

WORKFORCE ALLIANCE

OF THE NORTH BAY

Regional Workforce Development Board Executive Committee

MEETING AGENDA

May 10, 2017 -- 9-10:30 AM

Physical Meeting Sites:

120 North Redwood Drive, Bay Room, E209, San Rafael, CA 94903

1814 Soscol Avenue, Napa, CA 94559

CALL TO ORDER		
I.	9:00	Introductions
	9:05	Public Comment
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	9:10	A. Notice Resignation of Chris Fernandez, Department of Rehabilitation, Mandatory Seat
REGULAR CALENDAR		
III.	9:15	A. Approval of March 8, 2017 meeting minutes (Action)
		B. Approval of One-Stop Logo
		C. Approval of Youth Program Contract Awards (Action)
		D. WANB Policy and Procedures (Action) a. Priority of Service Policy b. Incumbent Worker Training Policy c. Supportive Services Policy
DISCUSSION		
IV	10:00	A. Bylaws (Possible Action) a. Quorum b. Local Advisory Chair, Vice Chair seats on Executive Committee c. July Election of Officers (Expires June 30)
		B. Workforce Alliance North Bay Indicators Report Presentation by EForencis
		C. Board Member Orientation
DIRECTOR AND MEMBER UPDATES		
V.	10:20	Napa Business Engagement Coordinator
		Conflict of Interest Statement Public Comment Closed May 5, 2017
		Board Member Ethics Training
ADJOURN		
	10:30	Adjourn

MEETING SCHEDULE

REGIONAL WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE 2 nd Wednesday @ 9-10:30 AM									
3/8/17 9-10:30		5/10/17 9-10:30	6/14/17 9-10:30		8/9/17 9-10:30	9/13/17 9-10:30		11/8/17 9-10:30	12/13/17 9-10:30

All public meetings and events sponsored or conducted by the Workforce Alliance of the North Bay are held in accessible sites. Requests for accommodations may be made by calling (415) 473-3364 (voice) or 415-473-3344 (TTY) or 711 for the California Relay Service or e-mailing info@marinemployment.org at least five business days in advance of the event. Copies of documents are available in alternative formats, upon written request.

WORKFORCE ALLIANCE

OF THE NORTH BAY

Regional Workforce Development Board

Executive Committee

MEETING MINUTES

March 8, 2017 -- 9-10:30 AM

Physical Meeting Sites:

120 North Redwood Drive, Bay Room, E209, San Rafael, CA 94903

1814 Soscol Avenue, Napa, CA 94559

CALL TO ORDER

I.	9:00	Members in Attendance: Jeri Gill, Windi Snearly, Mark Bontrager, David Zwicky, Monica Rosenthal (not yet appointed by Governing Board) Members Absent: None Guests: Debbie Dockins, Mendocino County
	9:05	Public Comment The meeting was called to order at 9:03. No public comments.

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. No consent items this meeting
----	--	----------------------------------

REGULAR CALENDAR

III.	9:10	A. Approval of February 17, 2017 meeting minutes (walk-in item) Motion: to approve minutes without change: M/S: Zwicky/Bontrager Vote: Motion carried 4-0 Ayes: Jeri Gill, Windi Snearly, Mark Bontrager, David Zwicky Absent: None. Motion passed.
	9:15	B. Release of Business Engagement Request for Proposal (action item) Bruce Wilson requested approval to re-release the Business Services Request for Proposal. Marin's person is currently on leave and the Napa/Lake role is still not assigned. Funds for these positions are mostly funded via Rapid Response funds. The funds are currently in the approved budget. Motion: to rerelease the Business Services RFP: M/S: Bontrager/Snearly Vote: Motion carried 4-0 Ayes: Jeri Gill, Windi Snearly, Mark Bontrager, David Zwicky

		Absent: None. Motion passed.
DISCUSSION		
IV	9:30	<p>A. Member Engagement</p> <p>Discussion regarding Executive Committee guidance to staff on building our high performing engaged board. Some ideas are:</p> <ul style="list-style-type: none"> • Strategic board and local advisory subcommittee member recruitment • Develop new member onboarding/orientation/training • Place information on the website • Develop buddy board member system • Survey members “what do you need to feel engaged” • Director’s report should go to everyone • Development of marketing materials • Send meeting notices multiple ways i.e., via outlook and via email • Possibly contract with CWA for board trainings such as “Running Effective Board Meetings” and “Board Member Orientation and Training”
	10:00	<p>B. Mendocino County Request to Join JPA</p> <p>Mr. Wilson requests a formal recommendation from the Executive Committee to the Governing Board about Mendocino County joining the JPA. He has also received confirmation from the state that the Workforce Alliance can request implementation funds for Mendocino County to join and those funds would go into the allocation.</p> <p>-Mendocino suggests one Supervisor be on the Governing Board and the other be a back-up. -The organizational analysis will include this in their review -Mendocino County has been introduced to the branding structure going forward and is okay with it.</p> <p>Motion: for the Director to continue discussions with the state and bring back information to the full board, and that the Executive Committee offers full support of Mendocino County joining per the reasons listed in Director’s memo to the RWDB Executive Committee dated 2.16.17: M/S: Zwicky/Gill. Vote: Motion carried 4-0 Ayes: Jeri Gill, Windi Snearly, Mark Bontrager, David Zwicky Absent: None. Motion passed.</p>
ADJOURN		
V.	10:30	Meeting adjourned at 10:15

MEETING SCHEDULE

REGIONAL WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE 2nd Wednesday @ 9-10:30 AM									
3/8/17 9-10:30		5/10/17 9-10:30	6/14/17 9-10:30		8/9/17 9-10:30	9/13/17 9-10:30		11/8/17 9-10:30	12/13/17 9-10:30

WORKFORCE ALLIANCE

OF THE NORTH BAY

POLICY:	Priority of Service	EFFECTIVE DATE:	7/1/16
POLICY NUMBER:		LAST REVISION DATE:	
ADOPTED COMMITTEE:	Executive Committee	DATE:	
ADOPTED WIB:	Workforce Development Board	DATE:	

PURPOSE:

The purpose of this policy is to recognize Workforce Alliance of the North Bay (The Alliance) Workforce Development Boards commitment to the Employment Development Departments WSD (Draft)-119 "WIOA Adult Program Priority of Service" directive covering Priority of Services (Public Law 113-128, sections 3 and 134). This policy will be effective on July 1, 2015. Each geographic subcommittee under the Workforce Alliance of the North Bay must develop local implementation policy and procedures to comply with WIOA and this policy. The policy currently addresses only the three designations of priority together with Veteran and eligible spouses, but has been left open for additional stratifications of participant characteristics. This policy is subject to change if and when Federal Regulations or state guidance are clarified, but will stay active until changed.

POLICY STATEMENT:

This policy applies only to Adult job seekers and does not apply to Dislocated Workers. The policy pertains to the number of enrolled participants and does not dictate the amount of funds expended for this group. Priority of Service status is established at the time of eligibility determination and does not change during participation.

Each WIOA Service Provider operating under contract with The Alliance will make certain that ***at a minimum, 51 percent*** of the enrolled WIOA Adult participants, that receive Individual Career Services and/or Training Services, meet the Priority of Service requirements as detailed in this policy. Although this policy sets a minimum percentage of participants meeting the Priority of Service definition(s), this policy does not intend to only reach that minimum. The spirit of WIOA is clear and intends Adult funds be used for the Priority of Service population. Accordingly, participants who do not qualify for Priority of Service will be served only when the pool of those who do is served. When Adult job seekers meet the criteria for Priority of Service, it is The Alliance WDB's intent that they will be served prior to those who do not qualify. Non Priority of Service participants may be served with Individual Career Services and Training Services when the capacity of the One-Stop (AJCC) can serve them.

This policy does not expect that access to the AJCC is limited to any job seeker, but rather intends to focus the delivery of higher tier services to be provided to at least a

majority of participants that qualify as priority members. Adult resources must be used as available to serve these priority participants. If an AJCC has unexhausted funding to support higher tier services to non priority participants, it may do so. However, irrespective of the funding used, the count of clients entered into individual career services and into training services needs to be at least 51 percent. (Each category must be separately determined and met.) e.g., If 110 participants get individualized career services, at least 56 must be in the priority of service category. Also, if 40 receive training services, at least 21 must be from the priority of service category.

All WIOA Service Providers must operate under policies and procedures that not only target and outreach participants qualifying under this Priority of Service, but set up an ongoing tracking system that ensures the intent and minimums of this policy are met. Alignment with partner agencies that serve clients that have the characteristics that make up Priority of Service should be an integral part of AJCC outreach and service structure (e.g., Department of Health and Human Service, local Department of Education).

All Adult participants seeking Individual Career and/or Training services must first be screened for WIOA program eligibility. After determined eligible, they will be classified into one of two subsets, designating them as either meeting the Priority of Service Criteria or not. To qualify as meeting Priority of Services, the job seeker must be one of the following (defined in more detail later in this policy)

1. Basic Skill Deficient
2. Low-Income
3. Recipient of Public Assistance

Within the classification of those meeting the Priority of Service listed above, participants may be categorized into sub groups, as defined by the local subcommittee. This policy does not establish any additional sub groups for the Priority of Service population, but allows local subcommittees to create sub groups and create policies and procedures to account for and prioritize service delivery to those populations.

Within the classification of meeting Priority of Services, and within each sub group, Veterans and their qualifying spouses will receive priority. Veteran or qualifying spouse who do not meet the Priority of Service (or a sub level group) do not preempt services to non Veteran/qualifying spouses who do meet the Priority of Service or a sub level group. That said, within each group and sub group, Veteran's and their qualifying spouses will be served first.

Regardless of the group or sub group, the aggregate number of participant's enrolled in Individual Career Services and Training (non-duplicative counts) must meet the Priority of Service definition and be at or exceed the 51 percent threshold.

DEFINITIONS:

Basic Skills Deficient –

An individual that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society (WIOA Section 3[5]). Criteria used to determine whether an individual is basic skills deficient includes the following:

- Lacks a high school diploma or high school equivalency and is not enrolled in post-secondary education.
- Enrolled in a Title II Adult Education/Literacy program.
- English, reading, writing, or computing skills at an 8.9 or below grade level.
- Determined to be Limited English Skills proficient through staff-documented observations.
- Other objective criteria determined to be appropriate by the Local subcommittee and documented in its required policy.

Low-Income –

An individual that meets one of the four criteria below:

- Receives, or in the past six months has received, or is a member of a family that is receiving, or in the past six months has received, assistance through the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance For Needy Families (TANF), program supplemental security income program, or state or local income-based public assistance.
- In a family with total family income that does not exceed the higher of the following:
 - a. The poverty line.
 - b. 70 percent of the Lower Living Standard Income Level.
- A homeless individual.
- An individual with a disability (treated as a family of one) whose own income does not exceed the income requirement, even if they are a member of a family whose total income does.

Public Assistance Recipient –

An individual that receives federal, state, or local government cash payments for which eligibility is determined by a needs or income test (WIOA Section 3[50]).

REFERENCES:

- WIOA (Public Law 113-128) Sections 3 and 134
- Title 20 Code of Federal Regulations (CFR) "WIOA, Notice of Proposed Rule Making, (NPRM)) sections 680.150, 680.600, 680.610, and 6780.650.
- Workforce Services Directive WSD08-10 "Final rule on Priority of Service for Veterans and Eligible Spouses"

REVISION HISTORY:

Revision	Date	Description of Change	Requested By

WORKFORCE ALLIANCE

OF THE NORTH BAY

POLICY:	Incumbent Worker Training Policy	EFFECTIVE DATE:	7/1/16
POLICY NUMBER:		LAST REVISION DATE:	
ADOPTED COMMITTEE:		DATE:	
ADOPTED WIB:		DATE:	

PURPOSE:

This policy provides guidance, along with tools and methods relative to decisions about which potential incumbent worker training projects should be funded with WIOA funds. It requires WIOA service providers to create local procedures and processes by which employers, workers, or groups of workers should be selected as priority incumbent worker training projects, it provides a uniform method to assess the suitability of these projects to receive WIOA funds for Incumbent Worker training, and it sets the minimum parameters to determine the shares of cost for WIOA and employer co-financing of Incumbent Worker training projects.

BACKGROUND:

Incumbent Worker training increase both a participant's and a company's competitiveness.

An ideal incumbent worker training provides participants with new skills that allow them to acquire higher paid job within the company, while allowing the company to backfill the incumbent worker's vacated position.

Incumbent Worker training projects are designed to meet the special requirements of an employer (including a group of employers) to **retain** a skilled workforce and/or to **avert** lay-offs.

The Workforce Alliance of the North Bay (The Alliance) adopts the methodology contained in this policy for assessing employer training plans and employee benefits, which can establish the viability of each proposed Incumbent Worker Training project. The intent is to limit the financing of Incumbent worker projects to those projects that show a worthwhile return on WIOA investment.

POLICY STATEMENT:

Each WIOA service provider, with concurrence from their governing subcommittee, will identify a minimum score that employers must reach in order to qualify for WIOA financing of a proposed incumbent worker training project. That scoring threshold will allow the Service Provider to use up to 20 percent of its total Adult and Dislocated Worker funds for Incumbent Worker Training.

The Service Provider must work with The Alliance business service representative and execute a contract with the employer detailing the intent of the program, the obligations of the employer, and how payments are contingent on the employer fulfilling the training and retaining commitments used in the uniform scoring determination.

Incumbent Worker Eligibility Criteria: An incumbent worker must be:

1. A U.S. citizen or otherwise legally entitled to work in the U.S.;
2. Age 18 or older;
3. Registered for the Selective Service (males who are 18 or older and born on or after January 1, 1960) unless an exception is justified;
4. Employed;
5. Meet the Fair Standards Act requirements for an employer-employee relationship; and
6. Have an established employment history with the employer for six (6) months or more.

Employer Eligibility Criteria:

The following factors must be measured and scored to determine if the WIOA Service Provider chooses to use WIOA funding. Each WIOA local subcommittee can set a unique minimum score in order for the Service Provider to proceed. The points are earned by using the following criteria:

1	Is the Employer in an Industry Sector that qualifies for a First or Second Priority Tier Industry as detailed in The Alliance's Strategic Plan? (First Tier = 4 points, Second Tier = 2 points, Not a First or Second Tier industry = -2 points)	
2	Will current employees lose jobs without training? (Yes = 2 points, No = 0 points)	
3	If employees are laid off, is the existing local labor market conducive for them to quickly become reemployed? (No = 2 points, Yes = 0 points)	
4	If employees are laid off because of skill deficiencies, does the local labor market have skilled job seekers that would meet the employer's needs? (No = 2 points, Yes = 0 points)	
5	What portion of vulnerable employees will get training? (90%-100% = 4 points, 50%-89% = 3 points, 20%-49% = 2 points, 10%-19% = 1 points, <10% = 0 points)	
6	When existing employees are trained and increase their skills, what will the extent of their higher wages be.	

	(>20% = 5 points, 15%-20% = 4 points, 10%-15% = 3 points, 5%-10%=1 points, <5% = 0 points)	
7	Will employees who are not trained likely be laid off? (No = 0 points, Yes = 2 points)	
8	Will vulnerable employees (those who may not receive training and subsequently be laid off) fall under The Alliances Priority of Service definition? (Yes = 4 points, No = 0 points)	
9	Will the employer expand their workforce because trained employees are promoted, at least on a one to one ratio? (i.e., For every trained employee who is promoted, will the employer add an entry level job and expand their workforce?) (Yes = 6 points, No = 0 points)	
10	Will the training provide an industry recognized credential? (Yes = 4 points, No = 0 points)	
11	Will the learned skills enhance trained employees' portable skills in the industry and/or region? (i.e., Skills that can be transferable or "portable" and used productively in different employment contexts, jobs and enterprises, and their ease or degree of transferability. (Yes = 2 points, No = 0 points)	
12	What is the break-even point when wage gains equal WIOA investment? (A mathematical formula to evaluate the length of time the employees wage gain will surpass the WIOA investment.) (Less than 6 months = 10 points, >6 months to 12 months = 8 points, >12 months to 18 months = 4 points, between 18+ months and 24 months = 2 points, greater than 24 months = -2 points)	

Employer Share of Training Costs:

The employer required share of cost will increase with the number of workers they have. Smaller employers may qualify for a greater WIOA share of cost on a sliding scale formula as follows:

- Employers with 50 or fewer employees must pay at least 10 percent of the cost
- Employers with 51 to 100 employees must pay at least 25 percent of the cost
- Employers with more than 100 employees must pay at least 50 percent of the cost

The local WIOA service provider may negotiate employer shares of cost at a greater level than the sliding scale above.

The reimbursable “cost of training” will be limited to booked costs that include third party education and training, in house trainer staff that are teaching/training/coaching incumbent workers, and any space or other atypical business costs incurred for the sole purpose of training incumbent workers. The cost of salaries and wages paid to the incumbent workers (while they are participating in training) will only be considered “training costs” when those incumbent workers are not engaged in productive work. If incumbent worker trainees are doing work that is/will create employer revenue, those wages/salaries will not constitute “training costs.”

A 20 percent hold on reimbursement must be held by the Service Provider and released 90 days after the incumbent worker has completed training, and has been retained in the higher paid job.

DEFINITIONS:

REFERENCES:

REVISION HISTORY:

Revision	Date	Description of Change	Requested By

WORKFORCE ALLIANCE OF THE NORTH BAY

POLICY:	Supportive Services	EFFECTIVE DATE:	
POLICY NUMBER:		LAST REVISION DATE:	
		DATE:	
ADOPTED WIB:		DATE:	

PURPOSE:

The purpose of this policy is for the Workforce Alliance of the North Bay (The Alliance) to set necessary guidelines so that Service Providers can provide supportive services to eligible WIOA participants, which in turn will promote successful completion of a “career” or “training” service. This policy will set minimum guidance, which can be augmented by action of local subcommittees, and will be tied to a funding line item in the annual budget for those Service Providers.

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) provides program guidelines for supportive services for adults and dislocated workers at WIOA Sections 3(59) and 134(d)(2) and (3). These include services **such as** transportation, child care, dependent care, housing, and assistance with uniforms and other appropriate work attire and work-related tools, including such items as eye glasses and protective eye wear, and Needs Related Payments that enable individuals to participate in WIOA Title I activities.

Supportive services for youth as defined in WIOA Section 129(c)(2)(G) can additionally include assistance with educational testing, reasonable accommodations for youth with disabilities, and referrals to health care.

Note – The term “such as,” when used above is not all inclusive, and the Workforce Alliance of the North Bay (The Alliance) may authorize other categorical support services when those items are prudent to accomplish success. Accordingly, Service Providers may use the categorical list on Attachment A, and request that the list be augmented when required by requesting authority from their respective local subcommittee.)

POLICY STATEMENT:

Service Providers may provide WIOA participants supportive services when that supportive service is judged necessary to promote a greater chance of successful completion of activities authorized under Workforce Innovation and Opportunity Act (WIOA).

WIOA funds may be used to provide such assistance, but only when there are no other resources available. The amount of supportive services is limited \$3,000 per participant on a lifetime basis, but may be increased to \$5,000 with the prior written approval of the The Alliance.

Attachment A of this policy lists allowable categorical supportive services. Service Providers will create processes and procedures that provide these categorical supportive services to participants within the structure of this policy. The processes and procedures must meet these basic tenants:

- Supportive Services must be determined in an equitable manner so all participant have equal access and opportunity to supportive services,
- Supportive Services must be necessary and reasonable to enable participant to benefit from “career” or “training” services,
- The Service Provider must demonstrate that it conducted a comprehensive coordination with other community resources, including all One-Stop partners (whether or not they are physically in the One-stop Americas Job Center of California [AJCC] center) so that WIOA funds are used as a last resort.
The case notes will identify the best available resource to provide the supportive service based upon the eligible customer’s needs and eligibility to other funding sources.
- The Service Provider’s procedures must contain sufficient internal controls over the distribution of payments, and track the ongoing need by a participant for supportive services,
- The Service Provider must document all of the above in the participant’s case file, including at a minimum Individual Employment Plan (IEP) and Individual Service Strategies (ISS) for youth, and in the narrative case notes describing the assessment and reasons for the decision to provide supportive services.
- The Service Provider must balance their allotment of funds with the highest priorities of participant needs.

During the budget process each year, The Alliance will allot funding to Supportive Services within each Service Providers budget, that create spending limits. This limit will be incorporated into the Service Provider’s contract.

WIOA allows funds to be used for needs-related payments to adults and dislocated workers who are unemployed and do not qualify for (or have ceased to qualify for) unemployment compensation, that enables those individuals to participate in programs of training services. Needs-related payments are not available to youth who are 18 to 24 years old unless they are enrolled and participating in training. But, because needs-related services are significantly costly, Service Providers must obtain prior written approval from The Alliance before they award them to a client.

Supportive services may not be provided for the following:

- Purchase of an asset (car payments, mortgage payments, etc.) or interest on borrowed capital

- Entertainment
- Past due fees, penalties, fines, parking or moving violation tickets
- Bail or restitution
- Settlement of insurance claims
- Child support payments
- Consumer debt
- Life insurance

DEFINITIONS:

The term “supportive services” means services **such as** transportation, child care, dependent care, housing, and needs-related payments, that are necessary for an individual to participate in activities authorized under this Act.

REFERENCES:

WIOA 134 (d)(2) & (3)

REVISION HISTORY:

Revision	Date	Description of Change	Requested By

Supportive Services Guideline

The following is a listing of the types of Supportive Services which may be provided to eliminate barriers to employment when no other resource is available. The items and amounts listed are to be used as guidelines for staff; they are contingent upon individual participant needs as identified through the participant's budget and the availability of funds.

Type	Maximum Amount	Guidelines
Books / Computer software / Supplies for school	Up to \$1,000 per year	Classes must be known, and the participant needs to itemize the actual books needed for successful participation of those classes. Participants may request cash for the purchase of these items, but must bring in receipts within a reasonable time and reconcile their use of funds with the items purchased for the class(s).
Car Repair	Up to \$500 - one time only	The participant must show current vehicle registration and insurance to qualify for repairs, and must include at least 3 estimates with their request. This categorical line includes essential repairs that affect safety and increased dependability. Batteries, brakes, lights, and mufflers (that could cause a citation) are covered. Regular maintenance and cosmetic items/service will not qualify for Car Repairs. Staff must use due diligence to assure repairs are needed for the specific participant/car to participate in workforce services.
Clothing <i>(This categorical item <u>may NOT</u> include designer or extravagant apparel)</i>		
Interview or Placement	Up to \$150 for each – one time for each	Must be required for interview or placement
Uniform	Up to \$100 – one time only	Must be required for training and/or placement
Nurse shoes	Up to \$50 – one time only	Must be required for training and/or placement
Work boots	Up to \$85 – one time only	Must be required for training and/or placement
The cost of Credentials, Certifications, Exams, Testing, Fingerprinting, Licensing,	Up to \$750 (cumulative)	Must be a requirement of a job

Background Checks, Processing Fees, first month of union dues		
Tools	Up to \$500	Must be required for placement. At least 2 estimates are required.
Transportation		
Bus Passes	Actual cost / limit one per month	Public or shared transportation will be used when feasible; monthly bus passes or bulk ticket books will be issued in advance
Mileage	Federal Standard Mileage Rate multiplied by miles (up to 30 miles round trip per day)	Mileage reimbursement request must be accompanied by Internet travel mileage printout (Google Maps, MapQuest, etc.).