



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

## REGIONAL WORKFORCE DEVELOPMENT BOARD MEETING AGENDA

Thursday, June 13, 2019  
10:00 - 2:00

Sonoma State University  
1801 E Cotati Ave, Rohnert Park, CA 94928

### CALL TO ORDER

- I. A. Welcome, Introductions, Agenda Review
- B. Public Comment
- C. Chair Update – Jeri Hansen
- D. Executive Director Update – Bruce Wilson
  - 1. Workforce Alliance Product Portfolio
  - 2. Allocations Update 2019-2020
  - 3. Board Member Orientation

### 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 member. Items are approved with one single motion.

- II. A. October 11, 2018 Meeting Minutes [Attachment II.A]
- B. Ratify WANB Agreements [Board Letter II.B]
- C. Ratify Appointment of Advisory Subcommittee Nominations (Lake, Marin, Mendocino and Napa) [Board Letter II.C, Attachment II.C]
- ~~D. Approve Memorandum of Understanding (MOU) with Napa County Board of Supervisors and Governing Board outlining structure and responsibilities [Board Letter II.D, Attachment II.D]~~
- E. Ratify / Approve WANB Policies [Board Letter II.E]
- F. Ratify / Accept 2018-19 Program Reports [Board Letter II.F, Attachment II.F]
- G. 2019 Meeting Schedule [Attachment II.G]
- H. Approve P2E Regional Grant Proposal Application [Board Letter II.H]
- I. Approve Local and Regional Workforce Development Plan Update [Board Letter II.I]
- J. Transfer of funds from Dislocated Worker to Adult [Board Letter II.J, Attachment II.J.]
- K. CareerPoint North Bay Memorandums of Understanding [Board Letter II.K]

### INFORMATION / DISCUSSION ITEMS

- III. A. Workforce Alliance of the North Bay – (Bruce Wilson)
  - 1. Who We Are
  - 2. What We Do
  - 3. How We Do It
  - 4. Why We Do It

	<p>B. State of the Workforce – (Jim Cassio) Staff will provide overview of the regional economy/workforce.</p> <p>C. Board Development: Beyond the Mandate – Board Innovation (Dr. Christine Bosworth &amp; Celina Shands) Your community and region expect that the WANB Board fulfil its fiduciary responsibility to develop a skilled workforce that aligns with the needs of industry to drive economic growth—this cannot be accomplished without you. It takes strategic thinking and doing as a board member to exercise the decision-making power given to you to accomplish the board’s innovative vision and its mandate.</p>
REGULAR CALENDAR	
IV.	<p>A. Board Chair and Vice Chair Nominations &amp; Election</p> <p>B. Renew Board Member Applications</p>
MEMBER REPORTS	
V.	A. Member
ADJOURN	
VI.	<p>A. Reactions to new Workforce Board Meeting Format</p> <p>B. Requested Board Member Topics for Future Discussion</p> <p>C. Next Meeting – December 12, 2019</p>

## ATTACHMENT II.A

# REGIONAL WORKFORCE DEVELOPMENT BOARD MINUTES

Thursday, October 11, 2018

9:00 – 10:30 AM

Napa Valley Opera House

1030 Main Street

Napa, CA 94559



### CALL TO ORDER

- |    |   |
|----|---|
| I. | <p>A. Introductions &amp; Call to Order: Jeri Hansen called the meeting to order at 9:08 a.m. She welcomed the Board members to the Opera House and thanked staff and Opera House managers for hosting the board members in such a historical site.</p> <p>In attendance: Jeri Hansen, Paul Castro, Monica Rosenthal, Mary Ann Mancuso, Cathy Balach, David Zwicky, Susan Byrne, Tony Castillo, Frank Cuneo, Bill Scott, Hunter Stern, Rick Wells, Paul Hicks, Ken Lippi.<br/>Workforce Staff present: Bruce Wilson, Laura Davis, Tamara Ochoa, Taylor Swain, Patricia Borrego, Angela Cooper, Stacey Caico, Doug Orlando, Racy Ming<br/>Guests: Teresa Brown, Paula McCray, Christy Pedroncelli Smith, Amar, Inalsingh, Christine Meehan, Jesus Tijero, Dan Daniels, Mark VanGorder, Anita Maldonado, Robin Klingbeil, Jim Cassio, Charlie Monahan, Tim Rainey</p> |
|    | <p>B. Public Comment: Hansen opened the meeting up for public comment on anything not on the agenda. No public comment was offered.</p>   |

### 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>Moving on to the consent calendar, Chair Hansen asked members if there were any questions or if there were items that members would like to pull for further discussion. Frank Cuneo asked a clarifying question on Item II.I regarding debt collection. Director Wilson shared that MPIC, Inc over invoiced the Alliance and that this was intended to recapture funds that should not have been paid. Chair Hansen shared that the Executive Committee had reviewed this at length and has recommended the action before the Board. Cuneo thanked the Chair and Director for the clarification.</p> <p>Motion to approve the Consent Calendar as presented: Frank Cuneo<br/>Second: Tony Castillo<br/>Passed unanimously.</p> |
|     | April 26, 2018 Retreat Meeting Minutes [Attachment II.A]   |
|     | 2018-19 State Allocations to WANB [Board Letter II.B]  |
|     | Ratify Transfer of Funds from Dislocated Worker to Adult [Board Letter II.C]   |
|     | Ratify WANB Agreements [Board Letter II.D]   |
|     | Ratify Appointment of Advisory Subcommittee Nominations (Lake, Marin, Mendocino and Napa) [Board Letter II.E]  |
|     | Ratify Acceptance of Monetary Contributions [Board Letter II.F]  |
|     | Ratify Certification of AJCC CareerPoint North Bay Centers [Board Letter II.G]   |
|     | Ratify Establishment of Policy and Oversight Committee & Appointment of Members [Board Letter II.H]  |

	Ratify Debt Collection Letter Submission to Mendocino Private Industry Council [Board Letter II.I]
	Approve WANB Policies [Board Letter II.J]
	Accept Year End 2017-18 Program Reports [Board Letter II.K]
<b>REGULAR CALENDAR</b>	
III.	<p>2019 Meeting Schedule [Attachment III.A]</p> <p>Bruce explained that the meeting schedule has been recommended for slight changes in 2019 to accommodate the timing that data is available. He said that making the changes would better allow staff to bring fresh data to the advisory committees allowing them to more quickly institute corrective strategies as necessary.</p> <p>Motion made to approve Consent Calendar: Hunter Stern Second: Paul Hicks Passed unanimously</p>
	<p>Performance Negotiations - Bruce explained that one of the core responsibilities of the Workforce Board is to negotiate performance with the State of California. Bruce displayed performance metrics on the screen for viewing and said that he had come to agreement with the State of California on the WIOA metrics presented. He said that performance is based on previous year stats. Chair Hansen suggested that the State in future negotiations negotiate the floor and incentivize higher performance rather than negotiating the ceiling and threatening corrective action should a local area not make that aspirational ceiling. Several board members agreed. Bruce said he is reasonably happy with where we ended up and believed that our service providers will be able to meet the measures. Metrics available on file.</p> <p>Motion made to approve performance metrics as presented: Frank Cuneo Second: Tony Castro Passed unanimously.</p>
<b>INFORMATION/DISCUSSION ITEMS</b>	
IV.	<p>A. Keynote Presentation: Tim Rainey, Executive Director of California State Workforce Development Board – Bruce introduced Tim Rainey. Tim talked to the WANB board members about their experiment with regionalism and complemented them on their accomplishments. He spoke about things that the State Board is trying to accomplish in the coming year including Prison 2 Employment, updates of the local and regional plans, and continuing to push resources to the local communities through the regional approach.</p>
	<p>B. Local &amp; Regional Plan Update – Chair Hansen introduced Racy Ming. Racy referred the board to their packets and updated the board members on the approach that the WANB is taking to update the local and regional plans that Tim had just mentioned. She said what sectors we are outreaching to and said there would be several meetings to garner information. Racy is the project manager of the local plan update and noted that the North Bay counties (including Solano and Sonoma) are contracting with a Bay Area firm to manage the Regional Plan update. Bruce noted that both plans will be drafted based on information gleaned from partners and that the drafts would be open for 30-day public comment.</p>
	<p>C. BrightFutures projected a PowerPoint and led the board members through a status update of the BrightFutures initiative. He said that he expected rollout of High School Career Centers in the winter quarter continuing into summer. He asked board members to talk up the volunteering aspect of BrightFutures. PowerPoint available on file.</p>
<b>MEMBER/DIRECTOR REPORTS</b>	
V.	<p>A. Member Report: Jeri Hansen attending CA Forward Economic Summit with Bruce Wilson in November</p>
	<p>B. Director Report: Reminder to support WANB social media efforts by following and sharing</p>
<b>ADJOURN</b>	
VI.	<p>A. Chair Hansen adjourned the meeting at 10:55 a.m.</p>

## BOARD LETTER II.B



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER II.B – RATIFY APPROVAL OF WORKFORCE ALLIANCE AGREEMENTS  
**DATE:** JUNE 13, 2019  
**CC:** FILE

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JPA staff solicits Regional Workforce Development Board ratification for the following agreements and amendments enacted by the Executive Committee and Governing Board.:

CONTRACTOR	NEW/ AMENDMENT	AMOUNT	COMMENTS
Cassio & Associates	New	\$49,500	Implement the Employer Advancement and Retention Network (EARN).
BusinessU	New/Amendment	\$20,000 \$2,500 (includes substantiated travel)	Strategic board development training, business engagement strategies, building relationship with business, industry sector strategies training for staff and CareerPoint staff.
MPIC, Inc.	New	Lake: \$152,109 Mendo: \$147,676	WIOA Youth Services programs in Lake and Mendocino Counties.
MPIC, Inc.	Amendment	\$10,000	Provide assistance to NorTEC with staffing Local Assistance Centers (LAC) centers for the Butte Fire Victims.
CliftonLarsonAllen LLP	New	\$15,000	Required single audit.

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

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

### STAFF RECOMMENDATION

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

## BOARD LETTER II.C



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER II.C– RATIFY APPOINTMENT OF SUBCOMMITTEE NOMINATIONS  
**DATE:** JUNE 13, 2019  
**CC:** FILE

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### BACKGROUND

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

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

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

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

County Subcommittee	Name	Title	Affiliation/Other
Napa	Mark Bontrager	Director of Innovation	Partnership Health Plan
Napa	Dianna Chiabotti	Dean	Napa Valley College
Mendocino	Jesse Damian	Director District Programs and Support	Mendocino County Office of Education
Napa	Geovanni Flores	Apprentice Coordinator	Northern California Laborers Training Center
Marin	Katheryn Horton	Dean	College of Marin
Napa	Mandy Le	Executive Director	American Canyon Chamber
Marin	Jaemi Naish	Director	Tamalpais Adult School
Lake	Susan Parker	Assistant County Admin. Officer	Lake County
Mendocino	Aimee Swearengin	Team Manager	Department of Rehabilitation
Napa	Elena Toscano	Director	Adult Education Consortium

### SAFF RECOMMENDATION

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





# WORKFORCE ALLIANCE OF THE NORTH BAY

DRIVING WORKFORCE TALENT

## Application for Regional and/or Local Advisory Subcommittee Membership

In accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), the Workforce Alliance of the North Bay (WANB) Governing Board has established a Regional Workforce Development Board (WDB) for Napa, Marin, Lake and Mendocino counties which sets policy for and provides oversight of workforce development programs in the four counties. Workforce Development Board members are appointed by the Governing Board to represent specified sectors of the community as listed in Section IV below. The county advisory subcommittees were created to make recommendations to the full WDB that specifically pertain to their respective county's employers and their workforce. There is a sub committee for each of the WANB counties.

Individuals interested in serving on the WDB or workforce committee must complete and submit this application for appointment. This application and the related Nomination Form(s), if any, may be subject to public disclosure.

Please indicate which group you are applying for:

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

### Section I. Personal Information

First Name: MARK Last Name: BONTRAGER M.I.:

Home Address:

Mailing Address:

Home Phone:

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




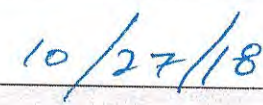
Employer Address: <u>4665 Business Center Drive</u>		
City: <u>FAIRFIELD</u>	State: <u>CA</u>	Zip: <u>94534</u>
Employer Phone: <u>707-419-7913</u>		
<b>Section IV. Eligibility Certification</b>		
<p><i>Indicate below each membership category for which you are applying. You may mark more than one category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



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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:

Mailing Address:

Home 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: Napa Valley College - link to almost all sectors

Occupation / Title: Dean, Career Education & Workforce Development

Employer: Napa Valley College



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

Please be advised that members of the Workforce Development Board:

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- Must 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.



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





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Please indicate which group you are applying for:

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

### Section I. Personal Information

First Name: Jesse Last Name: Damian M.I.:

Home Address:

Mailing Address:

Home Phone:

Email Address: jdamian@mcocoe.us

### Section II. County / Location

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

### Section III. Occupational Information

Industry Sector: Education

Occupation / Title: Director, District Programs and Support

Employer: Mendocino County Office of Education

Employer Address: <u>2240 Old River Rd</u>		
City: <u>Ukiah</u>	State: <u>CA</u>	Zip: <u>95482</u>
Employer Phone: <u>707 467-5103</u>		
<b>Section IV. Eligibility Certification</b>		
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<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 checked="" type="checkbox"/> Adult Education and Literacy Name of Provider: <u>Mendocino County Office of Education - Institute of Career Education</u>		
<input type="checkbox"/> Higher Education Name of Institution:		
<input type="checkbox"/> Economic and Community Development Name of Entity:		
<input checked="" type="checkbox"/> State Employment Office <u>Mendocino County Office of Education / Cal Dep of Ed</u>		
<input type="checkbox"/> Vocational Rehab Name of Program:		
<b>Section V.</b>		
Describe how your participation on the WDB would advance Workforce Development programs.		
<p><i>My current role is to plan, organize, and provide instructional and administrative leadership to school districts in preparing students to be career ready as defined by the California Department of Education. In addition my duties require me to work collaboratively with postsecondary institutions, business and regional partners.</i></p>		



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- **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

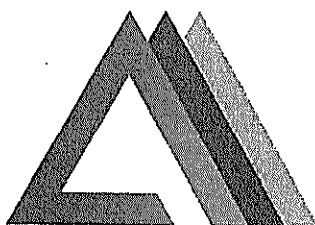
Date

2/21/18

Send completed applications to:

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or email to:  
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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: Geovanni Last Name: Flores M.I.: A  
Home Address: [REDACTED]  
Mailing Address: [REDACTED]  
Home 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 Apprenticeship 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.

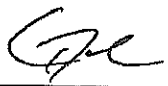
For 10 years I have been working either for or with WIB's, from Contra Costa to Humboldt County.  
 From 2008-2014 I served as a Youth Case Manager working out of various East Contra Costa Offices. During this time I provided services for at risk youth ranging from 14-24 yrs old.  
 As an Apprenticeship 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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- Must disclose financial interests as required by the County Code (Form 700).
- Must report any conflicts of interest as required by the County Code.

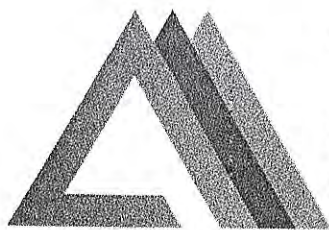
I hereby certify that all statements in this Application are true and complete to the best of my knowledge and execute this Application under penalty of perjury. I further certify that if I am appointed, I will serve fairly, impartially, and to the best of my ability.

	4/1/19
Signature	Date

Send completed applications to:

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

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



# WORKFORCE ALLIANCE OF THE NORTH BAY

DRIVING WORKFORCE TALENT

## Application for Regional and/or Local Advisory Subcommittee Membership

In accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), the Workforce Alliance of the North Bay (WANB) Governing Board has established a Regional Workforce Development Board (WDB) for Napa, Marin, Lake and Mendocino counties which sets policy for and provides oversight of workforce development programs in the four counties. Workforce Development Board members are appointed by the Governing Board to represent specified sectors of the community as listed in Section IV below. The county advisory subcommittees were created to make recommendations to the full WDB that specifically pertain to their respective county's employers and their workforce. There is a sub committee for each of the WANB counties.

Individuals interested in serving on the WDB or workforce committee must complete and submit this application for appointment. This application and the related Nomination Form(s), if any, may be subject to public disclosure.

Please indicate which group you are applying for:

☒ Regional Workforce Development Board (WDB)

☒ Advisory Subcommittee for Marin county BW

### Section I. Personal Information

First Name: Katheryn

Last Name: Horton

M.I.: M

Home Address

Mailing Address

Home Phone

Email Address: kahorton@marin.edu

### Section II. County / Location

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

### Section III. Occupational Information

Industry Sector: All

Occupation / Title: Director of Workforce Programs

Employer: College of Marin

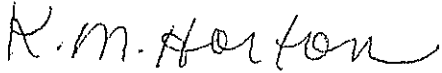

Employer Address: 1800 Ignacio Blvd., Novato		
City:	State: CA	Zip: 94949
Employer Phone:		
<b>Section IV. Eligibility Certification</b>		
<p><i>Indicate below each membership category for which you are applying. You may mark more than one category but must certify your qualifications for each category for which you are applying. A completed Nomination Form must accompany applications for Business Member, Labor Organization, Adult Education and Literacy and/or Higher Education from an appropriate nominating organization.</i></p>		
<input type="checkbox"/> Business Member (Do you represent a "small business" as defined by the U.S. Small Business Administration? <input type="checkbox"/> Y <input type="checkbox"/> N) <i>Name of Business:</i>		
<input type="checkbox"/> Labor Organization <i>Name of Organization:</i>		
<input type="checkbox"/> Joint Labor-Management Apprentice Program <i>Name of Organization:</i>		
<input type="checkbox"/> Community-based Organization <i>Name of Organization:</i>		
<input checked="" type="checkbox"/> Adult Education and Literacy <i>Name of Provider: Marin Adult Education</i>		
<input checked="" type="checkbox"/> Higher Education <i>Name of Institution: College of Marin</i>		
<input type="checkbox"/> Economic and Community Development <i>Name of Entity:</i>		
<input type="checkbox"/> State Employment Office		
<input type="checkbox"/> Vocational Rehab <i>Name of Program:</i>		
<b>Section V.</b>		
Describe how your participation on the WDB would advance Workforce Development programs.		
<p>I work closely with industry and community partners to align CTE and Workforce Program at College of Marin with labor market needs of Marin and the greater North Bay region. I bring a wealth of knowledge in regard to the steps needed to create or change a CTE program at a community college, how to incorporate work-based learning in many modes, and information about what COM has to offer to the general Marin public and Adult Learners.</p> <p>I have worked with Caran Cuneo and Sherry Parr extensively through our CTE/Workforce Department and Adult Education, and look forward to pursuing new, yet unrealized connections to the area of skill development and placement for Marin residents.</p> <p>In my previous work in the School-to-Career Program at Marin area high schools, I was intimately involved in WIOA projects and understand the ins and outs of that effort fairly extensively.</p>		



Please be advised that members of the Workforce Development Board:

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

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

	
Signature	Date

Send completed applications to:

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

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



# WORKFORCE ALLIANCE OF THE NORTH BAY

DRIVING WORKFORCE TALENT

## Application for Regional and/or Local Advisory Subcommittee Membership

In accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), the Workforce Alliance of the North Bay (WANB) Governing Board has established a Regional Workforce Development Board (WDB) for Napa, Marin, Lake and Mendocino counties which sets policy for and provides oversight of workforce development programs in the four counties. Workforce Development Board members are appointed by the Governing Board to represent specified sectors of the community as listed in Section IV below. The county advisory subcommittees were created to make recommendations to the full WDB that specifically pertain to their respective county's employers and their workforce. There is a sub committee for each of the WANB counties.

Individuals interested in serving on the WDB or workforce committee must complete and submit this application for appointment. This application and the related Nomination Form(s), if any, may be subject to public disclosure.

Please indicate which group you are applying for:

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

### Section I. Personal Information

First Name: Mandy

Last Name: Le

M.I.: R

Home Address:

Mailing Address:

Home Phone:

Email Address: MandyLe@amcanchamber.org

### Section II. County / Location

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

### Section III. Occupational Information

Industry Sector: Chamber of Commerce

Occupation / Title: President/CEO


Employer: American Canyon Chamber of Commerce

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

**Please be advised that members of the Workforce Development Board:**

- **May be required to take an Oath of Office.**
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- **Must participate in State-mandated ethics training.**
- **Must disclose financial interests as required by the County Code (Form 700).**
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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.

	12-31-18
Signature	Date

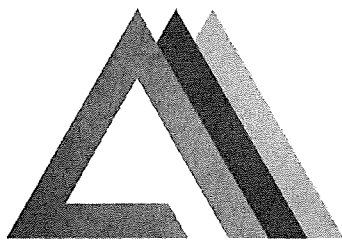
Send completed applications to:

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1546 First Street  
Napa, CA 94559

or email to:

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





# WORKFORCE ALLIANCE OF THE NORTH BAY

DRIVING WORKFORCE TALENT

## Application for Regional and/or Local Advisory Subcommittee Membership

In accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), the Workforce Alliance of the North Bay (WANB) Governing Board has established a Regional Workforce Development Board (WDB) for Napa, Marin, Lake and Mendocino counties which sets policy for and provides oversight of workforce development programs in the four counties. Workforce Development Board members are appointed by the Governing Board to represent specified sectors of the community as listed in Section IV below. The county advisory subcommittees were created to make recommendations to the full WDB that specifically pertain to their respective county's employers and their workforce. There is a sub committee for each of the WANB counties.

Individuals interested in serving on the WDB or workforce committee must complete and submit this application for appointment. This application and the related Nomination Form(s), if any, may be subject to public disclosure.

Please indicate which group you are applying for:

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

### Section I. Personal Information

First Name: Jaemi Last Name: Naish M.I.:  
Home Address: [REDACTED]  
Mailing Address: [REDACTED]  
Home Phone: [REDACTED]  
Email Address: jnaish@tamalpaisdistrict.org

### Section II. County / Location

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

### Section III. Occupational Information

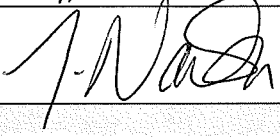
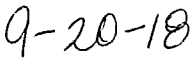
Industry Sector: Education  
Occupation / Title: Director, Tamalpais Adult School  
Employer: TUHSO

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

**Please be advised that members of the Workforce Development Board:**

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

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

	
Signature	Date

Send completed applications to:

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

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



# WORKFORCE ALLIANCE OF THE NORTH BAY

DRIVING WORKFORCE TALENT

## Application for Regional and/or Local Advisory Subcommittee Membership

In accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), the Workforce Alliance of the North Bay (WANB) Governing Board has established a Regional Workforce Development Board (WDB) for Napa, Marin, Lake and Mendocino counties which sets policy for and provides oversight of workforce development programs in the four counties. Workforce Development Board members are appointed by the Governing Board to represent specified sectors of the community as listed in Section IV below. The county advisory subcommittees were created to make recommendations to the full WDB that specifically pertain to their respective county's employers and their workforce. There is a sub committee for each of the WANB counties.

Individuals interested in serving on the WDB or workforce committee must complete and submit this application for appointment. This application and the related Nomination Form(s), if any, may be subject to public disclosure.

Please indicate which group you are applying for:

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

### Section I. Personal Information

First Name: Susan Last Name: Parker M.I.: R

Home Address:

Mailing Address:

Home Phone:

Email Address: Susan.parkere@LakeCountyCA.gov

### Section II. County / Location

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

### Section III. Occupational Information

Industry Sector: Government

Occupation / Title: Assistant County Admin. OFFICER

Employer: County of Lake


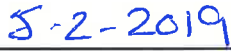


Employer Address: 255 N. Forbes Street		
City: Lakeport	State: CA	Zip: 95453
Employer Phone: 707-263-2580 x#39110		
<b>Section IV. Eligibility Certification</b>		
<p>Indicate below each membership category for which you are applying. You may mark more than one category but must certify your qualifications for each category for which you are applying. A completed Nomination Form must accompany applications for Business Member, Labor Organization, Adult Education and Literacy and/or Higher Education from an appropriate nominating organization.</p>		
<input 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 checked="" type="checkbox"/> Community-based Organization Name of Organization: Lake County		
<input type="checkbox"/> Adult Education and Literacy Name of Provider:		
<input type="checkbox"/> Higher Education Name of Institution:		
<input type="checkbox"/> Economic and Community Development Name of Entity:		
<input type="checkbox"/> State Employment Office		
<input type="checkbox"/> Vocational Rehab Name of Program:		
<b>Section V.</b>		
Describe how your participation on the WDB would advance Workforce Development programs.		
<p>As a representative for Lake County residents and the County of Lake, I bring to the table access and knowledge of the needs and programs currently in place. In addition, I have almost 20 years of professional public management experience involving Community and Economic Development, and affordable and workforce housing programs.</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.**

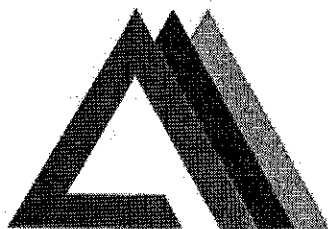
I hereby certify that all statements in this Application are true and complete to the best of my knowledge and execute this Application under penalty of perjury. I further certify that if I am appointed, I will serve fairly, impartially, and to the best of my ability.

	
<b>Signature</b>	<b>Date</b>

Send completed applications to:

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

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



# WORKFORCE ALLIANCE OF THE NORTH BAY

DRIVING WORKFORCE TALENT

## Application for Regional and/or Local Advisory Subcommittee Membership

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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:

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

### Section I. Personal Information

First Name: Aimee Last Name: Swearingin M.I.: H.

Home Address:

Mailing Address:

Home Phone:

Email Address: aswearingin@doj.ca.gov

### Section II. County / Location

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

### Section III. Occupational Information

Industry Sector: Employment Services

Occupation / Title: Team Manager

Employer: Department of Rehabilitation

Employer Address: <b>625 King Ct. Ste A</b>		
City: <b>Ukiah</b>	State: <b>CA</b>	Zip: <b>95482</b>
Employer Phone: <b>707-463-4960</b>		
<b>Section IV. Eligibility Certification</b>		
<i>Indicate below each membership category for which you are applying. You may mark more than one category but must certify your qualifications for each category for which you are applying. A completed Nomination Form must accompany applications for Business Member, Labor Organization, Adult Education and Literacy and/or Higher Education from an appropriate nominating organization.</i>		
<input type="checkbox"/> Business Member (Do you represent a "small business" as defined by the U.S. Small Business Administration? <input type="checkbox"/> Y <input type="checkbox"/> N) Name of Business:		
<input type="checkbox"/> Labor Organization Name of Organization:		
<input type="checkbox"/> Joint Labor-Management Apprenticeship Program Name of Organization:		
<input type="checkbox"/> Community-based Organization Name of Organization:		
<input type="checkbox"/> Adult Education and Literacy Name of Provider:		
<input type="checkbox"/> Higher Education Name of Institution:		
<input type="checkbox"/> Economic and Community Development Name of Entity:		
<input type="checkbox"/> State Employment Office		
<input checked="" type="checkbox"/> Vocational Rehab Name of Program: <b>Dept. of Rehabilitation</b>		
<b>Section V.</b>		
Describe how your participation on the WDB would advance Workforce Development programs.		
<p>We provide employment services to people with disabilities, an under served, under-represented group. I can bring my 19 years experience working with people with disabilities and partner agencies to the group.</p>		

Please be advised that members of the Workforce Development Board:

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- 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.

*Aimee Spearangin*

Signature

*5/14/2019*

Date

Send completed applications to:

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

or email to:

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





# WORKFORCE ALLIANCE OF THE NORTH BAY

DRIVING WORKFORCE TALENT

## Application for Regional and/or Local Advisory Subcommittee Membership

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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:

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

### Section I. Personal Information

First Name: Elena

Last Name: Toscano

Home Address:

Mailing Address:

Home Phone:

Email Address: elena@nvaec.org

### Section II. County / Location

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

### Section III. Occupational Information

Industry Sector: Education

Occupation / Title: Program manager, Adult Ed Program

Employer: Napa Valley Unified School District  
Adult Education



Employer Address: 2425 Jefferson St

City: Napa

State: CA

Zip: 94558

Employer Phone: 707-253-3715

#### Section IV. Eligibility Certification

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

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

Name of Business:

- ☐ Labor Organization

Name of

Organization:

- ☐ Joint Labor-Management Apprentice Program

Name of

Organization:

- ☐ Community-based Organization

Name of

Organization:

- ☒ Adult Education and Literacy

Name of Provider: Napa Valley Adult Education / NVUOD

- ☐ Higher Education

Name of Institution:

- ☐ Economic and Community Development

Name of Entity:

- ☐ State Employment Office

- ☐ Vocational Rehab

Name of Program:

#### Section V.

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

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

**Please be advised that members of the Workforce Development Board:**

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- **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](mailto:pborrego@workforcealliancencorthbay.org)



## BOARD LETTER II.E



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER II.E – RATIFY / APPROVE WANB POLICIES  
**DATE:** JUNE 13, 2019  
**CC:** FILE

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Staff solicits Workforce Alliance Regional Workforce Development Board approval of the following Workforce Alliance of the North Bay policies. These policies were reviewed and approved for recommendation as follows:

- 2.5.19: Policy and Oversight Committee reviewed and approved to forward to the RWDB / Executive Committee.
- 2.13.19: Executive Committee approved the policies as recommended by the Policy and Oversight Committee.
- 4.2.19: Policy and Oversight Committee reviewed and approved to forward to the RWDB / Executive Committee.
- 4.10.19: Executive Committee approved the policies as recommended by the Policy and Oversight Committee.

Policies are provided below and available for download by clicking the title of each policy.

1. [Cellular Phone Allowance](#)  
This policy states the official guidelines for Workforce Alliance of the North Bay (Alliance) paid cellular phone allowances for use of personal cellular phones for Alliance business purposes.
2. [Equal Opportunity Compliance Monitoring](#)  
This policy provides the requirements and process to be utilized for all Service and Eligible Training Providers in the Workforce Alliance of the North Bay Local Workforce Development Areas when monitoring compliance with the Nondiscrimination and Equal Opportunity requirements of Section 188 of the Workforce Innovation and Opportunities Act.
3. [Grievance and Complaint Resolution](#)  
This policy provides the guidance regarding grievances and complaints alleging noncriminal violations of Workforce Innovation and Opportunity Act (WIOA) Title I requirements. This policy applies to all WIOA Title I financially assisted programs.
4. [Priority of Service for Veterans and Spouses](#)  
The purpose of this policy is to provide guidance on how federal regulations implementing priority of service are to be applied to all workforce preparation, development or delivery programs or services that are directly funded, in whole or in part, by Department of Labor.
5. [Training Expenditure Requirement](#)  
The purpose of this policy is to provide guidance to the Workforce Alliance of the North Bay service providers on the Workforce Innovation and Opportunity Act training expenditure requirement imposed by Assembly Bill 1149.
6. [Debt Collection](#)  
It is the policy of the Workforce Alliance of the North Bay (Alliance) to govern its debt collection activities for Workforce Innovation and Opportunity Act (WIOA) funds in accordance with federal law and state direction.
7. [Property – Purchasing, Inventory, and Disposal](#)



## BOARD LETTER II.E

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

8. [Oversight and Monitoring](#)

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

9. [Selective Service](#)

This policy provides the guidance and establishes the procedures regarding Selective Service registration requirements for participation in Workforce Innovation and Opportunity Act (WIOA) Title I funded services.

This policy applies to the Workforce Alliance of the North Bay (Alliance) and its service providers.

10. [Subrecipient Audit Resolution](#)

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

### STAFF RECOMMENDATION

Ratify/approve policies as presented.

## BOARD LETTER II.F



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER II.F – RATIFY / APPROVE 2018-19 3RD QUARTER PROGRAM REPORTS  
**DATE:** JUNE 13, 2019  
**CC:** FILE

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

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

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

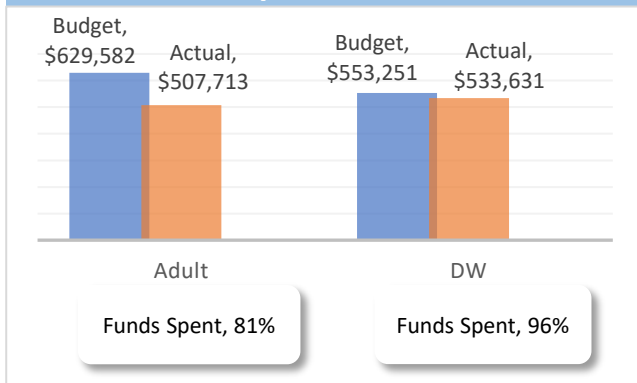
### STAFF RECOMMENDATION

Ratify / accept the PY 18-19 3rd Quarter adult, dislocated worker and youth cumulative dashboard reports.

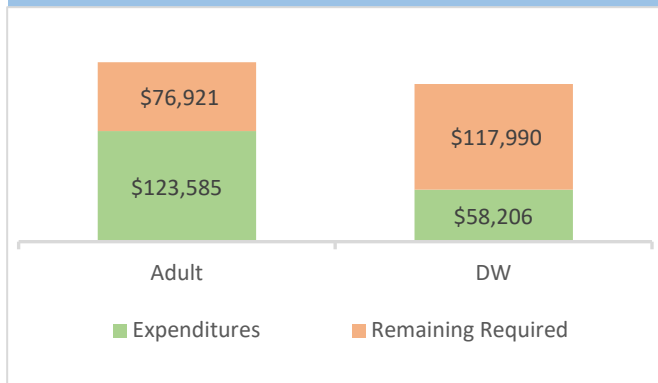
**Adult / Dislocated Worker Local Dashboard**  
**CAREERPOINT NORTH BAY**  
 Lake, Marin, Mendocino, and Napa Counties

**FY 2018-19**  
**Q3**

**Operating & Support Services Expenditures**



**Training Requirement - 20%**



53% Achieved at 75% of the Program Year

**Leveraged Training Funds**

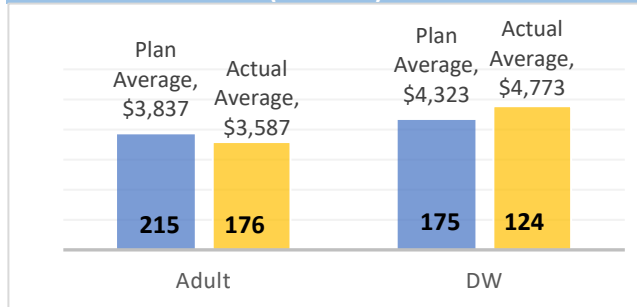
**\$217,335** Leveraged Training Funds\*  
 (10% Leveraged equals \$188,351)

**Obligated Training Funds**

**\$115,215** Obligated Training Funds\*

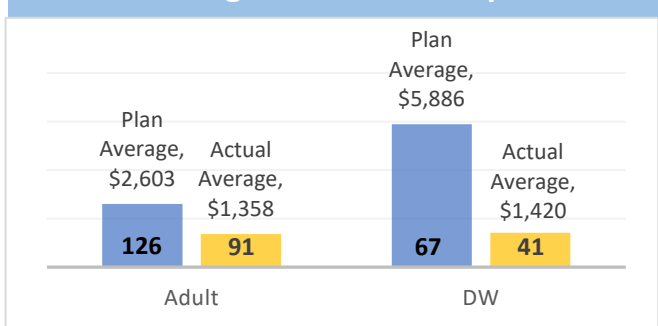
\*Provider reported amounts for fiscal year 2018-19

**Cost Per Participant (all costs)**



**89** New enrolled participants - Adult  
**92** New enrolled participants - DW

**Training Cost Per Participant**



**68%** Planned participants in training

**Exit to Employment**

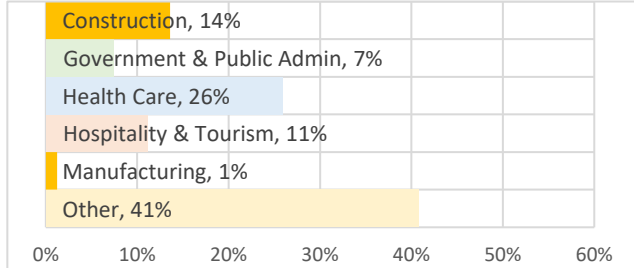
Adult	Exits	Planned
<b>69%</b>	64 Closed & exited to date	127
	44 Exited to employment	87
DW	Exits	Planned
<b>89%</b>	37 Closed & exited to date	93
	33 Exited to employment	70

**Exit to Training Related Employment**

Adult	Exits
<b>44%</b>	36 Received training
	16 Training related employment
DW	Exits
<b>39%</b>	18 Received training
	7 Training related employment

## Employment in Industry Sectors

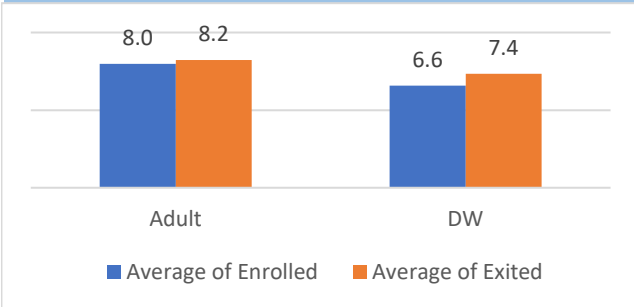
Percent of employments in priority industry sectors



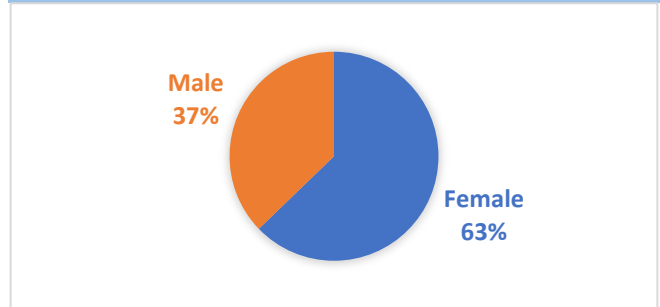
## Training Documentation Achieved

<b>Adult</b>	(credentials, certificate, etc)
<b>53%</b>	55 Ended training services
	29 Received training document
<b>DW</b>	(credentials, certificate, etc)
<b>44%</b>	16 Ended training services
	7 Received training document

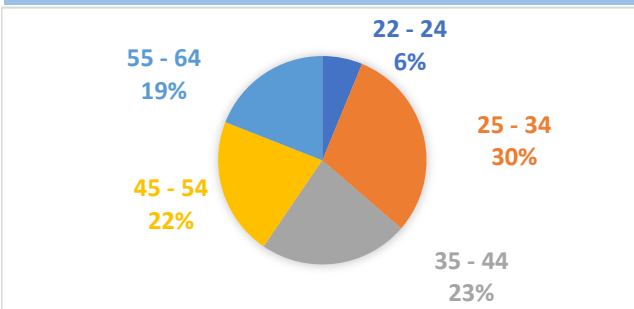
## Months in Program



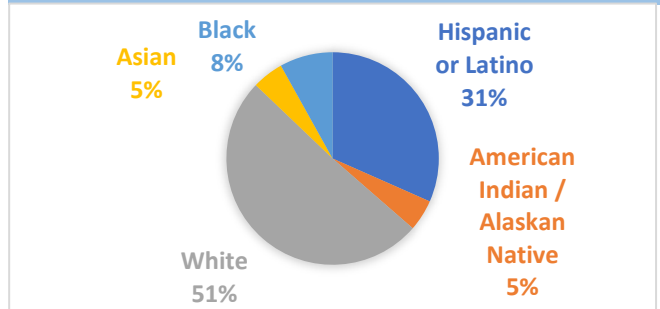
## Gender of Enrolled Participants



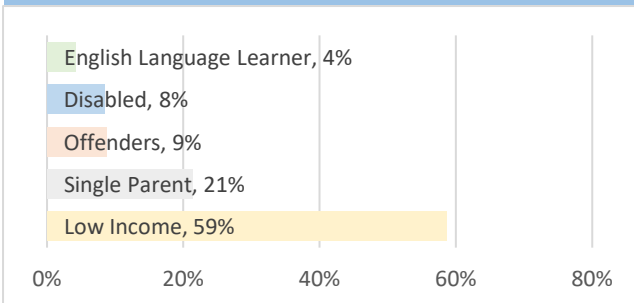
## Age of Enrolled Participants



## Race / Ethnicity



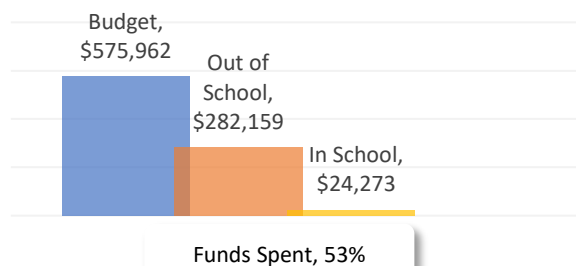
## Participant Barriers



## Enrolled Veterans

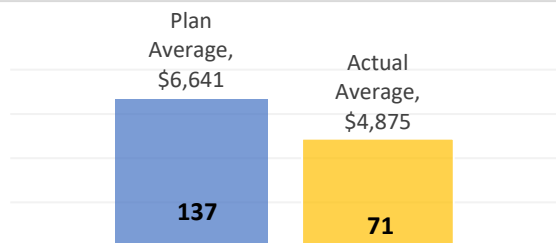
**5%**  
of enrolled participants are veterans

### Operating & Support Services Expenditures



**92%** Funds spent on out of school youth  
**8%** Funds spent on in school youth

### Cost Per Participant (all costs)



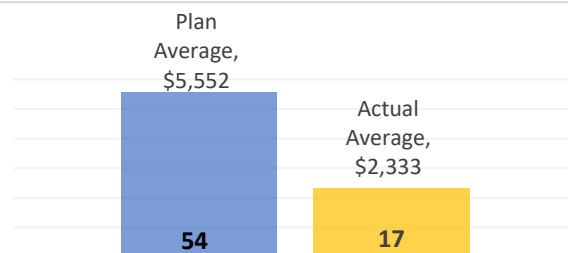
**24** New enrolled participants

### Work Experience Requirement

**Requirement: \$165,340**

**Actual: \$39,664**

### Cost Per Work Experience

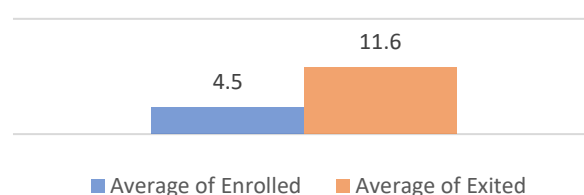


**31%** Planned participants in WEX

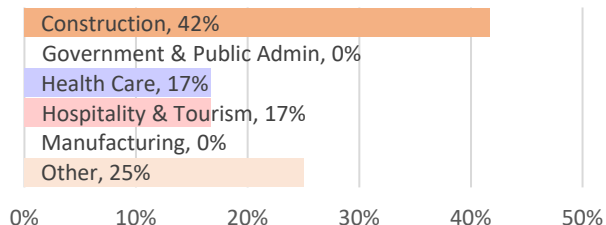
### Exit Status

Exits to Employment / Education		Planned
<b>32%</b>	37 Closed & exited to date	61
	12 Exited to Employment / Education	53

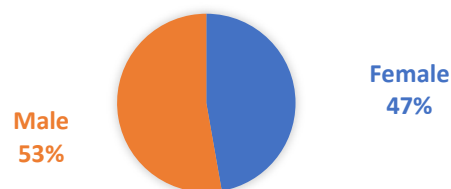
### Months in Program



### Employment in Industry Sectors

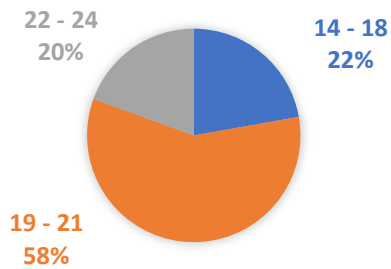


### Gender of Enrolled Participants

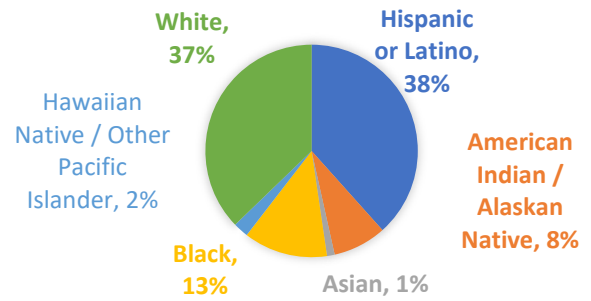




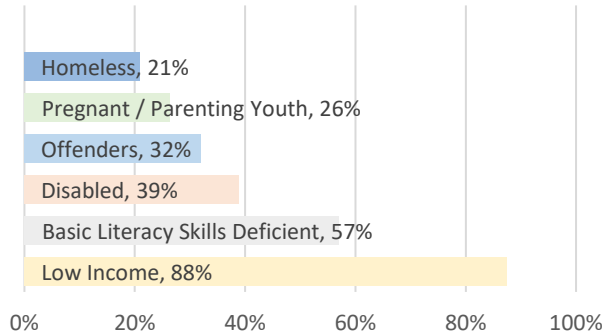
### Age of Enrolled Participants



### Race / Ethnicity




### Participant Barriers



















### Enrolled Veterans

**0%**  
of enrolled participants are veterans

Workforce Alliance of the North Bay  
Providers of Services Report  
Program Year 2018-2019  
Quarter 3, 75% of Program Year

			Carry-ins from PY17-18	New Clients	Total Enrolled			Placements Area Plan = 80%			Exits Area Plan = 80%			Training Requirement - (20%) Area Plan = 100%			Contract Budget Quarter 3			
					(Qtr 3) Actual	Area Plan for PY	% Achieved of Qtr 3	(Qtr 3) Actual	Area Plan for PY	% Achieved of Qtr 3	(Qtr 3) Positive Exits	(Qtr 3) Negative Exits	(Qtr 3) % of Positive Exits to Total Exits	WIOA Funds Spent	Requirement- 20%	% Achieved of Training	(Qtr 3) Expended	Budget in PY	Total % Achieved	Combined
Lake	MPIC	Adult	16	25	41	52	79%	17	16	106%	17	2	89.5%	\$ 26,514	\$ 46,120	57.5%	\$170,200	\$190,934	89.1%	86%
		Dislocated Worker	10	22	32	44	73%	12	13	92%	12	2	85.7%	\$ 11,398	\$ 38,563	29.6%	\$130,975	\$159,651	82.0%	
Mendocino	MPIC	Adult	22	7	29	47	62%	5	19	26%	5	3	62.5%	\$ 35,172	\$ 45,424	77.4%	\$144,015	\$188,054	76.6%	79%
		Dislocated Worker	9	28	37	40	93%	15	9	167%	15	0	100.0%	\$ 13,006	\$ 38,811	33.5%	\$133,169	\$160,677	82.9%	
Marin	Marin HHS	Adult	27	27	54	69	78%	11	20	55%	11	9	55.0%	\$ 35,650	\$ 67,315	53.0%	\$162,238	\$278,686	58.2%	64%
		Dislocated Worker	1	9	10	30	33%	1	2	50%	1	0	100.0%	\$ 9,470	\$ 44,139	21.5%	\$133,957	\$182,733	73.3%	
Napa	Napa HHSA	Adult	22	30	52	47	111%	11	32	34%	11	6	64.7%	\$ 26,248	\$ 41,646	63.0%	\$154,845	\$172,413	89.8%	87%
		Dislocated Worker	12	33	45	64	70%	5	46	11%	5	2	71.4%	\$ 24,333	\$ 54,683	44.5%	\$193,736	\$226,386	85.6%	
System Totals			119	181	300	393		77	157		77	24		\$181,791	\$376,701	48.3%	\$1,223,135	\$1,559,534	78%	

Enrolled	Placements	Exits	Training	Contract Budget
 70% and above	 70% and above	 80% and above	 75% and above	 Greater than 75%
 65% to 74.9%	 65% to 74.9%	 70% to 79.9%	 74.9% and below	 65% to 75%
 64.9% or below	 64.9% and below	 69.9% and below		 60% to 64.9%
				 59.9% or below
				 Missing invoices

# 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
<b>REGIONAL WORKFORCE DEVELOPMENT BOARD @ 10:00 AM-2:00 PM</b>											
					6/13/19 10:00-2:00						12/12/19 10:00-2:00
<b>GOVERNING BOARD 3rd Friday @ 9-10:30 AM</b>											
		3/15/19 9-10:30			6/21/19 9-10:30			9/20/19 9-10:30			12/20/19 9-10:30
<b>EXECUTIVE COMMITTEE 2nd Wednesday @ 9-10:30 AM</b>											
	2/13/19 9-10:30		4/10/19 9-10:30	5/8/19 9-10:30		7/10/19 9-10:30	8/14/19 9-10:30		10/9/19 9-10:30	11/13/19 9-10:30	
<b>POLICY AND OVERSIGHT SUBCOMMITTEE 1st Tuesday @ 3-4:30 PM</b>											
	2/5/19 3-4:30		4/2/19 3-4:30		6/4/19 3-4:30		8/6/19 3-4:30		10/1/19 3-4:30		12/3/19 3-4:30
<b>LAKE ADVISORY SUBCOMMITTEE 4th Thursday @ 9-10:30 AM</b>											
	2/28/19 9-10:30			5/23/19 9-10:30			8/22/19 9-10:30			11/21/19* 9-10:30	
<b>MARIN ADVISORY SUBCOMMITTEE 4th Wednesday @ 8-9:30 AM</b>											
	2/27/19 8-9:30			5/22/19 8-9:30			8/28/19 8-9:30			11/20/19* 9-10:30	
<b>MENDOCINO ADVISORY SUBCOMMITTEE 4th Thursday @ 3:30-5 PM</b>											
	2/28/19 3:30-5			5/23/19 3:30-5			8/22/19 3:30-5			11/21/19* 3:30-5	
<b>NAPA ADVISORY SUBCOMMITTEE 4th Wednesday @ 3-4:30 PM</b>											
	2/27/19 3-4:30			5/22/19 3-4:30			8/28/19 3-4:30			11/20/19* 3-4:30	

ATTACHMENT II.G



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

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

## BOARD LETTER II.H



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER II.H – PRISON 2 EMPLOYMENT GRANT APPLICATION  
**DATE:** JUNE 13, 2019  
**CC:** FILE

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

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

### STAFF RECOMMENDATION

Ratify approval of P2E regional grant application.

## BOARD LETTER II.I



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER II.I – REGIONAL AND LOCAL PLAN APPROVAL  
**DATE:** JUNE 13, 2019  
**CC:** FILE

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

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

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

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

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

**Local Plan update includes:**

1. Coordination of services for CalFRESH recipients
2. Coordination of services with local Child Support Agency



## BOARD LETTER II.I

3. Strategies to enhance Competitive Integrated Employment
4. Services for English language learners, the foreign born and refugees

### **Regional Plan update includes:**

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

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

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

### **STAFF RECOMMENDATION**

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



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER II.J – DISLOCATED WORKER TO ADULT TRANSFER  
**DATE:** JUNE 13, 2019  
**CC:** FILE

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In accordance with the Workforce Innovation and Opportunity Act, the work of the **Regional Board** is performed in partnership with the Governing Board. The role of Regional Board is to direct federal, state and local funding to workforce development programs within the Regional Area. Additionally, the Regional Board conducts research on these programs and the needs of their regional economy. They also competitively procure and oversee the America's Job Centers of California<sup>SM</sup> (AJCC's), where job seekers can get employment information, find out about career development & training opportunities and connect to various employment and support programs in their area. AJCC's also provide many no-cost services to employers as well.

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

- Submission of a local plan
- Workforce research and regional labor market analysis
- Convening, brokering, and leveraging of local stakeholders
- Sector partnerships and employer engagement
- Education partnerships and career pathways development
- Promote and disseminate information on proven and promising practices
- Develop strategies for using technology to maximize accessibility and effectiveness of the local workforce development system
- Program oversight
- Negotiation of local performance measures
- Competitive selection and ongoing oversight of service providers
- Coordination with education and training providers, including reviewing the applications to provide adult education and literacy activities in the local area to ensure alignment with the local plan
- Budget and administration
- Annual assessment of one stop to ensure accessibility for individuals with disabilities

On May 8<sup>th</sup> and May 22<sup>nd</sup>, 2019, the Executive Committee and Marin Advisory committees, reviewed and approved a transfer of funds for the current year subgrant in the amount of \$25,000 from Dislocated Worker to Adult. This transfer was requested by Marin County Health and Human Services due to the low number of Dislocated Workers being served due in large part to the low unemployment in Marin County.

#### STAFF RECOMMENDATION

Ratify transfer noted herein from Dislocated Worker to Adult for the WANB.

## Transfer of Funds Request

1. Local Area North Bay

2. Subgrant Number K9110029 3. Request Date 6/5/19

4. Program Year 18/19 5. Transfer Request No 1

## 6. Direction of Transfer (Check One):

Adult to Dislocated Worker

Dislocated Worker to Adult

☐ 201 → 299☐ 501 → 499☐ 202 → 200☒ 502 → 500

7. Amount of Transfer \$25,000

8. Contact Person Bruce Wilson

9. Contact Person's Telephone Number (415) 473-3352

## 10. All transfer requests must be approved and signed off by the Local Board.

Date of Local Board meeting to discuss transfer 5/8/19Date of Local Board meeting to approve transfer 5/8/19

## 11. By signing below, the Local Area Administrator/Designee requests a transfer of funds and certifies that this transfer request was approved at the Local Board Meeting on the date indicated above.

Signature



Name

Bruce Wilson

Title

Executive Director

Date

6/5/19

## 12. Taking into account the factors described under the Transfer of Funds Procedures section on page 5 of the directive, describe the Local Board's reasoning to request a transfer of funds.

Review of the stats from the completed 3 quarters, the area of need in Marin is within the adult low-income population. Marin is requesting a transfer of funds from its Dislocated Worker allocation to its Adult Low-Income allocation in the amount of \$25,000. CareerPoint MARINs increased outreach and program building with our mandatory partners serving individuals with barriers to employment has proving to be a successful pipeline for adult low income participants and drives this request.

## Transfer of Funds Request Participant Plan

Local Area: Workforce Alliance of the North BayPrepared Date 6/5/2019

Enter the number of individuals in each category.

<b>TOTALS FOR PY 2018-19</b>	<b>ADULT</b>	<b>DW</b>
1. Registered Participants Carried in from PY 2017-18	87	32
2. New Registered Participants for PY 2018-19	133	141
3. Total Registered Participants for PY 2018-19 (Line 1 plus 2)	<b>220</b>	<b>173</b>
4. Exiters for PY 2018-19	117	112
5. Registered Participants Carried Out to PY 2019-20 (Line 3 minus 4)	<b>103</b>	<b>61</b>

<b>PROGRAM SERVICES</b>		
6. Career Services	<b>525</b>	<b>473</b>
a. Basic Career Services (WIA Core Services)	525	300
b. Individualized Career Services (WIA Intensive Services)	220	173
7. Training Services	90	71

<b>EXIT STATUS</b>		
8. Entered Employment	82	70
9. Training-Related	41	40
10. Entered Military Service	0	0
11. Entered Apprenticeship Program	0	0
35	35	23

Bruce Wilson, Executive Director

Contact Person, Title

707- 337-5292

Telephone Number

**Comments:**

Participant Plan calculation determined by: using the requested amount of funds to be transferred (\$25,000) divided by RFP proposed per participant cost (Adult \$4,042 and DW \$6139) equals decreasing dislocated worker by 4 and increasing adult numbers by 6 of participants moved from DW to Adult.

## Transfer of Funds Request Budget Plan

Local Area North BayDate Prepared 5/3/2019
 Subgrant Number K9110029  
 Year of Appropriation FY18/19

 Grant  
Code

Adult to DW

☐ 201 → 299☐ 202 → 200

DW to Adult

☐ 501 → 499☒ 502 → 500

FUNDING IDENTIFICATION	ADULT	DW
1. Formula Allocation*	742,906	828,108
2. Prior Adjustments - Plus or Minus (transferred in contract)		
3. Previous Amounts Transferred		
4. Current Amount to be Transferred	25,000	(25,000)
5. TOTAL FUNDS AVAILABLE (Lines 1 through 4)	767,906	803,108

TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (Lines 6a through 6c)	691,115	722,797
a. Career Services (WIA Core Services / Intensive Services)	460,744	481,865
b. Training Services	230,372	240,932
c. Other		
7. Administration	76,791	80,311
8. TOTAL (Lines 6 plus 7)	767,906	803,108

QUARTERLY TOTAL EXPENDITURE PLAN (cumulative)		
9. September 2018__		
10. December 2018__		
11. March 2019__		
12. June 2019 - Estimate	705,899	733,990
13. September 20__		
14. December 20__		
15. March 20__		
16. June 20__		
17. September 20__		
18. December 20__		
19. March 20__		
20. June 20__		

COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)	\$74,290.60	\$82,810.80

Sherry Parr, Workforce Program Manager

Contact Person, Title

Telephone Number

**Comments**

Review of the stats from the completed 3 quarters, the area of need in Marin is within the adult low-income population. Marin is requesting a transfer of funds from its Dislocated Worker allocation to its Adult Low-Income allocation in the amount of \$25,000. CareerPoint MARINs increased outreach and program building with our mandatory partners serving individuals with barriers to employment has proving to be a successful pipeline for adult low income participants and drives this request. The above figures do not factor in eligible leveraged funds.





**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER II.K – CAREERPOINT NORTH BAY MEMORANDUMS OF UNDERSTANDING  
**DATE:** JUNE 13, 2019  
**CC:** FILE

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In order to establish a high quality America's Job Center of California SM (AJCC) delivery system and enhance collaboration among partner programs, WIOA requires Local Boards to develop MOUs with all AJCC required partners within their Local Workforce Development Area (Local Area). These MOUs serve as a functional tool as well as visionary plan for how the Local Board and AJCC partners will work together to create a unified service delivery system that best meets the needs of their shared customers. For the initial negotiation process of these MOUs, the state separated the development process into two distinct phases and three separate Directives. The Phase I Directive addressed service coordination and collaboration among all AJCC partners. The Phase II Directives addressed how to sustain the unified system through the use of resource sharing and joint cost funding. These Directives laid the groundwork for Local Areas to execute an MOU(s) in order to meet DOL requirements and included the key elements of an MOU as outlined in TEGL 16-16. All MOUs were required to contain assurances that the MOU would be reviewed and updated every three years with an annual review of and, if necessary, amendments to the Infrastructure Funding Agreements (IFA) and Other System Costs Budget. This directive consolidates the three previous MOU directives and provides guidance for Local Areas in reviewing and updating their AJCC MOUs and IFAs.

The WANB, as the local board for Marin, Napa, Lake and Mendocino, has drafted the MOU's and is working with each County AJCC in the region to complete/sign the MOU. Today's action would approve WANB's participation in the MOU and empower the board chair to sign once completed.

#### **STAFF RECOMMENDATION**

Approve MOU with each of our County AJCC and empower board Chair to sign.