



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

**REGIONAL WORKFORCE DEVELOPMENT BOARD  
 POLICY AND OVERSIGHT COMMITTEE MEETING  
 MEETING MINUTES**

**Tuesday, June 4, 2019  
 3:00 PM**

Locations:

**Napa County:** Workforce Alliance of the North Bay,  
 1546 First Street, Second Floor, Napa, CA  
**Mendocino County:** 208 B. South Oak St. Ukiah, CA  
**Marin County:** 734 A Street Suite 6, San Rafael, CA

**CALL TO ORDER**

I. A. Introductions  
 Chair Amar Inalsingh called the meeting to order at 3:14. Heather Gurewitz, Paul Castro, Cecilia Zamora, Bruce Wilson, Laura Davis, Tamara Ochoa, in attendance.  
 B. Public Comment – None.

**CONSENT CALENDAR**

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

II. A. April 4, 2019 Meeting Minutes  
 Chair Inalsingh confirmed that members reviewed the minutes.  
 Motion to approve the Minutes: Heather Gurewitz  
 Second: Paul Castro  
 Motion carried: 3-0  
 Yea: 3  
 Nay: 0  
 Abstentions: Cecilia Zamora

**REGULAR CALENDAR**

III. A. Review 2018-19 April Performance Reports. – **(Possible Action)**  
 Presentation by:

- CareerPoint Lake - (Mendocino Private Industry Council)
- CareerPoint Mendocino - (Mendocino Private Industry Council)
- CareerPoint PPSC – (Petaluma People Services Inc.)
- CareerPoint Marin – (Marin County Health and Human Services)
- CareerPoint Napa – (Napa County Health and Human Services Agency)

Executive Director, Bruce Wilson explained that WANB staff requested each service provider present to this committee a review of the current status of enrollments and program services and provide explanation for performance goals that may not be met by the end of the program year. Operations Manager, Laura Davis, reported the Marin County Health and Human Services (HHS) staff are attending training and will not be able to present. Petaluma People Services Center (PPSC) will present first via conference call at 3:30, Napa County Health and Human Services Agency will present second in person, and third, Mendocino Private Industry Council (MPIC) will call in after 4pm.

Laura Davis reviewed the attached program reports. She provided the background on how the numbers are formulated. Enrollment numbers are calculated based on cost per calculations identified in the providers

proposals. Exits can be more difficult to plan but are most predictable for training participants. On the Lake and Mendocino Adult and Dislocated Worker Plans an additional table is included with an overview of the Dislocated Worker Fire Grant status. Lake and Mendocino Youth Program plans include participant information from both Redwood Community Services (RCS) who had the contract through September and MPIC who had the youth contract starting in October.

Laura provided the committee with a handout of suggested questions for each area. It also provided each services training requirement and how much providers have reported spending to date. The committee reviewed the questions for Marin County adult and dislocated worker programs. The committee discussed concerns regarding the low number of certificates received by participants that received training as well as a low number of those exiting to training related jobs. In addition, Marin County HHS has only achieved 32% of enrolled dislocated worker participants. Laura reported Marin County HHS has requested a transfer of funds from dislocated worker to adult; this will lower the dislocated worker planned numbers and increase the adult planned numbers.

Elece Hempel, Executive Director from PPSC joined the committee via conference call. PPSC has enrolled 10 of 19 planned youth. Currently they have 13 participants, 1 pre-apprenticeship and no exited participants. It is a requirement that at least 80% of the youth are out of school and no more than 20% are in school. Currently, they have 77% out of school and 23% in school. Elece explained the youth being served have multiple barriers and finding a job is not the first priority for many of them. Those that are working are not looking for a career path, but a paycheck to meet their immediate needs, like food.

Paul Castro inquired if PPSC and its staff not being located in Marin County is a part of the issue. Elece responded PPSC has been conducting a lot of outreach to the youth in Marin county and creating relationships with the schools, probation, and social service agencies. Building their reputation with the youth and creating these relationships has taken longer than anticipated.

Committee members inquired if the youth being targeted are the right population since they are not ready for employment. Bruce explained PPSC is a social service program first and the WIOA funding was to allow them to build a work program element into their existing program. However, PPSC has not been able to transition the youth from social service to employment as predicted and has struggled to enroll new participants. Bruce recommends continuing the contract with PPSC next year; the committee asked what would be done differently. Elece stated more collaboration with the other youth agencies in the region to share what is working would be helpful. Cecilia Zamora recommended a supported youth counsel be developed, however, Bruce clarified this could not be funded with the WIOA program dollars.

Teresa Brown, Program Manager for Napa County HHSA, presented to the committee. She distributed a PowerPoint handout titled WIOA Program Update May 2019. Teresa explained Napa County HHSA had requested to move money from dislocated worker to adult but were denied due to the timeframe/contract completion status. Teresa stated she has reviewed applicants eligibility, and most qualify for adult not dislocated worker services. However, recently a local yogurt company closed which increased enrollments in the last few months. They have formally requested to change next year's numbers and funding to support more adults than dislocated workers. Laura clarified the allocations are established by the state. We may transfer up to 50% of the dislocated worker funds; paperwork must be completed, submitted and approved by the board and sent to the state.

Teresa predicts they will be meeting and may be exceeding both the dollar amount and number of participants in training services. She has been working with the county to make the process for On-The-Job Trainings (OJTs) more efficient and modifying the contract language to be more friendly for employers. She is confident they will have more OJTs as the process continues to improve.

The committee reviewed the youth enrollments. Teresa does not believe Napa County HHS will be meeting the planned enrollments this year. The youth eligibility requirement is difficult to meet; youth have difficulty providing the documents required and sharing the issues that would make them eligible. Many times, older youth enroll as adults. Teresa reported they have made changes that are making it a faster process and see improvement for next year. Bruce suggested the board could assist with increasing connections with other youth organizations. Laura stated the counties current process doesn't support Work Experiences (WEX) which is an important tool for serving youth. Bruce suggested WEX could be run through a non-profit. Teresa responded she believes Napa County HHSA will be able to spend the money next year and would like to have the opportunity to continue to improve the WEX process similar to her improvements to the OJT process for adults.

Amar Inalsingh asked if Napa County HHSA is conducting business outreach. Teresa responded the program does include this and she is currently the person conducting the employer outreach.

@ 4:42 PM Heather Gurewitz had to leave the meeting.

Christy Guard, Programs Operations Director for MPIC joined the meeting via conference call. Laura Davis distributed a handout Christy prepared for the presentation. She reviewed the current enrollment numbers, explaining that they have recently completed 9 more applications and 17 are being evaluated for eligibility. They continue to conduct outreach in both areas. In Mendocino, dislocated worker numbers are higher than planned due to the Mendocino Complex Fire and TAA. Adult enrollments have been unusually low this year. Christy is investigating the reason for this and is speaking with CalWORKs to increase co-enrollments. She's found many adults are looking for temporary jobs.

Bruce stated MPIC staff organization shows only two people carrying a caseload for each area and a number of administrative and front desk staff. He stated it would make sense to have more staff touching clients and carrying cases, doing outreach, job listing, events, and other core services. Christy reported this is the first year MPIC has struggled with their WIOA numbers. The program has a good reputation and outcomes are good. She can report the struggles that have led to lower numbers, such as relocating a center and changing its name. The recent disasters have been a huge impact; as a result, adults are more interested in transitional work. Another big impact has been the loss of training programs in the area and significant changes in staffing at training and partner agencies. Typically, MPIC would have been meeting 50% of their planned numbers by first quarter.

MPIC has been focusing on rebuilding connections with those agencies and partners that have had dramatic change. They have been working with local businesses. Christy is currently on the chamber of commerce. She feels confident that next year these issues will be resolved.

### INFORMATION / DISCUSSION ITEMS

- |     |  |
|-----|--|
| IV. | <p>A. New member appointment. Workforce Alliance of the North Bay Regional Board Chair Hansen has appointed Cecilia Zamora, Executive Director of the Hispanic Chamber of Commerce to represent Marin County on the Policy and Oversight Subcommittee.</p> <p>Paul Castro asked if this item needs to have the subcommittees vote. Bruce explained it is informational only; the Regional Board has the authority to appoint to subcommittees.</p> |
|-----|--|

### MEMBER / DIRECTOR REPORTS

- |    |   |
|----|---|
| V. | <p>A. Member<br/>Cecilia Zamora stated that it looks like all areas are struggling with youth eligibility. She suggested the WANB do some kind of resource funding with non-profits or foundations to help.</p> |
|----|---|

Bruce reported he has been talking with the city of Marin about their youth program. They are local to that area and have the clients. It would be important for them to work with PPSC.

Paul Castro expressed concern about the low number of participants served. He suggested pay for performance contracts be considered in the future.

Bruce explained there are some restrictions but pay for progress or incremental funding is possible.

B. Director

Bruce stated the WANB staff has been reviewing dashboard reports from Solano and Sonoma counties. It looks like we are within range in many areas with our region. Staff is working to provide comparison information like this in the future.

Laura stated we are expecting performance numbers from the state.

**A D J O U R N**

VI.

A. Next meeting Tuesday, August 6, 2019

Chair Inalsingh adjourned the meeting at 5:29 PM.