



GOVERNING BOARD MEETING AMENDED AGENDA

Friday, March 20, 2020
9:00 AM

Lake: Lake County Courthouse, Conference Room B, 255
N. Forbes Street, Lakeport, CA
Napa: 1546 First Street, Napa, CA

Marin: Marin County Civic Center, Terrace Room #326
3501 Civic Center Drive, San Rafael, CA
Phone: +1 669 900 9128, Meeting ID: 424 486 1151

CALL TO ORDER	
I.	<ul style="list-style-type: none"> A. Welcome, Introductions B. Public Comment C. Chair's Update – Damon Connolly D. Member's Update E. Executive Director's Update – Bruce Wilson <ul style="list-style-type: none"> a. Day at the Capitol [Attachment I.E] b. Status of Operations
CONSENT CALENDAR	
<p>These matters typically include routine financial or administrative action items requiring a vote. Any item will be discussed separately at the request of any person. Items are approved with one single motion.</p>	
II.	A. Approve Meeting Minutes, March 5, 2020 [Attachment II.A]
INFORMATION / DISCUSSION ITEMS	
III.	A. Return on Investment Report [Attachment III.A]
REGULAR CALENDAR	
IV.	<ul style="list-style-type: none"> A. Accept 2019/20 2nd Quarter CareerPoint Dashboard Reports [Board Letter IV.A] [Attachment IV.A] (Action) B. Reappoint a Regional Workforce Development member [Board Letter IV.B] (Action) C. Review contract and proposed timeline and approval of contract for consultant work to transition WANB to employer of record [Board Letter IV.C] [Attachment IV.C] (Action)
ADJOURN	
VI.	A. Adjourn

Public comments will be accepted via email at info@workforcealliancenorthbay.org



SENATOR MARIA ELENA DURAZO

LEGISLATIVE FACTSHEET

CA Homeless Hiring Tax Credit

Senate Bill 1333

Summary:

SB 1333 would create the California Homeless Hiring Tax Credit to support up to 3,000 individuals in securing meaningful employment.

Background:

The Federal government allocates the Work Opportunity Tax Credit (WOTC) to employers hiring individuals from certain targeted populations. However, no Federal or State incentives exist for employers to hire from the homeless population. California is facing an unprecedented crisis, with over 150,000 unsheltered people experiencing homelessness statewide. Recently, Los Angeles County surveyed businesses about incentives for hiring individuals from the homeless population and 85% of respondents, or 190 businesses, indicated support for an incentive-based approach. Businesses are motivated by their bottom line as well as their desire to provide a societal benefit by hiring those experiencing homelessness.

In Utah, employers were able to earn a \$2,000 tax credit for each qualifying homeless individual hired by a qualifying employer. This endeavor was an effective part of the response to the homelessness crisis in their state.

Problem:

Despite reports that the economy is at “full employment”, many unsheltered individuals experience stigma and difficulty when attempting to attain full-time, unsubsidized employment. Meaningful employment and career opportunities are essential to realizing financial security and housing stability.

Establishing a tax credit encourages qualified employers that provide family-sustaining career pathways to hire and retain employees from the homeless population who have systematically faced barriers to employment.

Solution:

SB 1333 by Senators Durazo and Rubio would establish a tax credit between \$2,500 and \$10,000, per qualified individual hired, for employers that pay living wages or are state-recognized High Road employers. Each eligible employee—certified by local Continuums of Care—must work not less than 1,000 hours the year for which the employer is claiming the credit. A qualified employer—certified by the state Employment Development Department—may claim \$30,000 in tax credits annually, with an allowable maximum of \$30 million in credits allocated annually statewide.

This proposal seeks to create access to good jobs and living wages for homeless individuals and to elevate the business community as an integral part of our collective response to ending this humanitarian crisis.

Support:

California Workforce Association

Contact:

Bethany Renfree, Legislative Director
Bethany.Renfree@sen.ca.gov
 (916) 651-4024

ATTACHMENT II.A



SPECIAL GOVERNING BOARD MEETING

Minutes

Thursday, March 5, 2020

9:00 AM

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

Marin: Marin County Civic Center, Terrace Room #326
3501 Civic Center Drive, San Rafael, CA

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

San Francisco: Bay Area Metro Center, Ohlone Conference Room, 375 Beale St., San Francisco, CA

Santa Cruz: 250 Estrella Dr, Scotts Valley, CA

Solano: Dan Foley Cultural Center, Arbor Room, 1499 N. Camino Alto, Vallejo, CA

CALL TO ORDER

- I. A. Welcome, Introductions
Supervisor Connolly called the meeting to order at 9:05 AM.
- Members Present: Supervisor Damon Connolly, Supervisor Dennis Rodoni, Supervisor Brad Wagenknecht, Supervisor Moke Simon, Supervisor Eddie Crandell, Supervisor John Haschak.
- Workforce Alliance Staff Present: Chief Strategist Racy Ming, Legal Counsel Jack Govi, Fiscal Officer Taylor Swain, Business Outreach Stacey Caico.
- Guests: Shery Parr, Cynthia Gunselman, Deidre Smith, Minh Tran, Carol Huchingson, Amar Inalsingh, Bryan Avila.
- B. Public Comment
Amar Inalsingh, Chair of Napa Advisory Subcommittee, spoke about projects he was involved in as a board member and expressed his concern about their continuation if there will be changes to WANB staff.

CONSENT CALENDAR

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

- II. A. Approve Meeting Minutes, December 20, 2019 [Attachment II.A]
Motion made as requested.
M/S: Dennis Rodoni / Brad Wagenknecht
Motion carried: 6-0
Yea: 6
Nay: 0
Abstentions: 0
Absent: Dan Gjerde, Alfredo Pedroza

REGULAR CALENDAR

III.	<p>A. Approve Fire Grant in the amount of \$560,000 [Board Letter III.A] (Action) Motion made as requested. M/S: Brad Wagenknecht / John Haschak Motion carried: 6-0 Yea: 6 Nay: 0 Abstentions: 0 Absent: Dan Gjerde, Alfredo Pedroza</p> <p>B. Ratify approval of WANB Agreements [Board Letter III.B] (Action) Motion made as requested. M/S: John Haschak / Moke Simon Motion carried: 6-0 Yea: 6 Nay: 0 Abstentions: 0 Absent: Dan Gjerde, Alfredo Pedroza</p> <p>C. WANB Transition - Discussion and approval to move forward with actions necessary to transition the WANB to be an employer of record for future staff [Board Letter III.C] [Attachment III.C] (Action) Board members discussed the matter. Minh Tran discussed the reasons why Napa County decided to terminate the Agreement effective June 30, 2020. Racy Ming informed the board that California Workforce Association (CWA) has a list of procured vendors and WANB, with a 15% fee, may use one of them without having to go through the RFP process to save time. Board members reached consensus on several things: to proceed with John Chamberlin (pre-approved consultant on the CWA list), to spread the cost of the contract with consultant over WANB administrative costs, to pursue a competitive recruitment process to hire executive director, to keep existing staff until executive director will be hired in competitive recruitment process. Board members agreed that the timeframe should be realistic but will be mindful of County of Napa timeline. Motion made to direct Racy Ming to develop a contract with John Chamberlin and a proposed timeline for review and approval at the March 20, 2020 meeting. M/S: Brad Wagenknecht / Dennis Rodoni Motion carried: 6-0 Yea: 6 Nay: 0 Abstentions: 0 Absent: Dan Gjerde, Alfredo Pedroza</p>
MEMBER REPORTS	
V.	<p>A. Members Supervisor Rodoni reported on West Marin Business Forum.</p> <p>B. Director</p>
ADJOURN	
VI.	<p>A. Next Meeting and Agenda Items Next meeting March 20, 2020. Chair Connolly adjourned the meeting at 9:49 am.</p>



WORKFORCE ALLIANCE OF THE NORTH BAY

DRIVING WORKFORCE TALENT

RETURN ON INVESTMENT REPORT

Workforce Alliance of the North Bay - Regional Area Return on Investment (ROI)

COST CATEGORY

Workforce Innovation and
Opportunity Act Adult and Dislocated
Worker Enrolled Customers Funding

\$2.28

Returned for each \$1.00 invested

This is the quantitative projected ROI for the Workforce Innovation and Opportunity Act (WIOA) system over the next three years.

Visit www.WorkforceAllianceNorthBay.org for the ROI formula calculation details.

Quantitative View

This report projects the return of funds invested over a three year period. This projection is based upon the monetary benefit derived by the WIOA system in terms of tax revenue generated.

The formula by which ROI was calculated includes the following factors:

- ➔ Customers Enrolled into WIOA Programs
- ➔ WIOA Funds Expended within the Program Year
- ➔ Average Cost Per Customer
- ➔ Projected Employment Rate of Exiters Over Three Years
- ➔ Average Projected Participant Wages Over Three Years
- ➔ Projected Tax Benefit from Wages Earned Over Three Years Per Customer.

The following assumptions were made in developing the formula factors:

- ➔ WIOA participants employed in the quarter after exit will remain employed at relatively the same rates over a three year period.
- ➔ Participant wages were calculated as if they would remain static and not subject to cost of living or performance increases.
- ➔ Tax Benefits were calculated based upon an average of 12% Federal and 4% State.



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PY 2018/2019

- ➔ WIOA Dollars Invested are calculated based upon expenditures of the allocation for the grant being measured in a particular program year.
- ➔ Reduction in Unemployment Insurance Benefits, Criminal Justice costs for WIOA participants, and many other savings were not included.



CALCULATIONS: PY2018-2019

380	Customers Enrolled
\$1,539,619	WIOA Funds Expended
\$4,052	WIOA Cost Per Customer
76%	Employment Rate
\$10,962,848	Average Projected Participant Wages Over Three Years
\$9,232	Projected Tax Benefit Per Customer from Wages Earned Over Three Years



Qualitative Results

In addition to the quantitative results above which calculate the benefit that is being achieved by the Workforce Innovation and Opportunity Act system on the basis of cost effectiveness and performance achievements, this qualitative section attempts to further illustrate the fulfillment of our workforce mission in human terms. Although the following additional benefiting factors of the WIOA system are not calculated in the quantitative section of this report (for various reasons) they are listed here in order to convey the human benefits of our system.

- Sales tax revenues are generated from customers earning training based payments while enrolled in Work Experience programs;
- Sales, real estate, and school tax revenues are generated from exiters who enter employment;
- Dollars are returned by participants in both of the above categories into the local economy;
- Increased opportunities for existing businesses to expand, and for new ones

to open in the local area are created due to the skilled, competitive workforce being created;

- Recruitment costs for employers are lowered as a result of the job matching services;
- Crime rates and criminal justice costs decrease as a result of services to ex-offenders;
- More adults return to school and achieve General Equivalency Diplomas (GED's);
- Vocational rehabilitation, substance abuse recovery and displaced homemaker programs experience high success rates as a result of sequential or concurrent programming with WIOA;
- Costs for outplacement services are reduced through rapid and expeditious response activities conducted for employers that are downsizing;
- Local workforce development activities are more efficient as a result of these activities;
- The welfare to work rate increases;
- The period of unemployment for dislocated workers is shortened.

CUSTOMER DATA

CalJOBSSM California's workforce services database utilized by all CareerPoint centers within the Alliance for case management and data tracking purposes is the source for customer data.

Conclusion

While the benefit of the above general factors is manifested both in financial and humanitarian terms, they combine with the quantitative factors to yield perhaps an even greater, but less tangible value in terms of improving the quality of life for our local citizens. Examples of how the system improves the quality of life are as follows:

- Breaking the cycle of poverty and welfare dependency for economically disadvantaged individuals;
- Establishing positive role models for young people in impoverished families;
- Elevating the self-esteem of unemployed individuals by furnishing them with occupational and life skills;
- Maintaining confidence in the strength of the local economy;
- Establishing an efficient transition system for dislocated workers to enable them to address the emotional and psychological issues related to displacement, and at the same time to gain the skills needed to compete in a labor market affected by corporate restructuring, rapidly emerging technology, and global competition;
- Increased education, employment and training opportunities for heretofore underutilized segments of the workforce including: women in non-traditional employment, minorities, mature workers and individuals with disabilities.
- Private sector direction of workforce innovation and opportunity in the local area as a result of the efforts of the Workforce Development Board (WDB);
- Continuous improvement and increased customer satisfaction as a result of the WDB's quality initiatives; and
- Collaboration among local educational agencies, community based organizations, businesses, commerce organizations, and local government to create opportunities for job seekers and entrepreneurs.



FOR MORE INFORMATION

www.WorkforceAllianceNorthBay.org

1546 First Street, Second Floor

Napa, CA 94559

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WORKFORCE ALLIANCE OF THE NORTH BAY

DRIVING WORKFORCE TALENT

FOCUS: CAREERPOINT LAKE

Return on Investment Report



CareerPoint
LAKE
PATHWAYS TO WORK

55 1ST STREET
LAKEPORT, CA 95453

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California SM network.*

PY 2018/2019

Workforce Alliance of the North Bay - Lake

Return on Investment (ROI)

COST CATEGORY

Workforce Innovation and
Opportunity Act Adult and Dislocated
Worker Enrolled Customers Funding

\$2.30

Returned for each \$1.00 invested

This is the quantitative projected ROI for the Workforce Innovation and Opportunity Act (WIOA) system over the next three years.

Visit www.WorkforceAllianceNorthBay.org for the ROI formula calculation details.

Quantitative View

This report projects the return of funds invested over a three year period. This projection is based upon the monetary benefit derived by the WIOA system in terms of tax revenue generated.

The formula by which ROI was calculated includes the following factors:

- ➔ Customers Enrolled into WIOA Programs
- ➔ WIOA Funds Expended within the Program Year
- ➔ Average Cost Per Customer
- ➔ Projected Employment Rate of Exiters Over Three Years
- ➔ Average Projected Participant Wages Over Three Years
- ➔ Projected Tax Benefit Per Customer from Wages Earned Over Three Years.

The following assumptions were made in developing the formula factors:

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- ➔ Participant wages were calculated as if they would remain static and not subject to cost of living or performance increases.
- ➔ Tax Benefits were calculated based upon an average of 12% Federal and 4% State.

- ➔ WIOA Dollars Invested are calculated based upon expenditures of the allocation for the grant being measured in a particular program year.
- ➔ Reduction in Unemployment Insurance Benefits, Criminal Justice costs for WIOA participants, and many other savings were not included.



CALCULATIONS: PY2018-2019

87	Customers Enrolled
\$349,296	WIOA Funds Expended
\$4,015	WIOA Cost Per Customer
81%	Employment Rate
\$2,515,478	Average Projected Participant Wages Over Three Years
\$9,252	Projected Tax Benefit Per Customer from Wages Earned Over Three Years



Qualitative Results

In addition to the quantitative results above which calculate the benefit that is being achieved by the Workforce Innovation and Opportunity Act system on the basis of cost effectiveness and performance achievements, this qualitative section attempts to further illustrate the fulfillment of our workforce mission in human terms. Although the following additional benefiting factors of the WIOA system are not calculated in the quantitative section of this report (for various reasons) they are listed here in order to convey the human benefits of our system.

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- Increased opportunities for existing businesses to expand, and for new ones

to open in the local area are created due to the skilled, competitive workforce being created;

- Recruitment costs for employers are lowered as a result of the job matching services;
- Crime rates and criminal justice costs decrease as a result of services to ex-offenders;
- More adults return to school and achieve General Equivalency Diplomas (GED's);
- Vocational rehabilitation, substance abuse recovery and displaced homemaker programs experience high success rates as a result of sequential or concurrent programming with WIOA;
- Costs for outplacement services are reduced through rapid and expeditious response activities conducted for employers that are downsizing;
- Local workforce development activities are more efficient as a result of these activities;
- The welfare to work rate increases;
- The period of unemployment for dislocated workers is shortened.

CUSTOMER DATA

CalJOBSSM California's workforce services database utilized by all CareerPoint centers within the Alliance for case management and data tracking purposes is the source for customer data.

Conclusion

While the benefit of the above general factors is manifested both in financial and humanitarian terms, they combine with the quantitative factors to yield perhaps an even greater, but less tangible value in terms of improving the quality of life for our local citizens. Examples of how the system improves the quality of life are as follows:

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Napa, CA 94559

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WORKFORCE ALLIANCE OF THE NORTH BAY

DRIVING WORKFORCE TALENT

FOCUS: CAREERPOINT MARIN

Return on Investment Report



CareerPoint
MARIN
PATHWAYS TO WORK

120 N REDWOOD DRIVE
SAN RAFAEL, CA 94903

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CaliforniaSM network.*

PY 2018/2019

Workforce Alliance of the North Bay - Marin Return on Investment (ROI)

COST CATEGORY

Workforce Innovation and
Opportunity Act Adult and Dislocated
Worker Enrolled Customer Funding

\$1.16

Returned for each \$1.00 invested

This is the quantitative projected ROI for the workforce innovation and opportunity system over the next three years.

Visit www.WorkforceAllianceNorthBay.org for the ROI formula calculation details.

Quantitative View

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The formula by which ROI was calculated includes the following factors:

- ➔ Customers Enrolled into WIOA Programs
- ➔ WIOA Funds Expended within the Program Year
- ➔ Average Cost Per Customer
- ➔ Projected Employment Rate of Exiters Over Three Years
- ➔ Average Projected Participant Wages Over Three Years
- ➔ Projected Tax Benefit Per Customer From Wages Earned Over Three Years.

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- ➔ Tax Benefits were calculated based upon an average of 12% Federal and 4% State.

- ➔ WIOA Dollars Invested are calculated based upon expenditures of the allocation for the grant being measured in a particular program year.
- ➔ Reduction in Unemployment Insurance Benefits, Criminal Justice costs for WIOA participants, and many other savings were not included.



CALCULATIONS: PY2018-2019

83	Customers Enrolled
\$421,759	WIOA Funds Expended
\$5081	WIOA Cost Per Customer
57%	Employment Rate
\$1,532,483	Average Projected Participant Wages Over Three Years
\$5,908	Projected Tax Benefit Per Customer from Wages Earned Over Three Years



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CUSTOMER DATA

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Conclusion

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WORKFORCE ALLIANCE OF THE NORTH BAY

DRIVING WORKFORCE TALENT

Return on Investment Report



CareerPoint
MENDOCINO
PATHWAYS TO WORK

2550 N STATE STREET #3
UKIAH, CA 95482

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FOCUS: CAREERPOINT MENDOCINO

PY 2018/2019

Workforce Alliance of the North Bay - Mendocino Return on Investment (ROI)

COST CATEGORY

Workforce Innovation and
Opportunity Act Adult and Dislocated
Worker Enrolled Customers Funding

\$2.45

Returned for each \$1.00 invested

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Quantitative View

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CALCULATIONS: PY2018-2019

79	Customers Enrolled
\$369,766	WIOA Funds Expended
\$4,681	WIOA Cost Per Customer
82%	Employment Rate
\$2,834,557	Average Projected Participant Wages Over Three Years
\$11,482	Projected Tax Benefit Per Customer from Wages Earned Over Three Years



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WORKFORCE ALLIANCE OF THE NORTH BAY

DRIVING WORKFORCE TALENT

FOCUS: CAREERPOINT NAPA

Return on Investment Report



CareerPoint
NAPA
PATHWAYS TO WORK

2751 NAPA VALLEY
CORPORATE DR.
BUILDING A-106
NAPA, CA 94559

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CaliforniaSM network.*

PY 2018/2019

Workforce Alliance of the North Bay - Napa Return on Investment (ROI)

COST CATEGORY

Workforce Innovation and
Opportunity Act Adult and Dislocated
Worker Enrolled Customers Funding

\$1.97

Returned for each \$1.00 invested

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- ➔ Tax Benefits were calculated based upon an average of 12% Federal and 4% State.

- ➔ WIOA Dollars Invested are calculated based upon expenditures of the allocation for the grant being measured in a particular program year.
- ➔ Reduction in Unemployment Insurance Benefits, Criminal Justice costs for WIOA participants, and many other savings were not included.



CALCULATIONS: PY2018-2019

79	Customers Enrolled
\$398,799	WIOA Funds Expended
\$5,048	WIOA Cost Per Customer
77%	Employment Rate
\$2,456,531	Average Projected Participant Wages Over Three Years
\$9,951	Projected Tax Benefit Per Customer from Wages Earned Over Three Years



Qualitative Results

In addition to the quantitative results above which calculate the benefit that is being achieved by the Workforce Innovation and Opportunity Act system on the basis of cost effectiveness and performance achievements, this qualitative section attempts to further illustrate the fulfillment of our workforce mission in human terms. Although the following additional benefiting factors of the WIOA system are not calculated in the quantitative section of this report (for various reasons) they are listed here in order to convey the human benefits of our system.

- Sales tax revenues are generated from customers earning training based payments while enrolled in Work Experience programs;
- Sales, real estate, and school tax revenues are generated from exiters who enter employment;
- Dollars are returned by participants in both of the above categories into the local economy;
- Increased opportunities for existing businesses to expand, and for new ones

to open in the local area are created due to the skilled, competitive workforce being created;

- Recruitment costs for employers are lowered as a result of the job matching services;
- Crime rates and criminal justice costs decrease as a result of services to ex-offenders;
- More adults return to school and achieve General Equivalency Diplomas (GED's);
- Vocational rehabilitation, substance abuse recovery and displaced homemaker programs experience high success rates as a result of sequential or concurrent programming with WIOA;
- Costs for outplacement services are reduced through rapid and expeditious response activities conducted for employers that are downsizing;
- Local workforce development activities are more efficient as a result of these activities;
- The welfare to work rate increases;
- The period of unemployment for dislocated workers is shortened

CUSTOMER DATA

CalJOBSSM California's workforce services database utilized by all CareerPoint centers within the Alliance for case management and data tracking purposes is the source for customer data.

Conclusion

While the benefit of the above general factors is manifested both in financial and humanitarian terms, they combine with the quantitative factors to yield perhaps an even greater, but less tangible value in terms of improving the quality of life for our local citizens. Examples of how the system improves the quality of life are as follows:

- Breaking the cycle of poverty and welfare dependency for economically disadvantaged individuals;
- Establishing positive role models for young people in impoverished families;
- Elevating the self-esteem of unemployed individuals by furnishing them with occupational and life skills;
- Maintaining confidence in the strength of the local economy;
- Establishing an efficient transition system for dislocated workers to enable them to address the emotional and psychological issues related to displacement, and at the same time to gain the skills needed to compete in a labor market affected by corporate restructuring, rapidly emerging technology, and global competition;
- Increased education, employment and training opportunities for heretofore underutilized segments of the workforce including: women in non-traditional employment, minorities, mature workers and individuals with disabilities.
- Private sector direction of workforce innovation and opportunity in the local area as a result of the efforts of the Workforce Development Board (WDB);
- Continuous improvement and increased customer satisfaction as a result of the WDB's quality initiatives; and
- Collaboration among local educational agencies, community based organizations, businesses, commerce organizations, and local government to create opportunities for job seekers and entrepreneurs.



FOR MORE INFORMATION

www.WorkforceAllianceNorthBay.org

1546 First Street, Second Floor

Napa, CA 94559

Workforce Alliance of the North Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

BOARD LETTER IV.A



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER IV.A – RATIFY / APPROVE 2019-20 2ND QUARTER CAREERPOINT DASHBOARD REPORTS
DATE: MARCH 20, 2020
CC: FILE

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

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

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

STAFF RECOMMENDATION

Accept the PY 19/20 2nd Quarter CareerPoint dashboard reports. Provide direction to staff as appropriate.

Workforce Alliance of the North Bay

Q2|PY19-20

CareerPoint

Lake, Marin, Mendocino, & Napa

WIOA Training Services



**WIOA
Prerequisite
Trainings**
9

**OJT
13**

12

Individuals
Received Industry
Certifications

Apprenticeships
1

144
(86 New)

Individuals In
Training

**Occupational Skills
Training**

• Eligible Training
Provider **121**

67%

Exited to Training
Related Employment
(of 54 Exited)



\$1,281

Cost Per Training
Participant

WIOA Levels of Service

Bronze

Self Access Services



CareerPoint
3,061 Individuals
8,922 Visits
2,889 Repeat Customers

Silver

Staff Assisted Services



WIOA Program
311 Participants
195 Adults
116 Dislocated Workers

Gold

Training Services



WIOA Training
144 Recipients
101 Adults
43 Dislocated Workers

WIOA Program Employment Outcomes

95

Individuals
Exited



67%

Exit to
Employment

\$19.50
Median Wage



\$0.73/HR

Ave. Increase in Wages
After Using WDB Services
(65% increased wages)



8

Avg months
in program

\$3,318

Cost per Job
Seeker Served



\$2.76

Return on
Investment
(per \$1 spent)



6%▼

Construction



37%▼

Healthcare &
Social Assistance



6%▲

Hospitality
& Tourism



5%▲

Manufacturing



3%▼

Professional,
Scientific, Technical



0%■

Utilities



0%■

Information



16%▼

Transportation



27%▲

Other

WIOA Adult & DW Priority of Service



Basic Skill
Deficient
1% ■



Low Income
62% ■



CalFresh
14% ▼



Military
Veterans
3% ■

Business Services

129

New Businesses
Engaged

5

Rapid Response
Events

1,104

Active Business
Engagements

94

Recruitment
Events Held

WIOA Adult & DW Barriers to Employment



Disability
13% ▲



Homeless
2% ■



Justice Involved
13% ▲



English Language
Learner
4% ■



Single Parent
24% ▲



In-School
Youth
16% ▼



Out of School
Youth
84% ▲

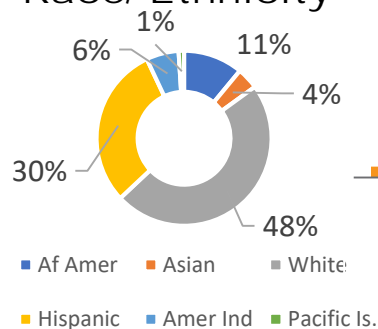


WEX
16% ▲

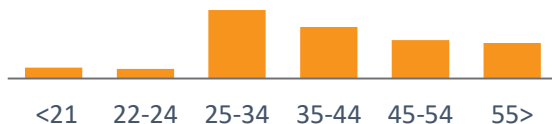
WIOA Youth Details

Program Participant Demographics

Race/ Ethnicity



Age



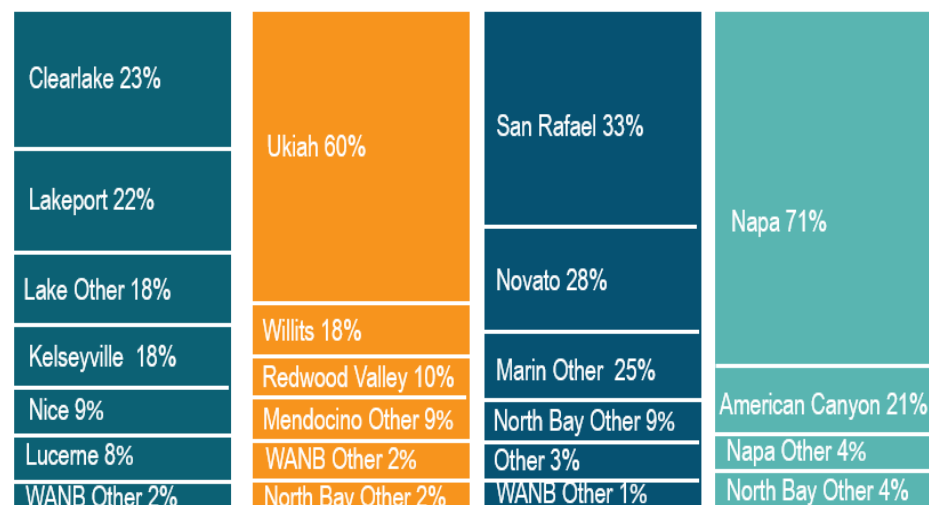
36%
Male




64%
Female

Residence


Cities of Residence



Workforce Alliance of the North Bay
Providers of Services Report
Program Year 2019-2020
Quarter 2, 50% of Program Year

			Carry-ins from PY18-19	New Clients	Total Enrolled			Placements Area Plan = 80%			Exits Area Plan = 80%			Training Requirement - (20%) Area Plan = 100%			Contract Budget Quarter 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	14	17	31	62	50%	4	29	14%	4	4	50%	\$ 28,507	\$ 66,537	43%	\$96,477	\$226,870	42.5%	45%
		Dislocated Worker	19	15	34	49	69%	9	17	53%	9	3	75%	\$ 18,576	\$ 62,908	30%	\$85,145	\$180,648	47.1%	
Mendocino	MPIC	Adult	13	18	31	51	61%	9	20	45%	9	3	75%	\$ 20,013	\$ 51,522	39%	\$90,308	\$208,990	43.2%	42%
		Dislocated Worker	21	10	31	42	74%	13	13	100%	13	1	93%	\$ 9,749	\$ 57,428	17%	\$69,249	\$170,484	40.6%	
Marin	Marin HHS	Adult	34	27	61	125	49%	13	40	33%	13	7	65%	\$ 65,778	\$ 88,338	74%	\$210,234	\$365,719	57.5%	71%
		Dislocated Worker	11	3	14	21	67%	3	6	50%	3	3	50%	\$ 11,162	\$ 17,462	64%	\$100,220	\$72,290	138.6%	
Napa	Napa HHSA	Adult	41	31	72	55	131%	6	34	18%	6	9	40%	\$ 20,064	\$ 48,509	41%	\$249,707	\$200,826	124.3%	123%
		Dislocated Worker	28	9	37	31	119%	6	22	27%	6	2	75%	\$ 10,585	\$ 26,091	41%	\$130,606	\$108,017	120.9%	
System Totals			181	130	311	436		63	181		63	32		\$184,434	\$418,795	44%	\$1,031,946	\$1,533,844	67%	

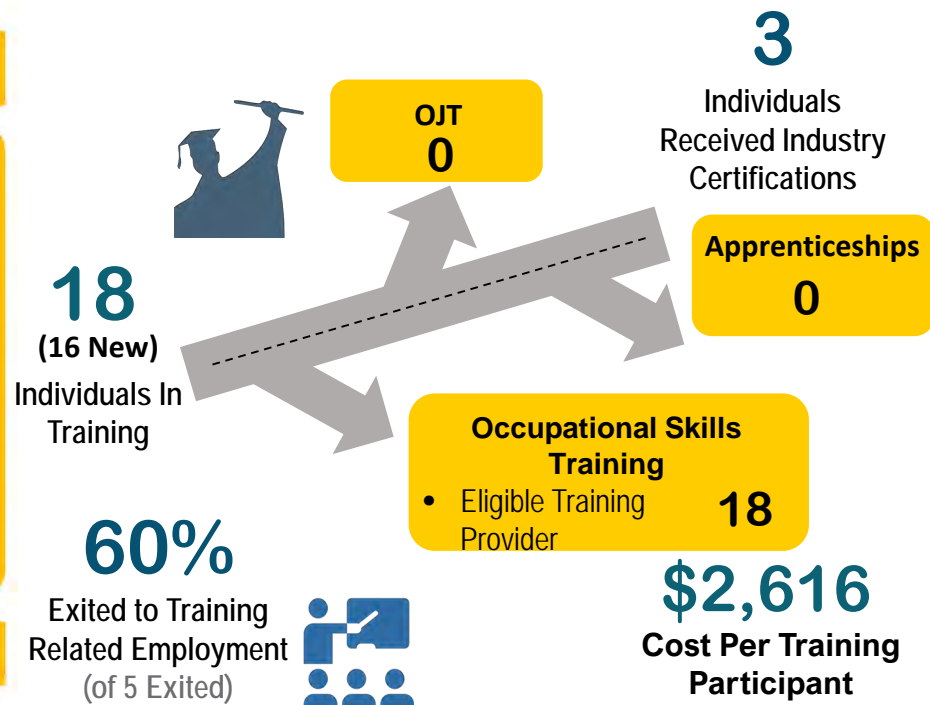
Enrolled			Placements			Exits			Training			Contract Budget		
		40% and above			40% and above			80% and above			50% and above			Greater than 50%
		35% to 39.9%			35% to 39.9%			70% to 79.9%			Below 49.9%			32% to 50%
		Below 34.9%			Below 34.9%			69.9% and below						22% to 31.9%
														21.9% or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

			Carry-ins from PY18-19	New Clients	Total Enrolled			Placements Area Plan = 80%			Exits Area Plan = 80%			20% Work Experience Requirement Area Plan = 100%			Contract Budget Quarter 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
Lake	MPIC	Youth	2	11	13	42	31%	1	20	5%	1	0	100%	\$ -	\$ 56,802	0%	\$49,609	\$238,231	21%
Mendocino	MPIC	Youth	8	7	15	43	35%	3	11	27%	3	1	75%	\$ -	\$ 54,119	0%	\$40,364	\$243,467	17%
Marin	PPS	Youth	13	3	16	22	73%	0	1	0%	0	0	0%	\$ 4,023	\$ 36,019	11%	\$50,808	\$164,275	31%
Napa	Napa HHSA	Youth	13	7	20	22	91%	3	9	33%	3	2	60%	\$ 3,298	\$ 26,965	12%	\$138,395	\$105,866	131%
System Totals			36	28	64	129		7	41		7	3		\$7,321	\$173,905	4%	\$279,176	\$751,839	37%

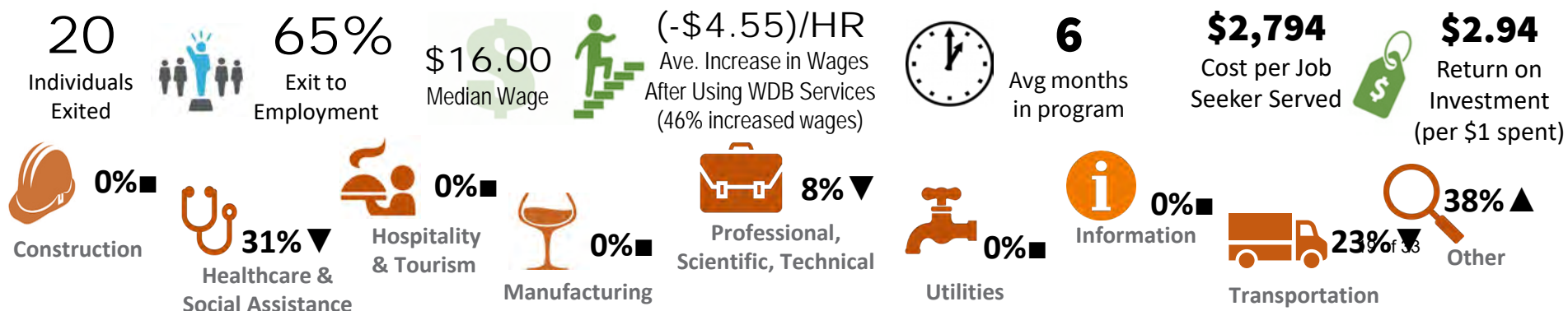
WIOA Levels of Service



WIOA Training Services



WIOA Program Employment Outcomes



WIOA Adult & DW Priority of Service

Business Services



Basic Skill Deficient

2% ■



Low Income

60% ▼



CalFresh

8% ■



Military Veterans

3% ▼

15

New Businesses Engaged

19

Active Business Services

1

Rapid Response Events

0

Recruitment Events Held

WIOA Adult & DW Barriers to Employment



Disability

2% ▲



Homeless

2% ■



Justice Involved

6% ■



English Language Learner

2% ■



Single Parent

29% ▲



In-School Youth

0% ■



Out of School Youth

100% ■



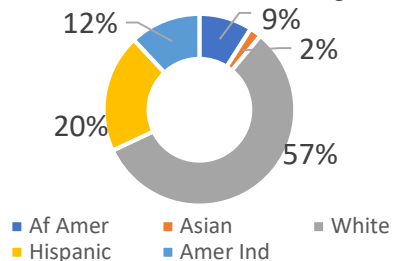
WEX

18% ▲

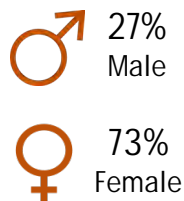
WIOA Youth Details

Program Participant Demographics

Race/ Ethnicity

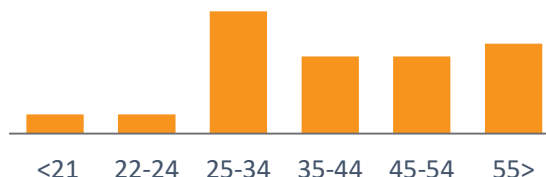


Age

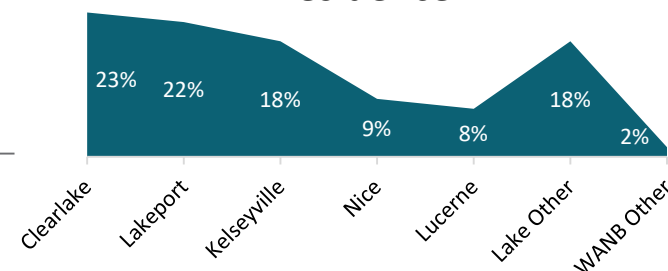


27% Male


73% Female



Residence



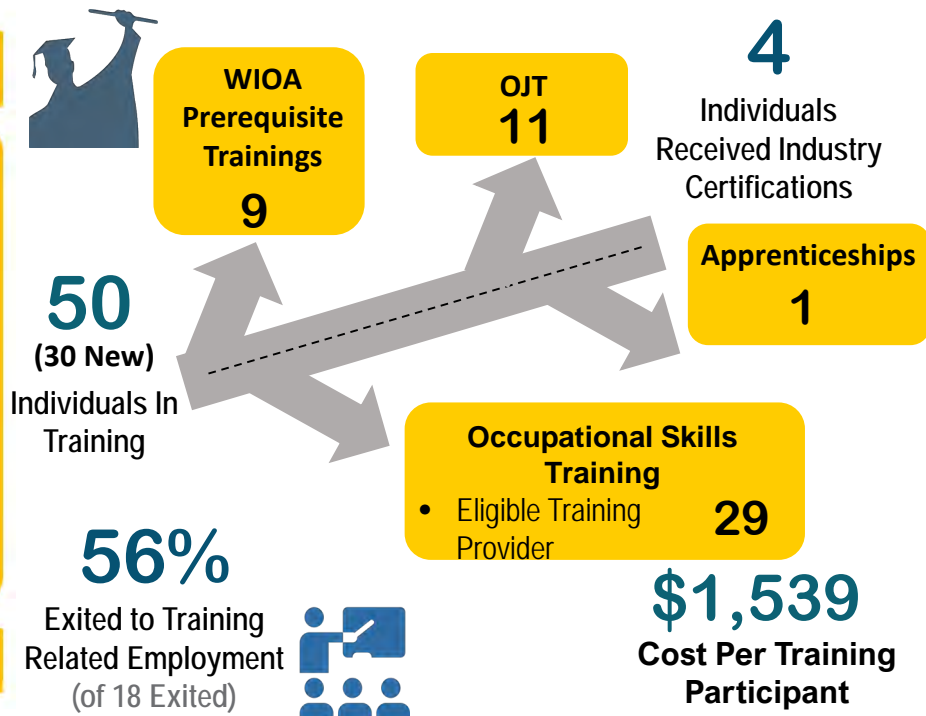
Program Provider Details

 WORKFORCE ALLIANCE NORTH BAY DRIVING WORKFORCE TALENT PY2019/2020, Quarter 2 (7/1/2019-12/31/2019)			Carry-ins from PY18-19	New Clients	Total Enrolled			Placements			Exits			Training Req. / WEX - (20%)			Contract Budget		
					(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
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Lake	MPIC	Youth	2	11	13	42	31%	1	20	5%	1	0	100%	\$ -	\$ 56,802	0%	\$49,609	\$238,231	21%

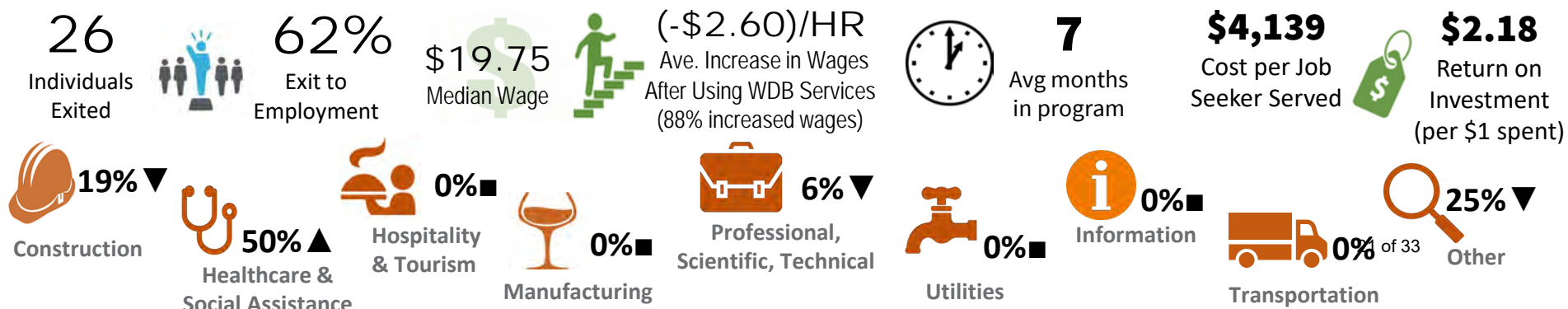
WIOA Levels of Service



WIOA Training Services



WIOA Program Employment Outcomes



WIOA Adult & DW Priority of Service

Business Services



Basic Skill Deficient

0% ■



Low Income

75% ▲



CalFresh

40% ■



Military Veterans

0% ■

12 New Businesses Engaged
560 Active Business Services

0 Rapid Response Events
72 Recruitment Events Held

WIOA Adult & DW Barriers to Employment



Disability

4% ▲



Homeless

4% ▲



Justice Involved

16% ▲



English Language Learner

12% ▼



Single Parent

35% ▼



In-School Youth

25% ▼



Out of School Youth

75% ▲



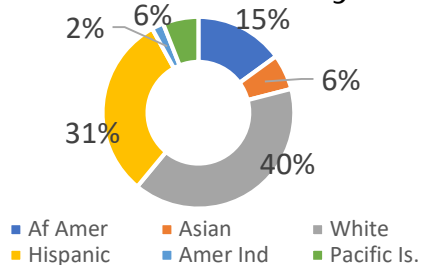
WEX

13% ▲

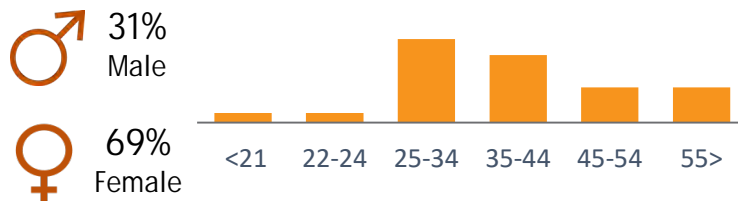
WIOA Youth Details

Program Participant Demographics

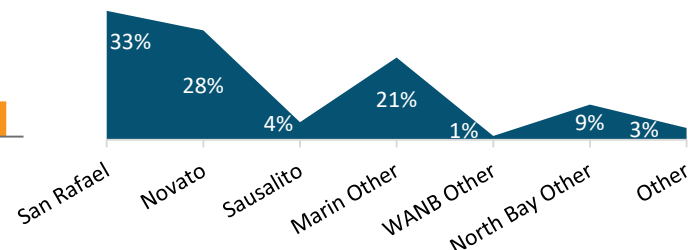
Race/ Ethnicity




Age



Residence



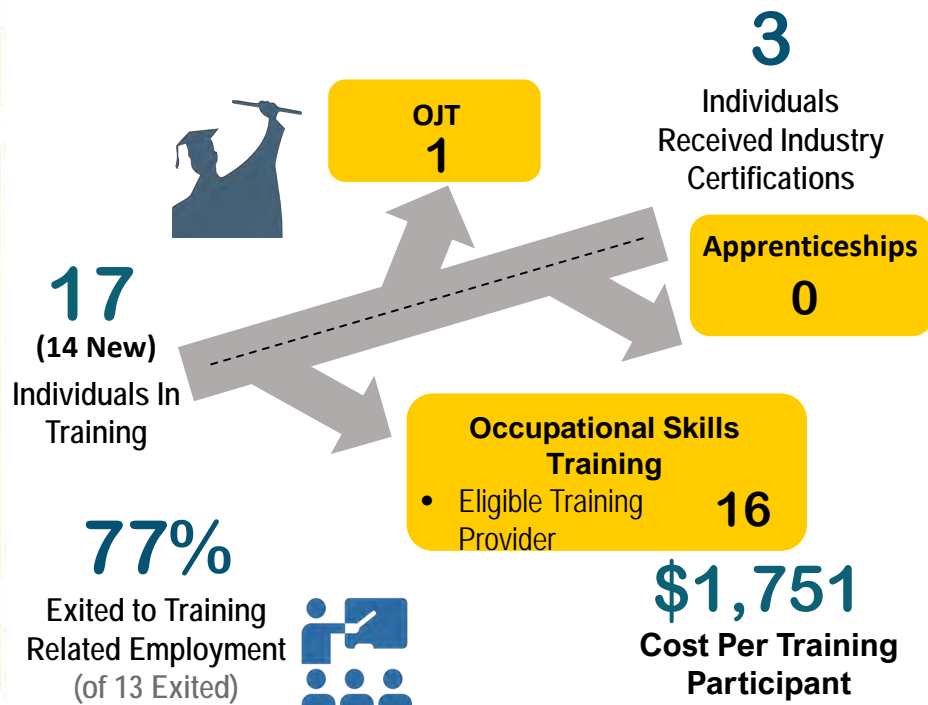
Program Provider Details

 WORKFORCE ALLIANCE NORTH BAY DRIVING WORKFORCE TALENT PY2019/2020, Quarter 2 (7/1/2019-12/31/2019)			Carry-ins from PY18-19	New Clients	Total Enrolled			Placements			Exits			Training Req. / WEX - (20%)			Contract Budget		
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Marin	PPS	Youth	13	3	16	22	73%	0	1	0%	0	0	0%	\$ 4,023	\$ 36,019	11%	\$50,808	\$164,275	31%

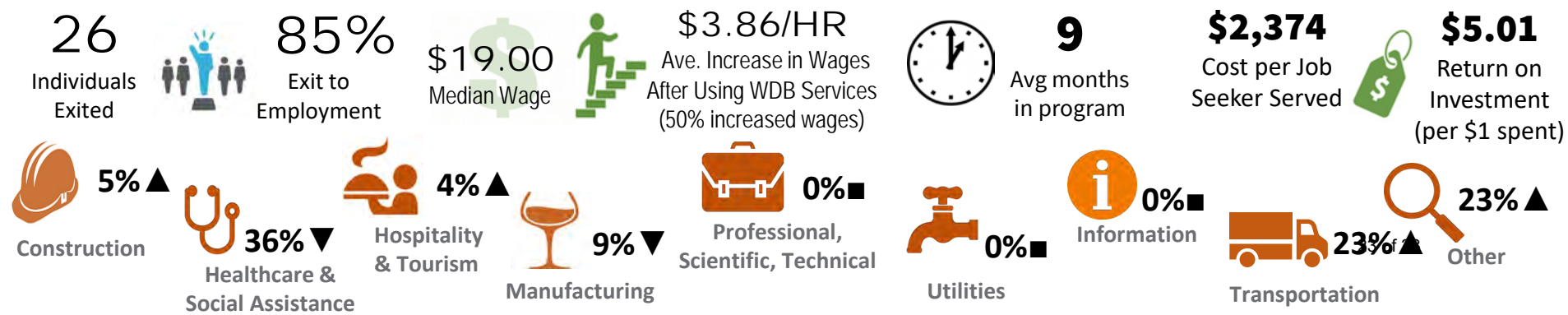
WIOA Levels of Service



WIOA Training Services



WIOA Program Employment Outcomes



WIOA Adult & DW Priority of Service

Business Services



Basic Skill Deficient

0% ■



Low Income

41% ▲



CalFresh

3% ▲



Military Veterans

10% ■

29

New Businesses Engaged

365

Active Business Services

3

Rapid Response Events

3

Recruitment Events Held

WIOA Adult & DW Barriers to Employment



Disability

5% ▼



Homeless

3% ▼



Justice Involved

8% ▲



English Language Learner

0% ■



Single Parent

15% ▲



In-School Youth

20% ▼



Out of School Youth

80% ▲



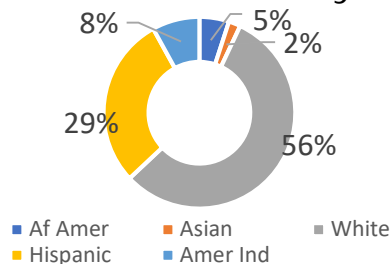
WEX

20% ▼

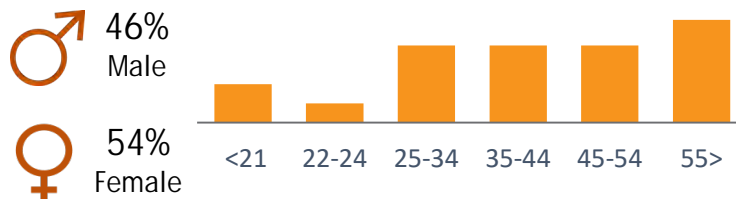
WIOA Youth Details

Program Participant Demographics

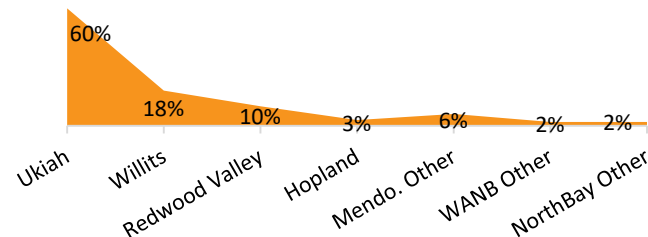
Race/ Ethnicity




Age



Residence



Program Provider Details

 WORKFORCE ALLIANCE NORTH BAY PROVIDING WORKFORCE TALENT PY2019/2020, Quarter 2 (7/1/2019-12/31/2019)			Carry-ins from PY18-19	New Clients	Total Enrolled			Placements			Exits			Training Req. / WEX - (20%)			Contract Budget		
					(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
Mendocino	MPIC	Adult	13	18	31	51	61%	9	20	45%	9	3	75%	\$20,013	\$ 51,522	39%	\$90,308	\$208,990	43.2%
		Dislocated Worker	21	10	31	42	74%	13	13	100%	13	1	93%	\$ 9,749	\$ 57,428	17%	\$69,249	\$170,484	40.6%
Mendocino	MPIC	Youth	8	7	15	43	35%	3	11	27%	3	1	75%	\$ -	\$ 54,119	0%	\$40,364	\$243,467	17%

WIOA Levels of Service

Bronze Self Access Services



CareerPoint
636 Individuals
1,279 Visits
498 Repeat Customers

\$ \$104,625

Silver Staff Assisted Services



WIOA Program
109 Participants
72 Adults
37 Dislocated Workers

\$ \$199,874

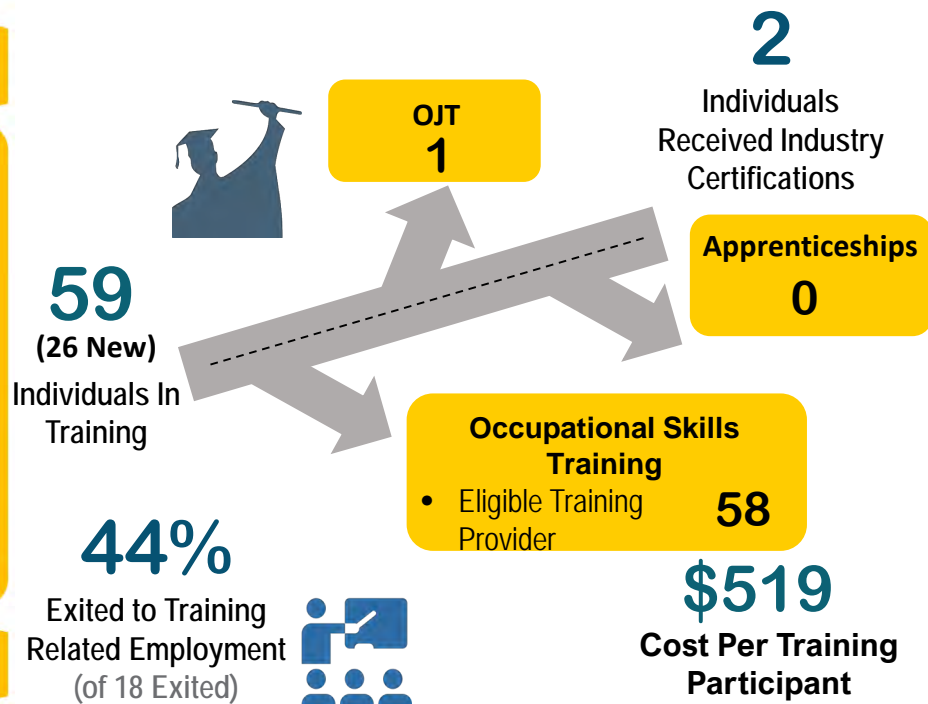
Gold Training Services



WIOA Training
59 Recipients
42 Adults
17 Dislocated Workers

\$ \$75,815

WIOA Training Services



WIOA Program Employment Outcomes

23

Individuals
Exited



52%

Exit to
Employment

\$16.50
Median Wage



\$2.49/HR
Ave. Increase in Wages
After Using WDB Services
(75% increased wages)



8
Avg months
in program

\$3,489
Cost per Job
Seeker Served



\$1.82
Return on
Investment
(per \$1 spent)



0%

Construction



25%▼
Healthcare &
Social Assistance



25%▲

Hospitality
& Tourism



8%▲
Manufacturing



0%
Professional,
Scientific, Technical



0%
Utilities



0%
Information



17%▲
Transportation



25%▲
Other

WIOA Adult & DW Priority of Service

Business Services



Basic Skill Deficient

3% ■



Low Income

67% ▲



CalFresh

8% ■



Military Veterans

1% ■

73

New Businesses Engaged

160

Active Business Services

3

Rapid Response Events

19

Recruitment Events Held

WIOA Adult & DW Barriers to Employment



Disability

29% ▲



Homeless

0% ■



Justice Involved

17% ▲



English Language Learner

1% ■



Single Parent

19% ▼



In-School Youth

15% ▲



Out of School Youth

85% ▼



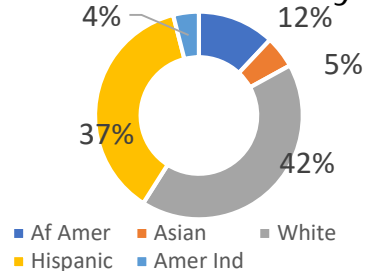
WEX

15% ▲

WIOA Youth Details

Program Participant Demographics

Race/ Ethnicity

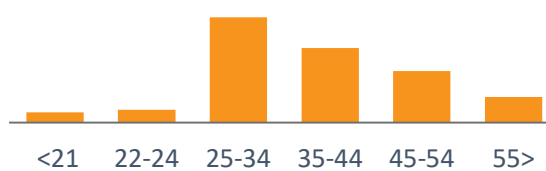


38% Male

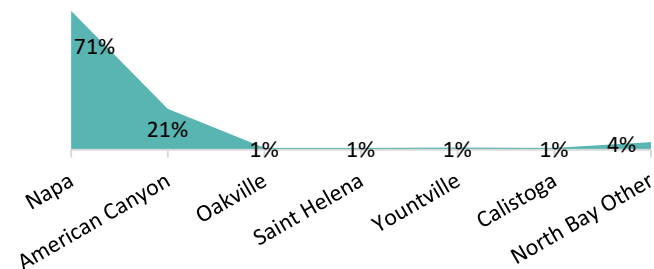


62% Female


Age



Residence



Program Provider Details

 WORKFORCE ALLIANCE NORTH BAY DELIVERING WORKFORCE TALENT PY2019/2020, Quarter 2 (7/1/2019-12/31/2019)			Carry-ins from PY18-19	New Clients	Total Enrolled			Placements			Exits			Training Req. / WEX - (20%)			Contract Budget		
					(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
Napa	Napa HHSA	Adult	41	31	72	55	131%	6	34	18%	6	9	40%	\$20,064	\$ 48,509	41%	\$249,707	\$200,826	124.3%
		Dislocated Worker	28	9	37	31	119%	6	22	27%	6	2	75%	\$10,585	\$ 26,091	41%	\$130,606	\$108,017	120.9%
Napa	Napa HHSA	Youth	13	7	20	22	91%	3	9	33%	3	2	60%	\$ 3,298	\$ 26,965	12%	\$138,395	\$105,866	131%



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER IV.B – REAPPOINTMENT OF WORKFORCE DEVELOPMENT BOARD MEMBER
DATE: MARCH 20, 2020
CC: FILE

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

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

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

WANB Staff received a completed application for reappointment to the Regional Workforce Development Board from Annette Lee, Executive Dean, Woodland Community College, Lake and Colusa Campuses. Staff have reviewed the application and solicits approval of membership renewal for RWDB member Annette Lee.

STAFF RECOMMENDATION

Approve the membership renewal for RWDB member Annette Lee.

BOARD LETTER IV.C



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER IV.C – REVIEW CONTRACT AND PROPOSED TIMELINE AND APPROVAL OF CONTRACT FOR CONSULTANT WORK TO TRANSITION WANB TO EMPLOYER OF RECORD
DATE: MARCH 20, 2020
CC: FILE

In May of 2016, the Boards of Supervisors of Marin, Napa and Lake counties established a Joint Powers Agency (JPA), which was to be formally known as the Workforce Alliance of the North Bay (WANB). One year later, Mendocino County was added as a member county.

Paragraph 10, Powers/ Responsibilities of the Agency exercised by the Governing Board states the following:

.....“Agency shall have the power to exercise any power common to all Member Counties authorized by Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California (commencing with section 6500) and is hereby authorized to do all acts necessary for the exercise of these common powers, including...:

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

Furthermore, Paragraph 11, Powers/Responsibilities of the Agency as the Local Chief Elected Official states:

- (a) The Agency, through its Governing Board, shall serve as the Chief Elected Official for the Workforce Alliance of the North Bay LWDA.*
- (b) The Agency will serve as the **grant recipient, fiscal agent and administrative entity** for the Workforce Alliance of the North Bay LWDA as those terms are defined under WIOA and its implementing regulations.*

And; Paragraph 16, Staffing of the Agency states:

- (1) The Governing Board of the Agency shall appoint an Executive Director who shall be responsible for the administration of the Agency. The Executive Director shall have the ability to hire/or contract other necessary staff in consultation with the WDB and with the approval of the Agency’s governing Board. The Director shall be the*

BOARD LETTER IV.C

designated officer who shall file an official bond pursuant to Government Code Section 6505.1.

- (2) ***Initially the Agency will designate Napa County to provide staffing for the Agency's Executive Director and will enter into a contract with Napa County Health and Human Services Agency, which will set forth the job responsibilities and duties of the Executive Director.***
- (3) A Majority of the Governing Board can remove the Executive Director for any reasoning.

Thus, in accordance with the language noted in the Joint Powers Agency agreement, the WANB and the County of Napa entered into a separate staffing agreement for Executive Director/Administrative services in June 2016. The agreement specifically noted that the Executive Director of the Agency ***will report solely to the Agency's Governing Board during the term of this Agreement.***

On December 10th, 2019 the Workforce Alliance of the North Bay, received a letter from the County of Napa Board of Supervisors notifying the Agency that they have chosen ***"to terminate for convenience the Agreement pursuant to Section 10 [Agreement] effective June 30, 2020"***. The letter further notes that ***"Napa County is committed to working with the Agency and other member counties toward a smooth transition"***, and looks forward to a continued partnership as a member of WANB and its efforts to bring career pathways, upward mobility and economic self-sufficiency to all the communities it serves".

On December 20th, 2019, your Board voted to accept the Napa letter terminating the Agreement, and directed staff to explore the organizational staffing options for the Board to consider at its March meeting, and to engage with counsel to develop the necessary personnel policies and documents for the WANB to become the Employer of Record. On January 21, 2020, however, County Counsel recommended that the transition to full-time permanent WANB employees involve a competitive hiring process. This recommendation is based upon the fact that the Board should exercise transparency in government decision-making and to prevent any allegations of favoritism to the on-loan employees. Because of this conflict of interest issue raised by counsel, Executive Director Bruce Wilson has asked Racy Ming, Chief Strategist, to serve as staff to the board on this issue.

At the March 5, 2020 meeting, the Board directed Ms. Ming to develop a contract with John Chamberlin (pre-approved consultant on the California Workforce Association's list) and a proposed timeline for review and approval at the March 20, 2020 meeting.

STAFF RECOMMENDATION:

Approval of contract with John Chamberlin in the amount of \$23,000.

FISCAL IMPACT:

The fiscal impact is \$23,000 plus 15% administrative fee to the California Workforce Association for the use of the pre-approved vendor list, for a total of \$26,450.

Agreement for California Training Initiative Session(s)**Agreement Date: March 17, 2020****I. Parties to Agreement**

This Agreement for Professional Consulting Services under the California Training Initiative is between the California Workforce Association, 1107 9th St, Suite 650, Sacramento, CA 95814, hereinafter referred to as CWA, and Workforce Alliance of the North Bay, hereinafter referred to as WANB.

II. Scope of Services

WANB shall obtain the services of John Chamberlin, hereinafter referred to as Consultant, to provide Consulting Service: Staffing and Organizational Structure Transition through CWA's California Training Initiative.

III. Term

The term of this Agreement shall commence on the 13th day of March 2020, and continue until the 30th day of June 2020, unless sooner terminated in accordance with sections entitled "Termination for Convenience" or "Termination for Cause" as specified elsewhere in this Agreement.

IV. Statement of Work

WANB will be responsible for the following:

- Development of Scope of Services with Consultant.
- Payment within 10 days of receipt of payment from the member, and no later than 45 days following receipt of a proper invoice from Consultant per Section VI below.

CWA will be responsible for the following:

- Billing WANB after invoice is received by Consultant.
- Providing payment to Consultant the sooner of within 10 days of receipt of payment from the member, and no later than 45 days following receipt of proper invoice from Consultant per Section VI below

Consultant shall work cooperatively with WANB staff to perform a broad range of duties, including but not limited to:

- Provide Governing Board with a set of options (including timelines and "pro's and con's" for each option) for hiring administrative staff;
- Provide the set of qualifications, job description, suggested pay range and benefit package and recruitment strategy for the Executive Director;
- Provide sample personnel policies;
- Provide options for filling other staff positions including pay ranges, benefit packages, job descriptions and qualifications and recruitment strategies;
- Provide options and costs for other administrative necessities such as insurance, retirement plan, payroll functions, etc.;
- Suggest recruitment firms and options;
- Deliver a report to the Governing and Workforce Development Boards covering all the above tasks no later than May 15th or on an alternative date chosen by the Governing and Workforce Development Boards
- Be available on-site for at least two meetings with the Governing and Workforce Development Boards or their representatives at dates of their choosing;
- Ongoing assistance with issue identification and resolution;
- Ongoing help with close-out, transition and start-up.
- Invoice CWA upon completion of deliverables per Section VI below

V. Fee for Services

CWA will charge up to \$26,450.00, for Consulting Services: Staffing and Organizational Structure Transition, with Consultant. CWA will take the 15% CTI fee of up to \$3,450.00 and provide session payment of \$23,000.00 to Consultant the sooner of within 10 days of receipt of payment from the member, and no later than 45 days following receipt of a proper invoice from Consultant per Section VI below.

VI. Invoicing

Payment will be processed the sooner of within 10 days of receipt of payment from the member, and no later than 45 days following receipt of a proper invoice from Consultant. Invoices shall be numbered and contain a date, a description of the service(s), and itemized amounts or unit cost. Consultant will invoice CWA in April 2020 and June 2020.

VII. Term and Conditions of Contract

CWA does not assume any liability for the actions or product of Consultant under this Agreement. Either party may modify or terminate this Agreement with thirty-day (30) notice in writing to the other party.

VIII. Termination for Convenience

This Agreement, notwithstanding anything to the contrary herein above or hereinafter set forth, may be terminated by WANB at any time without cause or legal excuse by providing the other party with thirty (30) calendar days written notice of such termination.

Upon effective date of termination, WANB and CWA shall have no further liability to Consultant except for payment for actual services incurred during the performance hereunder. Such liability is limited to the time specified in said notice and for services not previously reimbursed by WANB and CWA. Such liability is further limited to the extent such costs are actual, necessary, reasonable, and verifiable costs and have been incurred by Consultant prior to, and in connection with, discontinuing the work hereunder.

IX. Termination for Cause

The WANB may terminate this Agreement for and be relieved of any making any payments to Consultant, all duties to Consultant should the Consultant fail to perform any material duty or obligation of the Agreement. Notice shall be given as otherwise provided herein. In the event of such termination the WANB may proceed with the work in any manner deemed proper by the WANB. All costs to the WANB shall be deducted from any sum otherwise due the Consultant and the balance, if any, shall be paid to the Consultant upon demand. Such remedy is in addition to such other remedies as may be available to the WANB provided by law.

X. Signatures to the Agreement

The parties agree to all terms and conditions contained in the Agreement by signing below:



Robert Lanter, Executive Director
California Workforce Association

3/17/2020

Date

Damon Connolly, Chair, Governing Board
Workforce Alliance of the North Bay

Date

Executive Director Recruitment Timeline

Week 1: Draft job qualifications, job description, pay range, fringe package, job application and recruitment process submitted to the WANB for review, modification as needed and approval.

Week 2: Job qualifications and job description finalized. Pay range and fringe benefit options determined. Job application and recruitment process agreed upon. Job posted and open recruitment begins.

Week 5: Application window closes.

Week 5: Applications are reviewed and ranked.

Week 6: Top 3-5 candidates are contacted and scheduled for interviews.

Week 8: First round of interviews.

Week 9-10: Onsite visit by top candidate(s). Final interview(s). Top candidate selected. Job offer extended – terms of employment including salary and fringe package negotiated.

Week 10: Job offer accepted; candidate may need to provide 2-4 weeks notice to leave existing employment.

Week 14: New Executive Director begins role.

Contingencies: This is a tight timeline which does not consider unexpected hiatuses such as planned vacations and leave due to illness. It is possible that a candidate will be selected who does not need to give four weeks' advance notice to their current employer prior to starting work for the WANB and who does not need time to move and relocate their family. It is also possible that the candidate may need more time to relocate or that a clear top choice will emerge early on, simplifying and contracting the hire process. **Start to finish, this could be a twelve to fourteen week process.**

Interim Executive Director: One option is to appoint an Interim Executive Director using an abbreviated process. This could result in an Interim Executive Director

being on the job **in a few weeks to a month**. The Interim Executive Director may or may not be a candidate for the long-term Executive Director. There are a number of former workforce Executive Directors and top managers – mostly retired – who might consider the interim job.

Appointing the Current WANB Executive Director: Many transitioning workforce areas appoint their current Executive Director without undertaking an open competition. If this step is taken, an in-depth review could occur six months to a year later. **This approach would allow the WANB to save almost three months and achieve continuity.**