

Estimated total cost \_\_\_\_\_

**Is this purchase necessary and reasonable? Describe the item of cost and its functionality.**

**Is the purchase needed? Describe the reason for the purchase/rent/subscription including functionality not provided by state or local partners.**

**What other costs are associated with the purchase? Describe additional costs (maintenance, set up, taxes, fees, etc.) associated with the purchase.**

**Have the best products been selected? Describe how the product will be selected.**

**If applicable, what procurement method will be used? Describe the procurement method selected.**

**If applicable, was a lease option considered in lieu of the purchase? Describe leasing options as part of the consideration.**

If applicable, name and address of the entity where the property will be located.

### Section B – Requests that do not include costs but still require prior written approval

Describe the circumstance that requires prior written approval.

### Section C – 35 day requirement

Is this request being made more than 35 days before the requested action is to occur?

☐ Yes

☐ No

If approved, date that the requested action is to occur.

\_\_\_\_\_

### Section D – Signature

By signing below, the authorized representative requests a prior written approval for the item of cost listed above.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

#### For Workforce Alliance of the North Bay Use

Date Received: \_\_\_\_\_ Approved: ☐ Yes ☐ No

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

If approved, date forwarded to State: \_\_\_\_\_

## OVERSIGHT AND MONITORING

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### PURPOSE

This policy provides general standards for the oversight responsibilities and monitoring process to be utilized for all service providers and One-Stop Operators who have contracted with the Workforce Alliance of the North Bay (Alliance) to receive Workforce Innovation and Opportunities Act (WIOA) Title I funding.

### SCOPE

Workforce Innovation and Opportunity Act Title I contracted Service Providers

### RESPONSIBLE PARTY

Workforce Alliance of the North Bay  
Regional Workforce Development Board

### REFERENCES

- Workforce Innovation and Opportunities Act (WIOA) Sections 107(d)(8) and 184 through 185
- Employment Development Department (EDD) Workforce Services Directives WIAD00-7, WIAD05-16, WIAD05-17
- Office of Management and Budget (OMB) Uniform Guidance 2 Code of Federal Regulations (CFR), Part 200
- Office of Management and Budget (OMB) Circular A-133

### DEFINITIONS

*Local Area* – the Local Area administrative entity and its subrecipients to whom the administrative entity has delegated the grievance and complaint resolution process. In this policy this includes the Workforce Alliance of the North Bay (Alliance) and its service providers in Lake, Marin, Mendocino, and Napa counties.

*Participant* – an individual who has been determined to be eligible to participate in and who is receiving services under a program authorized under WIOA.

*Recipient* – an entity to which a WIOA grant is awarded directly from the U.S. Department of Labor (DOL) to carry out a program under WIOA Title I, in this policy this entity is the Workforce Alliance of the North Bay.

*Service Provider* – a public agency, private nonprofit organization, or private-for-profit entity that delivers educational, training, employment, or supportive services to WIOA participants.

*Subrecipient* – an entity to which a recipient awards funds and is accountable to the recipient (or higher tier subrecipient) for the use of the funds provided.

*Vendor* – a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of the federal program. These goods or services may be for an organization’s own use or for the use of beneficiaries of the federal program.

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## POLICY

- I. The Alliance is required to conduct oversight of the WIOA funded programs and activities and One-Stop delivery systems in the local area. This oversight includes monitoring the service providers and One-Stop Operators contracting with the Alliance to provide these WIOA funded programs and activities and One-Stop delivery systems.
- II. The Alliance requires its service providers and One-Stop Operators to operate in accordance with all applicable Federal, State and local laws, ordinances and codes. As subrecipients of WIOA Title I funds, service providers will continuously provide oversight and monitor its WIOA programs and activities to ensure both programmatic and fiscal compliance with the rules applicable to the use of WIOA Title I funds and in accord with the Alliance Regional Workforce Development Board (RWDB) policies.
- III. Oversight - The Alliance will oversee activities funded under WIOA Title I, conducted under the local plan established pursuant to WIOA Section 108. In addition, the Alliance will oversee activities of the One-Stop delivery system established pursuant to WIOA Section 121. The monitoring and oversight will be consistent with the requirements stated in the WIOA and its associated regulations, as well as other relevant regulations and OMB circulars. The Alliance will determine whether oversight will be conducted independently, jointly, or delegated to an appropriate entity. The oversight will include the following:
  - A. Onsite monitoring of all subrecipients at least once each program year.
  - B. Where subrecipients are contracted to serve multiple local area jurisdictions, the Alliance will monitor the WIOA funded programs and activities and One-Stop delivery systems in each local area.
  - C. The assurance that the procurement, receipt, and payment for goods and services received from vendors and contractors complies with laws, regulations, and the provisions of relevant contracts and agreements.
  - D. The assurance that the Alliance and its subrecipients comply with federal and State requirements regarding nondiscrimination and equal opportunity.
- IV. Monitoring Plan – In accordance with the Governor’s standards for local board oversight and the sub state oversight and monitoring plans, the Alliance’s onsite monitoring of subrecipients assures:
  - A. The onsite review of each subrecipient is both fiscal and programmatic, consistent with the requirements stated in Title 20 CFR Sections 667.400(c)(1) and 667.410(a). If the subrecipient’s administrative office/fiscal department is separately located at an inaccessible site (i.e. out-of-state or not within reasonable commute outside of the workforce investment area), the Alliance will require that copies of fiscal records of a sufficient nature and sample size are sent to the subrecipient’s local office or directly to the Alliance for review.
  - B. That monitoring of subrecipients follows a standardized review methodology that will result in written reports. Written reports will record the outcomes of each monitoring visit, including





areas of concern and any findings which require corrective action, and the due dates for accomplishment of the corrective actions.

1. Concerns are issues, policies or practices observed during the review that could negatively impact the service provider's ability to effectively manage the grant or provide services to participants. These areas of concern may be considered "red flags" or "risk areas" that, if not corrected, could become a finding. The service provider is requested, but not required to address these concerns.
  2. Findings are identified issues, policies or practices that are non-compliant with program standards, other Federal regulations and policy, or the term of the grant agreement or contract. Findings are required to be responded to with a corrective action plan by the due date.
- C. Systematic follow-up to ensure that necessary corrective action has been taken.
- D. Procedures for the oversight of the One-Stop delivery system are identified.
- E. Procedures are in place for the procurement, receipt, and payment for goods and services received from vendors, including on-the-job training employers, are in accordance with laws, regulations, and the provisions of contracts or agreements. While vendors are not subjected to the scope of the monitoring requirements for subrecipients, local areas are responsible for ensuring compliance regarding vendor transactions. The procurement of goods and services from vendors must comply with federal and State requirements.
- F. A system is in place to ensure that the subrecipients comply with the requirements regarding nondiscrimination, equal opportunity, and protected information (PII).
- G. All written reports and other documentation pertaining to monitoring and other oversight activities shall be made available for review by federal and State officials.
- H. Reports and other records of monitoring activities are retained for three years from the date of submission of the final expenditure reports regarding the funding sources monitored. If any litigation, claim, audit or other action involving the records has been started before the expiration of the three-year period, the records must be retained until completion and resolution of all such actions or until the end of the three-year period, whichever is later.
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## POLICY UPDATE HISTORY

Date Board Approves – New Policy

## INQUIRIES

Questions regarding this policy can be sent to Operations Unit.



## SELECTIVE SERVICE REQUIREMENT

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### PURPOSE

This policy provides the guidance and establishes the procedures regarding Selective Service registration requirements for participation in Workforce Innovation and Opportunity Act (WIOA) Title I funded services. This policy applies to the Workforce Alliance of the North Bay (Alliance) and its service providers.

### SCOPE

Workforce Innovation and Opportunity Act Title I contracted Service Providers

### RESPONSIBLE PARTY

Workforce Alliance of the North Bay  
Regional Workforce Development Board

### REFERENCES

- Workforce Services Directive WSD16-18, Subject: Selective Service Registration (April 10, 2017)
- Workforce Innovation and Opportunity Act (WIOA) (Public Law 113-128) Section 189(h)
- Title 50 United States Code "Military Selective Service Act," Appendix 453

### DOCUMENTS

- Quick Reference Chart: Selective Service – Who Must Register
- Selective Service Request for Status Information Letter
- WANB 118 - Selective Service Failure to Register Self-Attestation Statement

### DEFINITIONS

*Italic – Definition (list definitions alphabetically)*

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## POLICY

- I. Males who are subject to the registration requirements of the Military Selective Service Act (MSSA) must have complied with these requirements to be eligible for participation in WIOA funded programs and services. Under WIOA Section 189(h), the U.S. Secretary of Labor is required to ensure that each individual participating in a WIOA program, or receiving any assistance under WIOA Title I, has not violated Section 3 of the MSSA. This section requires that every male residing in the United States (citizen or non-citizen) must register with Selective Service between their 18<sup>th</sup> and 26<sup>th</sup> birthday.
- II. All programs and services established or receiving assistance under WIOA Title I must comply with the Selective Service registration requirements. These requirements apply to both formula

and discretionary grants awarded by the Department of Labor (DOL). They do not apply to programs funded or solely authorized by the Wagner-Peyser Act.

### III. Selective Service Registration Requirements

- A. Males born on or after January 1, 1960, are required with the Selective Service within 30 days of their 18<sup>th</sup> birthday and up to, but not including, their 26<sup>th</sup> birthday.

This includes the following males:

1. U.S. Citizens
2. Veterans discharged before their 26<sup>th</sup> birthday
3. Non-U.S. citizens, including undocumented immigrants, legal permanent residents, and refugees, who take up residency in the U.S. prior to their 26<sup>th</sup> birthday
4. Dual national of the U.S. and another country, regardless of whether they live in the U.S.

- B. Selective Service registration is not required for the following male U.S. citizens:

1. Males who are serving in the military on full-time active duty
2. Males attending the service academies
3. Disabled males who were continually limited to a residence, hospital, or institution
4. Males who are hospitalized, institutionalized, or incarcerated are not required to register during their confinement; however, they must register within 30 days after being released if they have not yet reached their 26<sup>th</sup> birthday.
5. Male veterans discharged after their 26<sup>th</sup> birthday.

- C. Selective service is not required for the following male non-U.S. citizens:

1. Non-U.S. males who entered the U.S. for the first time after their 26<sup>th</sup> birthday.

Acceptable forms of supporting documentation include the following:

- a) Date of entry stamp in passport
  - b) I-94 with date of entry stamp on it
  - c) Letter from the U.S. Citizenship and Immigration Services indicating the date the male entered the U.S. presented in conjunction with documentation establishing the male's age.
2. Non-U.S. males who entered the U.S. illegally after their 26<sup>th</sup> birthday. They must provide proof that they were not living in the U.S. from age 18 through 25.
  3. Non-U.S. males on a valid non-immigrant visa.

Note that the requirement for transsexual, transgendered, and intersex individuals to register with the Selective Service depends upon the gender recorded on their birth certificate. According to the Selective Service website, "Individuals who are born female and have a gender change are not required to register. U.S. citizens or immigrants who are born male and have a gender change are still required to register."

The above list of Selective Service registration requirements is not exhaustive. Additional information regarding these requirements, including a Quick Reference Chart (<https://www.sss.gov/Portals/0/PDFs/WhoMustRegisterChart.pdf>) showing who must register, can be found on the Selective Service website (<http://www.sss.gov/>).



#### IV. Acceptable Documentation

- A. In order to be eligible to receive WIOA-funded services, all males born on or after January 1, 1960, must present documentation showing compliance with the Selective Service registration requirements.
- B. Acceptable documentation to determine a person's eligibility for WIOA Title I programs include the following:
  - 1. Selective Service acknowledgement letter
  - 2. Report of Separation form (Form DD-214). Should be used only if veteran was discharged after his 26<sup>th</sup> birthday.
  - 3. Screen printout of the Selective Service Verification site (<https://www.sss.gov>). For males who already registered, this website can be used to confirm their Selective Service number as well as the date of registration, by entering a last name, social security number, and date of birth.
  - 4. Selective Service registration card
  - 5. Selective Service verification form (Form 3A)
  - 6. Stamped post office receipt of registration.

#### V. Registration Requirements for Males Under 26

- A. Before being enrolled in WIOA-funded services, all males who are not registered with the Selective Service and have not reached their 26<sup>th</sup> birthday must register through the Selective Service website. If a male turns 18 while participating in WIOA-funded services, registration with Selective Service must be completed no later than 30 days after he becomes 18 in order to continue to receive WIOA-funded services. If a male under the age of 26 refuses to register with Selective Service, WIOA-funded services must be suspended until he registers.

#### VI. Non-Registration by Males 26 and Older

- A. Alliance service providers will request a Status Information Letter from those potential participants who are males 26 or older who did not register with the Selective Service before making a determination of knowing and willful failure to register. Before enrolling in WIOA-funded services, all males 26 and older must provide one of the following:
  - 1. Documentation showing they were not required to register.
  - 2. If they were required to register, documentation establishing that their failure to register was not knowing or willful.

#### VII. Status Information Letter

- A. An individual may obtain a Status Information Letter from the Selective Service if one of the following applies:
  - 1. The individual believes he was not required to register.
  - 2. The individual did register but cannot provide the appropriate documentation.
- B. The Status Information Letter Request form and instructions can be accessed through the Selective Service website (<https://www.sss.gov/Forms>). When the individual requests a Status Information Letter, they will need to describe, in detail, the circumstances that prevented him from registering (e.g., hospitalization, incarceration, or military service) and



provide documentation of those circumstances. The documentation should be specific as to the dates of the circumstances.

- C. If the Status Information Letter indicates that an individual was not required to register for the Selective Service, then he is eligible to enroll in a WIOA-funded service. If the Status Information Letter indicates that the individual was required to register and did not register, he is presumed to be disqualified from participation in WIOA-funded activities and services until it can be determined that his failure to register was not knowing and willful. All costs associated with grant-funded services provided to non-eligible individuals may be disallowed.

#### VIII. How to Determine “Knowing and Willful” Failure to Register

- A. If the individual was required but failed to register with the Selective Service, as determined by the Status Information Letter or by his own acknowledgement, the individual may only receive services if he establishes that the failure to register was not knowing and willful. The service provider that enrolls individuals in WIOA-funded activities, and is thereby authorized to approve the use of WIOA grant funds, is the entity responsible for evaluating the evidence presented by the individual and determining whether the failure to register was knowing and willful.

#### IX. Documentation

- A. Evidence presented may include the individual’s written explanation and supporting documentation of his circumstances at the time of the required registration and the reason(s) for failure to register. The individual should be encouraged to offer as much evidence and in as much detail as possible to support his case. The following are examples of documentation that may be of assistance in making a determination in these cases:
  - 1. Service in the Armed Forces – Evidence that a male has served honorably in the U.S. Armed Forces, such as a Form DD-214 or his Honorable Discharge Certificate. These documents serve as evidence that his failure to register was not knowing and willful.
  - 2. Third Party Affidavits – Affidavits concerning reasons for not registering from parents, teachers, employers, doctors, and others may help subrecipients or contractors in making a determination regarding willful and knowing failure to register.
  - 3. Self-Attestation – Signed statement that explains why the individual’s failure to register was not knowing and willful. The Selective Service Failure to Register Self-Attestation Statement should be utilized for Self-Attestation documentation.

Please note, self-attestation may serve as sufficient evidence when other options of documentation or third party corroboration are not available.

#### X. Model Questions

- A. In order to establish consistency regarding the implementation of the requirement, subrecipients or contractors should use the following questions as a model for determining whether a failure to register is knowing and willful.
- B. To determine whether the failure was “knowing,” authorized organizations should ask the following:
  - 1. Was the individual aware of the requirement to register?
  - 2. If the individual know about the requirement to register, was he misinformed about the applicability of the requirement to him (e.g., veterans who were discharged before their 26<sup>th</sup> birthday were occasionally told that they did not need to register)?





3. On which date did the individual first learn that he was required to register?
  4. Where did the individual live when he was between the ages of 18 and 26?
  5. Does the status information letter indicate that Selective Service sent letters to the individual at that address and did not receive a response?
- C. To determine whether the failure was “willful,” authorized organizations should ask the following:
1. Was the failure to register done deliberately and intentionally?
  2. Did the individual have the mental capacity to choose whether to register and decided not to register?
  3. What actions, if any, did the individual take when he learned of the requirement to register?

XI. Results of Findings

- A. If an authorized organization determines that an individual’s failure to register with the Selective Service was not knowing and willful and the individual is otherwise eligible, services may be provided. However, if the authorized organization determines that evidence shows that the individual’s failure to register was knowing and willful, WIOA services must be denied. Individuals who are denied services must be advised of available grievance procedures. Authorized organizations must keep documentation related to evidence presented in determinations on Selective Service.

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## POLICY UPDATE HISTORY

(Date Board Approves) – New Policy

## INQUIRIES

Questions regarding this policy can be sent to the Operations Unit.



## Selective Service - Who Must Register

**NOTE:** With only a few exceptions, the registration requirement applies to all male U.S. citizens and male immigrants residing in the United States who are 18 through 25 years of age.

Category	YES	NO
All male U.S. citizens born after Dec. 31, 1959, who are 18 but not yet 26 years old, except as noted below:	X	
<b>Military Related</b>		
Members of the Armed Forces on active duty (active duty for training does not constitute "active duty" for registration purposes)		X*
Cadets and Midshipmen at Service Academies or Coast Guard Academy		X*
Cadets at the Merchant Marine Academy	X	
Students in Officer Procurement Programs at the Citadel, North Georgia College and State University, Norwich University, Virginia Military Institute, Texas A&M University, Virginia Polytechnic Institute and State University		X*
ROTC Students	X	
National Guardsmen and Reservists not on active duty / Civil Air Patrol members	X	
Delayed Entry Program enlistees	X	
Separatees from Active Military Service, separated for any reason before age 26	X*	
Men rejected for enlistment for any reason before age 26	X	
<b>Immigrants**</b>		
Lawful non-immigrants on current non-immigrant visas. A complete list of acceptable documentation for exemption may be found at <a href="https://www.sss.gov/Portals/0/PDFs/DocumentationList.pdf">https://www.sss.gov/Portals/0/PDFs/DocumentationList.pdf</a> .		X
Permanent resident immigrants (USCIS Form I-551)	X	
Seasonal agricultural workers (H-2A Visa)		X
Refugee, parolee, and asylee immigrants	X	
Undocumented immigrants	X	
Dual national U.S. citizens	X	
<b>Confined</b>		
Incarcerated, or hospitalized, or institutionalized for medical reasons		X*
<b>Handicapped physically or mentally</b>		
Able to function in public with or without assistance	X	
Continually confined to a residence, hospital, or institution		X
<b>Transgender People</b>		
U.S. citizens or immigrants who are born male and have changed their gender to female	X	
Individuals who are born female and have changed their gender to male		X

\*Must register within 30 days of release unless already age 26.

**NOTE:** To be fully exempt you must have been on active duty or confined continuously from age 18 to 26.

\*\*Residents of Puerto Rico, Guam, Virgin Islands, and Northern Mariana Islands are U.S. citizens. Citizens of American Samoa are nationals and must register when they are habitual residents in the United States or reside in the U.S. for at least one year. Habitual residence is presumed and registration is required whenever a national or a citizen of the Republic of the Marshall Islands, the Federated States of Micronesia, or Palau, resides in the U.S. for more than one year in any status, except when the individual resides in the U.S. as an employee of the government of his homeland; or as a student who entered the U.S. for the purpose of full-time studies, as long as such person maintains that status.

**NOTE:** Immigrants who did not enter the United States or maintain their lawful non-immigrant status by continually remaining on a valid visa until after they were 26 years old, were never required to register. Also, immigrants born before 1960, who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after March 29, 1975, were never required to register.

## Request for Status Information Letter

**VERIFY:** I am not registered with the Selective Service System and requesting a Status Information Letter.  
I am now 26 years old or older and was born after December 31, 1959.

**NOTE:** No action will be taken on this request unless ALL **REQUIRED** information / documentation with an asterisk (\*) are received (where applicable). **KEEP** a copy of all documents and correspondence submitted.

### Section 1:

\* Name \_\_\_\_\_  
\* First Name \* Middle Name \* Last Name

List any other names used \_\_\_\_\_  
Include any multiple last names

\* Current Mailing Address \_\_\_\_\_  
\* Street Address

\_\_\_\_\_ \* City \* State \* Zip Code

\* Social Security Number \_\_\_\_\_

\* Date of Birth \_\_\_\_\_  
\* Month / \* Day / \* Year

Daytime Telephone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

### Section 2:

#### MILITARY:

List dates of active duty service: \_\_\_\_\_ to \_\_\_\_\_

List dates of reserve duty service: \_\_\_\_\_ to \_\_\_\_\_

List dates of military school service: \_\_\_\_\_ to \_\_\_\_\_

Military school attended: \_\_\_\_\_

\* **Attach copy of DD 214 (or DD Form 4 if still on active duty)**

☐ INCARCERATED ☐ INSTITUTIONALIZED ☐ HOSPITALIZED ☐ HOME CONFINED :

\* **List dates during which you were incarcerated, institutionalized, hospitalized, or confined to a home.**  
**For multiple dates, list all:**

\_\_\_\_\_ to \_\_\_\_\_ , \_\_\_\_\_ to \_\_\_\_\_ , \_\_\_\_\_ to \_\_\_\_\_

\* **Attach proof of each instance.**

NON-CITIZEN / UNDOCUMENTED IMMIGRANT:

\* Date you entered the United States for the first time: \_\_\_\_\_  
\* Month / \* Day / \* Year

\* USCIS (formerly INS) status at time of entry: \_\_\_\_\_

\* REQUIRED: List all immigrant status(es) held since entering the country, and give dates:  
(Attach separate sheet if necessary)

_____	to _____	USCIS Status _____
_____	to _____	USCIS Status _____
_____	to _____	USCIS Status _____
_____	to _____	USCIS Status _____

\* Attach copies of supporting documentation (see the included INSTRUCTIONS for details)

TRANSGENDER:

At birth my gender was: \_\_\_\_\_

\*Attach copy of original birth certificate or similar documentation. If name on form is different from name on birth certificate due to name change, please include court order or other name change documentation.

\* REASON WHY YOU FAILED TO REGISTER WITH SELECTIVE SERVICE UPON REACHING AGE 18 AND BEFORE REACHING AGE 26:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section 3:

**IMPORTANT NOTE:** No action can be taken until we receive ALL required information / documentation with an asterisk (\*) are received. You should retain a copy of all documents and correspondence submitted to us.

Print, sign and date, and mail this letter to the address below, together with ALL copies of required documents and all other supporting information you may wish to include.

\_\_\_\_\_  
\* Signature

\_\_\_\_\_  
\* Date

Selective Service System  
ATTN: SIL  
PO Box 94638  
Palatine, IL 60094-4638



# INSTRUCTIONS

## For filling out the “Request for Status Information Letter”

### SECTION 1:

- **Name (required):** you must provide your complete name, and any other names you have ever used. If you have more than one last name, you must provide both names.
- **Address (required):** you must include your complete mailing address. Forms received without a mailing address will not be processed.
- **Social Security Number (required, if you have one):** If you have a social security number, you must provide it. Also, if you have ever used a different social security number, provide it as well.
- **Date of Birth (required):** This form is only for men born after December 31, 1959, who are 26 years old or older. You must provide your complete date of birth.
- **Daytime Telephone Number:** If possible, provide a telephone number where you can be reached during the day, in case we need to contact you.
- **Email Address:** If possible, provide your email address in case we need to contact you.

### SECTION 2: (Requires dates and supporting documentation)

This section is for explaining and documenting why you did not register with Selective Service. This section consists of five different parts. You must complete and submit documentation for any and all parts that apply to you.

#### **Military:**

To obtain proof of military service (DD-214, Official Military Personnel File) write to: National Personnel Records Center, GSA, Military Personnel Records Center, 9700 Page Blvd., St. Louis, MO, 63132. Or visit <http://www.archives.gov/veterans/military-service-records>

#### **Incarcerated, institutionalized, hospitalized, or home confined:**

For each instance, provide type of confinement, dates of confinement, and supporting documentation.

#### **Non-Citizen / Non-Immigrants:**

If you entered the United States for the first time after your 26th birthday, you must provide documentation to support your claim. Valid documentation includes: entry stamp in your passport, I-94 with entry stamp on it. If you entered the United States illegally after your 26th birthday, you must provide proof that you were not living in the United States from age 18 to age 26. **Please note:** your Resident Alien Card (Green Card) is not proof of entry to the United States.

If you entered the United States as a valid non-immigrant, and remained in that status to your 26th birthday, you must provide documentation to support your claim. For example, if you entered the United States as an F-1 student, and remained in that status until your 26th birthday, you would need to provide documentation indicating that you were admitted on an F-1 visa and attended school full-time as required. (Acceptable documents for this situation include copies of your I-20s or a letter from the school you attended indicating your full time attendance as a non-immigrant). The same thing applies for all non-immigrant statuses. You must explain, if at any point, you violated the terms of your visa, or overstayed your visa and became an undocumented immigrant.

You should provide as much information as possible. We will use the information you provide to determine your registration status. A list of documents to provide can be found at:

<https://www.sss.gov/Portals/0/PDFs/DocumentationList.pdf>

**Transgender:**

For individuals who have had a gender change. You must indicate what sex you were at birth, and attach documentation which indicates this as well. If your name has changed, please provide court orders or other name change documentation.

**Reason why you failed to register with Selective Service upon reaching age 18 and before reaching age 26:**

Provide a written explanation for not registering with Selective Service.

**SECTION 3:**

Sign and date the letter (**required**). Return this letter to the address listed with copies of supporting documents, showing proof and anything else you may wish to include. **IMPORTANT: Do not send original documents**, as they will not be returned. **You should retain a copy of all documents and correspondence submitted.**

**HELPFUL INFORMATION**

- This form is designed to be printed for use, and cannot be submitted online. After printing, complete the form, attach **ALL** supporting documentation, and mail to: Selective Service System, ATTN: SIL, PO Box 94638, Palatine, IL 60094-4638.
- This form is for use only by men born after December 31, 1959, who are not registered and are now 26 years old or older.
- **This form is not a registration form, and by submitting it, you will not be registered.**
- If you feel that you have already registered, verify your registration on our website (**www.sss.gov**), or call our Registration Information Office at (847) 688-6888 to obtain your Selective Service registration number.
- We will issue a Status Information Letter based on the information you provide. This letter will clarify your status with Selective Service. **KEEP your status information letter from Selective Service in your permanent files for future reference.**
- If you are being denied a right, benefit, or privilege because you are not registered, submit a **copy** of your status information letter from Selective Service and a separate letter in which you explain in the best of your ability the reasons surrounding your failure to register, to the agency administering the right, benefit, or privilege. That agency will make the final determination regarding your eligibility. The Selective Service System does not determine your eligibility for any right, benefit, or privilege.

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**Remember to KEEP your original Status Information Letter in your permanent files.**

**Selective Service Failure to Register  
Self-Attestation Statement**

I, \_\_\_\_\_, have been informed that the law required me to register for the United States Selective Service. I have been told that my statement must be made freely and voluntarily. I am willing to make such a statement.

I was born on \_\_\_\_\_ and I am now \_\_\_\_\_ years old.

I first became aware of my duty to register with the United States Selective Service System on the following date:

\_\_\_\_\_  
Month/Day/Year

I first became aware of my duty to register with the United States Selective Service System under the following circumstances:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

While I was between the ages of 18 and 26, I lived in the following country:

\_\_\_\_\_  
\_\_\_\_\_

I make the following statement:

_____ Yes _____ No	I did not register for the Selective Service because I did not know I was supposed to register with the Selective Service System at any time while I was between the ages of 18 years old and 26 years old.
_____ Yes _____ No	Had I known I was supposed to register with the Selective Service System while I was between the ages of 18 years old and 26 years old, I would have registered.
_____ Yes _____ No	I have been served with a notice from the Selective Service System that they intend to prosecute me for my failure to register.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SUBRECIPIENT AUDIT RESOLUTION

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### PURPOSE

The Workforce Innovation and Opportunity Act (WIOA) requires the Workforce Alliance of the North Bay (Alliance) to perform monitoring of subrecipients.

### SCOPE

This policy provides guidance on the Workforce Alliance of the North Bay's audit resolution process for contracted subrecipients.

### RESPONSIBLE PARTY

Workforce Alliance of the North Bay

Regional Workforce Development Board

### REFERENCES

- OMB Uniform Guidance, Subpart F - Audit Requirements

### DOCUMENTS

- Control Log

### DEFINITIONS

*Initial Determination* - is an awarding agency's preliminary decision to disallow the cost and/or comment on the status of non-monetary findings.

*Non-Monetary Finding* - administrative finding that expose program operations to ineffective, inefficient, excessive or lacking program coverage, inadvertent loss of resources, or non-program required outcomes.

*Subrecipient* - for this policy, means a recipient that does not receive Workforce Innovation and Opportunity Act funds directly from the State, but rather through the Alliance, primarily service providers.

*Stand-In Cost* – legitimate program costs, that were not claimed for reimbursement, but reported to the Alliance by the subrecipient.

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## POLICY

- I. Standards for Subrecipient Audit Resolution
  - A. All subrecipients of Workforce Alliance of the North Bay must provide a copy of their completed Single Audit no more than 30 days after signature.
  - B. Workforce Alliance of the North Bay must:
    1. Review the audit report of lower tier subrecipients to ensure compliance with the requirements of OMB Uniform Guidance, Subpart F – Audit Requirements.

2. Establish an audit resolution file to document the disposition of reported questioned costs and corrective actions taken for all findings.
3. Complete a Control Log when relevant to subrecipient contract with the Alliance. The log must contain the following:
  - a) The date of the audit.
  - b) The period covered by the audit.
  - c) The date that the audit was received.
  - d) The auditor.
  - e) The questioned costs.
  - f) The administrative findings.
  - g) The date or dates of the Initial and Final Determinations.
  - h) Documentation of decisions regarding the disallowed costs and administrative findings.
  - i) The Control Log is found on the Alliance electronic file system.
4. During the Alliance's informal resolution process, the subrecipient may submit documentation to support allowability of costs and proposed corrective action of administrative findings. Informal resolution discussions will be conducted in person, but may be held by telephone, if necessary. When a meeting is held, a sign-in sheet will be provided. The sign-in sheet must be retained as part of the file. The meeting must be documented by either a voice recording or written notes. Negotiation of repayments can be initiated at this time.
5. Issue a written final determination when necessary. The final determination includes:
  - a) Reference of the initial determination.
  - b) Summation of the information resolution meeting if held.
  - c) Decisions regarding the disallowed costs, listing each disallowed cost and noting the reasons for each disallowance.
  - d) Questioned costs that have been allowed by the awarding agency and the basis for the allowance. Generally, this will be a notification that the Alliance has accepted subsequent documentation or reasons why cost is allowable.
  - e) Demand for repayment of the disallowed costs.
  - f) Description of the debt collection process and other sanctions that may be imposed if payment is not received.
  - g) Rights to a hearing.
  - h) The status of each administrative finding.
- C. The resolution process for issues arising from subrecipient audits must be completed within six months after receipt of the subrecipient's audit report and must ensure that the subrecipient takes appropriate and timely corrective action.
- D. The audit file must be assembled for ease of reference in the event of future action. The file must be tabulated with the most current documentation first. The file should include the following:





1. Final determination and proof of receipt by the subrecipient.
  2. Additional documentation submitted as part of the informal resolution process:
    - a) Notes related to the information resolution.
    - b) Sign-in sheets for any information resolution meetings.
  3. Initial determination and proof of receipt by the subrecipient.
  4. Response to the final audit report.
  5. The final audit report.
- E. The Alliance will adopt local-level hearing procedures, as in place with the County of Marin (current legal services contractor).
1. The Alliance reserves the right to overturn a hearing officer's decision where it is determined to not comply with the Workforce Innovation and Opportunity Act or Regulations. This action will be used when and if EDD requires the decision be changed.
  2. The hearing will allow both parties the right to present either written or oral testimony, call and question witnesses in support of their position, present oral and written arguments, examine the records and documents relevant to the issues, to be represented.
  3. The hearing shall be recorded mechanically or by court reporter.
  4. The service provider has 30 calendar days after the final determination is issued to submit a written request for a hearing. At least ten calendar days before the hearing, written notice of the date and site of the hearing must be provided to the auditee.
  5. The ten-day notice may be shortened with the written consent of both parties.
  6. The subrecipient may withdraw the hearing request; the withdrawal request must be in writing.
  7. The hearing officer must issue a decision within 60 days of the request filing date.
- F. If the subrecipient appeals the decision of Alliance's hearing officer to the state, the Alliance will send EDD the case files for review. EDD will provide a determination based on the evidence without consideration of any imposed sanction.
- G. The Alliance shall ensure correction of any unresolved administrative findings. The Alliance must determine the status of the unresolved administrative findings through its monitoring process and determine that appropriate corrective action has been taken or is planned. A copy of the monitoring report substantiating the implantation of the appropriate corrective action must be on file.

## II. State Hearings

- A. All auditees have the right to request a state level hearing. All requests for hearings, including amendments shall be in writing.
1. Requests for a hearing must be made within 15 days from the date of the final determination or the decision of the local hearing officer.
  2. All auditees have the right to withdraw their request for a state level hearing but must do so in writing.



- B. The state hearing officer will provide written notice to the concerned parties of the date, time, and place of the hearing at least ten calendar days before the scheduled hearing.
  - 1. Both parties will have the opportunity to: present oral and written testimony; call and question witnesses in support of their position; present oral and written arguments; examine records and documents relevant to the issue(s); and be represented.
  - 2. The state hearing officer will prepare a proposed decision and submit it to the Employment Development Department Director or designee.
  - 3. The Employment Development Department reserves the right to overturn the decision of the hearing officer.

### III. Stand-In Costs

- A. During the audit resolution process, an auditee may propose the use of stand-in costs to substitute for the disallowed costs.
  - 1. To be considered, stand-in costs must be incurred for allowable WIOA costs that were reported as uncharged WIOA program costs, included within the scope of the audit, and accounted for in the auditee's financial system.
  - 2. The stand-in cost must have been expended in support of the same title and within the program years of availability of the award as the costs they proposed to replace, and the costs must not cause a violation of the cost limitation.
  - 3. Stand-in costs must be actual expenses paid with non-federal funds. Cash match in excess of the required match may also be considered for use as a stand-in cost.
  - 4. The proposed stand-in costs must have been reported on the WIOA Summary of Expenditures and must be included within the scope of the audit.

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## POLICY UPDATE HISTORY

Date Board Approves – New Policy

## INQUIRIES

Questions regarding this policy can be sent to the Fiscal Office of the Workforce Alliance of the North Bay.





**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER II.E – RATIFY / APPROVE 2018-19 2<sup>ND</sup> QUARTER PROGRAM REPORTS  
**DATE:** APRIL 10, 2019  
**CC:** FILE

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

The attached performance reports for each of the four counties within the Workforce Alliance assist the board in fulfilling its obligation to monitor the performance of its job and career system. The reports illustrate planned vs actual carry-in numbers, enrollment and exit numbers, demographics and other indicators for adult, dislocated workers and youth. This is a top-level summary report with board selected indicators designed to show the numbers of people served through the workforce system and cost by county. It does not display the quality of the service delivered.

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

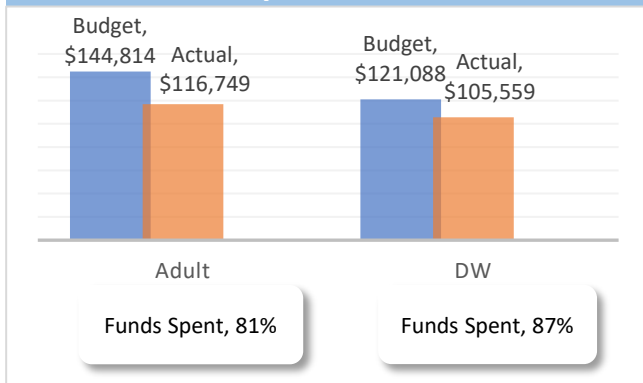
#### **STAFF RECOMMENDATION**

Ratify / accept the PY 18-19 2<sup>nd</sup> Quarter adult, dislocated worker and youth program reports.

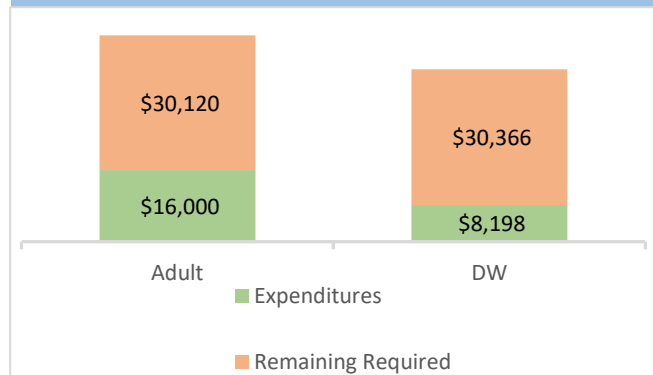
**Adult / Dislocated Worker Local Dashboard**  
**CAREERPOINT LAKE**  
Mendocino Private Industry Council

**FY 2018-19**  
**Q2**

**Operating & Support Services Expenditures**



**Training Requirement - 20%**



29% Achieved at 50% of the Program Year

**Leveraged Training Funds**

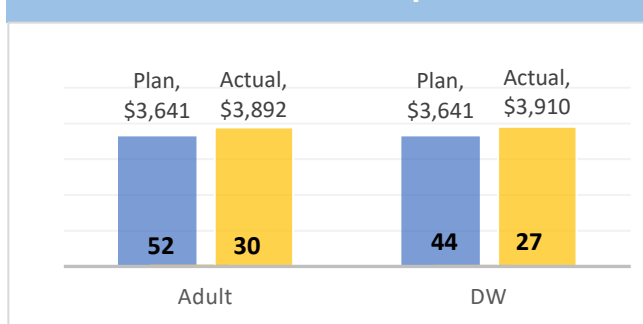
**\$2,923** Leveraged Training Funds\*

**Obligated Training Funds**

**\$38,450** Obligated Training Funds\*

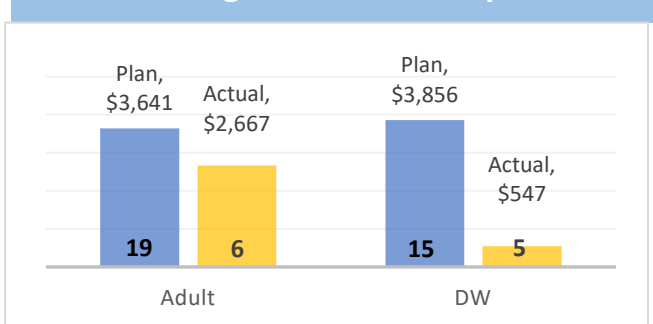
\*Provider reported amounts for fiscal year 2018-19 up to 12/12/2018

**Cost Per Participant**



**14** New enrolled participants - Adult  
**17** New enrolled participants - DW

**Training Cost Per Participant**



**32%** Planned participants in training

**Exit to Employment**

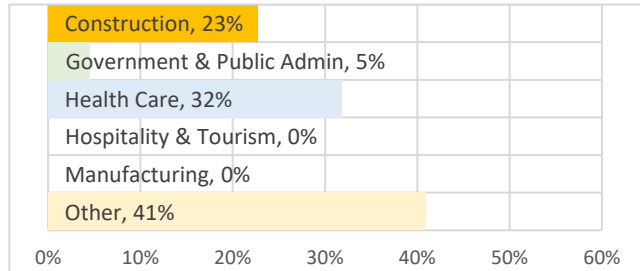
Adult	Exits	Planned
<b>92%</b>	12 Closed & exited to date	27
	11 Exited to employment	16
DW	Exits	Planned
<b>91%</b>	11 Closed & exited to date	24
	10 Exited to employment	13

**Exit to Training Related Employment**

Adult	Exits
<b>80%</b>	5 Received training
	4 Training related employment
DW	Exits
<b>25%</b>	4 Received training
	1 Training related employment

## Employment in Industry Sectors

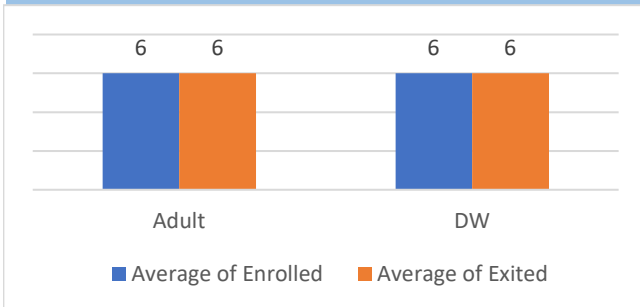
Percent of employments in priority industry sectors



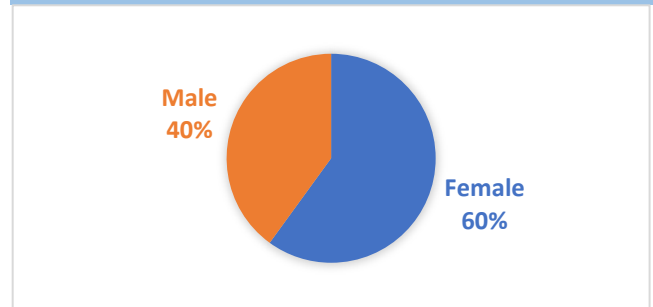
## Training Documentation Achieved

<b>Adult</b>	(credentials, certificate, etc)
<b>50%</b>	2 Ended training services
	1 Received training document
<b>DW</b>	(credentials, certificate, etc)
<b>100%</b>	1 Ended training services
	1 Received training document

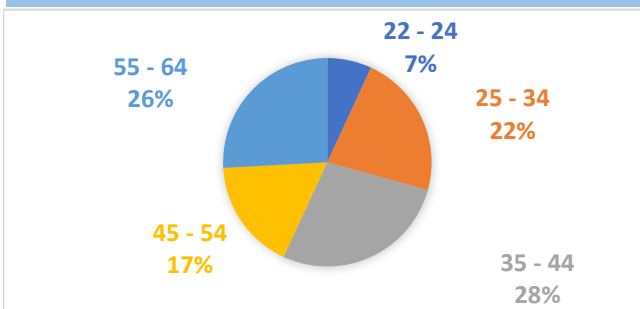
## Months in Program



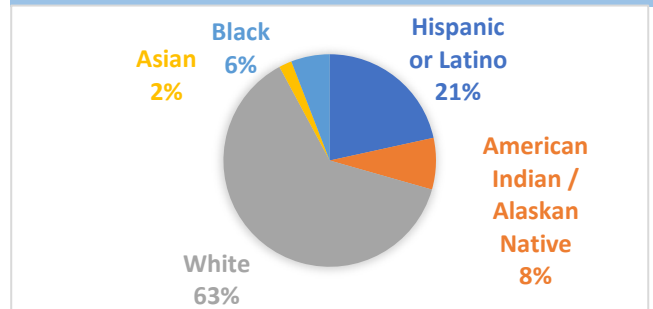
## Gender of Enrolled Participants



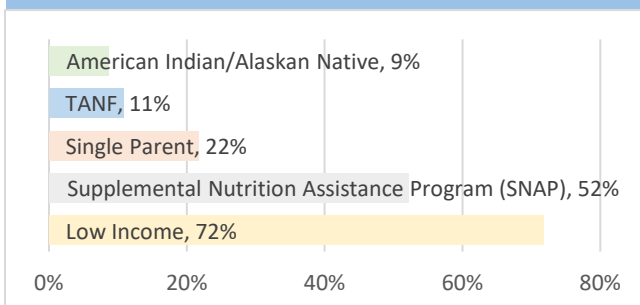
## Age of Enrolled Participants



## Race / Ethnicity



## Participant Barriers



## Enrolled Veterans

**7%**  
of enrolled participants are veterans



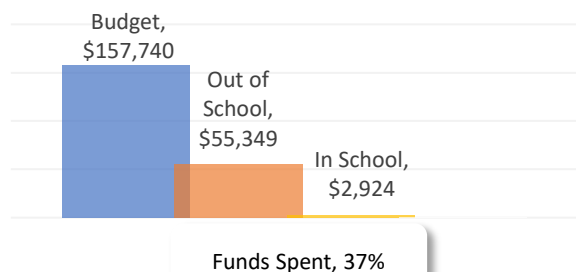
# Youth Local Dashboard

## CAREERPOINT LAKE

Redwood Community Services / Mendocino Private Industry Council

FY 2018-19  
Q2

### Operating & Support Services Expenditures



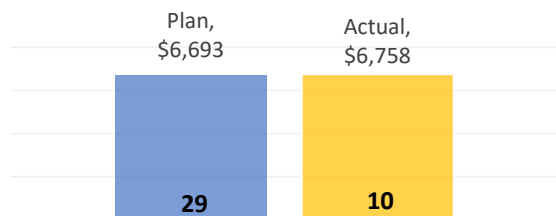
**32%** Funds spent on out of school youth  
**4%** Funds spent on in school youth

### Work Experience Requirement

**Requirement: \$40,267**

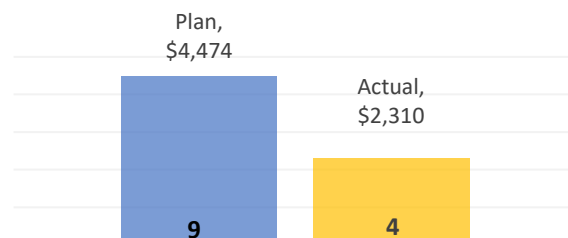
**Actual: \$9,238**

### Cost Per Participant



**2** New enrolled participants

### Cost Per Work Experience

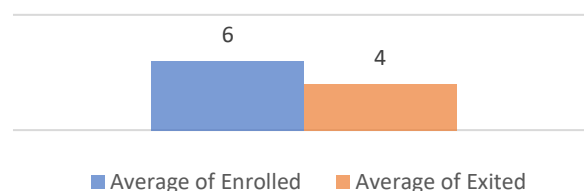


**44%** Planned participants in WEX

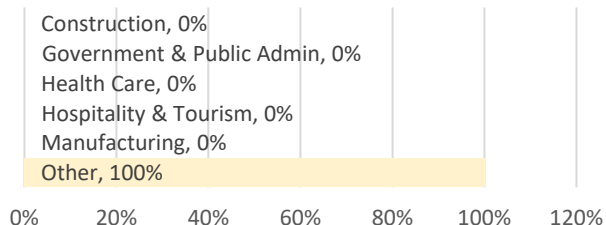
### Exit Status

Exits to Employment / Education		Planned
<b>33%</b>	3 Closed & exited to date	11
	1 Exited to Employment / Education	9

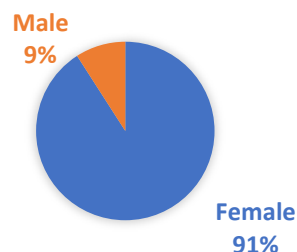
### Months in Program



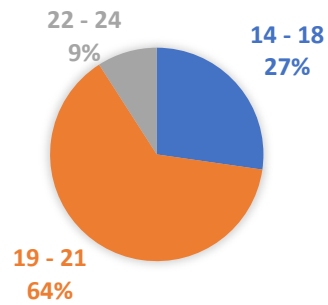
### Employment in Industry Sectors



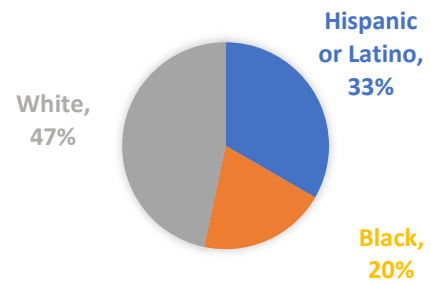
### Gender of Enrolled Participants



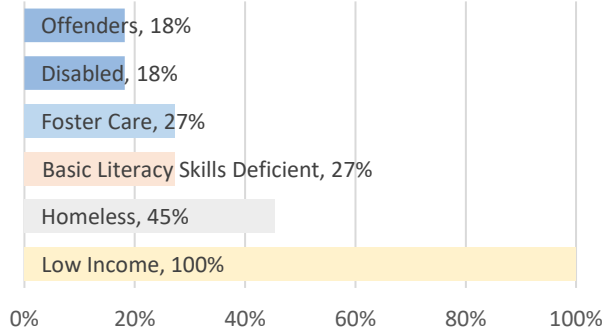
### Age of Enrolled Participants



### Race / Ethnicity



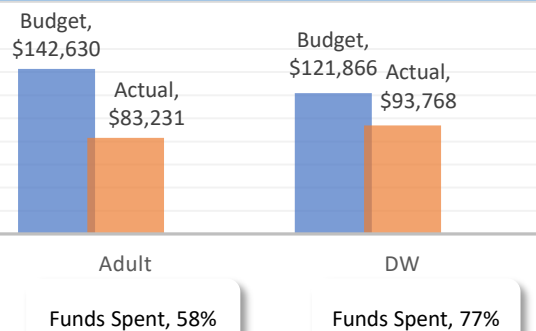
### Participant Barriers



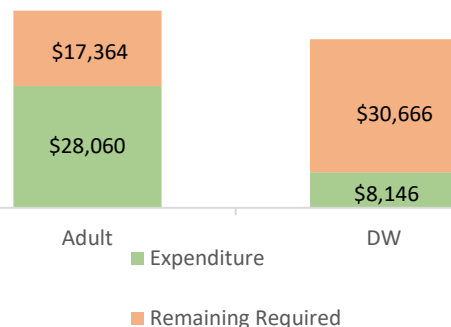
### Enrolled Veterans

**0%**  
of enrolled participants are veterans

### Operating & Supportive Services Expenditures



### Training Requirement - 20%



43% Achieved at 50% of the Program Year

### Leveraged Training Funds

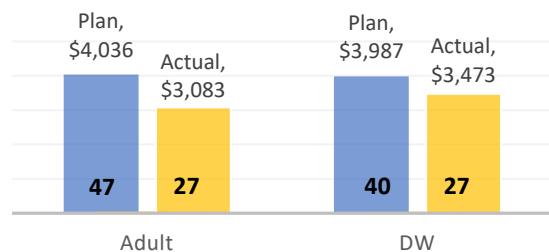
**\$27,805** Leveraged Training Funds\*

### Obligated Training Funds

**\$72,579** Obligated Training Funds\*

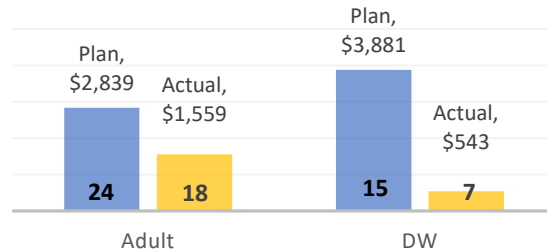
\*Provider reported amounts for fiscal year 2018-19 up to 12/12/2018

### Cost Per Participant



**5** New enrolled participants - Adult  
**18** New enrolled participants - DW

### Training Cost Per Participant



**64%** Planned participants in training

### Exit to Employment

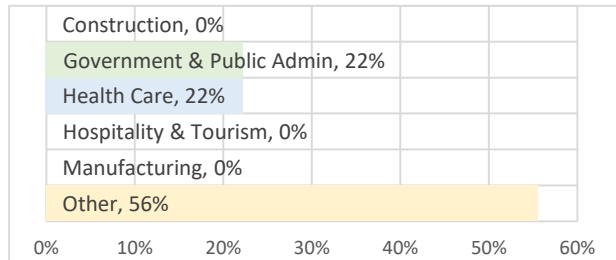
Adult	Exits	Planned
<b>40%</b>	5 Closed & exited to date	32
	2 Exited to employment	19
DW	Exits	Planned
<b>100%</b>	7 Closed & exited to date	15
	7 Exited to employment	9

### Exit to Training Related Employment

Adult	Exits
<b>50%</b>	4 Received training
	2 Training related employment
DW	Exits
<b>50%</b>	2 Received training
	1 Training related employment

## Employment in Industry Sectors

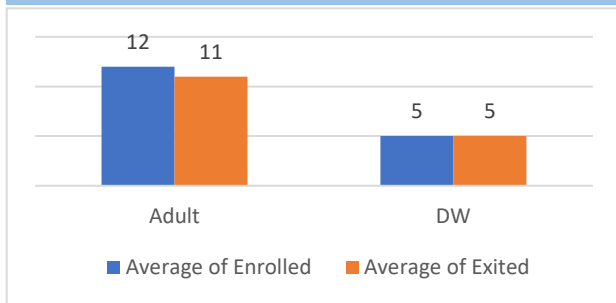
Percent of employments in priority industry sectors



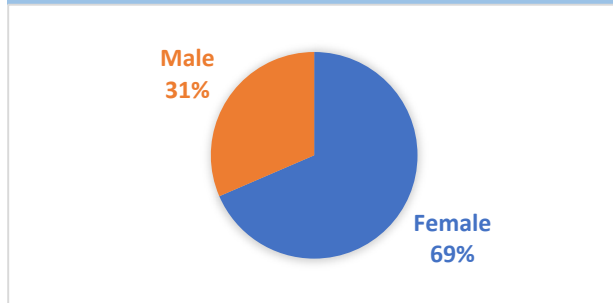
## Training Documentation Achieved

<b>Adult</b>	(credentials, certificate, etc)
<b>33%</b>	6 Ended training services
	2 Received training document
<b>DW</b>	(credentials, certificate, etc)
<b>100%</b>	1 Ended training services
	1 Received training document

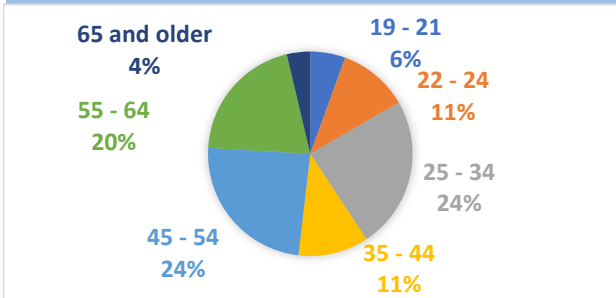
## Months in Program



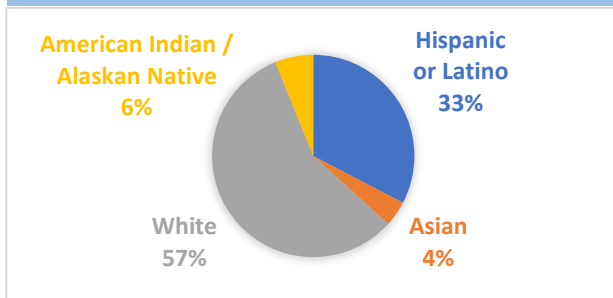
## Gender of Enrolled Participants



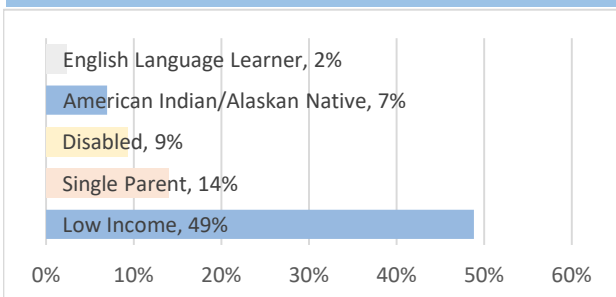
## Age of Enrolled Participants



## Race / Ethnicity



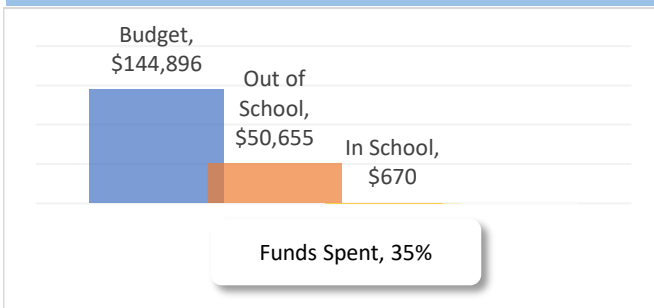
## Participant Barriers



## Enrolled Veterans

**7%**  
of enrolled participants are veterans

### Operating & Support Services Expenditures



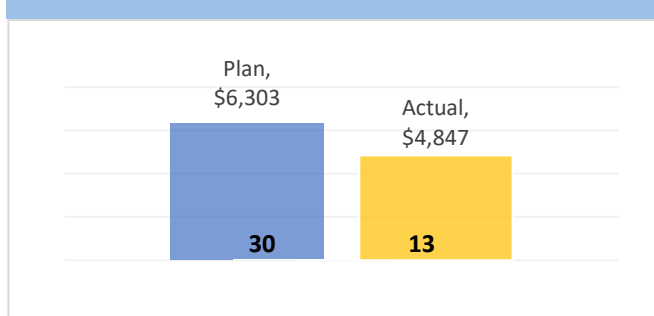
**99%** Funds spent on out of school youth  
**1%** Funds spent on in school youth

### Work Experience Requirement

**Requirement: \$37,821**

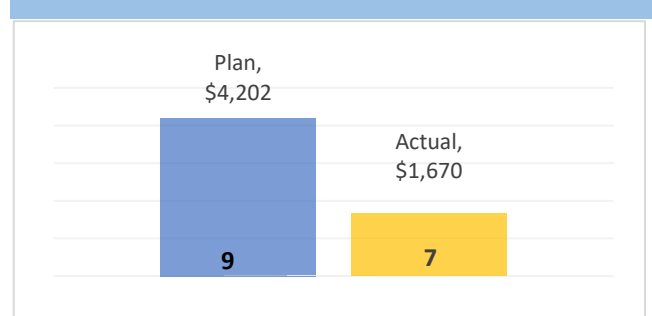
**Actual: \$11,692**

### Cost Per Participant



**1** New enrolled participants

### Cost Per Work Experience

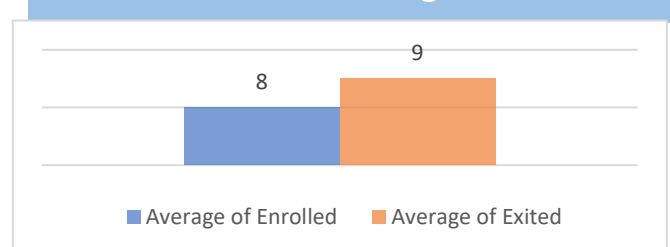


Planned participants in WEX

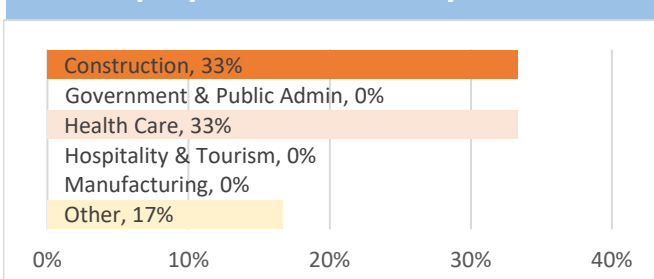
### Exit Status

Exits to Employment / Education		Planned
<b>63%</b>	8 Closed & exited to date	14
	5 Exited to Employment / Education	12

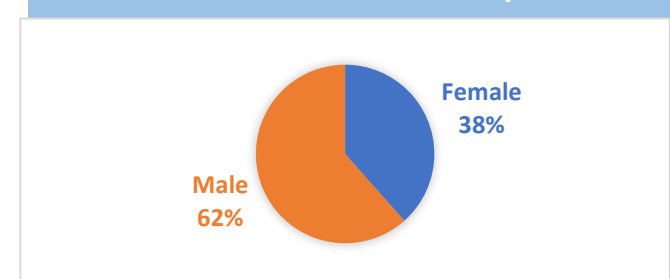
### Months in Program



### Employment in Industry Sectors

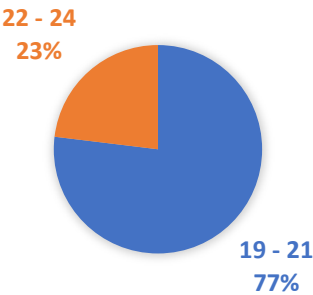


### Gender of Enrolled Participants

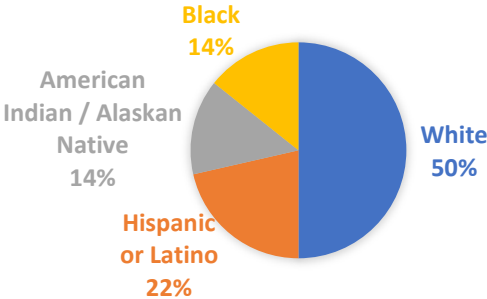




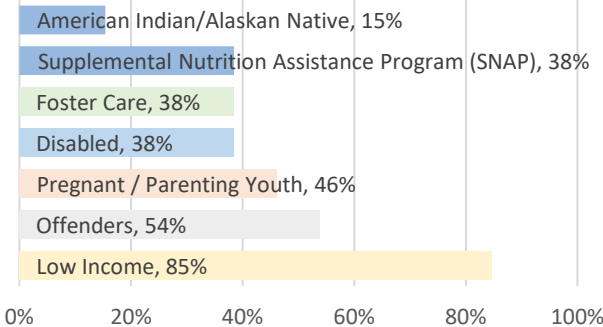
Age of Enrolled Participants



Race / Ethnicity



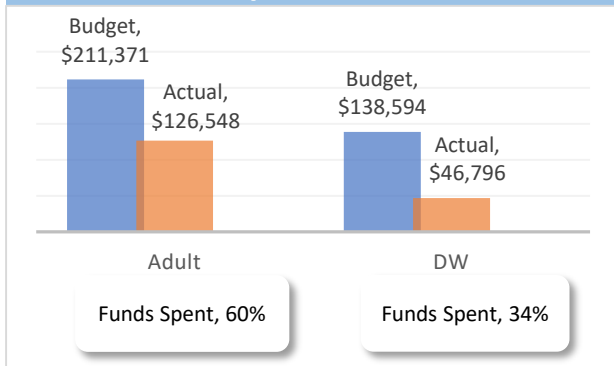
Participant Barriers



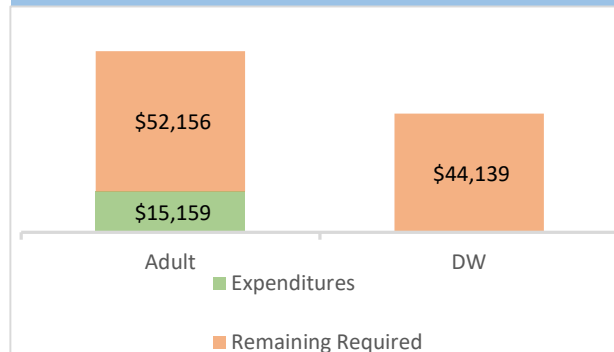
Enrolled Veterans

**0%**  
of enrolled participants are veterans

### Operating & Support Services Expenditures



### Training Requirement - 20%



14% Achieved at 50% of the Program Year

### Leveraged Training Funds

**\$24,700**

Leveraged Training Funds\*

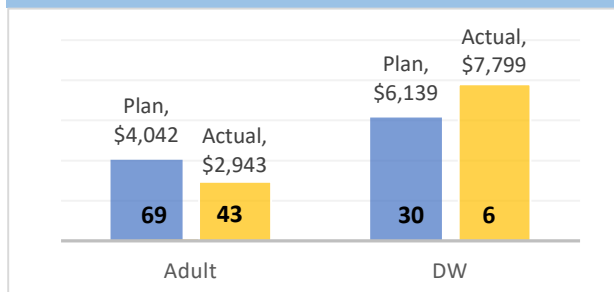
### Obligated Training Funds

**\$29,543**

Obligated Training Funds\*

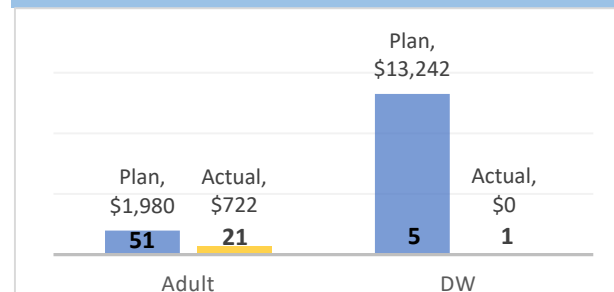
\*Provider reported amounts for fiscal year 2018-19 as of 12/31/2018

### Cost Per Participant



**16** New enrolled participants - Adult  
**5** New enrolled participants - DW

### Training Cost Per Participant



**39%** Planned participants in training

### Exit to Employment

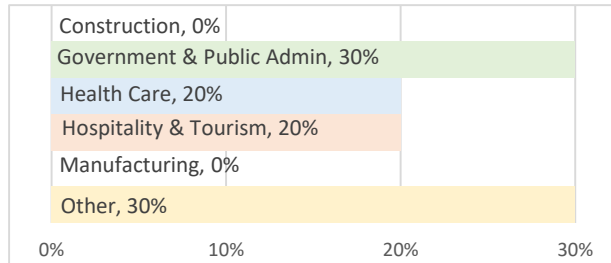
Adult	Exits	Planned
<b>56%</b>	16 Closed & exited to date	30
	9 Exited to employment	20
DW	Exits	Planned
<b>100%</b>	1 Closed & exited to date	2
	1 Exited to employment	2

### Exit to Training Related Employment

Adult	Exits
<b>22%</b>	9 Received training
	2 Training related employment
DW	Exits
<b>0%</b>	1 Received training
	0 Training related employment

## Employment in Industry Sectors

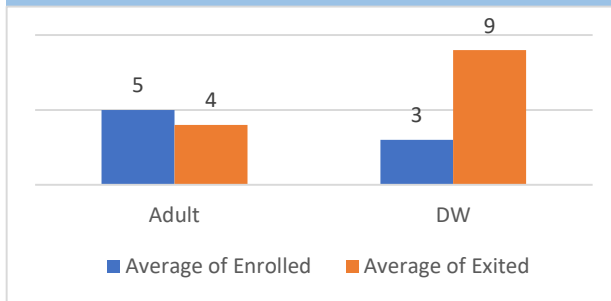
Percent of employments in priority industry sectors



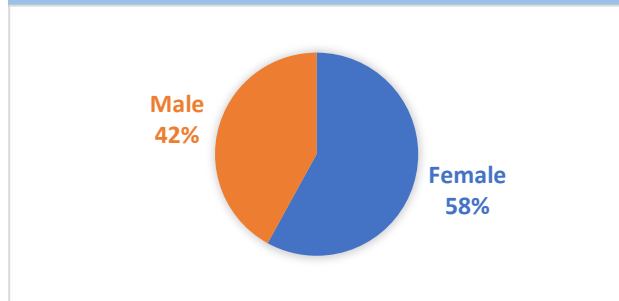
## Training Documentation Achieved

<b>Adult</b>	(credentials, certificate, etc)
<b>10%</b>	10 Ended training services
	1 Received training document
<b>DW</b>	(credentials, certificate, etc)
<b>n/a</b>	0 Ended training services
	0 Received training document

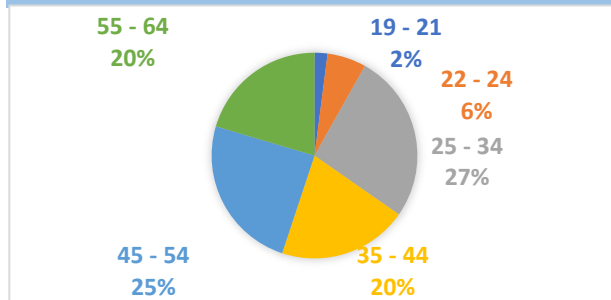
## Months in Program



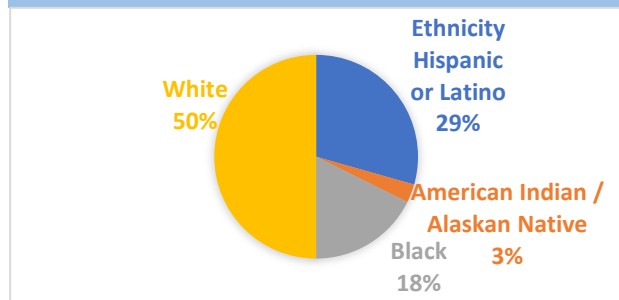
## Gender of Enrolled Participants



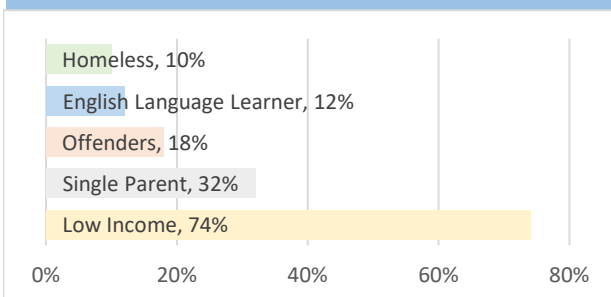
## Age of Enrolled Participants



## Race / Ethnicity



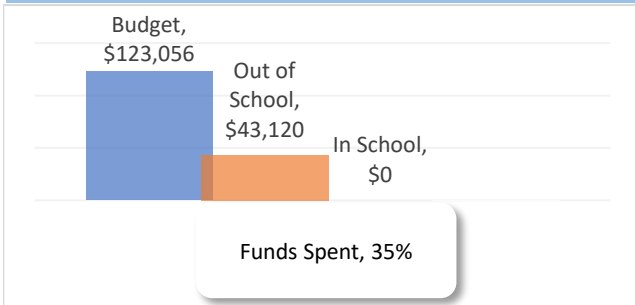
## Participant Barriers



## Enrolled Veterans

**4%**  
of enrolled participants are veterans

### Operating & Support Services Expenditures

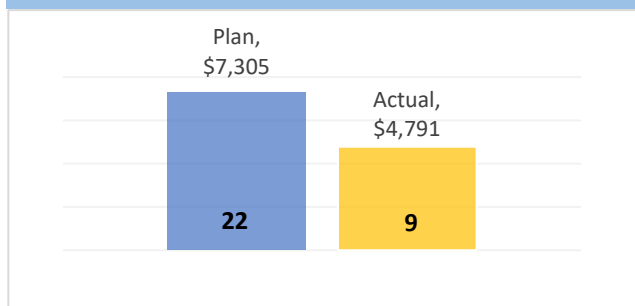


**100%** Funds spent on out of school youth  
**0%** Funds spent on in school youth

### Work Experience Requirement

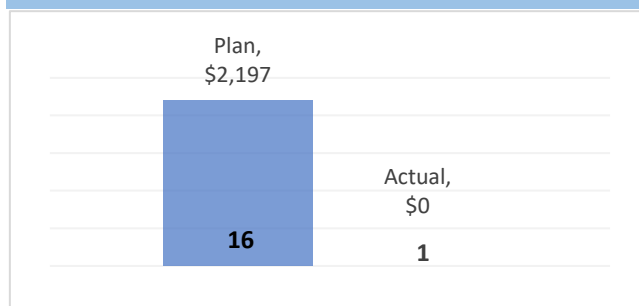
**Requirement: \$35,159**  
**Expenditures: \$0**

### Cost Per Participant



**6** New enrolled participants

### Cost Per Work Experience

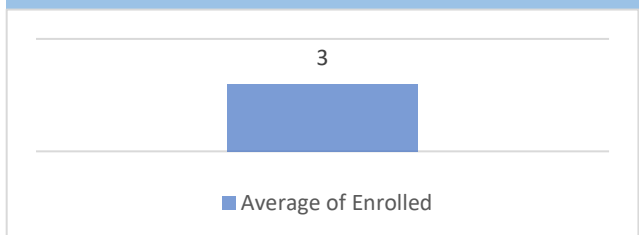


**6%** Planned participants in WEX

### Exit Status

Exits to Employment / Education		Planned
<b>0%</b>	0 Closed & exited to date	5
	0 Exited to Employment / Education	3

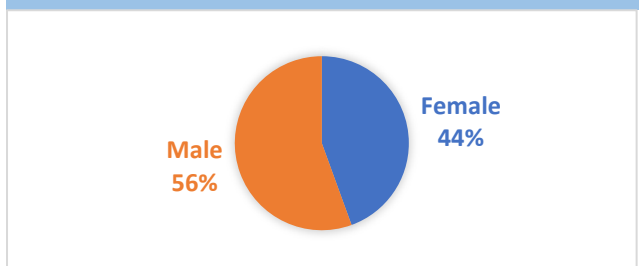
### Months in Program



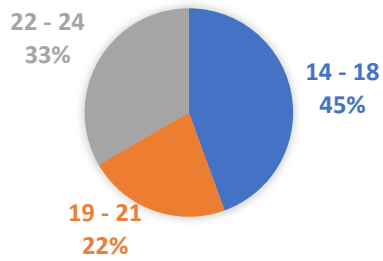
### Employment in Industry Sectors

There are no exits to employment to report.

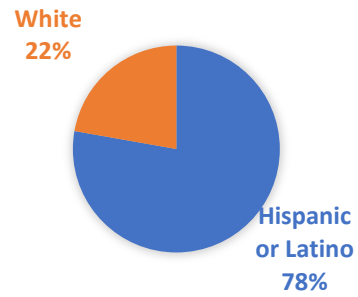
### Gender of Enrolled Participants



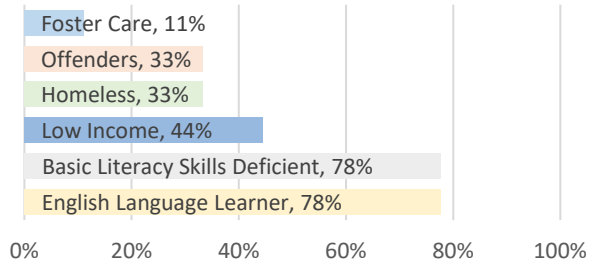
### Age of Enrolled Participants



### Race / Ethnicity



### Participant Barriers

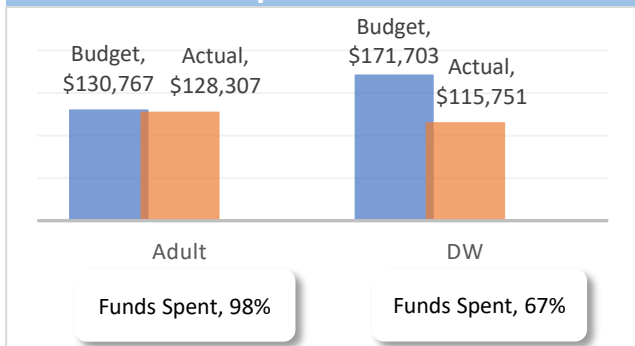


### Enrolled Veterans

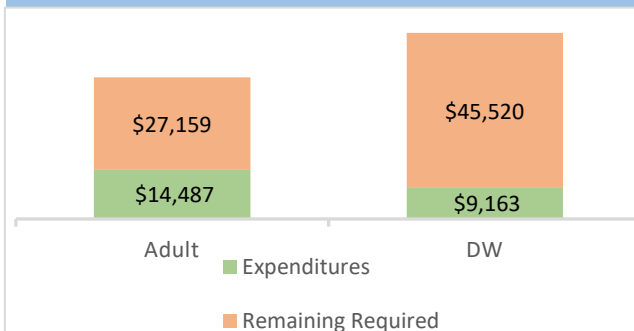
**0%**  
of enrolled participants are veterans



### Operating & Support Services Expenditures



### Training Requirement - 20%



25% Achieved at 50% of the Program Year

### Leveraged Training Funds

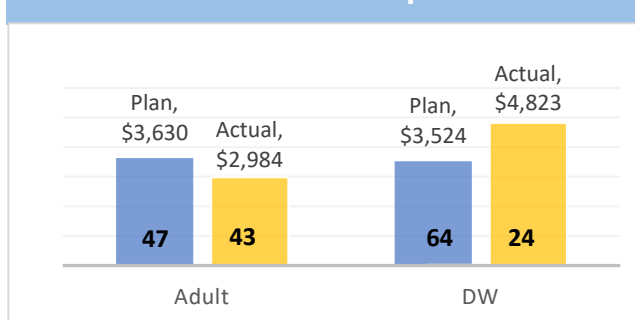
**\$46,642** Leveraged Training Funds\*

### Obligated Training Funds

**\$61,322** Obligated Training Funds\*

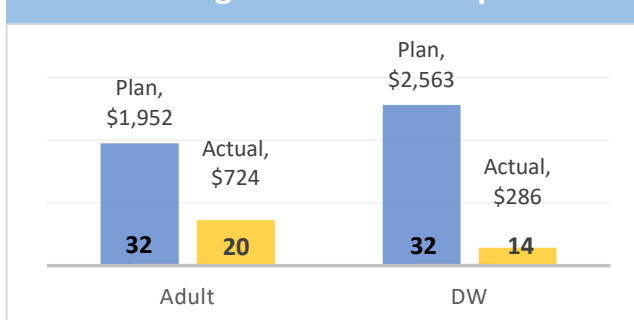
\*Provider reported amounts for fiscal year 2018-19 up to 12/12/18

### Cost Per Participant



**21** New enrolled participants - Adult  
**12** New enrolled participants - DW

### Training Cost Per Participant



**53%** Planned participants in training  
**0%** Funds leveraged for training

### Exit to Employment

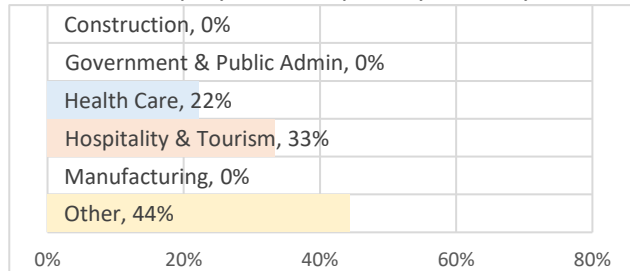
Adult	Exits	Planned
<b>56%</b>	9 Closed & exited to date	38
	5 Exited to employment	32
DW	Exits	Planned
<b>80%</b>	5 Closed & exited to date	52
	4 Exited to employment	46

### Exit to Training Related Employment

Adult	Exits
<b>0%</b>	5 Received training
	0 Training related employment
DW	Exits
<b>60%</b>	5 Received training
	3 Training related employment

## Employment in Industry Sectors

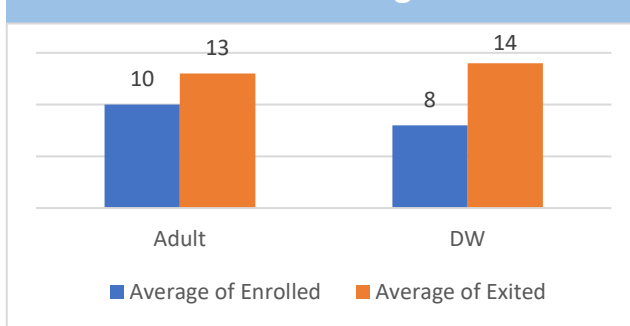
Percent of employments in priority industry sectors



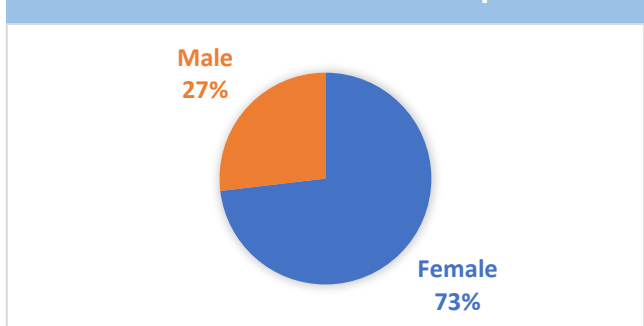
## Training Documentation Achieved

<b>Adult</b>	(credentials, certificate, etc)
<b>14%</b>	7 Ended training services 1 Received training document
<b>DW</b>	(credentials, certificate, etc)
<b>33%</b>	6 Ended training services 2 Received training document

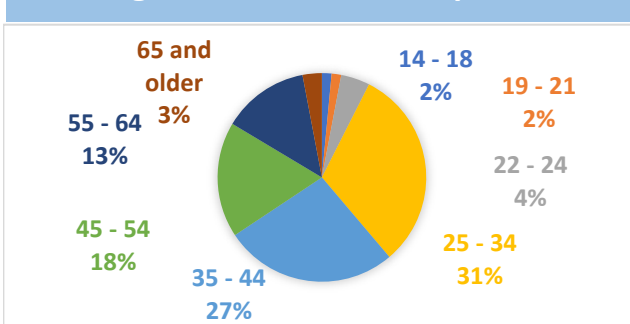
## Months in Program



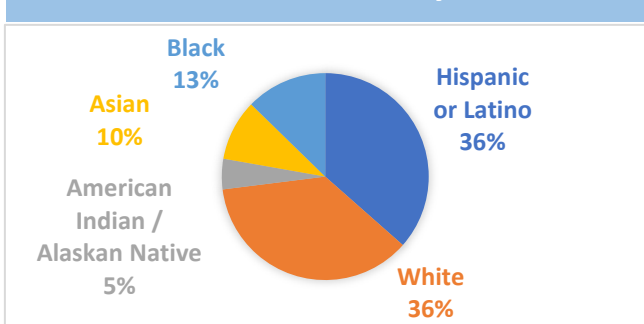
## Gender of Enrolled Participants



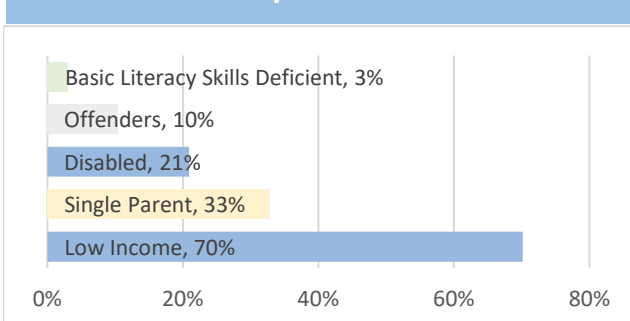
## Age of Enrolled Participants



## Race / Ethnicity



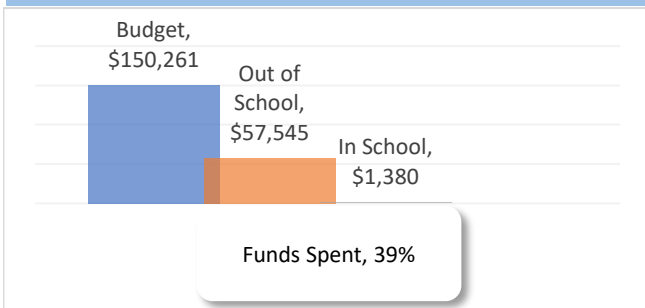
## Participant Barriers



## Enrolled Veterans

**0%**  
of enrolled participants are veterans

### Operating & Support Services Expenditures



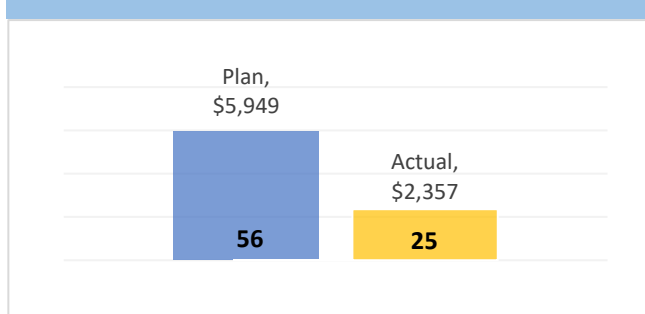
**98%** Funds spent on out of school youth  
**2%** Funds spent on in school youth

### Work Experience Requirement

**Requirement: \$53,669**

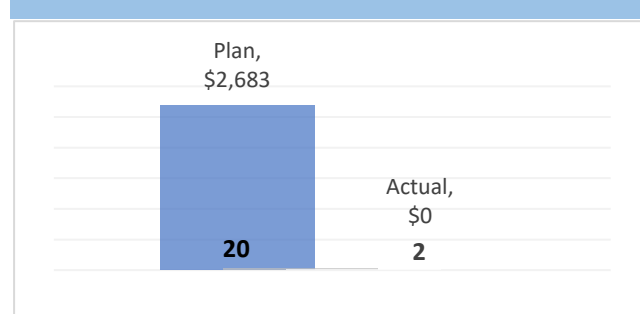
**Actual: \$0**

### Cost Per Participant



**1** New enrolled participants

### Cost Per Work Experience

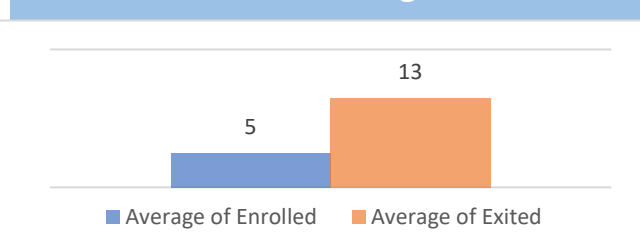


**10%** Planned participants in WEX

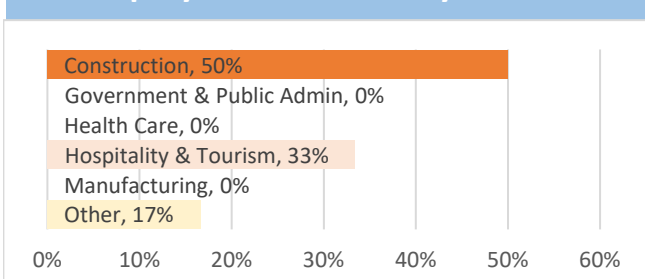
### Exit Status

Exits to Employment / Education		Planned
<b>26%</b>	23 Closed & exited to date	40
	6 Exited to Employment / Education	28

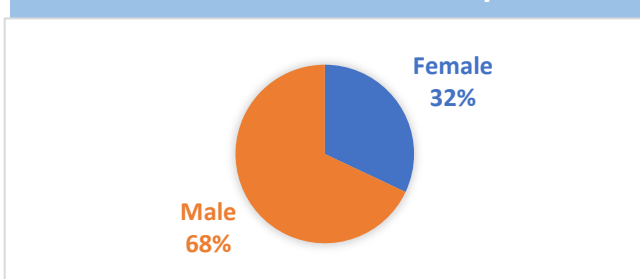
### Months in Program



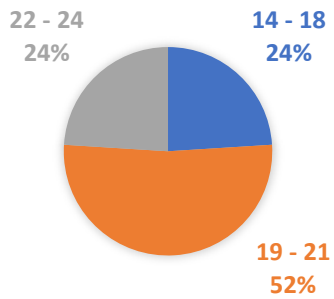
### Employment in Industry Sectors



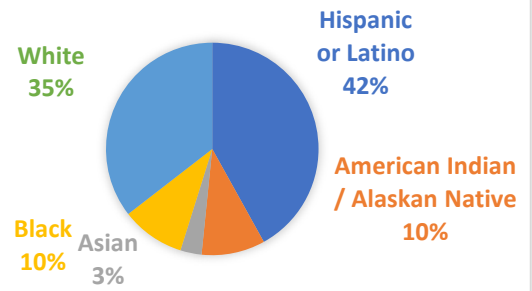
### Gender of Enrolled Participants



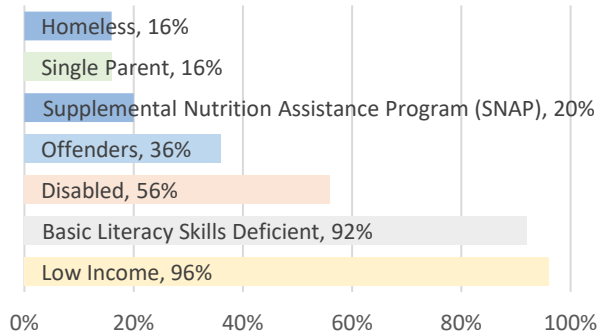
### Age of Enrolled Participants



### Race / Ethnicity




### Participant Barriers















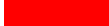


### Enrolled Veterans

**0%**  
of enrolled participants are veterans

Workforce Alliance of the North Bay  
Providers of Services Report  
Program Year 2018-2019  
Quarter 2, 50% of Program Year

			Carry-ins from PY17-18	New Clients	Total Enrolled			Placements Area Plan = 80%			Exits Area Plan = 80%			Training Requirement - (20%) Area Plan = 100%			Contract Budget Quarter 2			
					(Qtr 2) Actual	Area Plan for PY	% Achieved of Qtr 2	(Qtr 2) Actual	Area Plan for PY	% Achieved of Qtr 2	(Qtr 2) Positive Exits	(Qtr 2) Negative Exits	(Qtr 2) % of Positive Exits to Total Exits	WIOA Funds Spent	Requirement- 20%	% Achieved of Training	(Qtr 2) Expended	Budget in PY	Total % Achieved	Combined
Lake	MPIC	Adult	16	14	30	52	58%	11	16	69%	11	1	91.7%	\$ 16,000	\$ 46,120	34.7%	\$145,630	\$190,934	76.3%	79%
		Dislocated Worker	10	17	27	44	61%	10	13	77%	10	1	90.9%	\$ 8,198	\$ 38,563	21.3%	\$132,626	\$159,651	83.1%	
Mendocino	MPIC	Adult	22	5	27	47	57%	2	19	11%	2	3	40.0%	\$ 28,060	\$ 45,424	61.8%	\$122,683	\$188,054	65.2%	69%
		Dislocated Worker	9	18	27	40	68%	7	9	78%	7	0	100.0%	\$ 8,146	\$ 38,811	21.0%	\$116,554	\$160,677	72.5%	
Marin	Marin HHS	Adult	27	16	43	69	62%	9	20	45%	9	7	56.3%	\$ 15,159	\$ 67,315	22.5%	\$141,707	\$278,686	50.8%	41%
		Dislocated Worker	1	5	6	30	20%	1	2	50%	1	0	100.0%	\$ -	\$ 44,139	0.0%	\$46,796	\$182,733	25.6%	
Napa	Napa HHSA	Adult	22	21	43	47	91%	5	32	16%	5	4	55.6%	\$ 14,487	\$ 41,646	34.8%	\$142,794	\$172,413	82.8%	67%
		Dislocated Worker	12	12	24	64	38%	4	46	9%	4	1	80.0%	\$ 9,163	\$ 54,683	16.8%	\$124,914	\$226,386	55.2%	
System Totals			119	108	227	393		49	157		49	17		\$99,213	\$376,701	26.3%	\$973,704	\$1,559,534	62%	

Enrolled	Placements	Exits	Training	Contract Budget
 40% and above	 40% and above	 80% and above	 50% and above	 Greater than 50%
 35% to 39.9%	 35% to 39.9%	 70% to 79.9%	 49.9% and below	 32% to 50%
 34.9% or below	 34.9% and below	 69.9% and below		 22% to 31.9%
				 21.9% or below
				 Missing invoices

# WORKFORCE ALLIANCE OF THE NORTH BAY MASTER MEETING CALENDAR 2019 (rev 2.5.2019)

JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC
<b>REGIONAL WORKFORCE DEVELOPMENT BOARD 2nd Thursday @ 9-10:30 AM</b>											
		3/14/19 9-10:30			6/13/19 9-10:30			9/12/19 9-10:30			12/12/19 9-10:30
<b>GOVERNING BOARD 3rd Friday @ 9-10:30 AM</b>											
		3/15/19 9-10:30			6/21/19 9-10:30			9/20/19 9-10:30			12/20/19 9-10:30
<b>EXECUTIVE COMMITTEE 2nd Wednesday @ 9-10:30 AM</b>											
	2/13/19 9-10:30		4/10/19 9-10:30	5/8/19 9-10:30		7/10/19 9-10:30	8/14/19 9-10:30		10/9/19 9-10:30	11/13/19 9-10:30	
<b>POLICY AND OVERSIGHT SUBCOMMITTEE 1st Tuesday @ 3-4:30 PM</b>											
	2/5/19 3-4:30		4/2/19 3-4:30		6/4/19 3-4:30		8/6/19 3-4:30		10/1/19 3-4:30		12/3/19 3-4:30
<b>LAKE ADVISORY SUBCOMMITTEE 4th Thursday @ 9-10:30 AM</b>											
	2/28/19 9-10:30			5/23/19 9-10:30			8/22/19 9-10:30			11/21/19* 9-10:30	
<b>MARIN ADVISORY SUBCOMMITTEE 4th Wednesday @ 8-9:30 AM</b>											
	2/27/19 8-9:30			5/22/19 8-9:30			8/28/19 8-9:30			11/20/19* 9-10:30	
<b>MENDOCINO ADVISORY SUBCOMMITTEE 4th Thursday @ 3:30-5 PM</b>											
	2/28/19 3:30-5			5/23/19 3:30-5			8/22/19 3:30-5			11/21/19* 3:30-5	
<b>NAPA ADVISORY SUBCOMMITTEE 4th Wednesday @ 3-4:30 PM</b>											
	2/27/19 3-4:30			5/22/19 3-4:30			8/28/19 3-4:30			11/20/19* 3-4:30	



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

<b>REQUIRED ATTENDANCE</b>
<b>Regional Workforce Development Board (RWDB)</b>
All appointed RWDB members
<b>Governing Board</b>
Governing Board Members Representing Marin, Napa, Lake Counties
<b>Executive Committee</b>
RWDB Officers & Chairs
<b>Policy and Oversight Subcommittee</b>
RWDB Members representing Lake, Marin, Mendocino and Napa Counties
<b>Lake Advisory Subcommittee:</b>
RWDB Members representing Lake & Appointed Lake Advisory Committee Members
<b>Marin Advisory Subcommittee:</b>
RWDB Members representing Marin & Appointed Marin Advisory Committee Members
<b>Mendocino Advisory Subcommittee:</b>
RWDB Members representing Mendocino & Appointed Mendocino Advisory Committee Members
<b>Napa Advisory Subcommittee:</b>
RWDB Members representing Napa & Appointed Napa Advisory Committee Members



## BOARD LETTER III.B



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER III.B – PRISON 2 EMPLOYMENT GRANT APPLICATION  
**DATE:** APRIL 10, 2019  
**CC:** FILE

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JPA staff solicits Regional Workforce Development Board Executive Committee authorization to apply (in partnership with Sonoma and Solano) for Prison to Employment (P2E) grant and accept grant funding from the California Workforce Development Board (CWDB) in the amount of up to \$800,000 for WANB.

If awarded, the Workforce Alliance would implement strategies including the deployment of monetary resources to organizations in each member county that would facilitate the more effective delivery of workforce services to second chance (justice involved individuals) clients.

### STAFF RECOMMENDATION

Ratify approval of P2E regional grant application.



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER III.C – REGIONAL AND LOCAL PLAN APPROVAL  
**DATE:** APRIL 10, 2019  
**CC:** FILE

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In the second and third quarters of PY 2017-18, the Workforce Alliance of the North Bay conducted a regional and local planning process that resulted in both local and regional workforce development plan. The process included a great deal of research and analysis with workforce stakeholders and the Workforce Development Board.

The policy objectives of the original WANB plans are the following:

1. Fostering “demand-driven skills attainment” – Workforce and education programs need to align program content with the state’s industry sector needs to provide employers and businesses with the skilled workforce necessary to compete in the local, regional and global economy.
2. Enabling upward mobility for all Californians, including populations with barriers to employment – Workforce and education programs need to be accessible for all Californians and ensure that everyone has access to a marketable set of skills, and is able to access the level of education necessary to get a good job that ensures both long-term economic self-sufficiency and economic security.
3. Aligning, coordinating, and integrating programs and services – Workforce and education programs need to economize limited resources to achieve scale and impact, while also providing the right services to customers, based on each customer’s particular and potentially unique needs, including any needs for skills-development.

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.

**Local Plan update includes:**

1. Coordination of services for CalFRESH recipients

2. Coordination of services with local Child Support Agency
3. Strategies to enhance Competitive Integrated Employment
4. Services for English language learners, the foreign born and refugees

**Regional Plan update includes:**

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

The Workforce Alliance's local plan is included here as a link: [Local Workforce Development Plan Update](#)

The Workforce Alliance's regional plan is included here as a link: [Regional Workforce Development Plan Update](#)

**STAFF RECOMMENDATION:**

Approve local and regional workforce development plans and empower Regional Workforce Development Board Chair to sign appropriate documents for submittal.



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER III.D – APPROVE MEMORANDUM OF UNDERSTANDING OUTLINING STRUCTURE AND RESPONSIBILITIES  
**DATE:** APRIL 10, 2019  
**CC:** FILE

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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;”

The JPA Agreement also specifies under Paragraph 16 - Staffing of the Agency that

- (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.”

As a public agency in the State of California with responsibility to receive, disburse and oversee Federal and State dollars on behalf of Marin, Napa, Lake and Mendocino counties, the Workforce Alliance of the North Bay is monitored by the Employment Development Department a minimum of two times a year. At its last fiscal and procurement monitoring, the State of California provided the WANB with an observation regarding its organizational structure and requested the WANB implement specific steps to clarify the reporting relationship of the Executive Director to the Governing Board of the WANB and ensure that the Workforce Board, Governing Board and Napa Board of Supervisors (employer of record) are clear about roles and responsibilities. As such, the attached MOU outlines roles and responsibilities of each body, in relation to the Executive Director.

**STAFF RECOMMENDATION:**

Approve Memorandum of Understanding and empower Regional Workforce Development Board Chair to sign appropriate documents for submittal.

## ATTACHMENT III.D

**AGREEMENT ON ROLES AND RESPONSIBILITIES  
BETWEEN the  
WORKFORCE ALLIANCE OF THE NORTH BAY GOVERNING BOARD  
REGIONAL WORKFORCE DEVELOPMENT BOARD  
AND The  
NAPA COUNTY BOARD OF SUPERVISORS  
("The Parties")  
Under the WORKFORCE INNOVATION AND OPPORTUNITY ACT**

**WHEREAS**, California has determined that workforce development is critical to the longterm economic health of the state, and

**WHEREAS**, the driving force for the envisioned workforce development system should be local, employer driven partnerships focused upon continuous improvement of customer services, and

**WHEREAS**, cost effective grant management, oversight and strategic planning for the local partnerships, is best provided through intergovernmental collaboration, and

**WHEREAS**, the State of California Workforce Board ("State Board") established pursuant to the Workforce Innovation and Opportunity Act ("WIOA") is required to designate Workforce Development Areas ("Areas"), and

**WHEREAS**, each Area shall have a local Workforce Development Board ("WDB") appointed by Chief Local Elected Officials in accordance with the WIOA and State criteria, and

**WHEREAS**, each Area shall elect to execute an agreement between the Local Elected Officials ("Governing Board") and the WDB to specify the joint roles, responsibilities and powers, and

**WHEREAS**, the Napa County Board of Supervisors has a staff member with the necessary skills and experience to lead the Workforce Alliance of the North Bay; and

**WHEREAS**, the Workforce Alliance of the North Bay Governing Board has elected to contract with the Napa County Board of Supervisors to provide Executive Director staff support to fulfill the roles and responsibilities of the parties as outlined in this agreement; and

**WHEREAS**, The parties agree that this agreement is necessary to clearly articulate the roles and responsibilities of each party in writing in order to clearly show authority of each party and mitigate perceived or real questions of Conflict of Interest.

**WHEREAS**, the Governing Board agrees to cover all staff costs associated with its decisions

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. AREA DESIGNATION The State of California has designated the counties of Napa, Marin, Lake and Mendocino as a single Workforce Development Area.
2. AREA NAME The Area shall be entitled the North Bay Area.

3. THE CHIEF LOCAL ELECTED OFFICIAL The Chair of the Workforce Alliance of the North Bay Governing Board shall act as the Chief Local Elected Official (“CLEO”). The Chief Local Elected Official is responsible for:

- Presiding at all meetings of the Governing Board in accordance with Robert's Rule of Order
- Placing matters on the agenda
- Appointing Ad Hoc committees
- Executing agreements approved by the Governing Board on behalf of the WANB
- Providing direction to the Executive Director staff of the Governing Board

4. GOVERNING BOARD ROLE The **Governing Board** has a critical role in the creation and oversight of the workforce system in Marin, Napa, Mendocino and Lake counties 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).

5. REGIONAL WORKFORCE DEVELOPMENT BOARD ROLE The work of the **Regional Board** is performed in partnership with the Governing Board. The role of Regional Board is to direct federal, state and local funding to workforce development programs within the Regional Area. Additionally, the Regional Board conducts research on these programs and the needs of their regional economy. They also competitively procure and oversee the American Job and Career Center systems (AJCC's), where job seekers can get employment information, find out about career development & training opportunities and connect to various employment and support programs in their area. AJCC's also provide many no-cost services to employers as well.

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

- Submission of a local plan
- Workforce research and regional labor market analysis
- Convening, brokering, and leveraging of local stakeholders
- Sector partnerships and employer engagement
- Education partnerships and career pathways development
- Promote and disseminate information on proven and promising practices
- Develop strategies for using technology to maximize accessibility and effectiveness if the local workforce development system
- Program oversight
- Negotiation of local performance measures
- Competitive selection and ongoing oversight of service providers



- Coordination with education and training providers, including reviewing the applications to provide adult education and literacy activities in the local area to ensure alignment with the local plan
- Budget and administration
- Annual assessment of one stop to ensure accessibility for individuals with disabilities

6. **NAPA COUNTY BOARD OF SUPERVISORS** The Napa County Board of Supervisors is the employer of record for the Executive Director and his/her administrative support staff. As such, the County of Napa Board of Supervisors is responsible for assuring that staff of Agency shall remain Napa County employees and shall be entitled to the rights and privileges given to Napa County employees as delineated in bargaining agreements and Memoranda of Understanding covering represented employees and various policies and procedures covering management classified staff. The Executive Director shall take policy direction and direction for all Workforce Alliance of the North Bay work exclusively from the Governing Board.

7. **STAFF SUPPORT** The Workforce Alliance, as established through the Joint Powers Agreement between Napa, Marin, Lake and Mendocino, shall be the grant recipient and administrative entity for the workforce development area and shall be responsible for ensuring staff support to both the Regional Workforce Development Board and all of its committees, and the Governing Board. All staff costs associated with the work of the Workforce Alliance of the North Bay shall be paid entirely by the Governing Board in accordance with its annually approved budget.

The Governing Board will decide on the hiring, compensation and discharge of an Executive Director for the administration of Workforce Alliance of the North Bay business. The Executive Director will be responsible for the organizational framework and subsequent staffing to achieve the business of the board(s) as set forth in this agreement. Parties agree that classification and compensation for the Executive Director shall be set in the following manner.

1. Governing Board and Napa County Board of Supervisors shall mutually agree to engage a third-party consultant to conduct a compensation analysis and report. The engagement and cost for this service will be fully borne by the Governing Board.
2. Governing Board and Napa County Board of Supervisors will mutually agree to classification and compensation for the Executive Director.
3. Napa County Board of Supervisors shall set classification and compensation at the mutually agreed level.

8. **JOINT WORKFORCE DEVELOPMENT BOARD – EXECUTIVE COMMITTEE/GOVERNING BOARD ANNUAL MEETING** On an annual basis the Governing Board and the Regional Workforce Development Board's Executive Committee shall meet jointly at an annual meeting, sharing an agenda for the conduct of Workforce Alliance business. Either the RWDB or the Governing Board may, at their discretion, schedule additional, separate meetings, or additional joint meetings, of all or a portion of their members.

9. **DISPUTE RESOLUTION** It is the joint authority and responsibility of both the Governing Board and the Regional Workforce Development Board to ensure an effective workforce delivery system which provides the most beneficial mix of program services to the residents and employers of the Workforce Alliance Area. It is further the shared responsibility and authority of the partners to stimulate the active, effective participation of all sectors of the community in the provision of workforce development services through the local One Stops. To these ends, the Workforce Development Board (WDB) and Governing Board agree to operate the Workforce Alliance as partners, with the same goals and commitments to the Area.

Should a disagreement arise between the WDB and Governing Board, all reasonable efforts shall be taken to informally resolve the issue, including discussion of the item at a joint meeting of the Regional Workforce Development Board and Governing Board. In the event that agreement cannot be reached informally the Regional Workforce Development Board may choose to cede to the decision of the Governing Board or articulate and submit the issue and remedy sought to a five-member panel consisting of two representatives selected by the WDB, two representatives selected by the Governing Board, and a fifth, representative agreed to by both parties. If the parties cannot agree on the fifth impartial member, the Executive Director shall be responsible for selecting the fifth member. The five-member panel so selected, shall meet as soon as possible after the fifth member is selected and shall, by majority vote, resolve the disagreement. The resolution so reached shall be consistent with the then current law, regulations, and related rules and shall be binding upon the parties.

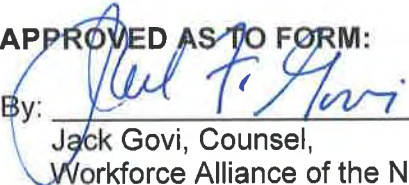
**IN WITNESS WHEREOF**, this Agreement was executed by the Parties hereto as of the date first above written.

**APPROVED BY:**

\_\_\_\_\_  
 Jeri Hansen, Chair  
 Workforce Alliance of the North Bay  
 Regional Workforce Development Board

\_\_\_\_\_  
 Damon Connolly, President  
 Workforce Alliance of the North Bay  
 Governing Board

**APPROVED AS TO FORM:**

By:   
 Jack Govi, Counsel,  
 Workforce Alliance of the North Bay

**NAPA COUNTY**, a political subdivision of  
 the State of California

\_\_\_\_\_  
 RYAN GREGORY, Chairman of the  
 Board of Supervisors

"COUNTY"

<p>APPROVED AS TO FORM          Office of County Counsel</p> <p>By: _____          Deputy County Counsel</p> <p>Date: _____</p>	<p>APPROVED BY THE NAPA          COUNTY          BOARD OF SUPERVISORS</p> <p>Date: _____          Processed By: _____          Deputy Clerk of the Board</p>	<p>ATTEST: JOSE LUIS VALDEZ          Clerk of the Board of Supervisors</p> <p>By: _____</p>
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