



## GOVERNING BOARD MEETING AMENDED AGENDA

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.  | <ul style="list-style-type: none"> <li>A. Introductions</li> <li>B. Public Comment</li> </ul>  |
| CONSENT CALENDAR  |  |
| <p>These matters typically include routine financial or administrative <b>action items</b> requiring a vote.<br/>Any item will be discussed separately at the request of any person. Items are approved with one single motion.</p> |  |
| II.   | <ul style="list-style-type: none"> <li>A. Approve Meeting Minutes, September 28, 2018 [Attachment II.A]</li> <li>B. Approve 2019 Governing Board Calendar [Attachment II.B]</li> </ul>   |
| REGULAR CALENDAR  |  |
| III.  | <ul style="list-style-type: none"> <li>A. Appoint new members to Regional Workforce Development Board [Board Letter III.A, Attachment III.A – Updated Roster]</li> <li>B. Approve P2E Regional Grant Application [Board Letter III.B]</li> <li>C. Approve Regional and Local Workforce Development Plan Update [Board Letter III.C]</li> <li>D. Ratify Approval of Agreements [Board Letter III.D]</li> <li>E. Accept 2<sup>nd</sup> Quarter Dashboard Reports – Mendocino Highlight [Board Letter III.E, Attachment III.E1– Dashboard Reports, Attachment III.E2 – WANB Providers of Service Report]</li> <li>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]</li> </ul> |
| INFORMATION / DISCUSSION ITEMS  |  |
| IV.   | <ul style="list-style-type: none"> <li>A. Reserves Discussion</li> </ul>   |
| MEMBER / DIRECTOR REPORTS   |  |
| V.  | <ul style="list-style-type: none"> <li>A. Members</li> <li>B. Director <ul style="list-style-type: none"> <li>1. BusinessU Training for CareerPoint NorthBay franchise</li> <li>2. BrightFutures Launch Update</li> <li>3. Form 700 Conflict of Interest Requirements</li> </ul> </li> </ul>   |
| ADJOURN   |  |
| VI.   | <ul style="list-style-type: none"> <li>A. Next Meeting and Agenda Items</li> </ul>   |



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

## Meeting Minutes

### GOVERNING BOARD SPECIAL MEETING AGENDA

**Friday, September 28, 2018**  
**9:00 – 10:30 AM**

**Lake:** Lake County Courthouse, Board of Supervisors Office, Room 113, 255 N. Forbes, Lakeport, CA

**Mendocino:** CareerPoint Mendocino, 2550 N. State Street, Suite 3, Ukiah, CA

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

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| I.  | <p>President Damon Connolly called the meeting to order at 9:15.</p> <p>Members Present: Damon Connolly, Moke Simon, Jim Steele, Alfredo Pedroza, Dan Gjerde, and Georgeanne Croskey</p> <p>Members Absent: Brad Wagenknecht and Judy Arnold</p> <p>Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Operations Officer, Laura Davis; Fiscal Officer, Taylor Swain; Operations Analyst, Tamara Ochoa; Business Services Representative, Angela Cooper; Business Services Representative, Stacey Caico; Chief Strategist, Racy Ming; Board Clerk, Patricia Borrego</p> |
|   | Public Comment: None   |
| <b>CONSENT CALENDAR</b>   |  |
| <p>These matters typically include routine financial or administrative <b>action items</b> requiring a vote.<br/>         Any item will be discussed separately at the request of any person. Items are approved with one single motion</p> |  |
| II.   | <p>President Connolly opened the Consent Calendar for discussion.</p> <p>A. Meeting Minutes June 28, 2018 (Attachment IIA1)</p> <p>Motion made to approve Consent Calendar. M/S: Alfredo Pedroza/Moke Simon</p> <p>Motion carried: 6-0<br/>         Yea: All<br/>         Nay: 0<br/>         Abstentions: 0<br/>         Absent: Judy Arnold and Brad Wagenknecht</p>   |
| <b>REGULAR CALENDAR</b>   |  |
| III.  | <p>President Connolly opened the Regular Calendar for discussion.</p> <p>A. Adopt Governing Board By-laws (Attachment IIIA1 - Board Letter, Attachment IIIA2 - By-laws)</p> <p>Workforce Alliance Executive Director, Bruce Wilson, introduced revised bylaws based on changes suggested at the previous Governing Board meeting. Review and discussion at the previous meeting included the change of the</p>   |

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|  | <p>definition of quorum; changing the position of President to Chair and adding the position of Co-Chair; assignment of the position of Secretary to the Executive Director of the Workforce Alliance; membership being reserved to County Supervisors; and, term limits. Wilson confirmed that changes are addressed in current bylaws as presented.</p> <p>Motion made to adopt Governing Board bylaws. M/S: Alfredo Pedroza/Moke Simon</p> <p>Motion carried: 6-0<br/> Yea: All<br/> Nay: 0<br/> Abstentions: 0<br/> Absent: Judy Arnold and Brad Wagenknecht</p>  |
|  | <p>B. Nominate and Select Governing Board Chairs - 2018-2020 Term (Attachment IIIB1 - Board Letter)</p> <p>Members asked President Connolly to serve as Chair for the next term and Alfredo Pedroza to serve as Vice-chair. Connolly and Pedroza accepted the nominations.</p> <p>Motion to nominate and approve Damon Connolly for Chair: M/S Alfredo Pedroza/Moke Simon<br/> Motion carried: 6-0<br/> Nay: 0<br/> Abstentions: 0<br/> Absent: Judy Arnold and Brad Wagenknecht</p> <p>Motion to nominate and approve Alfredo Pedroza for Vice Chair: M/S Damon Connolly/Jim Steele<br/> Motion carried: 6-0<br/> Yea: All<br/> Nay: 0<br/> Abstentions: 0<br/> Absent: Judy Arnold and Brad Wagenknecht</p>   |
|  | <p>C. Approve Amended 2017-18 WANB Budget (Attachment IIIB3 - Board Letter)</p> <p>Executive Director Wilson and Workforce Alliance Fiscal Officer, Taylor Swain, introduced the amended budget and explained new revenue streams. Swain said that with the management of day to day accounting operations now within the Workforce Alliance offices, staff will be able to view the lifecycle of revenue and expenditures more closely and if necessary, strategize solutions more efficiently. Dan Gjerde asked about the organization's reserves. Swain and Wilson said that we do not have any reserves which is a risk to the Agency. Gjerde indicated that was a concern to him and asked for further discussion on this topic in the future. Wilson agreed to put on agenda for next regularly scheduled meeting.</p> <p>Motion made to approve amended budget. M/S: Alfredo Pedroza/Jim Steele</p> <p>Motion carried: 6-0<br/> Yea: All<br/> Nay: 0<br/> Abstentions: 0<br/> Absent: Judy Arnold and Brad Wagenknecht</p> |
|  | <p>D. Approve Agreements (Attachment IIID1 - Board Letter)</p> <p>Executive Director Wilson introduced the list of agreements. The committee discussed the resignation of</p>   |

|                                     |  |
|-------------------------------------|--|
|                                     | <p>Redwood Community Services as the WIOA youth services provider in Lake and Mendocino Counties. Wilson said that our current adult and dislocated operator has submitted a proposal to provide WIOA youth services and that we should be up and running within a quarter. Additionally, there was considerable discussion regarding the Napa County agreement to provide Executive Director services to the Alliance. Wilson indicated that during a fiscal and procurement monitoring, the State of California had shared their observation that the Executive Director's position within Napa County Health and Human Service Agency's (NHSA) staffing structure appears to be under the direction of HSA's Director of Self-Sufficiency a sub-contractor of the Alliance. Wilson explained that a new agreement would be drafted that explains the roles and responsibilities of each agency in regard to the day to day direction of the Director. Damon Connolly requested a legal counsel review of the agreement before it is presented for approval.</p> <p>Motion made to approve agreements. M/S: Alfredo Pedroza/ Moke Simon</p> <p>Motion carried: 6-0<br/> Yea: All<br/> Nay: 0<br/> Abstentions: 0<br/> Absent: Judy Arnold and Brad Wagenknecht</p> |
|                                     | <p>E. Discussion and Possible Action on Overpayments to AJCC Contractors (Attachment IIIE1 - Board Letter)</p> <p>Wilson explained MPIC over invoiced for services. It was not detected until the close out of the 2017-18 budget by the new fiscal agent, Aldea. This was brought to MPIC's attention and after a review of their accounting documentation, MPIC confirmed they received an overpayment.</p> <p>Motion made to approve submission of debt collection letter to MPIC for overpayment: M/S: Jim Steele/Alfredo Pedroza</p> <p>Motion carried: 6-0<br/> Yea: All<br/> Nay: 0<br/> Abstentions: 0<br/> Absent: Judy Arnold and Brad Wagenknecht</p>   |
|                                     | <p>F. Accept Year End 2017-18 Program Reports – Napa Highlight (Attachment IIIF1 - Board Letter, Attachment IIIF2 – Program Reports, Attachment IIIF3 – Service Provider Reports)</p> <p>Executive Director Wilson and Fiscal Officer Swain introduced and reviewed the reports with specific focus on the Napa County reports.</p> <p>Motion made to approve 2017-18 year-end reports. M/S: Alfredo Pedroza/Jim Steele</p> <p>Motion carried: 6-0<br/> Yea: All<br/> Nays: 0<br/> Abstentions: 0<br/> Absent: Judy Arnold and Brad Wagenknecht</p>  |
| <b>INFORMATION/DISCUSSION ITEMS</b> |  |
| IV.                                 | <p>A. BrightFutures Update</p> <p>Executive Director Wilson shared the BrightFutures program provides three ways to assist youth in their career exploration. It has a database of Career Ambassadors available to provide one-on-one informational interviews</p>   |

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|                                | and/or classroom career talks. Secondly, it establishes one school in each county with a career hub. Lastly, it will have a mobile career unit to take services to the outer areas of the Workforce Alliance region. For example, those areas affected by the wildfires.   |
|                                | <p>B. State Monitoring - Follow Up and Plan of Action [Oral Update]</p> <p>Executive Director explained the Workforce Innovation and Opportunity Act (WIOA) is a heavily monitored program. The Workforce Alliance is monitored three times per year in the form of a fiscal and procurement monitoring, a program monitoring, and Equal Employment Opportunity monitoring. One outcome of this year's fiscal and procurement monitoring was the position of the Executive Director. On the Napa County Health and Human Service Agency (NHSA) organizational chart this position reports to the Director of NHSA's Self-Sufficiency Department. The position was moved to report to the Director of NHSA. The state wants an agreement between NCHSA, the Workforce Alliance Governing Board and the Workforce Alliance Regional Workforce Development Board that clearly states the Executive Director reports to the Governing Board to ensure all parties have the same level of understanding regarding who provides direction to the Executive Director. Per this process, Workforce Alliance staff will draft an agreement with legal counsel and present it to the Governing and Regional Workforce Development Boards upon completion of a final draft.</p> |
|                                | <p>C. Innovation Fund Highlight – XR Marin Training Center</p> <p>The committee agreed to postpone this item to a future meeting.</p>  |
|                                | <p>D. Local and Regional Plan Update – What to Expect (Attachment IVD1 - Board Letter)</p> <p>Chief Strategist, Racy Ming shared the state is requiring each local board to update its strategic plan that was developed two years ago. The state wants the updated local plans to be in alignment with the required Regional Strategic Plans. Plans are due by March 30, 2019. There is an emphasis on working with re-entry and the state is currently preparing to launch the initiative, Prison to Employment, which will make available \$37 million of general fund money to flow through workforce regions. The regional plans will need to speak to how these funds will be deployed. The Workforce Alliance as part of the North Bay Employment Connection (NBEC) region, will apply for PTE funding. At present the amount of money potentially available to the NBEC region is unknown. The committee also discussed the section of the local plan requiring data and information on Competitive Integrated Employment (CIE) and the definition of CIE, and if any representatives from the required communities of the local plan hold membership in the Workforce Alliance's subcommittees and/or RWDB.</p>   |
|                                | <p>E. Establishment of Workforce Development Board - Policy and Oversight Committee [Oral Update]</p> <p>Executive Director Wilson shared with the board that the RWDB Executive Committee at its meeting on August 8, 2018, acted to establish a regionally configured policy and oversight committee composed of representatives from each of the four-member counties. The purpose of the committee is two-fold. First, it will review and establish policy recommendations for approval by the RWDB and in accordance with the bylaws. Secondly, the committee will assist the Executive Committee in reviewing performance of the Alliance's CareerPoint centers.</p>   |
| <b>MEMBER/DIRECTOR REPORTS</b> |  |
| V.                             | A. Members: No member reports  |
|                                | <p>B. Director</p> <ol style="list-style-type: none"> <li>1. Fire Grant Modification<br/>This modification just occurred and upon the request of member, Jim Steele, Executive Director Wilson will schedule a time to meet with Steele to discuss the needs and services for the area.</li> <li>2. Open Request for Proposals (RFP) – Consulting Services and Single Audit.<br/>The Consulting Services RFP closes on Thursday, October 11 and the Single Audit RFP closes on Thursday, October 4. The goal of the Consulting Services RFP is to build the Workforce Alliance's current pool of consultants that provide a variety of services.</li> </ol>  |

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|                | <p>3. Established Mendocino Workforce Subcommittee<br/>The committee agreed move this item to the next meeting's agenda.</p>                                |
| <b>ADJOURN</b> |   |
| VI.            | <p>A. Next Meeting Agenda Items</p> <p>President Connolly announced the next meeting for Thursday, November 8, 2018 and adjourned the meeting at 10:30.</p> |

**WORKFORCE ALLIANCE OF THE NORTH BAY MASTER MEETING CALENDAR 2019**

(rev 2.5.2019)

| JAN   | FEB                | MARCH              | APRIL              | MAY                | JUNE               | JULY               | AUGUST             | SEPT               | OCT                | NOV                  | DEC                 |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------------|---------------------|
| <b>REGIONAL WORKFORCE DEVELOPMENT BOARD 2nd Thursday @ 9-10:30 AM</b> |                    |                    |                    |                    |                    |                    |                    |                    |                    |                      |                     |
|   |                    | 3/14/19<br>9-10:30 |                    |                    | 6/13/19<br>9-10:30 |                    |                    | 9/12/19<br>9-10:30 |                    |                      | 12/12/19<br>9-10:30 |
| <b>GOVERNING BOARD 3rd Friday @ 9-10:30 AM</b>                        |                    |                    |                    |                    |                    |                    |                    |                    |                    |                      |                     |
|   |                    | 3/15/19<br>9-10:30 |                    |                    | 6/21/19<br>9-10:30 |                    |                    | 9/20/19<br>9-10:30 |                    |                      | 12/20/19<br>9-10:30 |
| <b>EXECUTIVE COMMITTEE 2nd Wednesday @ 9-10:30 AM</b>                 |                    |                    |                    |                    |                    |                    |                    |                    |                    |                      |                     |
|   | 2/13/19<br>9-10:30 |                    | 4/10/19<br>9-10:30 | 5/8/19<br>9-10:30  |                    | 7/10/19<br>9-10:30 | 8/14/19<br>9-10:30 |                    | 10/9/19<br>9-10:30 | 11/13/19<br>9-10:30  |                     |
| <b>POLICY AND OVERSIGHT SUBCOMMITTEE 1st Tuesday @ 3-4:30 PM</b>      |                    |                    |                    |                    |                    |                    |                    |                    |                    |                      |                     |
|   | 2/5/19<br>3-4:30   |                    | 4/2/19<br>3-4:30   |                    | 6/4/19<br>3-4:30   |                    | 8/6/19<br>3-4:30   |                    | 10/1/19<br>3-4:30  |                      | 12/3/19<br>3-4:30   |
| <b>LAKE ADVISORY SUBCOMMITTEE 4th Thursday @ 9-10:30 AM</b>           |                    |                    |                    |                    |                    |                    |                    |                    |                    |                      |                     |
|   | 2/28/19<br>9-10:30 |                    |                    | 5/23/19<br>9-10:30 |                    |                    | 8/22/19<br>9-10:30 |                    |                    | 11/21/19*<br>9-10:30 |                     |
| <b>MARIN ADVISORY SUBCOMMITTEE 4th Wednesday @ 8-9:30 AM</b>          |                    |                    |                    |                    |                    |                    |                    |                    |                    |                      |                     |
|   | 2/27/19<br>8-9:30  |                    |                    | 5/22/19<br>8-9:30  |                    |                    | 8/28/19<br>8-9:30  |                    |                    | 11/20/19*<br>9-10:30 |                     |
| <b>MENDOCINO ADVISORY SUBCOMMITTEE 4th Thursday @ 3:30-5 PM</b>       |                    |                    |                    |                    |                    |                    |                    |                    |                    |                      |                     |
|   | 2/28/19<br>3:30-5  |                    |                    | 5/23/19<br>3:30-5  |                    |                    | 8/22/19<br>3:30-5  |                    |                    | 11/21/19*<br>3:30-5  |                     |
| <b>NAPA ADVISORY SUBCOMMITTEE 4th Wednesday @ 3-4:30 PM</b>           |                    |                    |                    |                    |                    |                    |                    |                    |                    |                      |                     |
|   | 2/27/19<br>3-4:30  |                    |                    | 5/22/19<br>3-4:30  |                    |                    | 8/28/19<br>3-4:30  |                    |                    | 11/20/19*<br>3-4:30  |                     |



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

**REQUIRED ATTENDANCE****Regional Workforce Development Board (RWDB)**

All appointed RWDB members

**Governing Board**

Governing Board Members Representing Marin, Napa, Lake Counties

**Executive Committee**

RWDB Officers &amp; Chairs

**Policy and Oversight Subcommittee**

RWDB Members representing Lake, Marin, Mendocino and Napa Counties

**Lake Advisory Subcommittee:**

RWDB Members representing Lake &amp; Appointed Lake Advisory Committee Members

**Marin Advisory Subcommittee:**

RWDB Members representing Marin &amp; Appointed Marin Advisory Committee Members

**Mendocino Advisory Subcommittee:**

RWDB Members representing Mendocino &amp; Appointed Mendocino Advisory Committee Members

**Napa Advisory Subcommittee:**

RWDB Members representing Napa &amp; Appointed Napa Advisory Committee Members



**TO:** GOVERNING BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER III.A – APPOINTMENT OF WORKFORCE DEVELOPMENT BOARD MEMBERS  
**DATE:** MARCH 15, 2019  
**CC:** FILE

The Workforce Alliance of the North Bay (WANB) 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.

Several community and business members have expressed interest and completed applications for appointment to the Regional Workforce Development Board. These applicants have been routed through appropriate WANB standing committees and are submitted herein for consideration and appointment. Staff have reviewed completed applications categorized members according to the WIOA mandated board membership requirements which include:

1. Representatives of Business (majority of board)
2. Representatives of Workforce - including labor, apprenticeship, community based organizations, and youth serving organizations. (20%)
3. Representatives of Education & Training – Including adult & literacy activities, higher education, state employment office, vocational rehabilitation and economic development.

All individuals that applied for membership in response to the recruitment qualify for appointment in one of the categories above.

| Representatives of Business<br>(Select 3) | Representatives of Education & Training<br>(Select 2) |
|---|---|
| Amar Inalsingh (Business Technology)      | Jesse Damian (Mendo County Office of ED)              |
| Mark Bontrager (Health)                   | Christy Pedroncelli-Smith (Mendo Adult School)        |
| Maureen Mulheren                          | Annette Lee (Lake County College)                     |

#### STAFF RECOMMENDATION

Appoint all three business members. Select two education representatives from list for appointment.



## Regional Workforce Development Board Membership Roster

| BUSINESS REPRESENTATIVES               |                   |  |  |                               |
|--|-------------------|--|--|-------------------------------|
|  | NAME              | TITLE  | BUSINESS   | INDUSTRY OR REQ               |
| 1                                      | Susan Byrne       | Area Quality Leader                                | Kaiser   | Healthcare                    |
| 2                                      | Jeri Hansen       | CEO  | Sustainable Napa County                            | Energy (Emerging Occupations) |
| 3                                      | Kelley Hartman    | Senior Vice President                              | Nelson Staffing                                    | Staffing                      |
| 4                                      | Paul Hicks        | Vice President                                     | Payroll Masters                                    | Professional Services         |
| 5                                      | Mary Ann Mancuso  | Senior Vice President                              | Ashton212  | Staffing                      |
| 6                                      | Monica Rosenthal  | Winegrape Grower, Wine Sales, Owner                | Rosenthal Vineyards                                | Wine                          |
| 7                                      | Lene Vinding      | Accounting Manager                                 | Pamela's Products                                  | Retail                        |
| 8                                      | Joanne Webster    | President & CEO                                    | San Rafael Chamber of Commerce                     | Economic                      |
| 9                                      | Rick Wells        | CEO  | Marin Builders Association                         | Construction                  |
| 10                                     | Cecilia Zamora    | Executive Director                                 | Hispanic Chamber of Commerce                       | Business Association          |
|  | Mark Bontrager    | Director of Innovation                             | Partnership Health Plan                            | Healthcare                    |
|  | Amar Inalsingh    | CEO  | The AIS Group, Inc.                                | Technology / Software         |
|  | Maureen Mulheren  | Owner  | Maureen Mulheren Independent Insurance             | Business                      |
| EDUCATION AND TRAINING REPRESENTATIVES |                   |  |  |                               |
|  | NAME              | TITLE  | BUSINESS   | INDUSTRY OR REQ               |
| 1                                      | Emilia Bartolomeu | Deputy Division Chief                              | Employment Development Dept                        | EDD Wagner Peyser             |
| 2                                      | Robert Eyler      | Dean, School of Extended & International Education | Sonoma State University (and Marin Economic Forum) | Institute of Higher Edu       |

|                                  |                            |                                      |  |  |
|----------------------------------|----------------------------|--------------------------------------|--|--|
| 3                                | David Wayte                |                                      | Department of Rehabilitation                       | Title 1 Rehabilitation                         |
|                                  | Annette Lee,               | Executive Dean                       | Woodland Community College                         | Adult Education                                |
|                                  | Christy Pedroncelli-Smith, | Principal Director                   | Ukiah Adult School / Mendocino Lake ACE Consortium | Adult Education                                |
|                                  | Jesse Damian               | Director, District Program & Support | Mendocino County Office of Education               | Education                                      |
| <b>WORKFORCE REPRESENTATIVES</b> |                            |                                      |  |  |
|                                  | <b>NAME</b>                | <b>TITLE</b>                         | <b>BUSINESS</b>                                    | <b>INDUSTRY OR REQ</b>                         |
| 1                                | Tony Castillo              | Director of Pre-Apprenticeship       | Northern California Laborers Union                 | Labor & Joint Labor Pre-Apprenticeship Program |
| 2                                | Paul Castro                | Director                             | CA Human Development                               | Community Based Organization                   |
| 3                                | Frank Cuneo                | Training Fund Administrator          | Sheet Metal Local 104 & Bay Area Ind Trng Fund     | Labor & Joint Labor Apprenticeship Program     |
| 4                                | Ken Lippi                  | Assistant Superintendent             | Marin County Office of Education                   | Youth Serving Agency                           |
| 5                                | Bill Scott                 | Business Manager                     | Marin Building & Const Trades Coun                 | Labor  |
| 6                                | Hunter Stern               | Labor Union Representative           | IBEW Local Union 1245                              | Labor  |



**TO:** GOVERNING BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER III.B – APPROVE PRISON 2 EMPLOYMENT GRANT APPLICATION  
**DATE:** MARCH 15, 2019  
**CC:** FILE

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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 \$800,000 for WANB.

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....

*(7) Apply for and receive state, federal, local governmental and privately funded grants, and may receive contributions of donations from any source and may also earn and expend income so received.*

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.



**TO:** GOVERNING BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER III.C - REGIONAL AND LOCAL WORKFORCE DEVELOPMENT PLAN APPROVAL  
**DATE:** MARCH 15, 2019  
**CC:** FILE

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

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

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

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

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

**Local Plan update includes:**

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

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

**Regional Plan update includes:**

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

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

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

**STAFF RECOMMENDATION:**

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



**TO:** GOVERNING BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER III.D – RATIFY APPROVAL OF WORKFORCE ALLIANCE AGREEMENTS  
**DATE:** MARCH 15, 2019  
**CC:** FILE

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

| CONTRACTOR             | NEW/<br>AMENDMENT | AMOUNT   | COMMENTS  |
|------------------------|-------------------|----------|---|
| Cassio & Associates    | New               | \$49,500 | Implement the Employer Advancement and Retention Network (EARN).  |
| BusinessU              | New               | \$20,000 | Business engagement strategies, building relationship with business, industry sector strategies training for staff and CareerPoint staff. |
| MPIC, Inc.             | Amendment         | \$10,000 | Provide assistance to NorTEC with staffing Local Assistance Centers (LAC) centers for the Butte Fire Victims.                             |
| CliftonLarsonAllen LLP | New               | \$15,000 | Required single audit.  |

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

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

#### STAFF RECOMMENDATION:

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



**TO:** GOVERNING BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER III.E – 2<sup>ND</sup> QUARTER DASHBOARD REPORTS  
**DATE:** MARCH 15, 2019  
**CC:** FILE

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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 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.

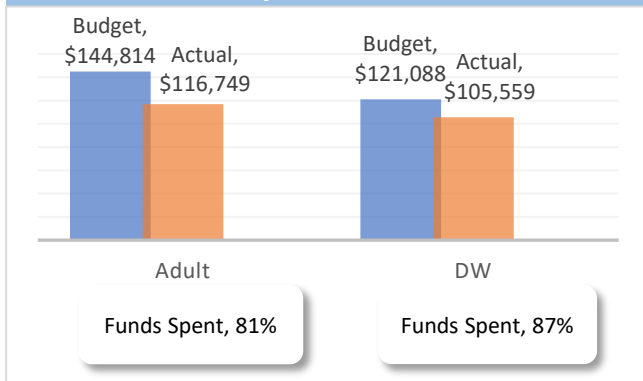
# Adult / Dislocated Worker Local Dashboard

## CAREERPOINT LAKE

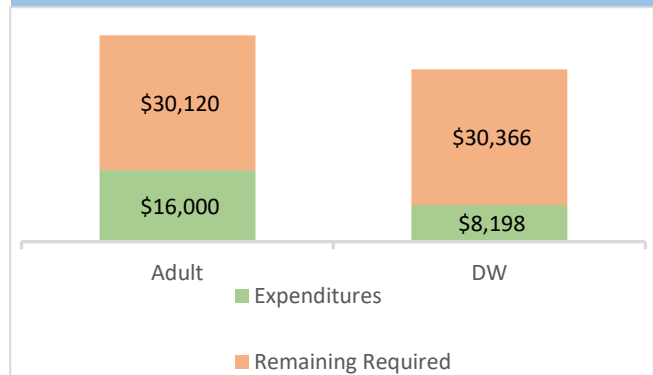
### Mendocino Private Industry Council

**FY 2018-19**  
**Q2**

### Operating & Support Services Expenditures



### Training Requirement - 20%



29% Achieved at 50% of the Program Year

### Leveraged Training Funds

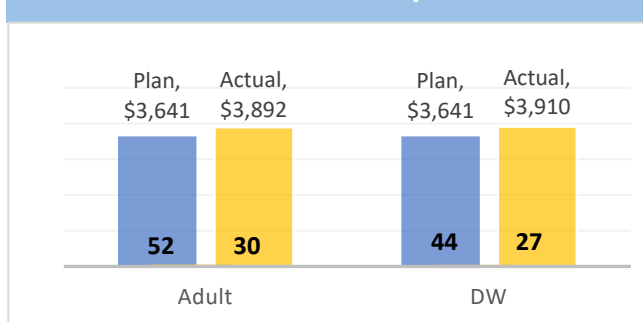
**\$2,923** Leveraged Training Funds\*

### Obligated Training Funds

**\$38,450** Obligated Training Funds\*

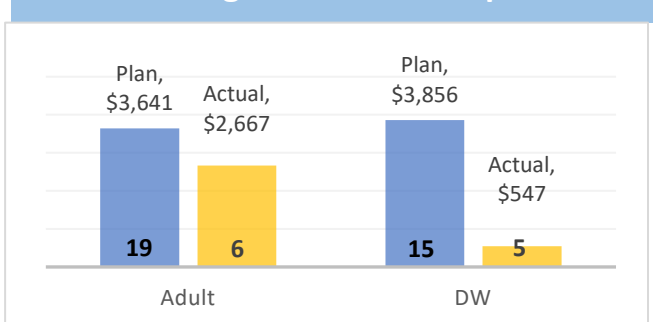
\*Provider reported amounts for fiscal year 2018-19 up to 12/12/2018

### Cost Per Participant



**14** New enrolled participants - Adult  
**17** New enrolled participants - DW

### Training Cost Per Participant



**32%** Planned participants in training

### Exit to Employment

| Adult      | Exits                      | Planned |
|------------|----------------------------|---------|
| <b>92%</b> | 12 Closed & exited to date | 27      |
|            | 11 Exited to employment    | 16      |
| DW         | Exits                      | Planned |
| <b>91%</b> | 11 Closed & exited to date | 24      |
|            | 10 Exited to employment    | 13      |

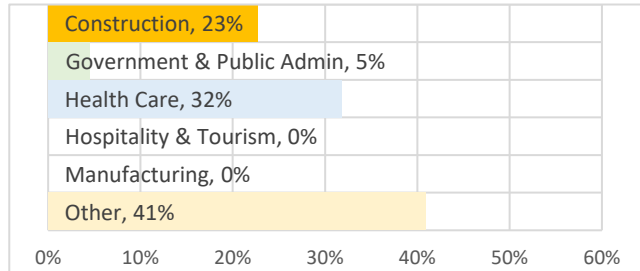
### Exit to Training Related Employment

| Adult      | Exits                         |
|------------|-------------------------------|
| <b>80%</b> | 5 Received training           |
|            | 4 Training related employment |
| DW         | Exits                         |
| <b>25%</b> | 4 Received training           |
|            | 1 Training related employment |



## Employment in Industry Sectors

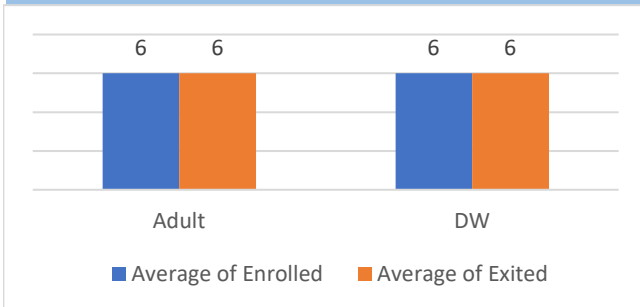
Percent of employments in priority industry sectors



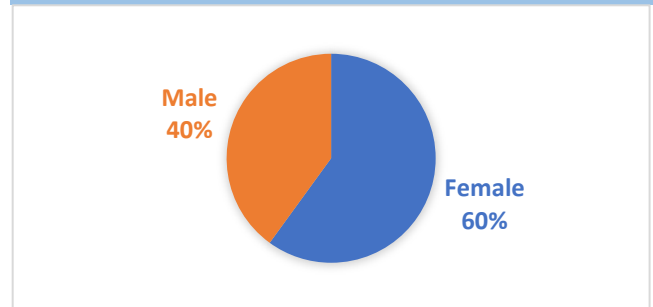
## Training Documentation Achieved

|              |                                 |
|--------------|---------------------------------|
| <b>Adult</b> | (credentials, certificate, etc) |
| <b>50%</b>   | 2 Ended training services       |
|              | 1 Received training document    |
| <b>DW</b>    | (credentials, certificate, etc) |
| <b>100%</b>  | 1 Ended training services       |
|              | 1 Received training document    |

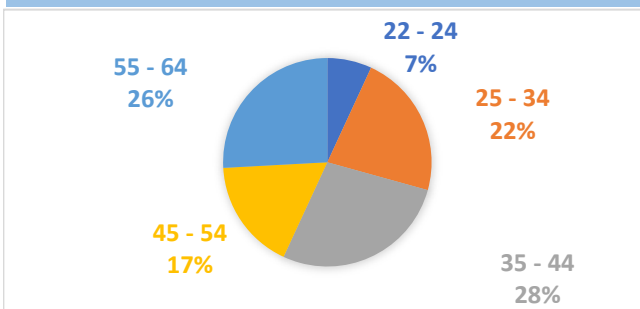
## Months in Program



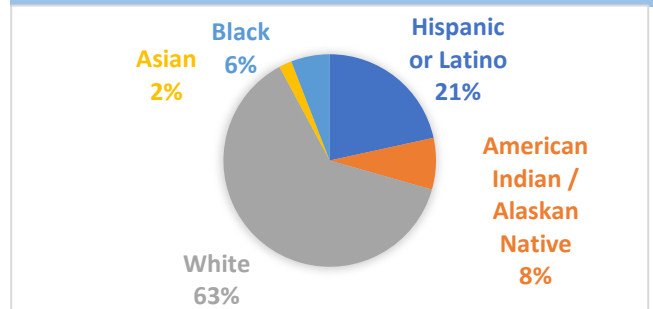
## Gender of Enrolled Participants



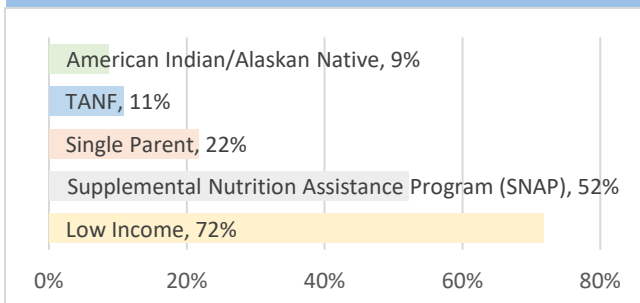
## Age of Enrolled Participants



## Race / Ethnicity



## Participant Barriers



## Enrolled Veterans

**7%**  
of enrolled participants are veterans

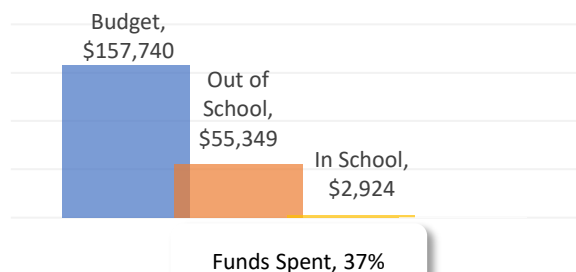
# Youth Local Dashboard

## CAREERPOINT LAKE

Redwood Community Services / Mendocino Private Industry Council

FY 2018-19  
Q2

### Operating & Support Services Expenditures



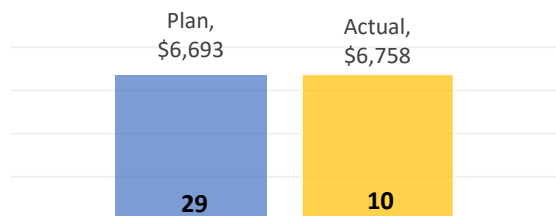
**32%** Funds spent on out of school youth  
**4%** Funds spent on in school youth

### Work Experience Requirement

**Requirement: \$40,267**

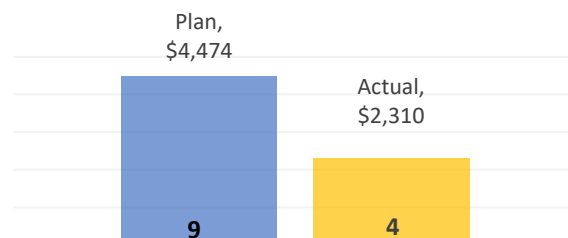
**Actual: \$9,238**

### Cost Per Participant



**2** New enrolled participants

### Cost Per Work Experience

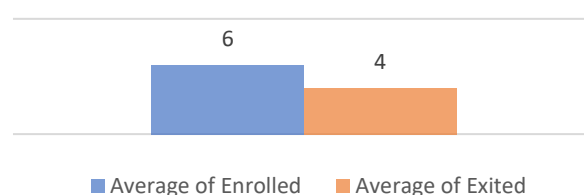


**44%** Planned participants in WEX

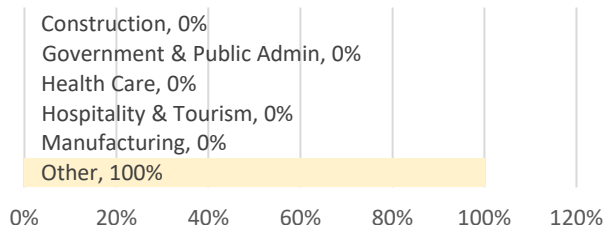
### Exit Status

| Exits to Employment / Education |                                    | Planned |
|---------------------------------|------------------------------------|---------|
| <b>33%</b>                      | 3 Closed & exited to date          | 11      |
|                                 | 1 Exited to Employment / Education | 9       |

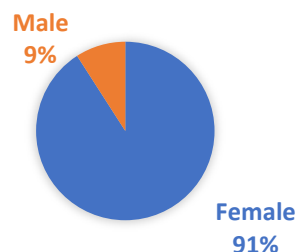
### Months in Program



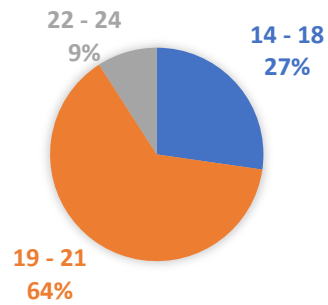
### Employment in Industry Sectors



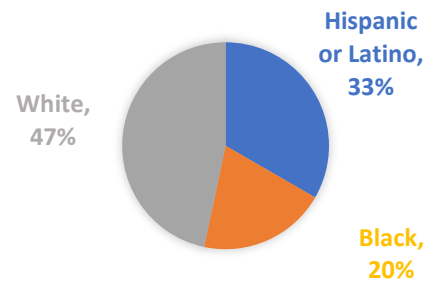
### Gender of Enrolled Participants



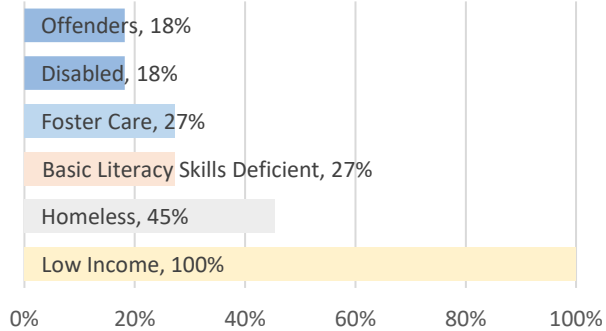
### Age of Enrolled Participants



### Race / Ethnicity



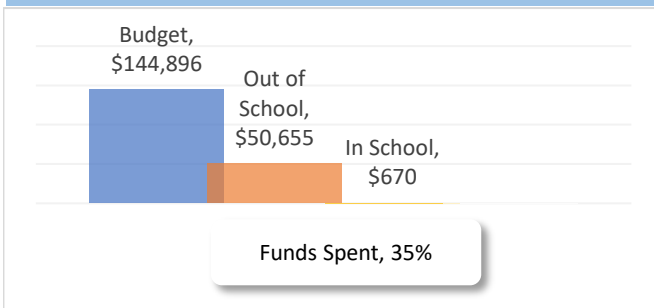
### Participant Barriers



### Enrolled Veterans

**0%**  
of enrolled participants are veterans

### Operating & Support Services Expenditures



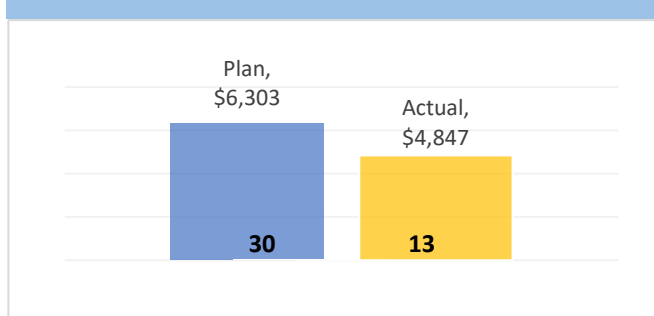
**99%** Funds spent on out of school youth  
**1%** Funds spent on in school youth

### Work Experience Requirement

**Requirement: \$37,821**

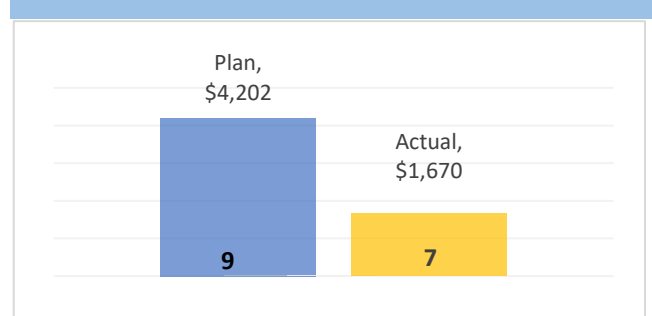
**Actual: \$11,692**

### Cost Per Participant



**1** New enrolled participants

### Cost Per Work Experience

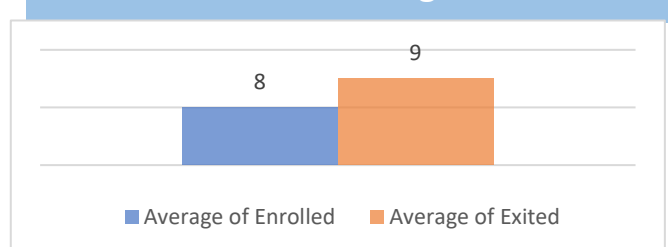


Planned participants in WEX

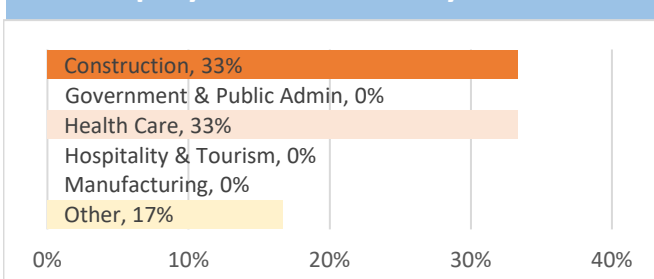
### Exit Status

| Exits to Employment / Education |   |                                  | Planned |
|---------------------------------|---|----------------------------------|---------|
| <b>63%</b>                      | 8 | Closed & exited to date          | 14      |
|                                 | 5 | Exited to Employment / Education | 12      |

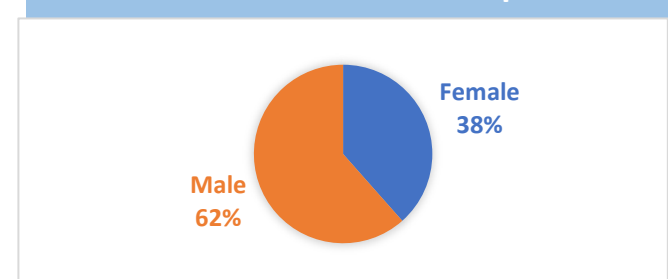
### Months in Program



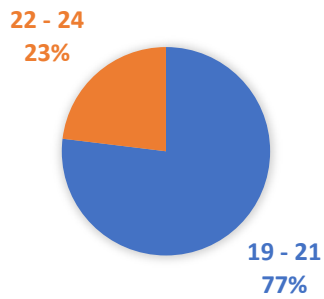
### Employment in Industry Sectors



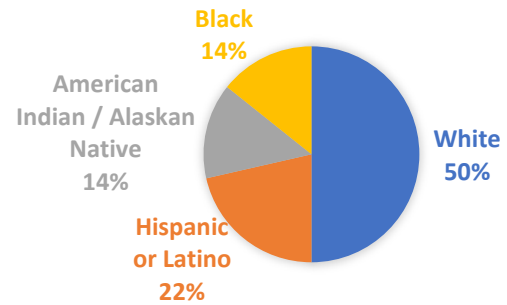
### Gender of Enrolled Participants



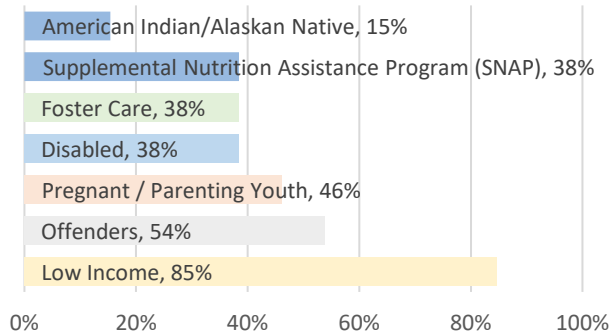
### Age of Enrolled Participants



### Race / Ethnicity



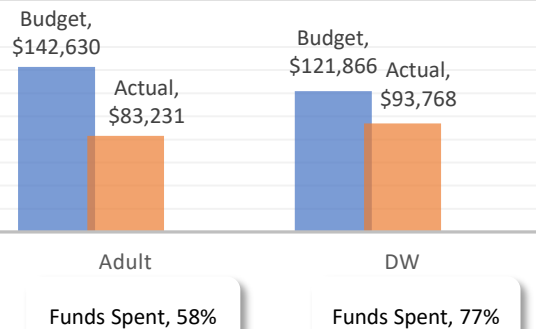
### Participant Barriers



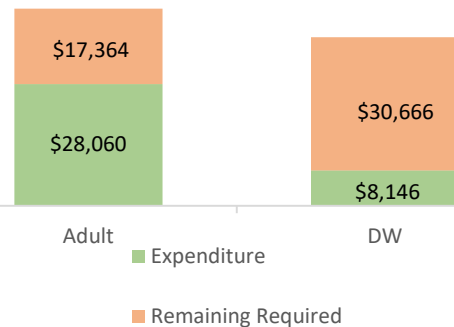
### Enrolled Veterans

**0%**  
of enrolled participants are veterans

### Operating & Supportive Services Expenditures



### Training Requirement - 20%



43% Achieved at 50% of the Program Year

### Leveraged Training Funds

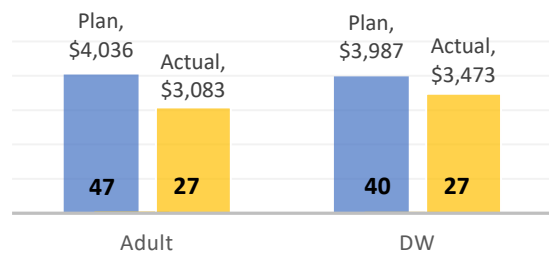
**\$27,805** Leveraged Training Funds\*

### Obligated Training Funds

**\$72,579** Obligated Training Funds\*

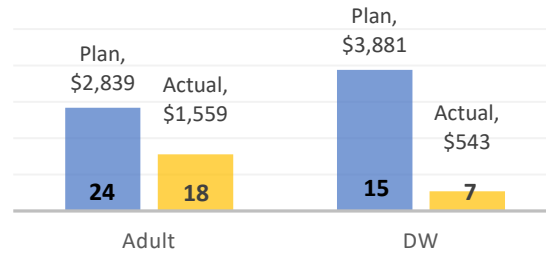
\*Provider reported amounts for fiscal year 2018-19 up to 12/12/2018

### Cost Per Participant



**5** New enrolled participants - Adult  
**18** New enrolled participants - DW

### Training Cost Per Participant



**64%** Planned participants in training

### Exit to Employment

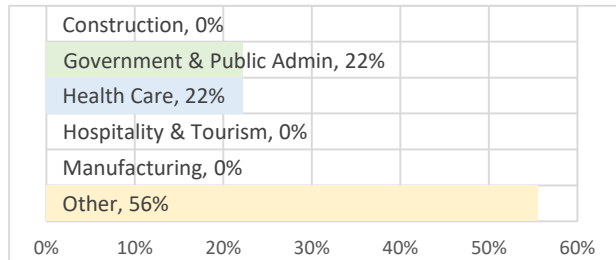
| Adult       | Exits                     | Planned |
|-------------|---------------------------|---------|
| <b>40%</b>  | 5 Closed & exited to date | 32      |
|             | 2 Exited to employment    | 19      |
| DW          | Exits                     | Planned |
| <b>100%</b> | 7 Closed & exited to date | 15      |
|             | 7 Exited to employment    | 9       |

### Exit to Training Related Employment

| Adult      | Exits                         |
|------------|-------------------------------|
| <b>50%</b> | 4 Received training           |
|            | 2 Training related employment |
| DW         | Exits                         |
| <b>50%</b> | 2 Received training           |
|            | 1 Training related employment |

## Employment in Industry Sectors

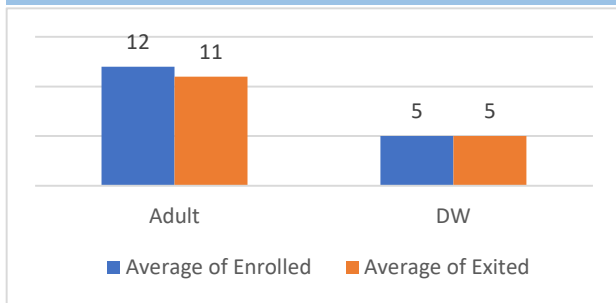
Percent of employments in priority industry sectors



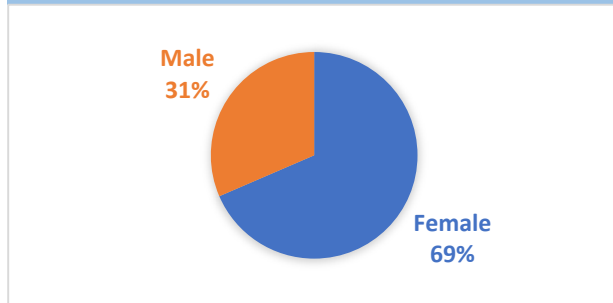
## Training Documentation Achieved

|              |                                 |
|--------------|---------------------------------|
| <b>Adult</b> | (credentials, certificate, etc) |
| <b>33%</b>   | 6 Ended training services       |
|              | 2 Received training document    |
| <b>DW</b>    | (credentials, certificate, etc) |
| <b>100%</b>  | 1 Ended training services       |
|              | 1 Received training document    |

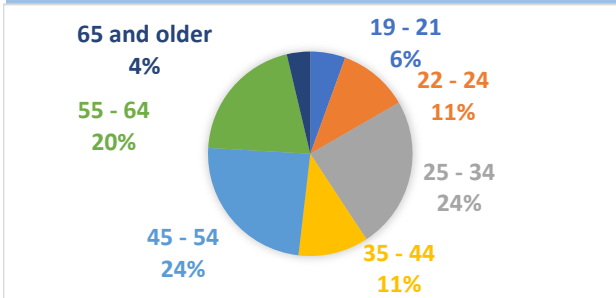
## Months in Program



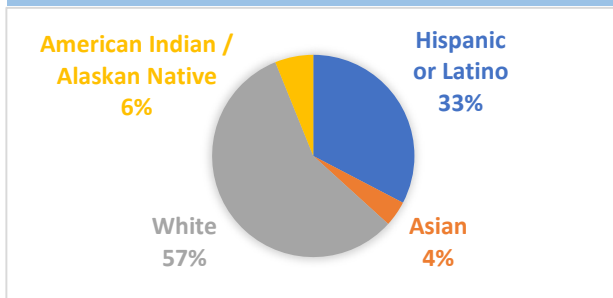
## Gender of Enrolled Participants



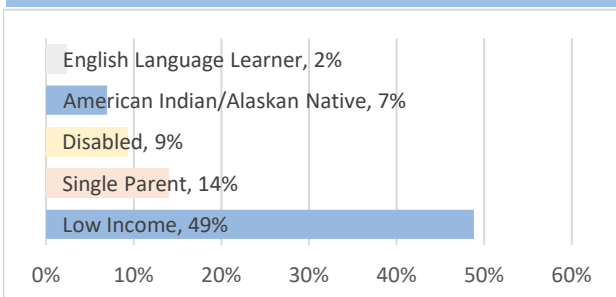
## Age of Enrolled Participants



## Race / Ethnicity



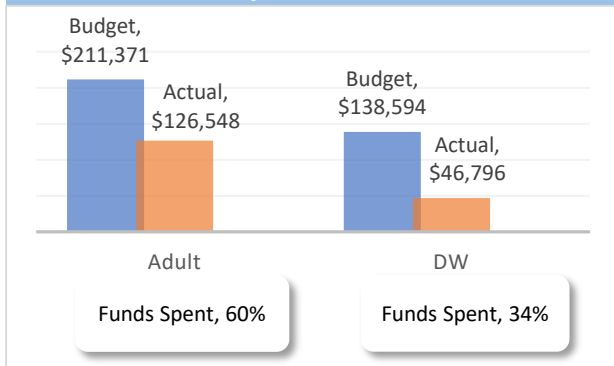
## Participant Barriers



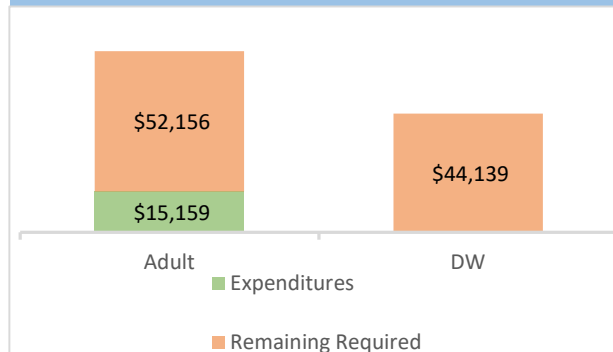
## Enrolled Veterans

**7%**  
of enrolled participants are veterans

### Operating & Support Services Expenditures



### Training Requirement - 20%



14% Achieved at 50% of the Program Year

### Leveraged Training Funds

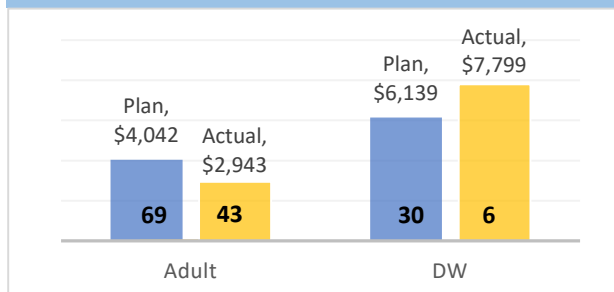
**\$24,700** Leveraged Training Funds\*

### Obligated Training Funds

**\$29,543** Obligated Training Funds\*

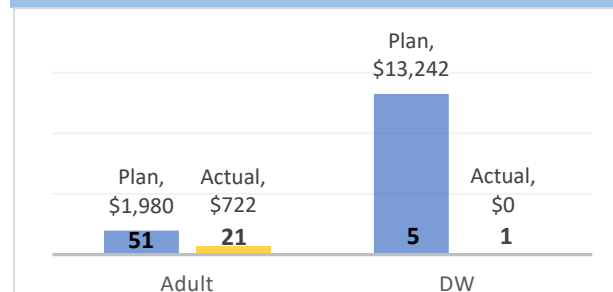
\*Provider reported amounts for fiscal year 2018-19 as of 12/31/2018

### Cost Per Participant



**16** New enrolled participants - Adult  
**5** New enrolled participants - DW

### Training Cost Per Participant



**39%** Planned participants in training

### Exit to Employment

| Adult       | Exits                      | Planned |
|-------------|----------------------------|---------|
| <b>56%</b>  | 16 Closed & exited to date | 30      |
|             | 9 Exited to employment     | 20      |
| DW          | Exits                      | Planned |
| <b>100%</b> | 1 Closed & exited to date  | 2       |
|             | 1 Exited to employment     | 2       |

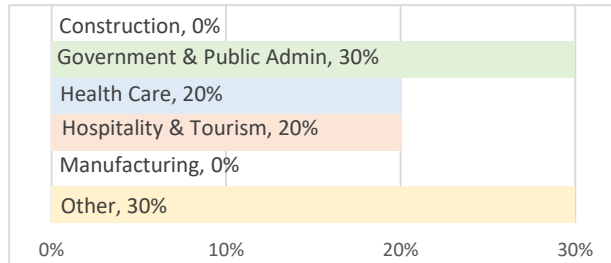
### Exit to Training Related Employment

| Adult      | Exits                         |
|------------|-------------------------------|
| <b>22%</b> | 9 Received training           |
|            | 2 Training related employment |
| DW         | Exits                         |
| <b>0%</b>  | 1 Received training           |
|            | 0 Training related employment |



## Employment in Industry Sectors

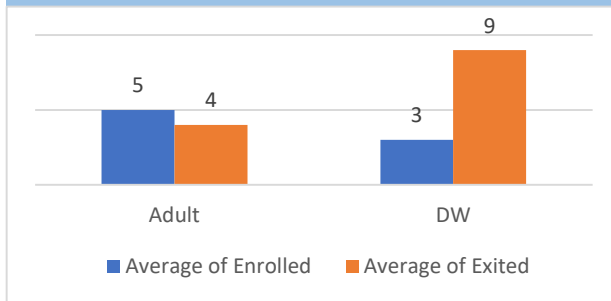
Percent of employments in priority industry sectors



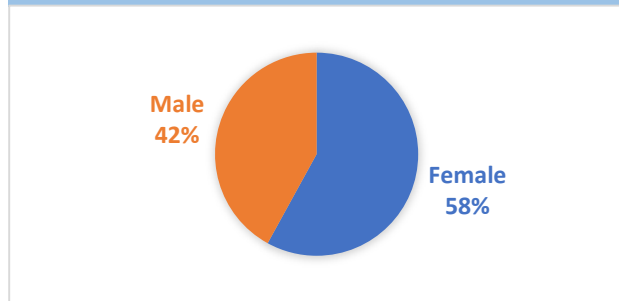
## Training Documentation Achieved

|              |                                 |
|--------------|---------------------------------|
| <b>Adult</b> | (credentials, certificate, etc) |
| <b>10%</b>   | 10 Ended training services      |
|              | 1 Received training document    |
| <b>DW</b>    | (credentials, certificate, etc) |
| <b>n/a</b>   | 0 Ended training services       |
|              | 0 Received training document    |

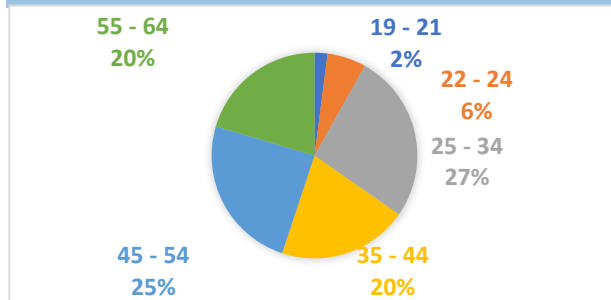
## Months in Program



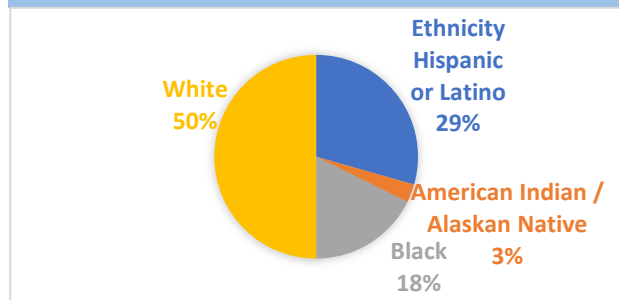
## Gender of Enrolled Participants



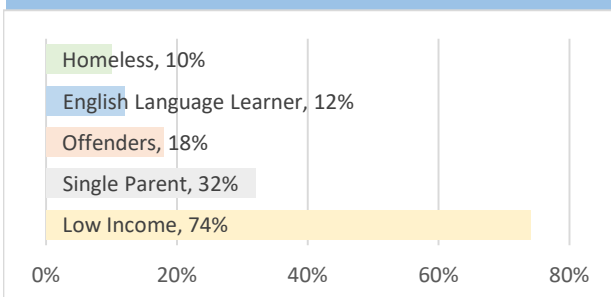
## Age of Enrolled Participants



## Race / Ethnicity



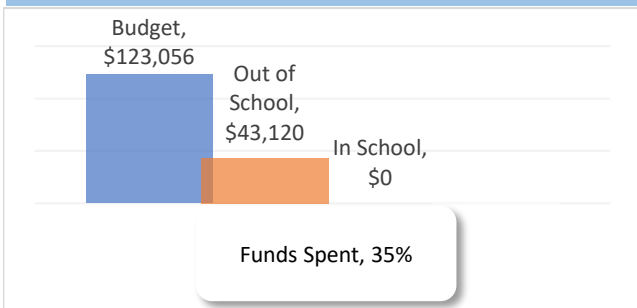
## Participant Barriers



## Enrolled Veterans

**4%**  
of enrolled participants are veterans

### Operating & Support Services Expenditures

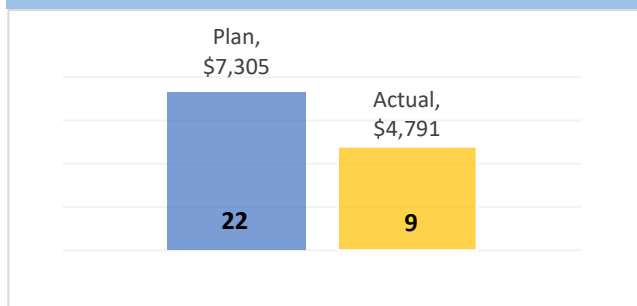


**100%** Funds spent on out of school youth  
**0%** Funds spent on in school youth

### Work Experience Requirement

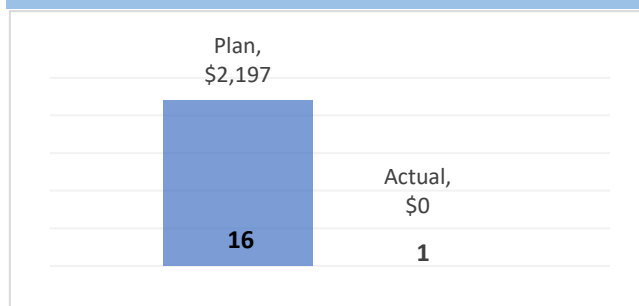
**Requirement: \$35,159**  
**Expenditures: \$0**

### Cost Per Participant



**6** New enrolled participants

### Cost Per Work Experience

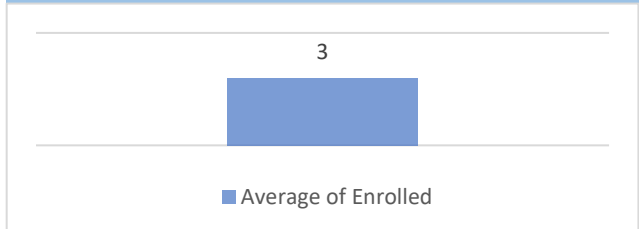


**6%** Planned participants in WEX

### Exit Status

| Exits to Employment / Education |                                    | Planned |
|---------------------------------|------------------------------------|---------|
| <b>0%</b>                       | 0 Closed & exited to date          | 5       |
|                                 | 0 Exited to Employment / Education | 3       |

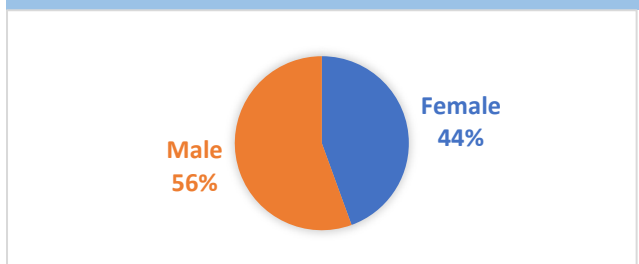
### Months in Program



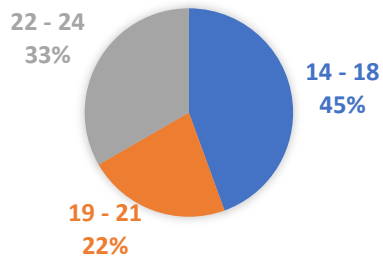
### Employment in Industry Sectors

There are no exits to employment to report.

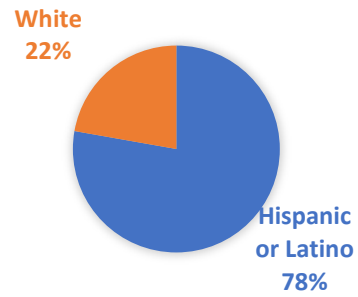
### Gender of Enrolled Participants



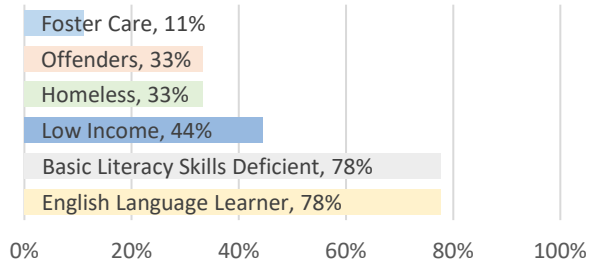
### Age of Enrolled Participants



### Race / Ethnicity



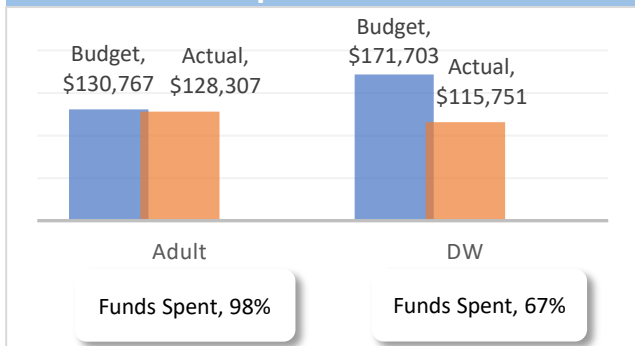
### Participant Barriers



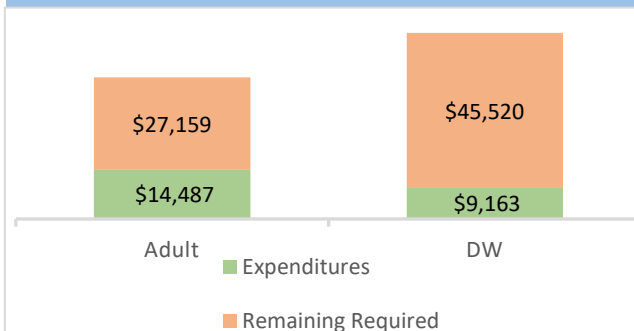
### Enrolled Veterans

**0%**  
of enrolled participants are veterans

### Operating & Support Services Expenditures



### Training Requirement - 20%



25% Achieved at 50% of the Program Year

### Leveraged Training Funds

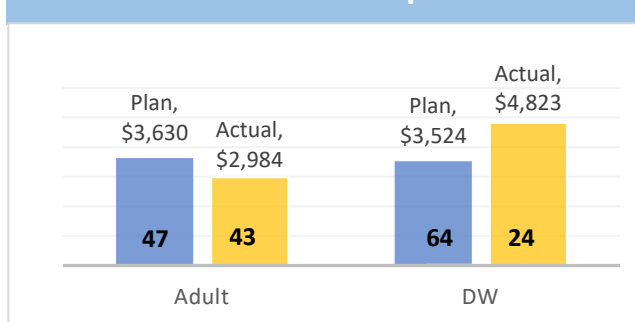
**\$46,642** Leveraged Training Funds\*

### Obligated Training Funds

**\$61,322** Obligated Training Funds\*

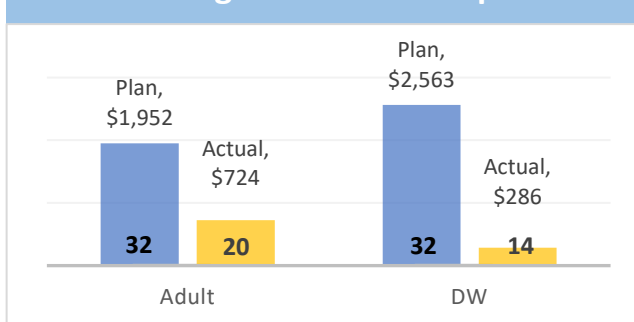
\*Provider reported amounts for fiscal year 2018-19 up to 12/12/18

### Cost Per Participant



**21** New enrolled participants - Adult  
**12** New enrolled participants - DW

### Training Cost Per Participant



**53%** Planned participants in training  
**0%** Funds leveraged for training

### Exit to Employment

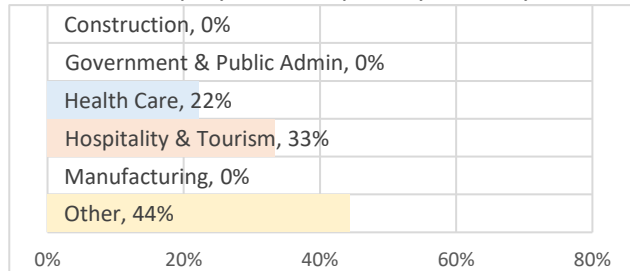
| Adult      | Exits                     | Planned |
|------------|---------------------------|---------|
| <b>56%</b> | 9 Closed & exited to date | 38      |
|            | 5 Exited to employment    | 32      |
| DW         | Exits                     | Planned |
| <b>80%</b> | 5 Closed & exited to date | 52      |
|            | 4 Exited to employment    | 46      |

### Exit to Training Related Employment

| Adult      | Exits                         |
|------------|-------------------------------|
| <b>0%</b>  | 5 Received training           |
|            | 0 Training related employment |
| DW         | Exits                         |
| <b>60%</b> | 5 Received training           |
|            | 3 Training related employment |

## Employment in Industry Sectors

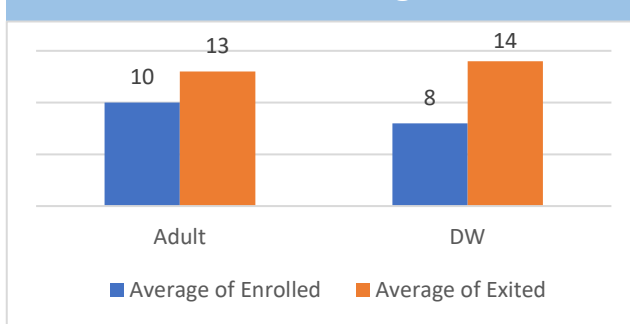
Percent of employments in priority industry sectors



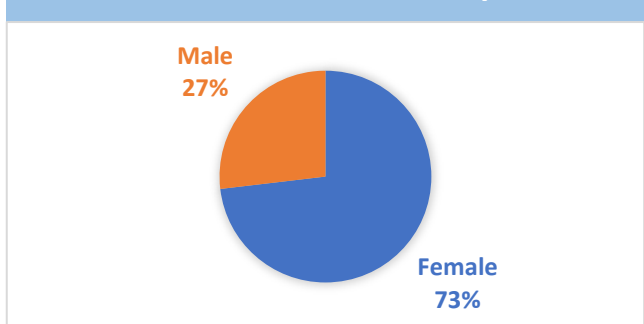
## Training Documentation Achieved

|              |   |
|--------------|---|
| <b>Adult</b> | (credentials, certificate, etc)                           |
| <b>14%</b>   | 7 Ended training services<br>1 Received training document |
| <b>DW</b>    | (credentials, certificate, etc)                           |
| <b>33%</b>   | 6 Ended training services<br>2 Received training document |

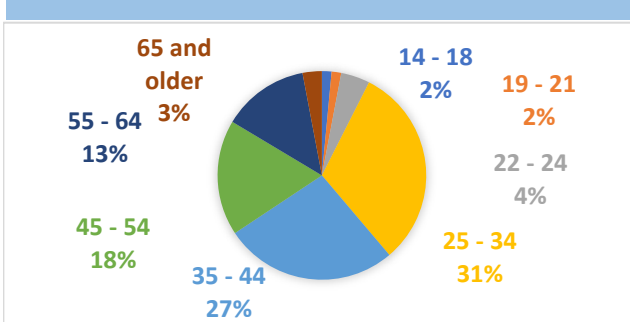
## Months in Program



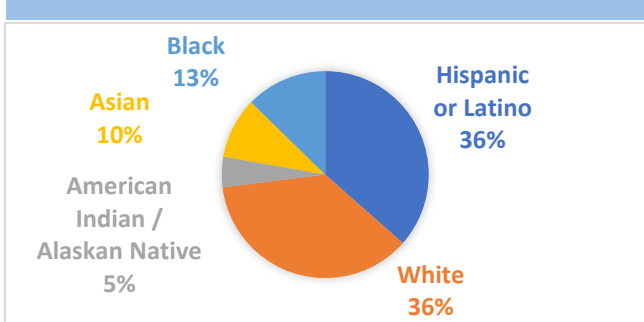
## Gender of Enrolled Participants



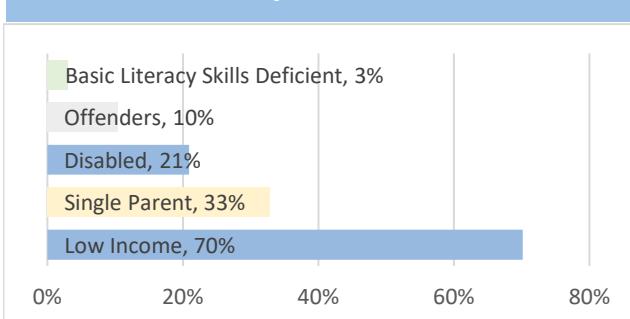
## Age of Enrolled Participants



## Race / Ethnicity



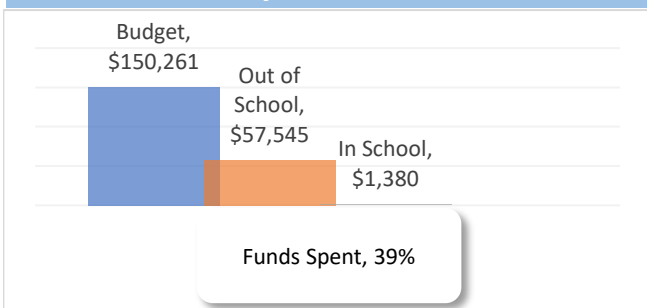
## Participant Barriers



## Enrolled Veterans

**0%**  
of enrolled participants are veterans

### Operating & Support Services Expenditures

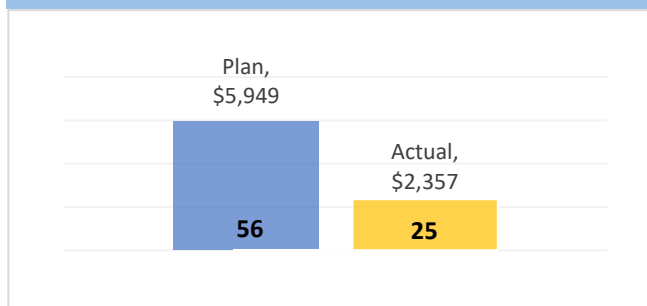


**98%** Funds spent on out of school youth  
**2%** Funds spent on in school youth

### Work Experience Requirement

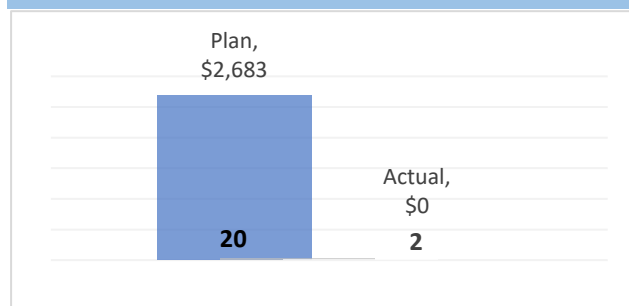
**Requirement: \$53,669**  
**Actual: \$0**

### Cost Per Participant



**1** New enrolled participants

### Cost Per Work Experience

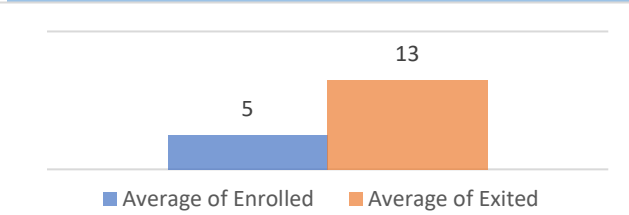


**10%** Planned participants in WEX

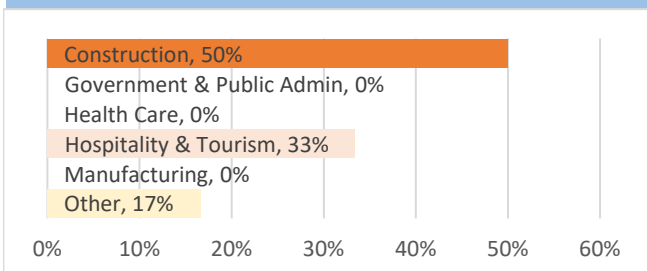
### Exit Status

| Exits to Employment / Education |                                    | Planned |
|---------------------------------|------------------------------------|---------|
| <b>26%</b>                      | 23 Closed & exited to date         | 40      |
|                                 | 6 Exited to Employment / Education | 28      |

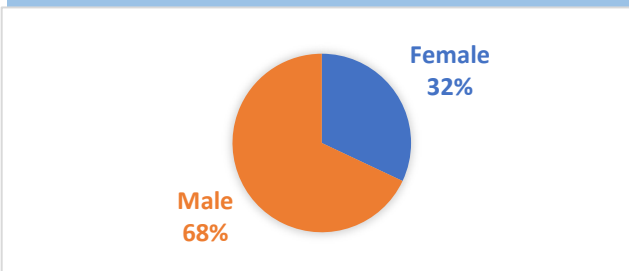
### Months in Program



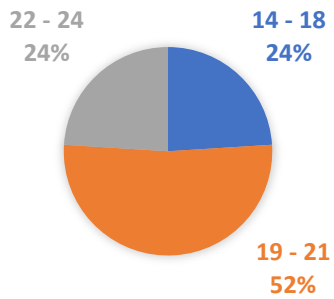
### Employment in Industry Sectors



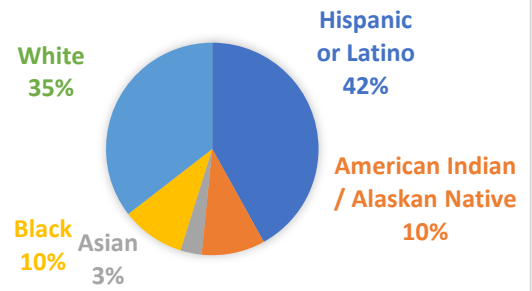
### Gender of Enrolled Participants



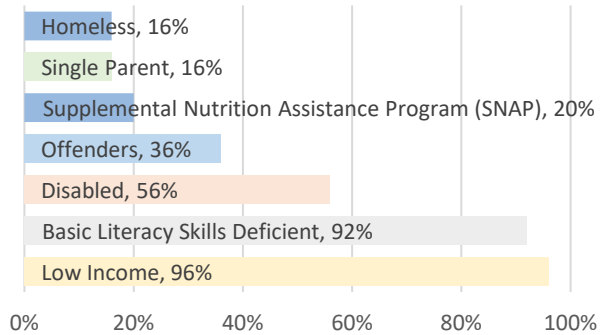
### Age of Enrolled Participants



### Race / Ethnicity



### Participant Barriers




















### Enrolled Veterans

**0%**  
of enrolled participants are veterans

Workforce Alliance of the North Bay  
Providers of Services Report  
Program Year 2018-2019  
Quarter 2, 50% of Program Year

ATTACHMENT III.E2

|  |              |                   | Carry-ins<br>from PY17-18 | New Clients | Total Enrolled |                     |                        | Placements<br>Area Plan = 80% |                     |                        | Exits<br>Area Plan = 80%  |                           |  | Training Requirement - (20%)<br>Area Plan = 100% |                     |                           | Contract Budget<br>Quarter 2 |              |                     |          |
|---|--------------|-------------------|---------------------------|-------------|----------------|---------------------|------------------------|-------------------------------|---------------------|------------------------|---------------------------|---------------------------|--|--|---------------------|---------------------------|------------------------------|--------------|---------------------|----------|
|   |              |                   |                           |             | (Qtr 2) Actual | Area Plan for<br>PY | % Achieved of<br>Qtr 2 | (Qtr 2) Actual                | Area Plan for<br>PY | % Achieved of<br>Qtr 2 | (Qtr 2) Positive<br>Exits | (Qtr 2) Negative<br>Exits | (Qtr 2) % of<br>Positive Exits<br>to Total Exits | WIOA Funds<br>Spent                              | Requirement-<br>20% | % Achieved of<br>Training | (Qtr 2)<br>Expended          | Budget in PY | Total %<br>Achieved | Combined |
| Lake  | MPIC         | Adult             | 16                        | 14          | 30             | 52                  | 58%                    | 11                            | 16                  | 69%                    | 11                        | 1                         | 91.7%  | \$ 16,000  | \$ 46,120           | 34.7%                     | \$145,630                    | \$190,934    | 76.3%               | 79%      |
|   |              | Dislocated Worker | 10                        | 17          | 27             | 44                  | 61%                    | 10                            | 13                  | 77%                    | 10                        | 1                         | 90.9%  | \$ 8,198   | \$ 38,563           | 21.3%                     | \$132,626                    | \$159,651    | 83.1%               |          |
| Mendocino   | MPIC         | Adult             | 22                        | 5           | 27             | 47                  | 57%                    | 2                             | 19                  | 11%                    | 2                         | 3                         | 40.0%  | \$ 28,060  | \$ 45,424           | 61.8%                     | \$122,683                    | \$188,054    | 65.2%               | 69%      |
|   |              | Dislocated Worker | 9                         | 18          | 27             | 40                  | 68%                    | 7                             | 9                   | 78%                    | 7                         | 0                         | 100.0%   | \$ 8,146   | \$ 38,811           | 21.0%                     | \$116,554                    | \$160,677    | 72.5%               |          |
| Marin   | Marin<br>HHS | Adult             | 27                        | 16          | 43             | 69                  | 62%                    | 9                             | 20                  | 45%                    | 9                         | 7                         | 56.3%  | \$ 15,159  | \$ 67,315           | 22.5%                     | \$141,707                    | \$278,686    | 50.8%               | 41%      |
|   |              | Dislocated Worker | 1                         | 5           | 6              | 30                  | 20%                    | 1                             | 2                   | 50%                    | 1                         | 0                         | 100.0%   | \$ -   | \$ 44,139           | 0.0%                      | \$46,796                     | \$182,733    | 25.6%               |          |
| Napa  | Napa<br>HHSA | Adult             | 22                        | 21          | 43             | 47                  | 91%                    | 5                             | 32                  | 16%                    | 5                         | 4                         | 55.6%  | \$ 14,487  | \$ 41,646           | 34.8%                     | \$142,794                    | \$172,413    | 82.8%               | 67%      |
|   |              | Dislocated Worker | 12                        | 12          | 24             | 64                  | 38%                    | 4                             | 46                  | 9%                     | 4                         | 1                         | 80.0%  | \$ 9,163   | \$ 54,683           | 16.8%                     | \$124,914                    | \$226,386    | 55.2%               |          |
| System Totals   |              |                   | 119                       | 108         | 227            | 393                 |                        | 49                            | 157                 |                        | 49                        | 17                        |  | \$99,213   | \$376,701           | 26.3%                     | \$973,704                    | \$1,559,534  | 62%                 |          |

| Enrolled  | Placements   | Exits  | Training  | Contract Budget  |
|---|--|--|---|--|
|  40% and above   |  40% and above    |  80% and above    |  50% and above   |  Greater than 50%   |
|  35% to 39.9%    |  35% to 39.9%     |  70% to 79.9%     |  49.9% and below |  32% to 50%         |
|  34.9% or below |  34.9% and below |  69.9% and below |   |  22% to 31.9%      |
|   |  |  |   |  21.9% or below   |
|   |  |  |   |  Missing invoices |





**TO:** GOVERNING BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER III.F – APPROVE MEMORANDUM OF UNDERSTANDING OUTLINING STRUCTURE AND RESPONSIBILITIES  
**DATE:** MARCH 15, 2019  
**CC:** FILE

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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;”

The JPA Agreement also specifies under Paragraph 16 - Staffing of the Agency that

- (1) “The Governing Board of the Agency shall appoint an Executive Director who shall be responsible for the administration of the Agency. The Executive Director shall have the ability to hire/or contract other necessary staff in consultation with the WDB and with the approval of the Agency’s governing Board.”

As a public agency in the State of California with responsibility to receive, disburse and oversee Federal and State dollars on behalf of Marin, Napa, Lake and Mendocino counties, the Workforce Alliance of the North Bay is monitored by the Employment Development Department a minimum of two times a year. At its last fiscal and procurement monitoring, the State of California provided the WANB with an observation regarding its organizational structure and requested the WANB implement specific steps to clarify the reporting relationship of the Executive Director to the Governing Board of the WANB and ensure that the Workforce Board, Governing Board and Napa Board of Supervisors (employer of record) are clear about roles and responsibilities. As such, the attached MOU outlines roles and responsibilities of each body, in relation to the Executive Director.

#### **STAFF RECOMMENDATION:**

Approve Memorandum of Understanding and empower Governing Board Chair to sign appropriate documents.

**AGREEMENT ON ROLES AND RESPONSIBILITIES**  
**BETWEEN the**  
**WORKFORCE ALLIANCE OF THE NORTH BAY GOVERNING BOARD**  
**REGIONAL WORKFORCE DEVELOPMENT BOARD**  
**AND The**  
**NAPA COUNTY BOARD OF SUPERVISORS**  
**(“The Parties”)**  
**Under the WORKFORCE INNOVATION AND OPPORTUNITY ACT**

**WHEREAS**, California has determined that workforce development is critical to the longterm economic health of the state, and

**WHEREAS**, the driving force for the envisioned workforce development system should be local, employer driven partnerships focused upon continuous improvement of customer services, and

**WHEREAS**, cost effective grant management, oversight and strategic planning for the local partnerships, is best provided through intergovernmental collaboration, and

**WHEREAS**, the State of California Workforce Board (“State Board”) established pursuant to the Workforce Innovation and Opportunity Act (“WIOA”) is required to designate Workforce Development Areas (“Areas”), and

**WHEREAS**, each Area shall have a local Workforce Development Board (“WDB”) appointed by Chief Local Elected Officials in accordance with the WIOA and State criteria, and

**WHEREAS**, each Area shall elect to execute an agreement between the Local Elected Officials (“Governing Board”) and the WDB to specify the joint roles, responsibilities and powers, and

**WHEREAS**, the Napa County Board of Supervisors has a staff member with the necessary skills and experience to lead the Workforce Alliance of the North Bay; and

**WHEREAS**, the Workforce Alliance of the North Bay Governing Board has elected to contract with the Napa County Board of Supervisors to provide Executive Director staff support to fulfill the roles and responsibilities of the parties as outlined in this agreement; and

**WHEREAS**, The parties agree that this agreement is necessary to clearly articulate the roles and responsibilities of each party in writing in order to clearly show authority of each party and mitigate perceived or real questions of Conflict of Interest.

**WHEREAS**, the Governing Board agrees to cover all staff costs associated with its decisions

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. AREA DESIGNATION The State of California has designated the counties of Napa, Marin, Lake and Mendocino as a single Workforce Development Area.
2. AREA NAME The Area shall be entitled the North Bay Area.

3. THE CHIEF LOCAL ELECTED OFFICIAL The Chair of the Workforce Alliance of the North Bay Governing Board shall act as the Chief Local Elected Official (“CLEO”). The Chief Local Elected Official is responsible for:

- Presiding at all meetings of the Governing Board in accordance with Robert’s Rule of Order
- Placing matters on the agenda
- Appointing Ad Hoc committees
- Executing agreements approved by the Governing Board on behalf of the WANB
- Providing direction to the Executive Director staff of the Governing Board

4. GOVERNING BOARD ROLE The **Governing Board** has a critical role in the creation and oversight of the workforce system in Marin, Napa, Mendocino and Lake counties 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 in 2017.
- Work with the regional board and the Governor to negotiate local performance accountability measures as part of the local plan in 2017.
- 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).

5. REGIONAL WORKFORCE DEVELOPMENT BOARD ROLE The work of the **Regional Board** is performed in partnership with the Governing Board. The role of Regional Board is to direct federal, state and local funding to workforce development programs within the Regional Area. Additionally, the Regional Board conducts research on these programs and the needs of their regional economy. They also competitively procure and oversee the American Job and Career Center systems (AJCC’s), where job seekers can get employment information, find out about career development & training opportunities and connect to various employment and support programs in their area. AJCC’s also provide many no-cost services to employers as well.

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

- Submission of a local plan
- Workforce research and regional labor market analysis
- Convening, brokering, and leveraging of local stakeholders
- Sector partnerships and employer engagement
- Education partnerships and career pathways development
- Promote and disseminate information on proven and promising practices
- Develop strategies for using technology to maximize accessibility and effectiveness if the local workforce development system
- Program oversight
- Negotiation of local performance measures
- Competitive selection and ongoing oversight of service providers

- Coordination with education and training providers, including reviewing the applications to provide adult education and literacy activities in the local area to ensure alignment with the local plan
- Budget and administration
- Annual assessment of one stop to ensure accessibility for individuals with disabilities

6. **NAPA COUNTY BOARD OF SUPERVISORS** The Napa County Board of Supervisors is the employer of record for the Executive Director and his/her administrative support staff. As such, the County of Napa Board of Supervisors is responsible for assuring that staff of Agency shall remain Napa County employees and shall be entitled to the rights and privileges given to Napa County employees as delineated in bargaining agreements and Memoranda of Understanding covering represented employees and various policies and procedures covering management classified staff. The Executive Director shall take policy direction and direction for all Workforce Alliance of the North Bay work exclusively from the Governing Board.

7. **STAFF SUPPORT** The Workforce Alliance, as established through the Joint Powers Agreement between Napa, Marin, Lake and Mendocino, shall be the grant recipient and administrative entity for the workforce development area and shall be responsible for ensuring staff support to both the Regional Workforce Development Board and all of its committees, and the Governing Board. All staff costs associated with the work of the Workforce Alliance of the North Bay shall be paid entirely by the Governing Board in accordance with its annually approved budget.

The Governing Board will decide on the hiring, compensation and discharge of an Executive Director for the administration of Workforce Alliance of the North Bay business. The Executive Director will be responsible for the organizational framework and subsequent staffing to achieve the business of the board(s) as set forth in this agreement. Parties agree that classification and compensation for the Executive Director shall be set in the following manner.

1. Governing Board and Napa County Board of Supervisors shall mutually agree to engage a third-party consultant to conduct a compensation analysis and report. The engagement and cost for this service will be fully borne by the Governing Board.
2. Governing Board and Napa County Board of Supervisors will mutually agree to classification and compensation for the Executive Director.
3. Napa County Board of Supervisors shall set classification and compensation at the mutually agreed level.

8. **JOINT WORKFORCE DEVELOPMENT BOARD – EXECUTIVE COMMITTEE/GOVERNING BOARD ANNUAL MEETING** On an annual basis the Governing Board and the Regional Workforce Development Board's Executive Committee shall meet jointly at an annual meeting, sharing an agenda for the conduct of Workforce Alliance business. Either the RWDB or the Governing Board may, at their discretion, schedule additional, separate meetings, or additional joint meetings, of all or a portion of their members.

9. **DISPUTE RESOLUTION** It is the joint authority and responsibility of both the Governing Board and the Regional Workforce Development Board to ensure an effective workforce delivery system which provides the most beneficial mix of program services to the residents and employers of the Workforce Alliance Area. It is further the shared responsibility and authority of the partners to stimulate the active, effective participation of all sectors of the community in the provision of workforce development services through the local One Stops. To these ends, the Workforce Development Board (WDB) and Governing Board agree to operate the Workforce Alliance as partners, with the same goals and commitments to the Area.

Should a disagreement arise between the WDB and Governing Board, all reasonable efforts shall be taken to informally resolve the issue, including discussion of the item at a joint meeting of the Regional Workforce Development Board and Governing Board. In the event that agreement cannot be reached informally the Regional Workforce Development Board may choose to cede to the decision of the Governing Board or articulate and submit the issue and remedy sought to a five-member panel consisting of two representatives selected by the WDB, two representatives selected by the Governing Board, and a fifth, representative agreed to by both parties. If the parties cannot agree on the fifth impartial member, the Executive Director shall be responsible for selecting the fifth member. The five-member panel so selected, shall meet as soon as possible after the fifth member is selected and shall, by majority vote, resolve the disagreement. The resolution so reached shall be consistent with the then current law, regulations, and related rules and shall be binding upon the parties.


**IN WITNESS WHEREOF**, this Agreement was executed by the Parties hereto as of the date first above written.

**APPROVED BY:**

\_\_\_\_\_  
Jeri Hansen, Chair  
Workforce Alliance of the North Bay  
Regional Workforce Development Board

\_\_\_\_\_  
Damon Connolly, President  
Workforce Alliance of the North Bay  
Governing Board

**APPROVED AS TO FORM:**

By:   
\_\_\_\_\_  
Jack Govi, Counsel,  
Workforce Alliance of the North Bay

**NAPA COUNTY**, a political subdivision of  
the State of California

\_\_\_\_\_  
RYAN GREGORY, Chairman of the  
Board of Supervisors

"COUNTY"

|   |  |  |
|---|--|--|
| <p>APPROVED AS TO FORM<br/>Office of County Counsel</p> <p>By: _____<br/>Deputy County Counsel</p> <p>Date: _____</p> | <p>APPROVED BY THE NAPA<br/>COUNTY<br/>BOARD OF SUPERVISORS</p> <p>Date: _____<br/>Processed By: _____<br/>Deputy Clerk of the Board</p> | <p>ATTEST: JOSE LUIS VALDEZ<br/>Clerk of the Board of Supervisors</p> <p>By: _____</p> |
|---|--|--|