



REGIONAL WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING AGENDA

Wednesday, August 14, 2019
9:00 AM

Napa County: 1546 First Street, Second Floor, Napa, CA

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

CALL TO ORDER

- | | | |
|----|------|---------------------------------------|
| I. | 9:00 | A. Introductions
B. Public Comment |
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CONSENT CALENDAR

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

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| II. | | A. Approve May 8, 2019 Meeting Minutes. [Attachment II.A] |
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REGULAR CALENDAR

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| III. | | <p>A. DW to Adult Transfer Request (Action)
 CareerPoint Napa and CareerPoint Marin have requested to transfer the funds from DW to Adult for PY 19/20.
 Requested Action: Approve transfer of funds from DW to Adult for PY 19/20 for CareerPoint Napa and CareerPoint Marin.</p> <p>B. Request to rollover unspent youth funds (Action)
 CareerPoint Napa has requested to rollover unspent youth funds from PY 18/19 to PY 19/20.
 Requested Action: Consider request to rollover unspent youth funds from PY 18/19 to PY 19/20.</p> <p>C. AB1111 (Action)
 Staff will discuss local CBO's interested in submission of applications for AB1111 funds.
 Requested Action: Consider and potentially approve the partnership agreements with recommended partners.</p> <p>D. Proposed new Regional Dashboard Format [Attachment III.D] (Action)
 Requested Action: Consider and possibly approve Policy and Oversight Committee recommendations for revised dashboard format.</p> <p>E. Approval of Subcommittee Members [Attachment III.E] (Action)
 The committee will review and approve new applications for membership to one or more of the WANB Subcommittees:</p> <ul style="list-style-type: none"> • Brian Avila, Director of Operations & Member Services, The ROC – Napa Advisory Subcommittee • Alan Flora, City Manager, City of Clearlake – Lake Advisory Subcommittee <p>Requested Action: Consider and possibly approve new Subcommittee Members.</p> <p>F. Conflict of Interest Code Revisions [Attachment III.F] (Action)
 Requested Action: Close public comment period as of August 24th, 2019.</p> |
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INFORMATION / DISCUSSION ITEMS		
IV.		A. Impact Napa B. Business Resource Fair
MEMBER / DIRECTOR REPORTS		
V.		A. Member B. Director <ul style="list-style-type: none"> a. February 4th, 2020 Regional Training Conference
ADJOURN		
VI.		A. Future Agenda Items B. Adjourn



WORKFORCEALLIANCE
OF THE NORTH BAY
DRIVING WORKFORCE TALENT

**REGIONAL WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
MINUTES**

**Wednesday, May 8, 2019
9:00 AM**

**Napa County: 1546 First Street, Second Floor, Napa, CA
4 Forrester Lane, Yountville, CA
Mendocino County: 25550 N. State Street, Ukiah, CA**

CALL TO ORDER

I.	9:00	<p>A. Chair Jeri Hansen called the meeting to order at 9:08.</p> <p>Members Present: Executive Committee Chair Jeri Hansen; Napa Advisory Subcommittee Chair Mary Ann Mancuso; Mendocino Advisory Subcommittee Chair Lene Vinding, Marin Advisory Subcommittee Chair Susan Byrne, Policy & Oversight Subcommittee Chair Amar Inalsingh.</p> <p>Members Absent: Lake Advisory Subcommittee Chair Monica Rosenthal</p> <p>Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Operations Analyst, Sylwia Palczewska; Fiscal Officer, Taylor Swain; Business Services Representative, Stacey Caico.</p> <p>Guests: Senior Business Program Coordinator, CareerPoint MARIN, Caran Cuneo.</p> <p>B. Public Comment: None</p>
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CONSENT CALENDAR

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

II.		<p>A. April 10, 2019 Meeting Minutes [Attachment II.A]</p> <p>Motion made to approve April 10, 2019 Meeting Minutes. M/S Mary Ann Mancuso / Suzie Byrne Motion carried: 4-0 Yea: 4 Nay: 0 Abstentions: Amar Inalsingh Absent: Monica Rosenthal</p>
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REGULAR CALENDAR

III.		<p>A. Regional Board Meeting June 13, 2019 (Action) The committee will discuss the outline of the upcoming Regional Board meeting and approve location. Requested Action: Approve space agreement with Sonoma State University. Executive Director Wilson explained that there is a space agreement with Sonoma State University that will cover parking passes, space use, and audio-visual equipment. He asked the Executive Committee to approve the agreement.</p> <p>Motion made to approve space agreement with Sonoma State University. M/S: Amar Inalsingh / Mary Ann Mancuso</p>
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Motion carried: 5-0
Yea: 5
Nay: 0
Abstentions: 0
Absent: Monica Rosenthal

B. Approve amendment with Business U for board development training (Action)

Staff will update the Executive Committee on discussions with Business U for board development training.

Requested Action: Approve amendment in the amount of \$6,500 for board development training. Executive Director Wilson explained that Workforce Alliance already has the approved contract with Business U for \$20,000, from which \$14,000 was already spent. The amount needed to cover the cost of the board development training is \$6,500. The amendment to the contract will be to increase \$500 on our current contract. Chair Hansen expressed her support for this customized board development training.

Motion made to increase \$500 on the contract with Business U.

M/S: Mary Ann Mancuso / Susan Byrne

Motion carried: 5-0
Yea: 5
Nay: 0
Abstentions: 0
Absent: Monica Rosenthal

C. CareerPoint Center Progress [Attachment III.C] (Action)

Staff will present 3rd quarter progress update of American Job Centers (CareerPoint Centers). Additionally, staff will update committee on any Corrective Actions taken by AJCC's to address areas of concern.

Requested Action: Accept reports of progress and provide staff with direction.

CareerPoint Center Progress reports show Adult, Dislocated Worker, and Youth programs progress at 75% of the year. Executive Director Wilson pointed out that youth programs in each region struggle. Lake Youth program had a late start, not on July 1, 2018, so the numbers are lower than at other counties. CP Marin struggle with DW program and that is why there is point III.H on the agenda. Mendocino is doing great on DW program, but they don't have enough Adults. Napa was put on a Corrective Action Plan, after second quarter they didn't have enough DW. They also are requesting to shift money from DW to Adult program. Executive Director Wilson suggested that Policy and Oversight Subcommittee take a deeper look at the stats and talk with providers to explain why they are where they are.

Motion made to receive CareerPoint Center Progress reports.

M/S: Amar Inalsingh/ Susan Byrne

Motion carried: 5-0
Yea: 5
Nay: 0
Abstentions: 0
Absent: Monica Rosenthal

D. Approve Sole Source Request to State of California for Prison 2 Employment and Regional Grant agreements (Action)

1. Napa County Probation Department
2. Marin County Probation Department

3. Mendocino County Sherriff
4. Lake County Probation
5. CareerTeam

Requested Action: Approve sole source requests to the State of California.

Executive Director Wilson explained that we requested almost \$800,000 from the State and the grant was approved for only \$350,000 for our all 4 counties. Wilson also explained that using Regional Grant agreement we want to create a customizable database for businesses to use.

Motion made to approve sole source requests to the State of California.

M/S: Mary Ann Mancuso / Amar Inalsingh

Motion carried: 5-0

Yea: 5

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

Wilson also explained that using Regional Grant agreement we want to create a customizable database for businesses to use.

Amended motion made to approve sole source requests to the State of California for both P2E and Regional Grant agreements.

M/S: Mary Ann Mancuso / Amar Inalsingh

Motion carried: 5-0

Yea: 5

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

- E. Approve the release of a Request for Proposal for Project Managers (Action)
Staff would like to have available a list of project managers, so when special grants or additional projects are identified we have the ability to enter into agreements timely.

Requested Action: Approve the release of a Request for Proposal.

Motion made to approve the release of a Request for Proposal.

M/S: Suzie Byrne / Mary Ann Mancuso

Motion carried: 5-0

Yea: 5

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

- F. Subsequent Designation and Local Board Recertification [Attachment III.F] (Action)
Every two years the Governor must certify one Local Board. In order to be recertified the board must meet WIOA membership requirements, met performance measures and sustain fiscal integrity. This certification will be effective July 1, 2019 through June 30, 2021

Requested Action: Authorize the Local WDB Chair and Local Chief Elected Official to sign our recertification application.

Motion made to authorize the Local WDB Chair and Local Chief Elected Official to sign our recertification application.

M/S: Mary Ann Mancuso / Suzie Byrne

Motion carried: 5-0

Yea: 5

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

G. Approval of Subcommittee Members [Attachment III.G] (Action)

The committee will review and approve new applications for membership to one or more of the WANB Subcommittees:

- Susan Parker, Lake County Assistant Administrative Officer
- Geovanni Flores, Apprentice Coordinator, Laborers' Training & Retraining, Trust Fund for Northern California

Motion made to approve new Subcommittee Members

M/S: Amar Inalsingh / Suzie Byrne

Motion carried: 5-0

Yea: 5

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

H. DW to Adult Transfer Request (Action)

CareerPoint Marin and CareerPoint Napa have requested to transfer funds from Dislocated Worker to Adult to reflect actual progress of programs for the 2018-2019 program year.

Fiscal Officer Swain reported that at the state level Adult and Dislocated Worker is one funding. We are allowed to transfer the money from DW to Adult program. Marin filled out all necessary paperwork, Napa county mentioned this request in their Corrective Action plan.

Motion made to approve Marin request to transfer funds from Dislocated Worker to Adult

M/S: Amar Inalsingh / Mary Ann Mancuso

Motion carried: 5-0

Yea: 5

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

Conditional motion made to approve Napa request to transfer funds from Dislocated Worker to Adult based on completion of an application and approval from the Executive Director and Fiscal Officer.

M/S: Mary Ann Mancuso / Suzie Byrne

Motion carried: 5-0

Yea: 5

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

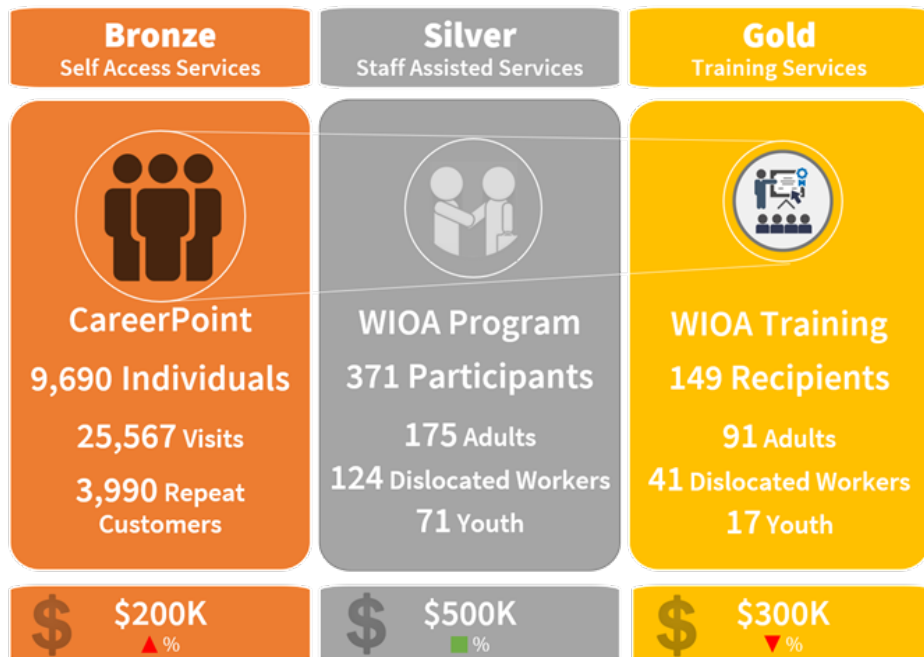
INFORMATION / DISCUSSION ITEMS

IV.		<p>A. Update on discussions with board members Executive Director will report out on 1x1 discussions with board members.</p> <p>Executive director Wilson reported on his one on one meetings with board members. He said these are good meetings. Board members requested coaching and more direct communication from Director.</p> <p>B. Fiscal Monitoring Update Fiscal Officer will update committee on upcoming fiscal and procurement monitoring from State of California and the sub recipient monitoring of CareerPoint centers.</p> <p>Fiscal Officer Swain explained that our contractor Doug Orlando joined Swain on his monitoring trips and they were in the process of writing reports.</p> <p>C. Allocations Update Fiscal Officer will brief committee on anticipated allocations for 2019-2020 Program Year.</p> <p>Fiscal Officer Swain reported that total allocations for the Workforce Alliance of the North Bay dropped by 8%. Per our Joint Powers Authority formation documents, the Alliance allocates funds to each county based on the formulas provided by the State of California. Napa County's allocations for Adult and Youth dropped by almost half, while Dislocated Worker only dropped by 4%. Our regional advisor stated that these are based on economic indicators and Napa's allocation was reduced due to their economy doing better in relation to other areas.</p>
MEMBER/DIRECTOR REPORTS		
V.		<p>A. Member B. Director</p> <p>Executive Director Wilson encouraged board members to visit CareerPoint centers to evaluate their level of service.</p>
ADJOURN		
VI.		Chair Hansen adjourned the meeting at 10:49 AM.

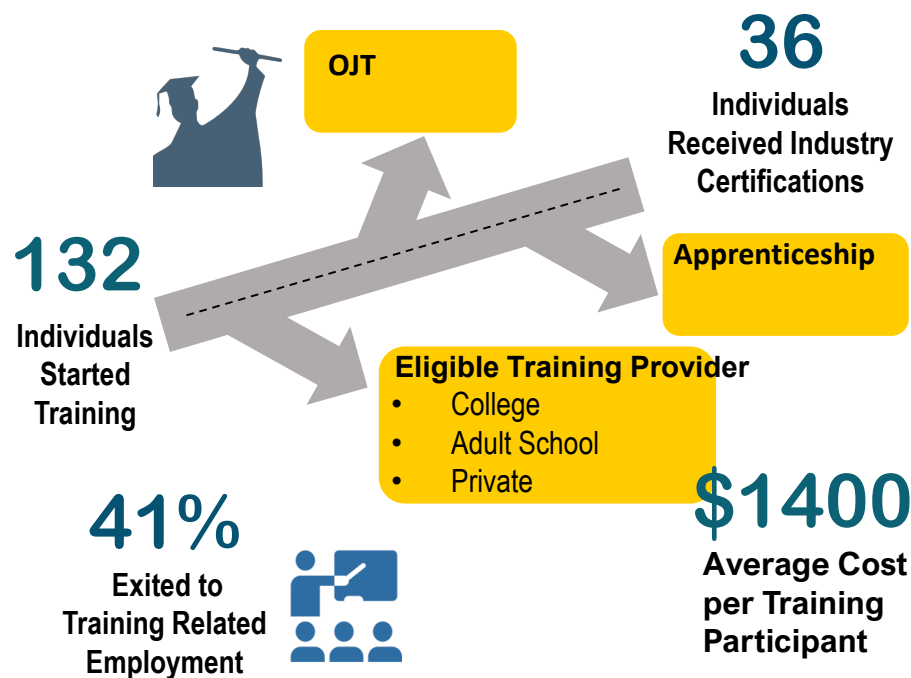
Workforce Alliance of the North Bay Q3|PY18-19

DRAFT – not actual data! (8/1/2019)

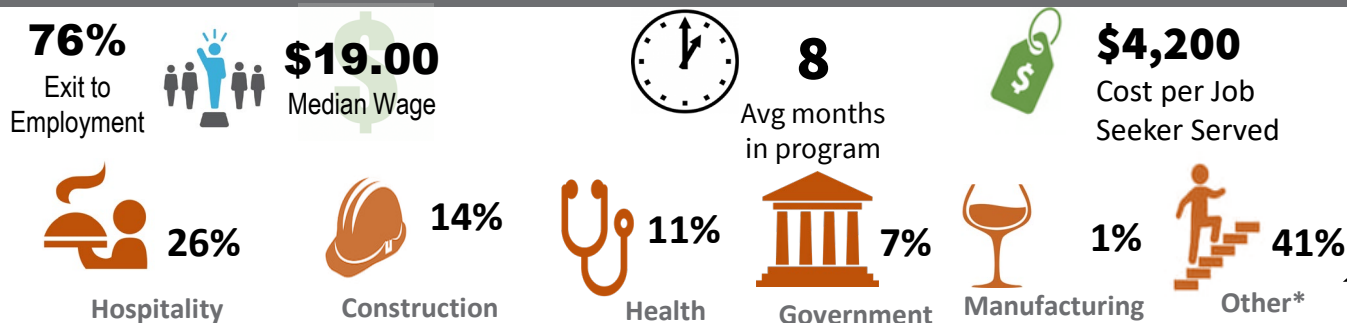
WIOA Levels of Service



WIOA Training Services



WIOA Program Employment Outcomes



*Other Employment captures other industries such as retail, transportation, & administration.

WIOA Youth & Adult Priority of Service



Basic Skill
Deficient
▲5%



Low Income
▼59%



Public
Assistance
▲5%



Military
Veterans
▲5%

Business Services

59

New Businesses
Engaged

8

Rapid Response
Events

216

Active Business
Engagements

1

Business Fairs

WIOA Youth & Adult Barriers to Employment



Disability
▲8%



Homeless
▼2%



Justice Involved
▲9%



English Language
Learner
■4%



Single Parent
■21%



In-School
Youth
▼20%



Out of School
Youth
▲80%

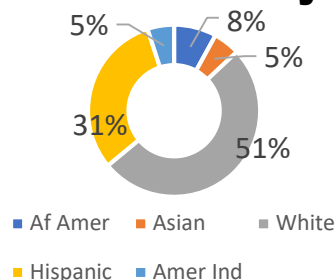


Foster Care
Youth
▼5%

WIOA Youth Details

Program Participant Demographics

Race/ Ethnicity

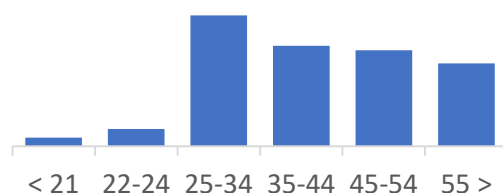


37%
Male



63%
Female

AGE



Geographics

Residence

Lake	Marin	Mendocino	Napa
Lakeport 65%	San Rafael 65%	Mendocino 65%	Napa 65%
Clearlake 20%	Novato 20%	Fort Bragg 20%	Amer Cyn 20%
Middletown 3%	Corte Madera 3%	Ukiah 3%	Calistoga 3%
Other 1%	Other 1%	Other 1%	Other 1%

WIOA Levels of Service

Bronze

Self Access Services



CareerPoint

9,690 Individuals

25,567 Visits

3,990 Repeat
Customers



\$200K



%

Silver

Staff Assisted Services



WIOA Program

371 Participants

175 Adults

124 Dislocated Workers

71 Youth



\$500K



%

Gold

Training Services



WIOA Training

149 Recipients

91 Adults

41 Dislocated Workers

17 Youth



\$300K



%



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 check the appropriate box:

- ☒ Regional Workforce Development Board (WDB) Membership
☒ Advisory Subcommittee for Napa county Membership
☐ Renew Membership (if your information hasn't changed please fill out only Section I. and sign the form)
☐ Update Information

Section I. Personal Information

First Name: Bryan Last Name: Avila M.I.: P.

Home Address:

Mailing Address:

Home Phone:

Email Address:

Section II. County / Location

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

Section III. Occupational Information

Industry Sector: Grape & Wine

Occupation / Title: Winemaker

Employer: Bryan Avila Wine

Employer Address:

City: Napa

State: CA

Zip: 94558

Employer Phone: 707-225-7685

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: Research Oenovation Collective (ROC)

☐ 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.

ROC facilitates applied research in the wine industry. This service helps wineries develop new methods and technologies which helps them become better, faster and/or cheaper. The results of this work are used for the following purposes to name a few

- ① Improve winery efficiencies, profitability and sustainability.
- ② Develop industry best practices that can be used to develop curriculum for Community Colleges.

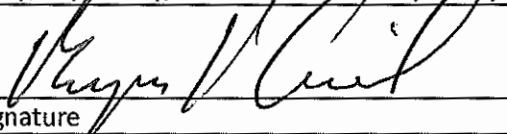
3.1.2019

- ③ ~~Our~~ Our work with wineries can be used to help basic research efforts.
- ④ ~~It~~ ~~will~~ ~~also~~ ~~help~~ ~~the~~ ~~world~~ ~~suppliers~~ ~~produce~~ ~~more~~ ~~relevant~~ ~~products~~ ~~for~~ ~~industry~~.

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.

	31 July 2019
Signature	Date

Send completed applications to:

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

or email to:
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 LAKE county

Section I. Personal Information

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

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

Mailing Address: Same City: Zip:

Home Phone: [REDACTED] Alternate Phone:

Email Address: aflora@clearlake.ca.us

Section II. County / Location

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

Section III. Occupational Information

Industry Sector: Government Administration

Occupation / Title: City Manager


Employer: City of Clearlake

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

Please be advised that members of the Workforce Development Board:

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

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

	June 18, 2019
Signature	Date

Send completed applications to:

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

or email to:
boardadmin@workforcealliancenorthbay.org

ATTACHMENT III.F

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

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

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

Changes to the conflict of interest code include:

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

and also makes other technical changes.

Information on the code amendment is attached to this email.

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

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

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

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

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

Sylwia Palczewska

Workforce Development Analyst

phone: 707-699-1947

email: spalczewska@workforcealliancenorthbay.org

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

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

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

APPENDIX A **DESIGNATED POSITIONS**

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

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

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

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

APPENDIX B DISCLOSURE CATEGORIES

Category 1

Designated positions in this category must report:

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

Category 2

Designated positions in this category must report:

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