



Napa Advisory Subcommittee Meeting Agenda

**Wednesday, May 22, 2019
3:00 PM**

**WANB Administrative Office
1546 First Street (Second Floor), Napa, CA 94559**

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 December 2018 Meeting Minutes [Attachment II.A] B. Accept 2019 Workforce Alliance of the North Bay Master Meeting Calendar for Napa Advisory Subcommittee [Attachment II.B]
REGULAR CALENDAR	
III.	<ul style="list-style-type: none"> A. Ratify appointment to the Workforce Alliance Napa Advisory Subcommittee [Attachment III.A]: (Action) <ul style="list-style-type: none"> a. Mark Bontrager b. Diana Chiabotti c. Geovanni Flores d. Mandy Le e. Elena Toscano B. Review and Accept 3rd Quarter CareerPoint Dashboard Report (Action) Program operators will have opportunity to highlight challenges and successes of their respective programs. C. Request by CareerPoint Napa to transfer funds from Dislocated Worker to Adult in the amount of up to \$110,000. (Action) Staff will review written request (pending) with Committee and seek motion to approve/deny request. D. Approval in concept of CareerPoint Partners MOU with the Workforce Alliance of the North Bay WDB. (Action)
INFORMATION / DISCUSSION ITEMS	
IV.	<ul style="list-style-type: none"> 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] B. Regional Workforce Development Board Logistics Staff will update board members on upcoming regional board meeting and logistics. 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.

MEMBER/DIRECTOR REPORTS		
V.		<div>A. Member</div> <div>B. Director</div> <div>a. Allocations Update</div> <div>b. Fiscal Monitoring Update</div>
ADJOURN		
VI.		<div>A. Adjourn</div>

CALL TO ORDER

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| I. | <p>A. Call to Order & Introductions: Paul Hicks called the meeting to order @3:05pm</p> <p>Members Present: Jeri Hansen Mary Ann Mancuso, Tony Castillo, Paul Hicks, Amar Inalsingh, Robin Klingbiel, Mark Leonardi, Mark Van Gorder, Christine Meehan</p> <p>Members Absent: Ronald Kraft, Paula Kraft, Tami Pachon, Anthony Phillips, Myles Davis,</p> <p>Staff Present: Executive Director, Bruce Wilson; Angela Cooper, Tamara Ochoa</p> <p>Guests: Kristin Miller, CareerPoint NAPA; Teresa Brown, CareerPoint NAPA; Gillie Miller, NCOE; Angela Higdon, NCOE; Mario Piombo, Napa Learns; Peg Maddocks, Napa Learns; Frank Cuneo</p> <p>B. Public Comment: No public comment</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

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| II. | <p>A. Approval of September 19, 2018 Meeting Minutes (Attachment A):
Motion made to approved September 19, 2018 minutes. M/S: Mark Leonardi/Amar Inalsingh.
Motion carried: 9 – 0. Abstention, Robin Klingbell</p> |
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REGULAR CALENDAR

- | | |
|------|---|
| III. | <p>A. Review and Accept 1st CareerPoint Dashboard Report (Action) (Attachment B) Staff presented CareerPoint 1st Quarter Dashboard Reports. Also CareerPoint Napa Youth Services report on contract progress to date.</p> <p>B. Review and Accept 1st CareerPoint Dashboard Report (Action) (Attachment B):</p> <p>Tamara Ochoa presented the dashboard report. Paul Hicks requested clarification of obligation numbers. He would like the reporting to be clear and graphics cleaner on obligation vs spends. Wilson reminded that the State only cares about spends. Hicks questioned if there is a concern that we are already leveraged 50% at this time of the year. Wilson indicated he was not concerned. Mark Van Gorder questioned the exit numbers. Wilson stated that the numbers come from the service providers. Teresa Brown also responded that Vets in Napa have a large number of disabled vets who are receiving benefits.</p> <p>CareerPoint Napa Youth Services reported on contract progress to date.</p> <p>Mark Leonardi questioned the numbers as of Q1. Teresa Brown reported that client numbers carried over so they could continue to provide services but she has asked counselors to exit them by the end of September but there is a lag in time with CalJOBS.
M/S; Van Gorder / Leonardi second. Motion carried 9-0</p> <p>Kristen reviewed newsletter and her outreach efforts. She has increased job fairs on site and created a local job seeker newsletter that includes 700 names. She is working to improve the open rate.</p> |
|------|---|

	<p>B. Local Strategic Plan Modification (Action) Wilson reviewed the 4 areas of the plan.</p> <ol style="list-style-type: none"> 1. Workforce services for clients of child support agencies (non-custodial parents) 2. Workforce services for English Languages Learners/refugees/the foreign born 3. Strategies to support competitive integrated employment for those with developmental or intellectual disabilities 4. Workforce services for recipients of CalFRESH <p>M/S to open for public comment: Leonardi / Van Gorder Approved 9-0</p> <p>Note: Current local strategic plan is available for review at: http://workforcealliancenorthbay.org/policy-documents/</p> <p>C. Nominations to Board Amar Inalsingh nominated to AIS Group Mark Bontrager nominated to Regional Board M/S to slate for consideration to Governing Board: Van Gorder / Leonardi Approved 9-0</p>
INFORMATION/DISCUSSION ITEMS	
IV.	<p>A. Innovation Fund Awardee (Presentation) Peg Maddocks, NapaLearns reviewed the Teacher Externship program (created out of Napa HIP). Determined that this was a good way to reach more students about careers in hospitality. Hicks asked Wilson and Maddocks to make a presentation to the Board of Supervisors.</p> <p>B. AB 1234 Ethics Training Requirement Reminder to board to complete.</p> <p>C. Mission Moment (Presentation) Brown presented a success story for CalFRESH and WIOA. The programs helped to reduce barriers for a woman with small children and connected the parent to needed services.</p>
MEMBER/DIRECTOR REPORTS	
V.	<p>A. Member – nothing additional B. Director – nothing additional</p>
ADJOURN	
VI.	<p>Van Gorder adjourned meeting at 4:33 pm.</p>

WORKFORCE ALLIANCE OF THE NORTH BAY MASTER MEETING CALENDAR 2019 (rev 4.10.2019)

JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC
REGIONAL WORKFORCE DEVELOPMENT BOARD @ 10:00 AM-2:00 PM											
					6/13/19 10:00-2:00						12/12/19 10:00-2:00
GOVERNING BOARD 3rd Friday @ 9-10:30 AM											
		3/15/19 9-10:30			6/21/19 9-10:30			9/20/19 9-10:30			12/20/19 9-10:30
EXECUTIVE COMMITTEE 2nd Wednesday @ 9-10:30 AM											
	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	
POLICY AND OVERSIGHT SUBCOMMITTEE 1st Tuesday @ 3-4:30 PM											
	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
LAKE ADVISORY SUBCOMMITTEE 4th Thursday @ 9-10:30 AM											
	2/28/19 9-10:30			5/23/19 9-10:30			8/22/19 9-10:30			11/21/19* 9-10:30	
MARIN ADVISORY SUBCOMMITTEE 4th Wednesday @ 8-9:30 AM											
	2/27/19 8-9:30			5/22/19 8-9:30			8/28/19 8-9:30			11/20/19* 9-10:30	
MENDOCINO ADVISORY SUBCOMMITTEE 4th Thursday @ 3:30-5 PM											
	2/28/19 3:30-5			5/23/19 3:30-5			8/22/19 3:30-5			11/21/19* 3:30-5	
NAPA ADVISORY SUBCOMMITTEE 4th Wednesday @ 3-4:30 PM											
	2/27/19 3-4:30			5/22/19 3-4:30			8/28/19 3-4:30			11/20/19* 3-4:30	

Attachment II.B



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

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



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


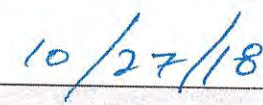
Industry Sector: Healthcare
 Occupation / Title: DIRECTOR OF Regulatory Affairs & Program Development
 Employer: Partnership HealthPlan of CA

Employer Address: 4665 Business Center Drive		
City: FAIRFIELD	State: CA	Zip: 94534
Employer Phone: 707-419-7913		
Section IV. Eligibility Certification		
<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:		
Section V.		
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 & 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



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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 & Workforce Development</u>
Employer: <u>Napa Valley College</u>

Employer Address: 2277 Napa-Vallejo Hwy		
City: Napa	State: CA	Zip: 94558
Employer Phone:		
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) 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 checked="" type="checkbox"/> Higher Education Name of Institution: Napa Valley College		
<input type="checkbox"/> Economic and Community Development Name of Entity:		
<input type="checkbox"/> State Employment Office		
<input type="checkbox"/> Vocational Rehab Name of Program:		
Section V.		
Describe how your participation on the WDB would advance Workforce Development programs.		
<p>Part of the California Community College Mission and the Vision for Success is workforce development. Our goal in Career Education & 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>		

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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

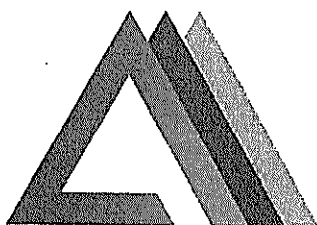
Signature

Date

Send completed applications to:

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

or email to:
pborrego@workforcealliancenorthbay.org



WORKFORCEALLIANCE OF THE NORTH BAY

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

Section I. Personal Information

First Name: Geovanni Last Name: Flores M.I.: A
Home Address: [REDACTED] City: Concord Zip: 94519
Mailing Address: City: Zip:
Home Phone: [REDACTED] Alternate Phone: [REDACTED]
Email Address: gflores@norcaltc.org

Section II. County / Location

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

Section III. Occupational Information

Industry Sector: Laborers - Construction, Apprenticeship
Occupation / Title: Apprentice Coordinator
Employer: Northern California Laborers' Training Center

Employer Address: 1001 Westside Dr.
 City: San Ramon State: CA. Zip: 94583
 Employer Phone: 925-828-2513

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:

☐ 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.

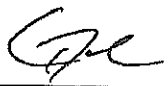
For 10 years I have been working either for or with WIB's, from Contra Costa to Humboldt County.
 From 2008-2014 I served as a Youth Case Manager working out of various East Contra Costa Offices. During this time I provided services for at risk youth ranging from 14-24 yrs old.
 As an Apprentice Coordinator I developed working relationships with WIB's in Solano, Sonoma, Mendocino, and Humboldt to help advance opportunities for participants in each community.
 Recently the work I have been providing was nominated for the 2019 Bridge Awards for Innovative Practices in Hiring formerly Incarcerated Individuals.

1.22.2018 I feel that I can provide ideas, advice, and information based from current and past experiences.

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	4/1/19
Signature	Date

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- ☐ 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		
Section IV. Eligibility Certification		
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<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:		
Section V.		
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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	12-31-18
Signature	Date

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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

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- ☐ 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.

Elena C. Muro

9/19/18

Signature

Date

Send completed applications to:

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

or email to:
pborrego@workforcealliancencorthbay.org



MEMBER TRAINING PLAN

Name of Learner: _____

Time Frame: _____

General Comments:

OVERALL TRAINING GOALS

An understanding of:

1. The systemic nature of local employment and training programs with an understanding of the Board's relationship to this "system".
2. The vision and mission of the Board.
3. The legal authority that supports the Board and any political relationships and constraints that affect its operations.
4. Detailed information about how the Board does its work: membership, committee structure, staff duties, and budget.
5. Detailed description of the role of the individual member and his/her responsibilities.
6. An overview of economic trends which will affect the employment and training needs of employers and job seekers in the Board's local labor market area.
7. An overview of public and private resources available to provide education, job training and placement services. What programs are currently operating? What are their funding levels, client loads, operational strategies, and performance results?
8. Detailed information about the Board's most current annual plan, goals, and priorities and that of the One Stop and Youth Programs.
9. Detailed information about any particular problems or challenges immediately facing the Board.





LEARNING OBJECTIVES

Be able to:

1. Describe the WIOA legislation context and the role of the Workforce Alliance of the North Bay (Alliance) in that context.
2. Recite and explain the board vision and mission and understand its implications.
3. Explain the relationship of the Alliance to the Chief Local Elected Officials (Governing Board) and to the One Stop System.
4. Refer to and understand the Board structure and governance policies.
5. Commit to the roles and responsibilities described in the Alliance member job description.
6. Locate the necessary documents that describe the local labor market in respect to key industry sectors, demand occupations and demographic information regarding the labor pool.
7. Understand the scope and depth of the current service delivery system for employment and training programs, including education, government and community-based organizations and the board's current relationship with those providers.
8. Explain the current initiatives of the Workforce Board and the One Stop delivery system, the budgets and expected outcomes and/or deliverables.
9. Describe any constraints, political, financial, cultural, or legal that are currently existing in the context of those initiatives.



LEARNING ACTIVITIES / STRATEGIES / METHODS

1. One-on-one session with the Executive Director.
2. Study sessions and planning sessions with the full WDB.
3. Attendance at workforce development workshops and conferences.
4. Attendance at Board and Committee meetings.
5. Trainings provided by the Alliance on such topics as Ethics and Conflict of Interest.
6. Newsletters, social media, websites, and written materials provided by staff and various associations such as the National Association of Workforce Boards and the California Workforce Association.

BUDGET FOR TRAINING PLAN

The following budget depicts the costs expected to implement this training plan.

Expected Expense	Amount
Consultants	
Subscription	
Membership Fee	
Conference / Workshop Fee	
Travel expenses and per diem	
Other	



TRAINING MODULES

MODULE I WHO WE ARE

Event	Procedure / Activity
Orientation meeting with Executive Director	
Learning Objectives	
<p>A. The systemic nature of local employment and training programs with an understanding of the Board's relationship to this "system".</p> <p>B. The vision and mission of the Board.</p> <p>C. The legal authority that supports the Board and any political relationships and constraints affect its operations.</p>	<p>Power- point and handouts</p> <ul style="list-style-type: none"> • Summary sheet on WIOA • Board - CLEO Agreement • Strategic plan



TRAINING MODULES

MODULE II WHAT WE DO

Event	Procedure / Activity
Orientation meeting with Executive Director	
Tour of One Stop	
Alliance Meetings	
Learning Objectives	
<p>A. An overview of public and private resources available to provide education, job training and placement services. What programs are currently operating? What are their funding levels, client loads, operational strategies, and performance results?</p> <p>B. Detailed information about the Board's most current annual plan, goals, and priorities and that of the One Stop and Youth Programs.</p>	<p>Power- point and handouts</p> <ul style="list-style-type: none"> • Strategic Plan Executive Summary • One year Operational Update • Budget • Alliance - One Stop Agreement <p>Training session at each Alliance meeting about one community resource/organization</p> <p>Field Trip to One Stop operation</p>



TRAINING MODULES

MODULE III How We Do It

Event	Procedure / Activity
Orientation meeting with Executive Director	
Strategic Planning Session	
Learning Objectives	
<p>A. Detailed information about how the Board does its work: membership, committee structure, staff duties, and budget.</p> <p>B. Detailed description of the role of the individual member and his/her responsibilities.</p>	<p>Power- point and handouts</p> <ul style="list-style-type: none"> • By-laws • Alliance Budget • Board Job Description • Policy Manual



TRAINING MODULES

MODULE IV WHY WE DO IT

Event	Procedure / Activity
Orientation meeting with Executive Director	
Strategic Planning Session	
Learning Objectives	
<p>A. An overview of economic trends which will affect the employment and training needs of employers and job seekers in the Board's local labor market area.</p> <p>B. Detailed information about particular problems or challenges immediately facing the Board.</p>	<p>Power- point and handouts</p> <ul style="list-style-type: none"> • Labor Market studies and presentations • Information about other WIB Best Practices • Current Initiative information

