



GOVERNING BOARD MEETING AGENDA

**Friday, June 21, 2019
9:00 AM**

Mendocino: Mendocino County Planning and Building Office, 120 West Fir Street, Fort Bragg, CA

Mendocino County Office, 501 Low Gap Rd. Ukiah, CA

Napa: Workforce Alliance of the North Bay Office, 1546 First Street, Second Floor, Napa, CA

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

CALL TO ORDER

- | | |
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| I. | <ul style="list-style-type: none"> A. Welcome, Introductions, Agenda Review B. Public Comment C. Chair's Update – Damon Connolly D. Executive Director's Update – Bruce Wilson <ul style="list-style-type: none"> a. Regional Staff & Board Member Development b. CareerPoint Partners MOU Progress c. Industry Sector Partnerships (Hospitality - Focus) |
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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. | <ul style="list-style-type: none"> A. Approve Meeting Minutes, March 2019 [Attachment II.A] B. Appoint new members to the Regional Workforce Development Board [Board Letter II.B, Attachment II.B – Updated Roster] C. Accept P2E Regional Grant Funds D. Ratify Approval of Agreements [Board Letter II.D] E. Accept 3rd Quarter Regional Dashboard Report [Board Letter II.E, Attachment II.E1– Dashboard Reports, Attachment II.E2 – WANB Providers of Service Report] |
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REGULAR CALENDAR

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| III. | <ul style="list-style-type: none"> A. Year End Report – Context, Challenges & Successes B. Approve 2019-2020 Workforce Alliance Budget [PRESENTATION] (Taylor Swain, WANB Fiscal Officer)
Board members will review and possibly approve new Fiscal Year 2019-2020 budget. Budget will be compared to previous year revenue and expenditures. Additionally, specific County formula allocations will be highlighted. Staff seek motion to approve a) County specific allocations; and b) proposed budget [Board Letter III.A, Attachment III.A] (Possible Action) C. Consider Reserves Development Strategy [PRESENTATION] (Taylor Swain, WANB Fiscal Officer) |
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MEMBER REPORTS

- | | |
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| IV. | <ul style="list-style-type: none"> A. Members
Any member may report out on economic & workforce development related activities and/or opportunities. |
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ADJOURN

- | | |
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| V. | <ul style="list-style-type: none"> A. Next Meeting and Agenda Items |
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WORKFORCEALLIANCE
OF THE NORTH BAY
DRIVING WORKFORCE TALENT

GOVERNING BOARD MEETING MINUTES

Friday, March 15, 2019
9:00 AM

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

Mendocino: Mendocino County Planning and Building Office, 120 West Fir Street, Fort Bragg, CA 95437

Napa: Workforce Alliance of the North Bay Office, 1546 First Street, Second Floor, Napa, CA 94559

Marin: 3501 Civic Center Drive, Suite 329 San Rafael CA 94903

Other: Yosemite Valley Lodge, 9006 Yosemite Lodge Dr., Yosemite National Park, CA 95389

CALL TO ORDER

- I. Vice President Alfredo Pedroza called the meeting to order at 9:08 AM.
- Members Present: Supervisors Alfredo Pedroza, Brad Wagenknecht, Moke Simon, Eddie Crandell, Dennis Rodoni. Supervisor Dan Gjerde joined at 9:09 AM
- Members Excused: Supervisor Damon Connolly
- Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Fiscal Officer, Taylor Swain; Operations Officer, Laura Davis.
- Public Comment: none

CONSENT CALENDAR

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

- II. A. Approve Meeting Minutes, September 28, 2018 [Attachment II.A]
B. Approve 2019 Governing Board Calendar [Attachment II.B]
- Motion made to approve Consent Calendar. M/S: Supervisor Simon/ Supervisor Wagenknecht
Motion carried: 6-0
Yea: 6
Nay: 0
Abstentions: 0
Absent: Damon Connolly and Dan Gjerde

REGULAR CALENDAR

- III. A. Appoint new members to Regional Workforce Development Board [Board Letter III.A, Attachment III.A – Updated Roster]
- Executive Director Wilson explained the need to expand the business seats on the Regional Board and appoint two required education seats. Wilson explained we received 3 applications for the 2 education seats. Wilson is recommending Christy Pedroncelli-Smith from the Mendocino Adult School and Annette Lee from the Community College in Lake County for the 2 seats. Both have been on the board for over a year and are very engaged. Mr. Damian is a future leader and new to the board and Wilson would like work with him from a development standpoint. Staff is recommending the board appoint all three business seat applications and Ms. Lee and Ms. Pedroncelli-Smith to the education seats.

Motion made to appoint the representatives from the staff recommendation. M/S: Supervisor Simon/Supervisor Crandell

Motion carried: 6-0

Yea: 6

Nay: 0

Abstentions: 0

Absent: Damon Connolly and Dan Gjerde

B. Approve P2E Regional Grant Application [Board Letter III.B]

Executive Director Wilson shared the State has release a grant opportunity to provide services to justice involved individuals. In partnership with Sonoma and Solano a proposal has been written which could award us with \$800,000. Wilson is asking the board to authorize the submission of the application and if awarded accept the funds.

Motion made to ratify the approval of the P2E application and authorize the chair to sign any necessary grant documents on behalf of these funds. M/S: Supervisor Crandell/Supervisor Wagenknecht

Motion carried: 6-0

Yea: 6

Nay: 0

Abstentions: 0

Absent: Damon Connolly and Dan Gjerde

Supervisor Gjerde joined the meeting.

C. Approve Regional and Local Workforce Development Plan Update [Board Letter III.C]

Executive Director Wilson explained every two years the State is required to update their Workforce Development Plan and we in turn update our Regional and Local plans to remain current. Both plans have been open for the 30-day public comment period, we did not receive any comments to either plan.

Motion made to approve Regional and local Workforce development plan modifications and empower the chair to sign any appropriate documents. M/S: Supervisor Simon/Supervisor Crandell

Motion carried: 7-0

Yea: 7

Nay: 0

Abstentions: 0

Absent: Damon Connolly

D. Ratify Approval of Agreements [Board Letter III.D]

Executive Director Wilson introduced the list of agreements.

Cassio and Associates – he is assisting us with our Employer Advancement and Retention Network. It is a rapid response stagey, we have received money from the State to become more effective with our business community.

Business U – Is providing training to CareerPoint staff to promote changing the culture in our one stops to be more effective in communicating and understanding the business communities needs.

MPIC, Inc – this amendment provides funds to assist the NorTEC staff their Butte fire assistance programs. These funds are from our 25% additional assistance fire grant.

CliftonLarsonAllen LLP - to conduct our required single audit.

Supervisor Pedroza commented anything we can do to make are one stops/career centers more effective is a great thing and expressed this appreciation to Executive Director Wilson.

Motion made to Ratify all Agreements and authorize the board chair and/or executive director to sign the agreements. M/S: Supervisor Simon/Supervisor Crandell

Motion carried: 7-0

Yea: 7

Nay: 0

Abstentions: 0

Absent: Damon Connolly

- E. Accept 2nd Quarter Dashboard Reports – Mendocino Highlight [Board Letter III.E, Attachment III.E1– Dashboard Reports, Attachment III.E2 – WANB Providers of Service Report]

Executive Director Wilson explained these reports reflect 6 months of data. He asked each member to review their county's respective reports especially looking at the expenditures and training requirement sections. Staff are concerned with the amount of money spent at this point in the year but are working with the providers. Wilson explained if training funds spent are low this is a major concern for the State and us. There are a couple of counties behind on spending their training funds.

Motion made to accept the quarterly reports. M/S: Supervisor Simon/Supervisor Crandell

Motion carried: 7-0

Yea: 7

Nay: 0

Abstentions: 0

Absent: Damon Connolly

- F. Approve Memorandum of Understanding (MOU) with Napa County Board of Supervisors and Regional Workforce Board outlining staffing structure and responsibilities [Board Letter III.F, Attachment III.F]

This item was pulled and tabled to the next meeting.

INFORMATION / DISCUSSION ITEMS

- IV. A. Reserves Discussion
- Executive Director Wilson explained while we currently have a healthy budget we do not have any reserves. Supervisor Gjerde requested the board start to have discussions on how we might create a reserves line item in our budget as a best practice. Supervisor Gjerde went on to explain how the lack of reserves during a recession can really affect the ability to provide services. He feels it is incredibly important to have reserves and would like staff to identify some opportunities to create reserves so if we do have a cut in funding, we won't have to eliminate programs. Supervisor Pedroza ask staff to check to see what other areas do around the state of California. Wilson stated he will bring back ideas to the next meeting for consideration. Supervisor Simon also commented his approval.

MEMBER / DIRECTOR REPORTS

- V. A. Members – Supervisor Simon thanked Executive director Wilson for giving a presentation on workforce development to the Lake County Board of Supervisors meeting.
- B. Director

1. BusinessU Training for CareerPoint NorthBay franchise
Training conducted on Wednesday, March 13th for Lake and Mendocino and today for Marin and Napa Staff.
2. BrightFutures Launch Update
We had our first launch in Napa on February it was very successful. We are putting a launch date for Marin County and we are working with Mendocino and Lake counties to get set up. Everything is going well with the mobile center. We just got a request for the mobile center to attend an event in Marin at the end of this month.
3. Form 700 Conflict of Interest Requirements
Just a reminder Form 700 is due by April 1, 2019, if you haven't completed it yet please do. You will be getting email reminders from the "BoardAdmin" email address.

ADJOURN

VI. Supervisor Pedroza adjourned the meeting at 9:29 AM



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER II.B – APPOINTMENT OF WORKFORCE DEVELOPMENT BOARD MEMBERS
DATE: JUNE 21, 2019
CC: FILE

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

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

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

WANB Staff received two completed applications for appointment to the Regional Workforce Development Board. Staff have reviewed the applications and the applicants have been routed through appropriate WANB standing committees and are submitted herein for consideration and appointment.

Representative of Labor	Representative of Economic and Community Development
Geovanni Flores - Apprentice Coordinator, Northern California Laborers Training Center	David Tam - WSB Cluster Manager, Employment Development Department

WANB Staff also solicits approval of membership renewal for 14 RWDB members who were appointed on 6.21.2016 for a 3-year term.

STAFF RECOMMENDATION

Appoint both new applicants and approve of membership renewal for 14 RWDB members.

ATTACHMENT II.B

Workforce Alliance of the North Bay Regional Workforce Development Board					
Sector	Name	Title	Entity	Appointment Date	Term End Date
Business	1. Jeri Hansen CHAIR	CEO	Sustainable Napa	6.21.2016	6.21.2019
	2. Maureen Mulheren VICE CHAIR	Owner	Ukiah Valley Networking	8.8.2018	8.8.2021
	3. Mark Bontrager	Director of Regulatory Affairs & Program Development	Partnership HealthPlan of CA	3.15.2019	3.15.2022
	4. Susan Byrne	Area Quality Leader	Kaiser	6.21.2016	6.21.2019
	5. Kelley Hartman	Senior VP	Nelson Staffing	6.21.2016	6.21.2019
	6. Paul Hicks	VP	Payroll Masters	6.21.2016	6.21.2019
	7. Amar Inalsingh	CEO	ALS Group	3.15.2019	3.15.2022
	8. Mary Ann Mancuso	President	Napa Valley Hire Resources	6.21.2016	6.21.2019
	9. Monica Rosenthal	Owner	Rosenthal Vineyards	5.10.2017	5.10.2020
	10. Lene Vinding	Accounting Manager	Pamela's Products, Inc.	8.8.2018	8.8.2021
	11. Joanne Webster	President & CEO	San Rafael Chamber of Commerce	6.21.2016	6.21.2019
	12. Rick Wells	CEO	Marine Builders Association	6.21.2016	6.21.2019
	13. Cecilia Zamora	Executive Director	Hispanic Chamber of Commerce	6.21.2016	6.21.2019
Sector	Name	Title	Entity	Appointment Date	Term End Date
Labor	1. Paul Castro	Director	CA Human Development	6.21.2016	6.21.2019
	2. Frank Cuneo	Acting Director	North Bay Tip	6.21.2016	6.21.2019
	3. Bill Scott	Business Manager	Marin Building & Construction Trades Council	6.21.2016	6.21.2019
	4. Hunter Stern	Labor Union Representative	IBEW Local Union 1245	6.21.2016	6.21.2019
	5. Geovanni Flores	Apprentice Coordinator	Northern California Laborers Training Center		
Sector	Name	Title	Entity	Appointment Date	Term End Date
Education	1. Anette Lee	Executive Dean	Woodland Community College Lake and Colusa Campuses	1.12.2017	1.12.2020
	2. Ken Lippi	Assistant Superintendent	Marin County Office of Education	6.21.2016	6.21.2019
	3. Christy Pedroncelli-Smith	Principal	Ukiah Adult School	8.8.2018	8.8.2021
Sector	Name	Title	Entity	Appointment Date	Term End Date
Economic & Community Development	1. Robert Eyler	Economist/ Director	Marin Economic Forum	6.21.2016	6.21.2019
	2. David Wayte	District Administrator	Department of Rehabilitation	4.26.2018	4.26.2018
	3. David Tam	Cluster Manager	EDD		



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER II.C – APPROVE PRISON 2 EMPLOYMENT GRANT APPLICATION
DATE: JUNE 21, 2019
CC: FILE

JPA staff solicits Workforce Alliance Governing 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 \$400,000 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 and authorize Chair to sign any necessary grant documents on behalf of these funds when awarded.

BOARD LETTER II.D



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER II.D – RATIFY APPROVAL OF WORKFORCE ALLIANCE AGREEMENTS
DATE: JUNE 21, 2019
CC: FILE

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

CONTRACTOR	NEW/ AMENDMENT	AMOUNT	COMMENTS
BusinessU	Amendment	\$4,625	Strategic board development training, business engagement strategies, building relationship with business, industry sector strategies training for staff and CareerPoint staff. Total contract award is \$24,625.
MPIC, Inc.	New	Lake: \$152,109 Mendo: \$147,676	WIOA Youth Services programs in Lake and Mendocino Counties.
MPIC, Inc.	Amendment	Not to exceed \$120,418	Business Engagement Representative Loaned Employee Contract.

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.



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER II.E – 3RD QUARTER DASHBOARD REPORTS
DATE: JUNE 21, 2019
CC: FILE

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

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

The attached performance reports for each of the four counties within the Workforce Alliance assist the board in fulfilling its obligation to monitor the performance of its job and career system (bolded above). The reports illustrate planned vs actual carry-in numbers, enrollment and exit numbers 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.

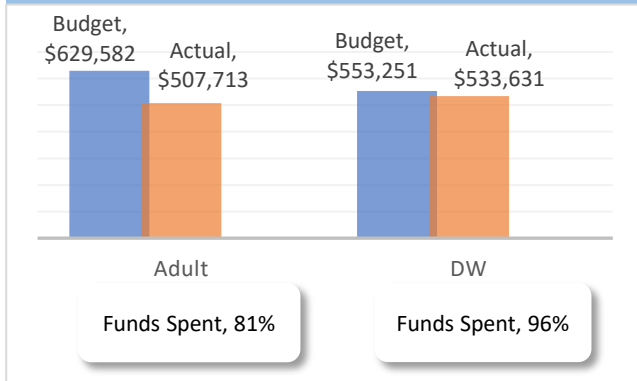
STAFF RECOMMENDATION

Receive status report on Workforce Alliance AJCC/One-Stop Centers for Program Year 2018-19. Provide direction to staff as appropriate.

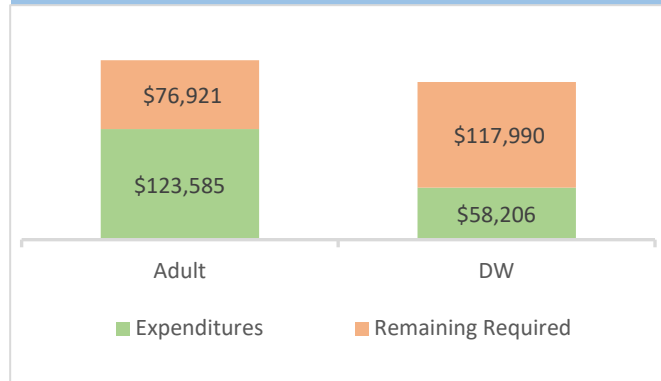
Adult / Dislocated Worker Local Dashboard
CAREERPOINT NORTH BAY
 Lake, Marin, Mendocino, and Napa Counties

FY 2018-19
Q3

Operating & Support Services Expenditures



Training Requirement - 20%



53% Achieved at 75% of the Program Year

Leveraged Training Funds

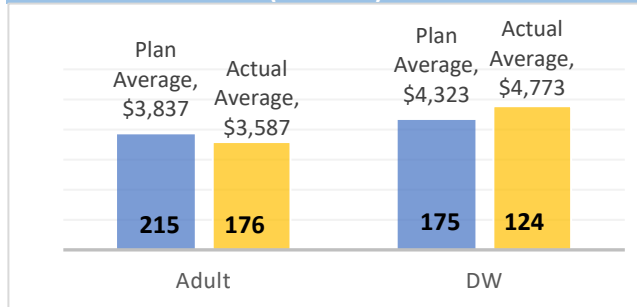
\$217,335 Leveraged Training Funds*
 (10% Leveraged equals \$188,351)

Obligated Training Funds

\$115,215 Obligated Training Funds*

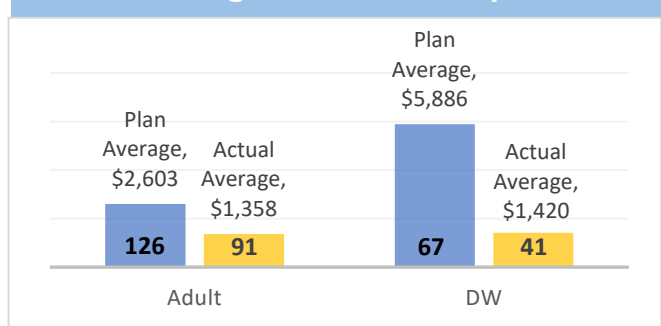
*Provider reported amounts for fiscal year 2018-19

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

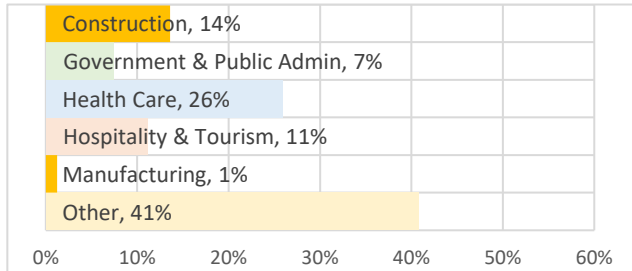
Adult	Exits	Planned
69%	64 Closed & exited to date	127
	44 Exited to employment	87
DW	Exits	Planned
89%	37 Closed & exited to date	93
	33 Exited to employment	70

Exit to Training Related Employment

Adult	Exits
44%	36 Received training
	16 Training related employment
DW	Exits
39%	18 Received training
	7 Training related employment

Employment in Industry Sectors

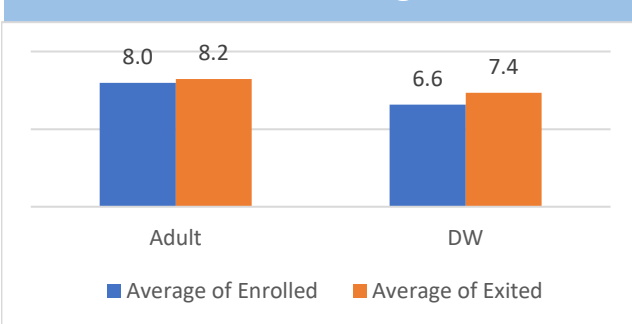
Percent of employments in priority industry sectors



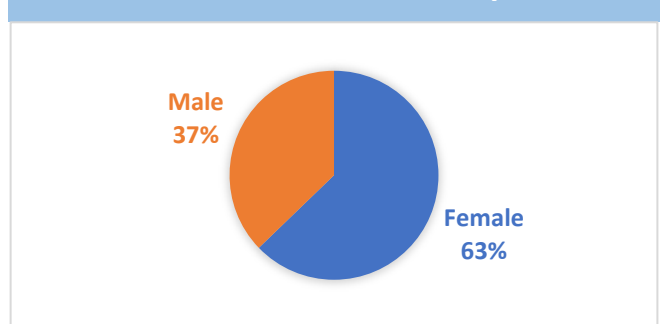
Training Documentation Achieved

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

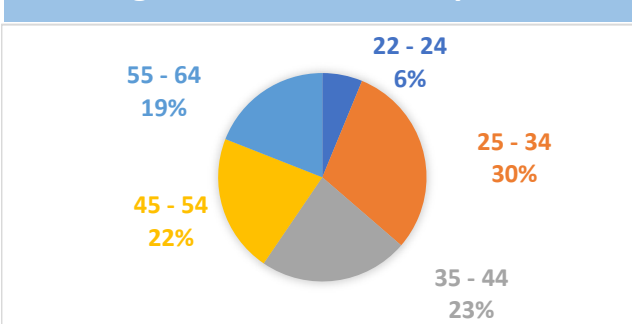
Months in Program



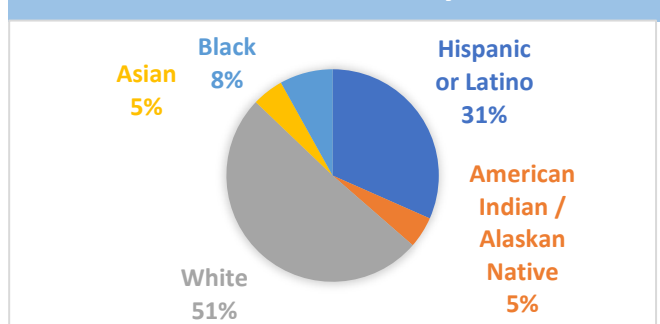
Gender of Enrolled Participants



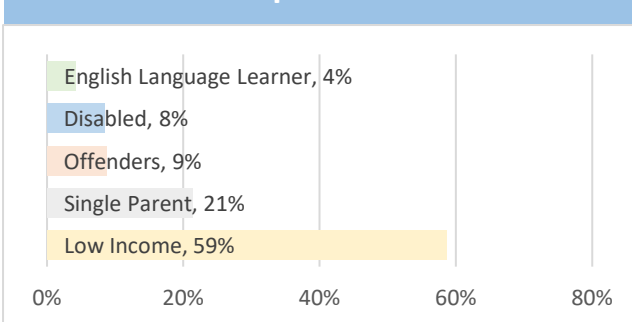
Age of Enrolled Participants



Race / Ethnicity



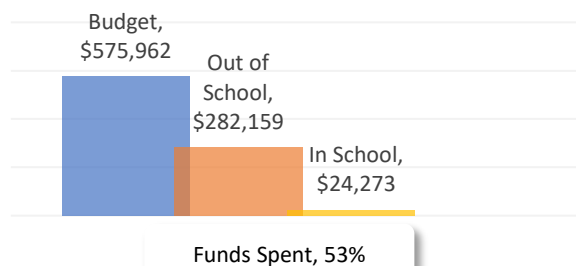
Participant Barriers



Enrolled Veterans

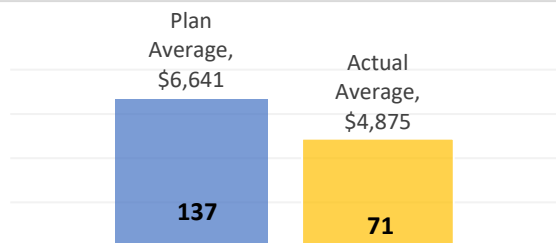
5%
of enrolled participants are veterans

Operating & Support Services Expenditures



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

Cost Per Participant (all costs)



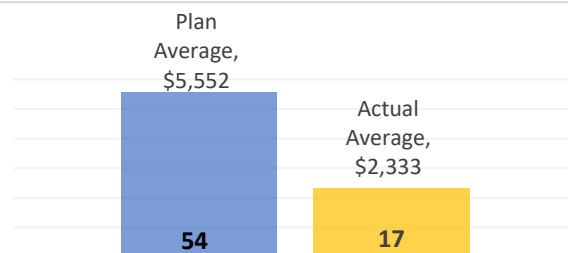
24 New enrolled participants

Work Experience Requirement

Requirement: \$165,340

Actual: \$39,664

Cost Per Work Experience

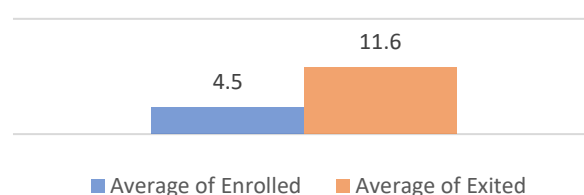


31% Planned participants in WEX

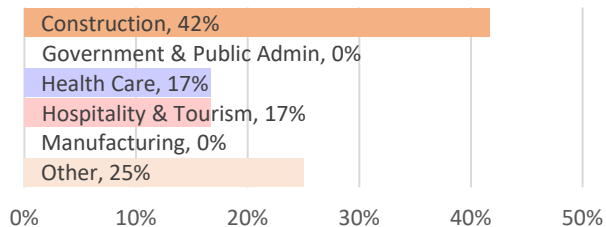
Exit Status

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

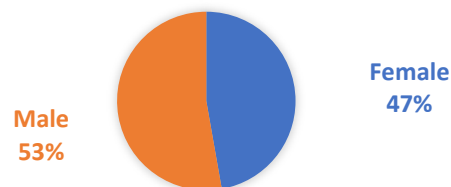
Months in Program



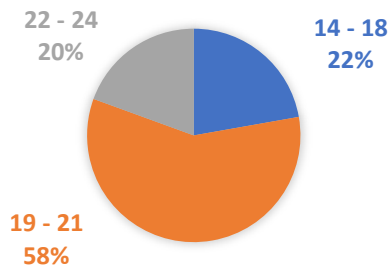
Employment in Industry Sectors



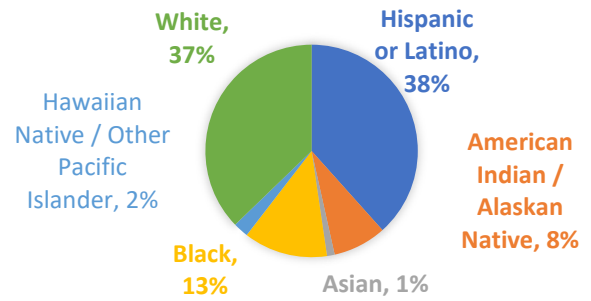
Gender of Enrolled Participants



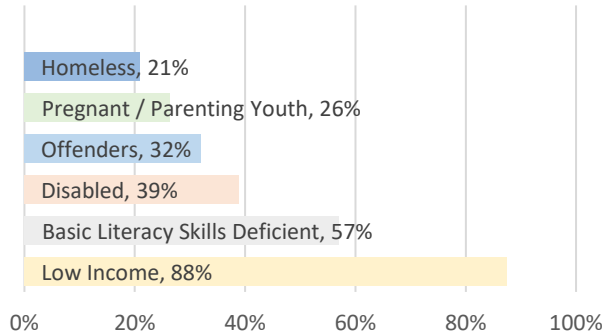
Age of Enrolled Participants



Race / Ethnicity



Participant Barriers




















Enrolled Veterans

0%
of enrolled participants are veterans

ATTACHMENT II.E2

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

 WORKFORCEALLIANCE NORTH BAY DRIVING WORKFORCE TALENT			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



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER III.A – 2018-2019 PROPOSED BUDGET
DATE: JUNE 21, 2019
CC: FILE

The Workforce Alliance of the North Bay (WANB) Joint Powers agreement states the following under Paragraph 12, Agency Funding and Budget:

- (a) Fiscal Year. The fiscal year of the Agency shall be from July 1 of each year to the succeeding June 30.
- (b) Budget. As soon as practicable after the effective date of this Agreement, and thereafter at least thirty (30) days prior to the commencement of each fiscal year, the Executive Director shall present a proposed budget to the Governing Board for the forthcoming fiscal year. The annual budget shall include the amount of money necessary to support its activities for the next succeeding fiscal year. The Member Counties agree that funding for the Agency will be comprised of WIOA allocations, rapid response funds and grants. If the Agency determines that funds in addition to those provided through the WIOA program are required, the Governing Board shall seek additional funds from Member Counties.

Key highlights regarding the proposed budget:

Revenues:

- The Workforce Alliance of the North Bay Annual Budget for 2019-2020 has been prepared with formula allocations provided by the State of California Employment Development Department.
- The budget assumes estimated amounts for carry-in funds from the prior year's allocations and these are subject to change based on final invoicing.
- The budget assumes that the WANB Governing Board will accept the various grant funds that come to the Alliance to help achieve its workforce development mission.
- Total revenue for the North Bay Region is anticipated to rise from \$5,079,706 to \$5,293,183, a 4.2% increase of \$213,477

- Total revenue for WANB staff and operations has reduced from \$1,545,870 to \$1,043,528, a 32% decrease of \$502,342. WANB revenue decreased due to a lower amount of carry-in funds and most new temporary grants being passed through to subrecipients.

Expenses:

- The 2019-2020 budget includes negotiated cost of living increases with member agencies and a reduction of one budgeted Extra Help position.
- The budget reflects a decrease in contract expenditures due to budget constraints. Highlights include:
 - A decrease in Fiscal contracts due to all services and duties other than banking being moved to WANB staff.
 - Innovation fund contracts terminate at the end of 2018-2019.
 - Reduction in strategy consulting, marketing and outreach, and miscellaneous contracts due to budget constraints.
- The budget reflects a decrease in travel due to budget constraints and prior spending patterns.
- The budget reflects a decrease in board and staff development due to budget constraints.
- The budget reflects a decrease in equipment and technology in 2019-2020 as most necessary technologies and equipment have been purchased and their anticipated lifespan extends past 2019-2020.
- The budget reflects a decrease in memberships and dues based on prior spending patterns.
- The budget reflects a decrease in supplies due to budget constraints and prior spending patterns.
- The budget reflects growth in rents & leases to reflect office rent rate for 2019-2020 and remotely located staff in Mendocino, Lake and Marin counties.
- The budget is balanced and does not reflect any surplus or deficit.

Any suggested changes to the budget in excess of 10% will be brought back to the Governing Board for approval, as will additional revenues and expenses that are currently not known.

STAFF RECOMMENDATION

Approve Workforce Alliance proposed budget for 2019-2020 and authorize the Executive Director to implement Workforce Alliance business in accordance with the budget.

ATTACHMENT III.A

Workforce Alliance of the North Bay
Budget 2019 - 2020

REVENUE:

WIOA Revenue

K10 Formula Allocation

K9 Formula Allocation

K8 Formula Allocation

Rapid Response(K10)

RR Layoff Aversion(K10)

Rapid Response(K9)

RR Layoff Aversion(K9)

Rapid Response(K8)

RR Layoff Aversion(K8)

Fire - Carry In

Storm 2019

P2E

Regional Implementation Grant

NBEC RIG (EARN)

MISC Revenue

Non-WIOA Revenue

Bright Futures (Wells Fargo)

Innovation Grants Phase 1

Innovation Grants Phase 2

Total Regional Revenue

FY 18-19 Year End Estimated Revenue/Expen ditures	18-19 Budget	18-19 WANB Budget	Remaining Budget	19-20 Requested Budget	19-20 WANB Budget	Contractors	Service Providers
-	-	-	-	2,503,693	250,369	-	2,253,324
2,391,434	2,716,448	271,645	325,014	325,014	108,534	-	216,480
685,241	105,000	-	(580,241)	-	-	-	-
-	-	-	-	259,092	259,092	-	-
-	-	-	-	81,883	81,883	-	-
304,034	318,034	318,034	14,000	-	-	-	-
74,159	74,159	74,159	-	-	-	-	-
391,200	388,618	292,032	(2,582)	-	-	-	-
67,298	65,147	-	(2,151)	-	-	-	-
135,056	985,000	340,000	849,944	773,501	196,650	-	576,851
-	-	-	-	1,020,000	102,000	-	918,000
-	-	-	-	300,000	30,000	-	270,000
250,000	250,000	250,000	-	-	-	-	-
107,300	107,300	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	30,000	15,000	15,000	-
70,000	70,000	-	-	-	-	-	-
20,000	20,000	-	-	-	-	-	-
4,475,722	5,079,706	1,545,870	1,333,757	5,293,183	1,043,528	15,000	4,234,655

EXPENDITURES:**Staff:**

WANB Staff

Total Regional Staff Expenditures**Contracts:**

Legal

Fiscal

EMSI

Innovation Fund - Round 1

Innovation Fund - Round 2

XR Marin

Strategy Consulting

Marketing and Outreach

Miscellaneous Contracts

Total Contracts**Operation:**

Travel

Board & Staff Development

Equipment/Technology

Insurance

Memberships/Dues

Audit Fee

Supplies

Rent & Leases

Total Operation Expenditures**Total Regional Expenditures****Client Services****Total Expenditures****Surplus (Deficit)**

FY 18-19 Year End Estimated Revenue/Expen ditures	18-19 Budget	18-19 WANB Budget	Remaining Budget
760,612	971,662	971,662	211,050
760,612	971,662	971,662	211,050
8,500	35,000	35,000	26,500
27,360	80,000	80,000	52,640
	-	-	-
138,807	138,807		-
-	75,000		75,000
-	-		-
72,000	72,000		-
23,226	23,226		-
47,315	50,000		2,685
428,964	644,689	253,807	215,725
10,000	60,000	60,000	50,000
40,000	40,000	40,000	-
12,000	45,000	45,000	33,000
10,960	15,000	15,000	4,040
6,259	10,000	10,000	3,741
15,000	15,000	15,000	-
13,000	35,000	35,000	22,000
36,208	43,080	43,080	6,872
196,343	263,080	263,080	66,737
1,385,919	1,879,431	1,488,549	493,512
3,089,803	3,089,803	-	-
4,475,722	4,969,234	1,488,549	493,512
0	110,472	57,321	840,245

19-20 Requested Budget	19-20 WANB Budget	Contractors	Service Providers
863,061	863,061	-	-
863,061	863,061	-	-
35,000	35,000		
18,000	18,000		
-	-	-	-
-	-	-	-
15,000		15,000	
5,000	5,000		
73,000	58,000	15,000	0
15,000	15,000	-	-
15,000	15,000	-	-
7,500	7,500	-	-
12,000	12,000		
6,200	6,200	-	-
15,000	15,000		
12,827	12,827		
38,940	38,940		
122,467	122,467	0	0
1,058,528	1,043,528	15,000	-
4,234,655			4,234,655
5,293,183	1,043,528	15,000	4,234,655
0	0	0	0