



Lake Advisory Subcommittee Meeting Agenda

Thursday, August 22, 2019
9:00 AM

Woodland Community College
15880 Dam Rd Ext, Clearlake
Room 150

CALL TO ORDER	
I.	<ul style="list-style-type: none"> A. Call to Order & Introductions B. Public Comment
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.	<ul style="list-style-type: none"> A. Approval of May 23, 2019 Meeting Minutes [Attachment II.A]
REGULAR CALENDAR	
III.	<ul style="list-style-type: none"> A. Ratify appointment to the Workforce Alliance Lake Advisory Committee [Attachment III.A] (Action) <ul style="list-style-type: none"> a. Alan Flora, City Manager, City of Clearlake B. Modification to MPIC CareerPoint Lake contract for the following not to exceed amounts: (Action) <ul style="list-style-type: none"> Adult – \$211,267 DW – \$151,980 OSO – \$31,586 Youth – \$222,826 C. CareerPoint Lake plan on PY 18/19 unspent Adult and DW training funds (Action) CareerPoint Lake has unspent training funds in the amount of: Adult – \$17,577.24 DW – \$41,557.46. CareerPoint Staff will present a specific plan for spending training funds and seek approval to carry forward. D. Review and accept 4th Quarter CareerPoint Lake Dashboard Report [Attachment III.D] (Action) E. Approve of Storm Grant in the amount of \$360,000 for both Lake and Mendocino counties (Action)
INFORMATION / DISCUSSION ITEMS	
IV.	<ul style="list-style-type: none"> A. Proposal [Attachment IV.A] B. Prison to Employment agreement with CareerPoint Lake in the amount of \$48,600 C. Mendocino Biz Resource Fair - Disaster Recovery Services
MEMBER / DIRECTOR REPORTS	
V.	<ul style="list-style-type: none"> A. Member B. Director <ul style="list-style-type: none"> a. Conflict of Interest Code Revisions [Attachment V.B] b. Board Orientation Packet online
ADJOURN	
VI.	<ul style="list-style-type: none"> A. Adjourn



ATTACHMENT II.A

Lake Advisory Subcommittee Meeting Minutes

Thursday, May 23, 2019
9:00 AM

Woodland Community College
15880 Dam Rd Ext, Clearlake

CALL TO ORDER

I.	<p>A. Call to Order & Introductions</p> <p>Monica Rosenthal called the meeting to order at 9:08.</p> <p>Members present: Monica Rosenthal – Chair of the Lake Advisory Subcommittee, Kelly Cox, Judith Kanavle, Annette Lee, Susan Parker, Wilda Shock, Margaret Silveira, Rebecca Southwick.</p> <p>Members Absent: Paul Castro, Mary Sharlow.</p> <p>Workforce Alliance Staff: Executive Director Bruce Wilson, Business Outreach Stacey Caico.</p> <p>Guests: Candy De los Santos MPIC, Carol Huchingson Lake County Administrative Officer, Bruno Sabatier District II Supervisor Lake County.</p> <p>B. Public Comment</p> <p>Supervisor Sabatier presented the idea of a business incubator designed especially for graduates from the college who would like to become entrepreneurs but don't have know-how nor capital to start their own business. The idea is to give low risk, high support level opportunity for the students to start their own businesses. Supervisor Sabatier is looking for partners who will be willing to engage with business incubator idea.</p>
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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.	<p>A. Approval of February 28, 2019 Meeting Minutes [Attachment II.A]</p> <p>Chair Rosenthal requested changes to the last meeting minutes, on the first page she was called a Vice Chair instead of a Chair. Second correction was on Rosenthal's report, new name for the Lake County Strategic Plan is Path to Prosperity Strategy, not Lake EDC.</p> <p>Motion made to approve of February 28, 2019 Meeting Minutes with above amendments.</p> <p>M/S: Wilda Shock / Kelly Cox</p> <p>Motion carried: 8-0</p> <p>Yea: 8</p> <p>Nay: 0</p> <p>Abstentions: 0</p> <p>Absent: Paul Castro, Mary Sharlow.</p>
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III.	<p>A. Ratify appointment to the Workforce Alliance Lake Advisory Committee [Attachment III.A] (Action):</p> <p>a. Susan Parker</p> <p>Motion made to ratify appointment Susan Parker to the Workforce Alliance Lake Advisory Committee M/S: Annette Lee/ Kelly Cox Motion carried: 8-0 Yea: 8 Nay: 0 Abstentions: Susan Parker Absent: Paul Castro, Mary Sharlow.</p> <p>B. Review and Accept 3rd Quarter CareerPoint Dashboard Report (Action) Program operators will have opportunity to highlight challenges and successes of their respective programs.</p> <p>Executive Director Wilson presented 3rd Quarter CareerPoint Dashboard Report for Adult, Dislocated Worker, and Youth programs. Subcommittee members asked for clarification on 30% requirement to spend on training. Wilson clarified that each CareerPoint Center individually is responsible for reaching 30% threshold. Likewise, the WANB, as a whole is held responsible by the State to spend at least 30% allocations on training. Members expressed concerns that MPIC has spent the majority of its allocation and asked how the program could make it through the end of the year on the remaining allocation. Candy De Los Santos, Executive Director of MPIC, said there was a fiscal monitoring, and everything was revised and showed that there is more money left then shown at the last 2nd Quarter Report. Candy doesn't have any concerns that there won't be enough money to continue operating. Candy also shared with the subcommittee members MPIC organizational chart and explained MPIC employees' duties. Executive Director Wilson expressed his concern that the MPIC organizational chart is administratively heavy with most of the positions not carrying a caseload of job seeking clients or businesses. He said that the fiscal monitoring revealed that WANB was supporting in excess of 90% of all MPIC costs, and that he would like MPIC to consider a reorganization that assures more case carrying staff, and therefore more capacity to serve the community. Members supported Director Wilson.</p> <p>Motion made to accept the 3rd Quarter CareerPoint Dashboard Report. M/S: Anette Lee/ Judith Kanavle Motion carried: 8-0 Yea: 8 Nay: 0 Abstentions: 0 Absent: Paul Castro, Mary Sharlow.</p> <p>C. Approval in concept of CareerPoint Partners MOU with the Workforce Alliance of the North Bay WDB. (Action)</p> <p>Motion made to accept in concept of CareerPoint Partners MOU with the Workforce Alliance of the North Bay WDB. M/S: Margaret Silveira/ Wilda Shock Motion carried: 8-0 Yea: 8 Nay: 0 Abstentions: 0 Absent: Paul Castro, Mary Sharlow.</p>
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INFORMATION/DISCUSSION ITEMS	
IV.	<p>A. Board Development Training At the direction of the Workforce Alliance Executive Committee, staff has invested considerable attention to board member development. Staff will review training outline with members and seek input. [Attachment IV.A]</p> <p>Executive Director Wilson is preparing materials for the board member orientation binders. Binders will be distributed at the Regional Workforce Development Board meeting on June 13. Board members expressed their excitement. In addition, Executive Director Wilson has been holding 1x1 meetings with all board members to enhance communication regarding roles, responsibilities and workforce hopes. If members missed the meeting and would like to reschedule, please contact Workforce Alliance staff.</p> <p>B. Regional Workforce Development Board Logistics Staff will update board members on upcoming regional board meeting and logistics. All Advisory Subcommittee members are invited to join the Regional Workforce Development Board meeting on June 13, at the Sonoma State University. Calendar invites were sent to all members, details with directions, instructions where to park, and the campus map will be sent 2 weeks before the meeting.</p> <p>C. P2E Program (Update) Committee will hear an update of how the State's P2E initiative is being implemented. Staff will seek input on opportunities.</p> <p>Wilson explained that the North Bay region was awarded a P2E grant to link the workforce system to the re-entry system and hopefully develop increased capacity to serve the re-entry population. He shared that he was very disappointed in the amount of funding the WANB received and said it set up the WANB to make a lot of promises. He was concerned that the State did not arm the WANB with the resources to deliver on our mission. Regardless, he would move forward and try to make incremental changes to positively impact this population.</p>
MEMBER/DIRECTOR REPORTS	
V.	<p>A. Member B. Director</p> <p>Total allocations for the Workforce Alliance of the North Bay dropped by 8%. Per our Joint Powers Authority formation documents, the Alliance allocates funds to each county based on the formulas provided by the State of California. Napa County's allocations for Adult and Youth dropped by almost half, while Dislocated Worker only dropped by 4%. Our regional advisor stated that these amounts are based on economic indicators and Napa's allocation was reduced due to their economy doing better in relation to other areas and the fact that they do not have concentrated levels of poverty in 3 or more contiguous census tracts. Lake County's allocations are slightly higher than last year.</p>
ADJOURN	
VI.	<p>A. Adjourn</p> <p>Chair Rosenthal adjourned the meeting at 11:05</p>



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 LAKE county

Section I. Personal Information

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

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

Mailing Address: Same City: Zip:

Home Phone: [REDACTED] Alternate Phone:

Email Address: aflora@clearlake.ca.us

Section II. County / Location

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

Section III. Occupational Information

Industry Sector: Government Administration

Occupation / Title: City Manager


Employer: City of Clearlake

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

Please be advised that members of the Workforce Development Board:

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

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

	June 18, 2019
Signature	Date

Send completed applications to:

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

or email to:
boardadmin@workforcealliancenorthbay.org

Workforce Alliance of the North Bay

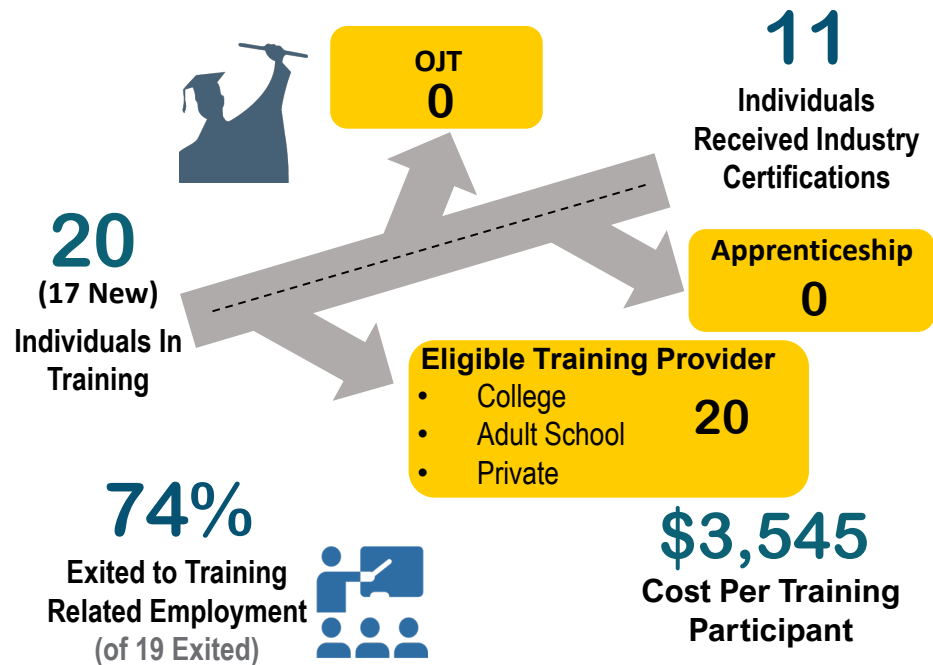
Q4|PY18-19

CareerPoint Lake

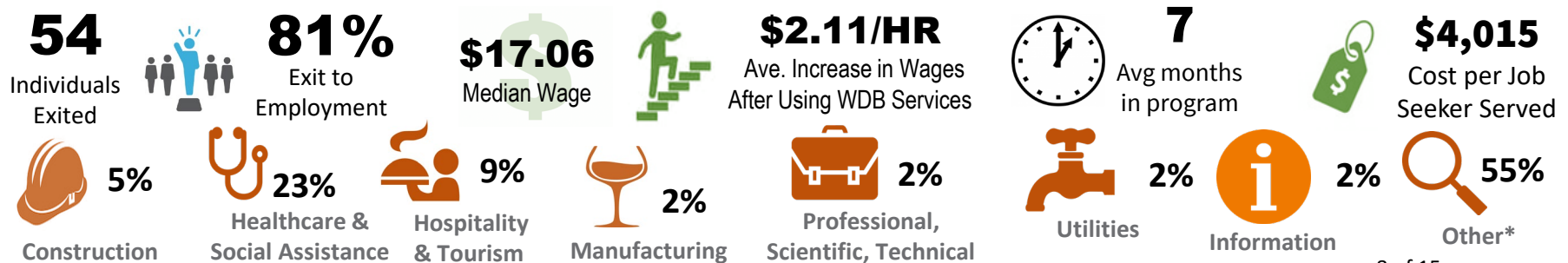
WIOA Levels of Service



WIOA Training Services



WIOA Program Employment Outcomes



WIOA Adult & DW Priority of Service



Basic Skill
Deficient
2%



Low Income
63%



CalFresh
40%



Military
Veterans
7%

Business Services

24

New Businesses
Engaged

33

Active Business
Engagements

0

Rapid Response
Events

0

Recruitment
Events Held

WIOA Adult & DW Barriers to Employment



Disability
1%



Homeless
0%



Justice Involved
8%



English Language
Learner
3%



Single Parent
18%



In-School
Youth
7%



Out of School
Youth
93%

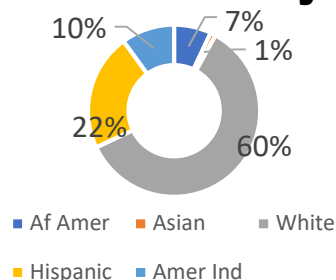


WEX
38%

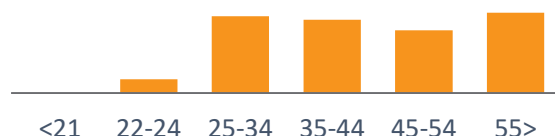
WIOA Youth Details

Program Participant Demographics

Race/ Ethnicity



Age



41%
Male



59%
Female

Geographics

Cities of Residence

Clearlake 23%

Kelseyville 18%

Lakeport 18%

Clearlake Oaks 10%

Nice 7%

Lake Other 23%

WANB Other 1%

ATTACHMENT IV.A

Proposal for Aug. WANB Meeting:

Takeaways from “Strategic Doing” Regional Training:

- We have the power to design our system to what we want to see
- We are the strategists for WANB Lake County

Proposal:

- We would like to hold two half days of “strategic doing”
- Outcomes:
 - o To create our own set of Lake County specific goals within the parameters of the WANB larger vision and mission.
 - o Create strategies, tactics, measureable objectives, resources needed and “keystone questions” for our priority 1-3 year goals.
 - Strategies should be looked at from a job seekers perspective and from a business/ employers perspective
 - o Utilize our strategic doing plan to inform future RFPs (require that our contractors deliver measurable objectives around our priority goals)

Strategic Doing Steps:

1. Understand the current state of:
 - o How WANB funded activities are currently operating in Lake County
 - o How funds are being spent
 - o WIOA required mandates/ targets for service provision in Lake County
 - o WANB Vision, Mission and strategic Goals
 - o Current Work being done at the AJCC Partnership Meetings
 - o Other (Identify these items at our Aug. meeting to have prepared for the strategic doing meeting).

(We know some of this information was presented by Bruce over the past couple of meetings, we want this in a visual format, on paper so that we can look at it throughout the strategic doing)

2. Create a Long-term overarching goal/vision for developing a workforce that meets employment needs of job seekers and business needs of employers in Lake County.
3. Based on our new local long term goal or vision create a set goals that should be the focus of our Lake County Advisory Board over the next 1 to 3 years and prioritize top goals.
4. For each Top goal create strategies, tactics measurable objectives, resources needed and “Keystone Questions”.
5. Highlight key measureable objectives that should be part of RFPs going forward

ATTACHMENT V.B

NOTICE OF INTENTION TO AMEND THE CONFLICT OF INTEREST CODE OF THE WORKFORCE ALLIANCE OF THE NORTH BAY

NOTICE IS HEREBY GIVEN that the Workforce Alliance of the North Bay, pursuant to the authority vested in it by section 87306 of the Government Code, proposes amendment to its conflict of interest code. A comment period has been established commencing on July 11, 2019 and closing on August 24, 2019. All inquiries should be directed to the contact listed below.

The Workforce Alliance of the North Bay proposes to amend its conflict of interest code to include employee positions that involve the making or participation in the making of decisions that may foreseeably have a material effect on any financial interest, as set forth in subdivision (a) of section 87302 of the Government Code. The amendment carries out the purposes of the law and no other alternative would do so and be less burdensome to affected persons.

Changes to the conflict of interest code include:

1. Removing Local Advisory Subcommittee members – Not all Local Advisory Subcommittee members are formally appointed members of the Workforce Development Board. Those that serve on both the Workforce Development Board and the local advisory subcommittee are already considered designated positions, given their role on the WDB. Additionally, the Local Advisory Subcommittee does not have the power to make decisions. They simply consider and provide advice on workforce issues within their assigned geographic area;
2. Consolidating the Executive Director and Local Area Administrator positions. This position is filled by the same individual;
3. One Stop Operator changed to Career Service Provider – It is the Career Service Provider position that has the authority to spend and decide on the expenditure of WIOA funding;
4. Adding Mendocino Career Service Provider – The Workforce Alliance has added Mendocino County to its Joint Powers Agency;

and also makes other technical changes.

Information on the code amendment is attached to this email.

Any interested person may submit written comments relating to the proposed amendment by submitting them no later than August 24, 2019, or at the conclusion of the public hearing, if requested, whichever comes later. At this time, no public hearing is scheduled. A person may request a hearing no later than August 9, 2019.

The Workforce Alliance of the North Bay has determined that the proposed amendments:

1. Impose no mandate on local agencies or school districts.
2. Impose no costs or savings on any state agency.
3. Impose no costs on any local agency or school district that are required to be reimbursed under Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.
4. Will not result in any nondiscretionary costs or savings to local agencies.

5. Will not result in any costs or savings in federal funding to the state.
6. Will not have any potential cost impact on private persons, businesses or small businesses.

All inquiries concerning this proposed amendment and any communication required by this notice should be directed to:

Sylwia Palczewska

Workforce Development Analyst

phone: 707-699-1947

email: spalczewska@workforcealliancenorthbay.org

**CONFLICT OF INTEREST CODE FOR THE
WORKFORCE ALLIANCE OF THE NORTH BAY BOARD**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission had adopted a regulation (2 Cal. Code of Regs. Sec. 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the Workforce Alliance of the North Bay (WANB).

Individuals holding designated positions shall file their statements of economic interest with the WANB, which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) Upon receipt of the statements, WANB shall make and retain a copy and forward all originals to the Fair Political Practices. All statements will be retained by the WANB.

APPENDIX A

DESIGNATED POSITIONS

<u>Designated Position</u>	<u>Assigned Disclosure Category</u>
Workforce Alliance of the North Bay Members:	
• Governing Board	1, 2
• Regional Board	1, 2
Executive Director / Local Area Administrator	1, 2
Counsel	1, 2
Napa County Career Service Providers	1, 2
Lake County Career Service Providers	1, 2
Marin County Career Service Providers	1, 2
Mendocino County Career Service Providers	1, 2
Consultants/New Positions	*

Note: All positions other than the board members are filled by outside contractors, Napa County employees and/or Marin County employees, but act in a staff capacity for the WANB.

*Consultants/New positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Executive Director may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Gov. Code Sec. 81008.)

APPENDIX B DISCLOSURE CATEGORIES

Category 1

Designated positions in this category must report:

Investments, business positions in business entities, and sources of income, including receipt of gifts, loans, and travel payments, from sources that provide services, supplies, materials, machinery or equipment of the type utilized by the WANB.

Category 2

Designated positions in this category must report:

Investments, business positions in business entities, and sources of income including receipt of gifts, loans, and travel payments, from business entities and nonprofit organizations of the type that receive loans, grants or other monies from or through the WANB.