



GOVERNING BOARD MEETING

AGENDA

Friday, March 19, 2021

9:00 AM

2550 N. State Street, Ste.3

Ukiah, CA 95482

Call-in number: +1 669 900 9128, Meeting ID: 955 3846 3564

Passcode: 131849

Zoom meeting link: <https://zoom.us/j/95538463564?pwd=NmInVmKxK21QRXJYZmpuWGtldzhJZz09>

CALL TO ORDER

- | | |
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| I. | <ul style="list-style-type: none"> A. Welcome, Introductions B. Public Comment C. Chair's Update – Damon Connolly D. Member's Update E. Executive Director's Update <ul style="list-style-type: none"> a. Governing Board and Executive Committee Retreat May 12, 9:00 am – 1:00 pm b. Legislative Updates c. Workforce Accelerator Grant 9.0 d. State Program and Fiscal Monitoring e. Speaker engagements |
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CONSENT CALENDAR

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

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| II. | A. Approve Meeting Minutes, December 18, 2020 [Attachment II.A] |
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REGULAR CALENDAR / DISCUSSION

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| III. | <ul style="list-style-type: none"> A. Appointment of Regional Workforce Board Members [Board Letter III.A] [Attachment III.A] (Action) B. Approve WANB Agreements [Board Letter III.B] (Action) C. WIOA Career Service Provider and One Stop Operator Selection – Staff will present the results of the recently completed One Stop Operator and Career Service Provider Procurement process that was designed to identify providers of services for each of the WANB Counties and each of our formula allocated programs. Staff seeks formal direction for next steps including contract negotiation and possible contract execution with selected providers of WIOA services. [Board Letter III.C] (Action) D. Ratification of Regional Workforce Development Board action to open a 30-day public comment period on the draft Regional Strategic Plan, effective March 15, 2021 and the draft Local Strategic Plan on April 5, 2021. Staff will provide an update on the progress of the Regional and Local Strategic Plan development [Board Letter III.D] (Action) E. BrightFutures Career Speaker Series – Staff will highlight an exciting new partner based initiative designed to share career insights with students and education professionals. (Information) F. Regional Job Fair – Staff will provide an overview of the April 8th Regional Job Fair in partnership with Sonoma County and seek board input and assistance in outreach and engagement. The new Virtual Premier job fair platform will be highlighted. (Information) G. Board and Stakeholder Communications – Staff will facilitate a discussion and ask for board member feedback on a communication preferences and strategies. Staff will seek to incorporate feedback and direction into staff practices as is possible. (Discussion) (Possible Action) |
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ADJOURN

- | | |
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| IV. | A. Adjourn |
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GOVERNING BOARD SPECIAL MEETING MINUTES

Friday, December 18, 2020

9:00 AM

WANB Administrative Office

1546 First Street, Second Floor, Napa

Call-in number: +1 669 900 9128, Meeting ID: 965 4983 1765

Passcode: 086519

CALL TO ORDER

I. A. Welcome, Introductions

Supervisor Connolly called the meeting to order at 9:06 AM.

Members Present: Supervisor Damon Connolly, Supervisor Dennis Rodoni, Supervisor Alfredo Pedroza, Supervisor Brad Wagenknecht, Supervisor Moke Simon, Supervisor Eddie Crandell, Supervisor Dan Gjerde, Supervisor John Haschak.

Workforce Alliance Staff Present: Bruce Wilson, Taylor Swain, Laura Davis, Stacey Caico, Sylwia Palczewska, Legal Counsel Deidre Smith.

B. Public Comment

None.

C. Chair's Update – Damon Connolly

D. Member's Update

E. Executive Director's Update

- a. Staffing
- b. Request for Proposals - CareerPoint Center System & One Stop Operator
- c. 501c3 Information
- d. Fiscal & Procurement Monitoring
- e. Social Media – 100% Board Participation Goal

CONSENT CALENDAR

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

II. A. Approve Meeting Minutes, September 18, 2020 [Attachment II.A]

Motion made as requested.

M/S: Brad Wagenknecht / Eddie Crandell

Motion carried: 8-0

Yea: 8

Nay: 0

Abstentions: 0

REGULAR CALENDAR

III.	<p>A. Appointment of Regional Workforce Board Members [Board Letter III.A] [Attachment III.A] (Action)</p> <p>Motion made as requested. M/S: Alfredo Pedroza / Dennis Rodoni Motion carried: 8-0 Yea: 8 Nay: 0 Abstentions: 0</p> <p>B. Approve WANB Agreements [Board Letter III.B] (Action)</p> <p>Motion made as requested. M/S: John Haschak / Brad Wagenknecht Motion carried: 8-0 Yea: 8 Nay: 0 Abstentions: 0</p> <p>C. Approve 1st Quarter Program Reports [Board Letter III.C] [Attachment III.C] (Action)</p> <p>Motion made as requested. M/S: Brad Wagenknecht / Alfredo Pedroza Motion carried: 8-0 Yea: 8 Nay: 0 Abstentions: 0</p> <p>D. Ratify updates to WANB Personnel Handbook [Board Letter III.D] (Action)</p> <p>Motion made as requested. M/S: Dennis Rodoni / John Haschak Motion carried: 8-0 Yea: 8 Nay: 0 Abstentions: 0</p> <p>E. Approve Master Meeting Calendar [Attachment III.E] (Action)</p> <p>Motion made as requested. M/S: Brad Wagenknecht / Eddie Crandell Motion carried: 8-0 Yea: 8 Nay: 0 Abstentions: 0</p>
I N F O R M A T I O N / D I S C U S S I O N I T E M S	
IV.	<p>A. Employer Advancement and Response Network [Board Letter IV.A] [Presentation]</p> <p>B. Training Obligations Report [Board Letter IV.B] [Attachment IV.B] [Presentation]</p> <p>C. Economic Modeling Presentation [Board Letter IV.C] [Presentation]</p>
A D J O U R N	
V.	<p>A. Adjourn</p> <p>The meeting was adjourned at 10:35 AM.</p>

BOARD LETTER III.A



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER III.A – APPOINTMENT OF WORKFORCE DEVELOPMENT BOARD MEMBERS
DATE: MARCH 19, 2021
CC: FILE

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

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

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

WANB Staff received one completed application for appointment to the Regional Workforce Development Board and one membership renewal application. Staff have reviewed the applications and have confirmed that the appointments would meet WIOA requirements.

Representatives of Business
Rebecca Southwick – Mortgage Loan Officer, Guild Mortgage (current Lake Advisory Subcommittee member)
Representative of Governmental and Economic and Community Development
David Wayte – District Administrator, Department of Rehabilitation (current RWDB member - reappointment)

STAFF RECOMMENDATION

Appoint new member to the RWDB and approve one membership reappointment.



WORKFORCE ALLIANCE OF THE NORTH BAY

DRIVING WORKFORCE TALENT

Application for Regional and/or Local Advisory Subcommittee Membership

In accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), the Workforce Alliance of the North Bay (WANB) Governing Board has established a Regional Workforce Development Board (WDB) for Napa, Marin, Lake and Mendocino counties which sets policy for and provides oversight of workforce development programs in the four counties. Workforce Development Board members are appointed by the Governing Board to represent specified sectors of the community as listed in Section IV below. The county advisory subcommittees were created to make recommendations to the full WDB that specifically pertain to their respective county's employers and their workforce. There is a sub committee for each of the WANB counties.

Individuals interested in serving on the WDB or workforce committee must complete and submit this application for appointment. This application and the related Nomination Form(s), if any, may be subject to public disclosure.

Please check the appropriate box:

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

Section I. Personal Information

First Name: Rebecca

Last Name: Southwick

M.I.: J

Section II. County / Location

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

Section III. Occupational Information

Industry Sector: Mortgage

Occupation / Title: Mortgage Loan Officer

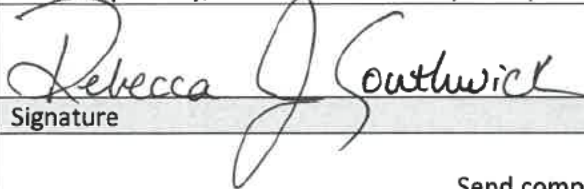
Employer: Guild Mortgage Company LLC

Employer Address: 1201 Vine Street, Ste 103		
City: Healdsburg	State: CA	Zip: 95448
Employer Phone: 707-385-8474		
Section IV. Eligibility Certification		
<i>Indicate below each membership category for which you are applying. You may mark more than one category but must certify your qualifications for each category for which you are applying. A completed Nomination Form must accompany applications for Business Member, Labor Organization, Adult Education and Literacy and/or Higher Education from an appropriate nominating organization.</i>		
<input type="checkbox"/> Business Member (Do you represent a "small business" as defined by the U.S. Small Business Administration? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N) <i>Name of Business:</i>		
<input type="checkbox"/> Labor Organization <i>Name of Organization:</i>		
<input type="checkbox"/> Joint Labor-Management Apprentice Program <i>Name of Organization:</i>		
<input type="checkbox"/> Community-based Organization <i>Name of Organization:</i>		
<input type="checkbox"/> Adult Education and Literacy <i>Name of Provider:</i>		
<input type="checkbox"/> Higher Education <i>Name of Institution:</i>		
<input type="checkbox"/> Economic and Community Development <i>Name of Entity:</i> Guild Mortgage Company LLC		
<input type="checkbox"/> State Employment Office		
<input type="checkbox"/> Vocational Rehab <i>Name of Program:</i>		
Section V.		
Describe how your participation on the WDB would advance Workforce Development programs.		
<p>As a mortgage lender with Guild Mortgage, I primarily do business in Lake, Napa, Mendocino, Sonoma, and Marin Counties. The economies within these counties are markedly different and I have the honor of knowing the personal financial stories of a large number of clients. I get to know their job histories and witness the way that many have reinvented themselves, particularly during COVID. As a residential lender, I become quite involved with the families I work with as financial matters tend to be private and create relationships that last for years.</p> <p>My previous experience involved working as a fundraiser in not-for-profit hospitals for 10 years. I believe that I bring a unique point-of-view to the Regional Workforce Development Board. Thank you for your consideration.</p>		

Please be advised that members of the Workforce Development Board:

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

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



Signature

3/14/2021

Date

Send completed applications to:

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

or email to:

boardadmin@workforcealliancencorthbay.org

BOARD LETTER III.B



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER III.B – RATIFY APPROVAL OF WORKFORCE ALLIANCE AGREEMENTS
DATE: MARCH 19, 2021
CC: FILE

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

CONTRACTOR	NEW/ AMENDMENT	AMOUNT	COMMENTS
WSI Next Gen Marketing	Amendment	\$14,550	Increasing the agreement by \$14,550 for a new maximum of \$36,110 for additional website enhancements.

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.

BOARD LETTER III.C



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER III.C – WIOA CAREER SERVICE PROVIDER AND ONE STOP OPERATOR SELECTION
DATE: MARCH 19, 2021
CC: FILE

In November 2020, the Workforce Alliance of the North Bay (WANB) released its WIOA Adult, Dislocated Worker, Youth and One Stop Operator requests for proposals (RFP) in order to competitively procure for one-stop and career services in each of our member counties for PY 2021 to 2024, with an option to extend for an additional four years pending performance and board approval. The process followed WANB, State and Federal procurement policies and regulations that provide guidance and direction for full and open competition consistent with the standards provided in section 200.319 of 2 CFR 200.

The RFP process resulted in thirteen total proposals across all four counties. In accordance with our published process, the proposals were scored and ranked by a team of evaluators based on review of materials and interviews against stated scoring criteria. Subsequently, at its March 12th, 2021 meeting the WANB Regional Workforce Development Board, unanimously approved the highest ranked proposers for contract negotiations with staff:

- | | |
|---|----------------------|
| 1. Career Service Provider (Marin, Napa, Lake, Mendocino) | EQUUS |
| 2. One Stop Operator (Marin, Napa, Lake Mendocino) | CA Human Development |

At today's meeting, staff will provide further details on both the process and the specific scores of our proposers. Additionally, our workforce board selected career service provider will present an overview of their organization, services for the community and transition.

Staff Recommendation: Ratify Regional Workforce Development Board action to approve Equus as WIOA career service provider for Adult, Dislocated Worker and Youth programs and CA Human Development as the One Stop Operator. Consistent with the Regional Workforce Development Board's action, direct staff to enter into performance based contract negotiations and bring back the contract for execution at the Board's May 2021 meeting.

BOARD LETTER III.D



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER III.D – REGIONAL AND LOCAL PLAN UPDATE
DATE: MARCH 19, 2021
CC: FILE

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.

Overview of State, Regional, and Local Plans:

The California Unified Strategic Workforce Development Plan (State Plan) is an overarching state policy document that provides a conceptual outline for Local Boards and their partners as they jointly develop Regional and Local Plans. The State Plan policy objectives, developed in collaboration with WIOA partners and Local Boards, drive towards the shared vision of creating a comprehensive system that impacts poverty, promotes income mobility, and embeds equity as a cornerstone of service-delivery.

As outlined under WIOA Section 106, Regional Plans provide a roadmap for alignment of resources and investments to meet specific outcomes within the 15 Regional Planning Units (RPU). Regional Plans are used to articulate how RPUs will build intentionality around industry sector engagement, drive workforce development outcomes across multiple jurisdictions, and expand on-ramps to career pathways for individuals who experience barriers to employment.

As outlined in WIOA Section 108, Local Plans provide an action plan for operationalizing the roadmap laid out in the Regional Plan by describing how individuals access services through the America’s Job Center of CaliforniaSM (AJCC) system. Local Plans are used to articulate how Local Boards will coordinate with local partners to ensure person-centered service-delivery.

In addition to the federal planning requirements, WIOA indicates that Regional and Local Plans should be consistent with the vision and goals of the State Plan. For the purpose of developing cohesive narratives for Regional and Local

BOARD LETTER III.D

Plans, this guidance weaves together both federal and state requirements. The intent is to assist in the development of a seamless blueprint for the operationalization and implementation of all required Plan content.

Staff Recommendation: Ratify Workforce Development Board action to open a 30-day public comment period on the draft regional plan, effective March 15, 2021 and the draft local plan on April 5, 2021. Note: Staff will bring both plans back to the board at its May 2021 joint Governing and Executive Committee meeting as a business item.