



**REGIONAL WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
AGENDA**

**Wednesday, April 14, 2021
9:00 AM**

**2550 N. State Street, Ste.3
Ukiah, CA 95482**

Call-in number: +16699009128, Meeting ID: 997 8666 8764, Passcode: 725017
<https://zoom.us/j/99786668764?pwd=TGdGWVBVcDdEV0tUL205Rk83b0pJQT09>

CALL TO ORDER

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| I. | 9:00 | A. Introductions
B. Public Comment |
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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 February 10, 2021 Meeting Minutes [Attachment II.A] |
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REGULAR CALENDAR

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| III. | | <p>A. Subsequent Designation and Local Board Recertification [Attachment III.A] (Action)
Every two years the Governor must certify our Local Board. In order to be recertified the board must meet WIOA membership requirements, met performance measures and sustain fiscal integrity. This certification will be effective July 1, 2021 through June 30, 2023. Requested Action: Authorize the Local WDB Chair and Local Chief Elected Official to sign our recertification application.</p> <p>B. Contract – Ratification and approval for the following contracts: (Action)</p> <ul style="list-style-type: none"> a. Conservation Corps North Bay for a youth ecological restoration program b. Mendocino Private Industry Council Amendment second allocation of 2019 Severe Storm funds <p>C. Funding Transfer Request – CareerPoint Marin has requested to transfer funding between Adult and Dislocated Worker Programs. Staff will review the request with the Committee who will in turn consider approval (Action)</p> |
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INFORMATION / DISCUSSION ITEMS

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| IV. | | A. WIOA Career Service Provider and One Stop Operator transition update - Staff will review transition actions associated with the change in Career Service Providers. |
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MEMBER / DIRECTOR REPORTS

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| V. | | <p>A. Member</p> <p>B. Director</p> <ul style="list-style-type: none"> a. Legislative update b. Governing Board and Executive Committee Retreat May 12, 9:00am – 1:00pm |
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ADJOURN

- | | | |
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| VI. | | A. Adjourn |
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ATTACHMENT II.A

REGIONAL WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
MINUTES

Wednesday, February 10, 2021
9:00 AM

2550 N. State Street, Ste.3
Ukiah, CA 95482



Call-in number: +16699009128, Meeting ID: 954 9223 3683, Passcode: 968713

CALL TO ORDER

I.	9:00	<p>A. Introductions Executive Committee Chair Jeri Hansen called the meeting to order at 9:02 AM.</p> <p>Members Present: Executive Committee Chair Jeri Hansen; Policy & Oversight Subcommittee Chair David Tam; Mendocino Advisory Subcommittee Chair Lene Vinding (joined during item III.B); Napa Advisory Subcommittee Chair Amar Inalsingh.</p> <p>Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Workforce Development Specialist, Sylwia Palczewska; Business Services Representative, Sita Williams; Business Services Representative, Stacey Caico; Fiscal & HR Officer Taylor Swain; Workforce Development Specialist, Doug Orlando; Operations Officer, Laura Davis.</p> <p>B. Public Comment None.</p>
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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

II.		<p>A. Approve November 4, 2020 Meeting Minutes [Attachment II.A] Motion made to approve Consent Calendar M/S Lene Vinding / Amar Inalsingh Motion carried: 4-0 Yea: 4 Nay: 0 Abstentions: 0 Absent: Annette Lee, Suzie Byrne</p>
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REGULAR CALENDAR

III.		<p>A. Approval of Subcommittee Member Application [Attachment III.A] (Action) The committee will review and approve application for membership to one of Advisory Subcommittees:</p> <ul style="list-style-type: none"> • Cynthia Kasten – Napa Advisory Subcommittee <p>Motion made as requested M/S Amar Inalsingh / Lene Vinding Motion carried: 4-0 Yea: 4 Nay: 0 Abstentions: 0 Absent: Annette Lee, Suzie Byrne</p> <p>B. One-Stop and Career Services Request for Proposal Update (Discussion) C. Joint Strategic Planning Retreat with Governing Board and Executive Committee (Discussion) D. Regional and Local Planning Process Update (Discussion)</p>
INFORMATION / DISCUSSION ITEMS		
IV.		A. Form 700 deadline April 1 st , 2021
MEMBER / DIRECTOR REPORTS		
V.		<p>A. Member B. Director</p> <ul style="list-style-type: none"> a. Legislative Updates b. Speaker Engagements
ADJOURN		
VI.		<p>A. Adjourn The meeting was adjourned at 10:00 AM</p>

**Local Area Subsequent Designation and
Local Board Recertification
Application for Program Year 2021-23**

Local Workforce Development Area

Lake, Marin, Mendocino and Napa Counties

Application for Local Area Subsequent Designation and Local Board Recertification

This application will serve as your request for Local Workforce Development Area (Local Area) subsequent designation and Local Workforce Development Board (Local Board) recertification for Program Year (PY) 2021-23 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the California Workforce Development Board (CWDB) determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to this application.

Workforce Alliance of the North Bay

Name of Local Area

P O. Box 247

Mailing Address

Napa, CA 94559

City, State, ZIP

4/14/2021

Date of Submission

Bruce Wilson

Contact Person

707-337-5292

Contact Person's Phone Number

Local Board Membership

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting members in each membership category. The WIOA Section 107(b)(2)(A) requires that business members constitute a majority of the Local Board. The chairperson shall be a business representative, per WIOA Section 107(b)(3).

The local Chief Elected Official (CEO) is required to provide the names of the individuals appointed for each category listed on the following pages, and attach a roster of the current Local Board which identifies each member's respective membership category.

Business – A majority of the members must be representatives of businesses in the Local Area who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policy-making or hiring authority; (ii) represent businesses, including small businesses, or organizations; and (iii) are appointed from among individuals nominated by local business organizations and business trade association (WIOA Section 107[b][2][A]).

Please identify the Local Board chairperson by typing CHAIR after their name.

Name	Title	Entity	Appointment Date	Term End Date
1. Jeri Hansen CHAIR	CEO	Sustainable Napa	6.21.2016	6.21.2022
2. Mark Bontrager	Director of Regulatory Affairs & Program Development	Partnership HealthPlan of CA	3.15.2019	3.15.2022
3. Susan Byrne	Area Quality Leader	Kaiser	6.21.2016	6.21.2022
4. Paul Hicks	VP	Payroll Masters	6.21.2016	6.21.2022
5. Elizabeth Sheehan	Branch Manager	Robert Half	9.18.2020	9.18.2023
6. Lene Vinding	Accounting Manager	Pamela's Products, Inc.	8.8.2018	8.8.2021
7. Joanne Webster	President & CEO	San Rafael Chamber of Commerce	6.21.2016	6.21.2022
8. Rick Wells	CEO	Marine Builders Association	6.21.2016	6.21.2022
9. Cecilia Zamora	President	Hispanic Chamber of Commerce	6.21.2016	6.21.2022
10. Rebecca Southwick	Mortgage Loan Officer	Guild Mortgage	3.19.2021	3.19.2024
11. Marty Flynn	Principal	Business Brokerage	3.19.2021	3.19.2024
12. Mark Van Gorder	Sr. Government Relations and Public Affairs	PG&E	3.19.2021	3.19.2024

Labor – Not less than 20 percent of the members must be representatives of workforce within the Local Area who must include (i) representatives of labor organizations who have been nominated by state labor federations; (ii) a member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area; and may include (iii) representatives of community-based organizations with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and (iv) representatives of organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth and/or out-of-school youth (WIOA Section 107[b][2][B]).

California Unemployment Insurance Code (CUIC) Section 14202(b)(1) further requires and specifies that at least 15 percent of Local Board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. For a local area in which no employees are represented by such organizations, other representatives of employees shall be appointed to the board, but any local board that appoints representatives

of employees that are not nominated by local labor federations shall demonstrate that no employees are represented by such organizations in the local area.

Name	Title	Entity	Appointment Date	Term End Date
1. Geovanni Flores	Apprentice Coordinator	Northern California Laborers Training Center	6.21.2019	6.21.2022
2. Paul Castro	Director	CA Human Development	6.21.2016	6.21.2022
3. Frank Cuneo	Acting Director	North Bay Tip	6.21.2016	6.21.2022
4. Keith Dias	Business Representative	SMART Local #104	4.08.2020	4.08.2023

Education – Each Local Board shall include representatives of entities administering education and training activities in the Local Area who must include (i) a representative of eligible providers administering WIOA Title II adult education and literacy activities; (ii) a representative of institutions of higher education providing workforce investment activities; and may include (iii) representatives of local educational agencies, and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment (WIOA Section 107[b][2][C]).

Name	Title	Entity	Appointment Date	Term End Date
1. Anette Lee	Executive Dean	Woodland Community College Lake and Colusa Campuses	1.12.2017	3.20.2023
2. Ken Lippi	Assistant Superintendent	Marin County Office of Education	6.21.2016	6.21.2022
3. Christy Pedroncelli-Smith	Principal	Ukiah Adult School	8.8.2018	8.8.2021

Economic and Community Development – Each Local Board shall include representatives of governmental, economic, and community development entities serving the Local Area who must include (i) a representative of economic and community development entities; (ii) a representative from the state employment service office under the *Wagner-Peyser Act*; (iii) a representative of the Vocational Rehabilitation program; and may include (iv) representatives of agencies or entities administering programs serving the Local Area relating to transportation, housing, and public assistance; (v) Representatives of philanthropic organizations serving the Local Area; and (E) individuals or representatives of entities as the local CEO in the Local Area

may determine to be appropriate (WIOA Section 107[b][2][D] and [E]).

Name	Title	Entity	Appointment Date	Term End Date
1. Emilia Bartolomeu	Deputy Division Chief	EDD	12.18.2020	12.18.2023
2. Robert Eyler	Economist/ Director	Marin Economic Forum	6.21.2016	6.21.2022
3. David Wayte	District Administrator	Department of Rehabilitation	3.19.2021	3.19.2024
4. Vincent Smith	Community Development Director	City of Napa	4.8.2020	4.8.2023

Performed Successfully

The Local Area hereby certifies that it has performed successfully, defined as having met 80 percent of their negotiated performance goals in PY 2018-19 or PY 2019-20 for the following indicators:

- Employment Rate 2nd Quarter After Exit
- Median Earnings

PY 2018 Performance Goals				
	Adults	Dislocated Workers	Youth	
Employment Rate 2nd Quarter After Exit	80.0% achieved (61.0% goal)	74.0% achieved (63.0% goal)	71.4% achieved (62.4% goal)	Employment or Education Rate 2nd Quarter After Exit
Median Earnings 2nd Quarter After Exit	\$7,460 achieved (\$4,300 goal)	\$9,194 achieved (\$6,600 goal)	BASELINE	Median Earnings

PY 2019 Performance Goals				
	Adults	Dislocated Workers	Youth	
Employment Rate 2nd Quarter After Exit	79.3% achieved (66.0% goal)	87.7% achieved (69.5% goal)	56.5.9% achieved (66.9% goal)	Employment or Education Rate 2nd Quarter After Exit
Median Earnings 2nd Quarter After Exit	\$8,143 achieved (\$6,200 goal)	\$8,114 achieved (\$7,600 goal)	BASELINE	Median Earnings

Sustained Fiscal Integrity

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PY 18-19 or PY 19-20:

- *Final determination of significant finding(s)* from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIOA requirement.
- *Gross negligence* – defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- *Failure to observe accepted standards of administration* – Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 2 *Code of Federal Regulations* (CFR) Part 200.

Certify No Violation

Engaged in Regional Planning

Engaged in regional planning is defined as participating in and contributing to regional planning, regional plan implementation, and regional performance negotiations. The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways:

- Meet and plan with North Bay regional partners – Sonoma and Solano Workforce Directors on a monthly basis.
- Implement regional initiatives and projects in a coordinated fashion across the region. i.e. Slingshot, Regional Training, Regional Implementation funding
- Negotiate performance with State of California in coordination with North Bay partners – Solano and Sonoma.

Local Area Assurances

Through PY 21-23, the Local Area assures:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- The Local Area’s procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

- B. All financial reporting will be done in compliance with federal and State regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive WSD19-05, *Monthly and Quarterly Financial Reporting Requirements*, (December 4, 2019).
- All closeout reports will comply with the policies and procedures listed in WSD16-05, *WIOA Closeout Requirement*, (July 29, 2016).

Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold. (Title 2 CFR Section 200.338)

- C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include:

- The Local Area will meet the requirements of the *California Unemployment Insurance Code Section 14211*, to spend a minimum of 30 percent of combined total of WIOA Title I adult and dislocated worker formula fund allocations on training services.
 - The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).
- D. The Local Board will select the America's Job Center of CaliforniaSM operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal, unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).
- E. The Local Board will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.
- F. The Local Board will comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. The Local Area will engage in and contribute to, regional planning and regional plan implementation (for example, Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and modifications).
- H. The Local Area will participate in regional performance negotiations.
- I. It will comply with CWDB policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter* [TEGL] 10-09, and TEGL 19-16).

Application Signature Page

Instructions – The local CEO and Local Board chair must sign and date this form. Electronic signatures are permitted for the PY 21-23 application.

By signing the application below, the local CEO and Local Board chair request subsequent designation of the Local Area and recertification of the Local Board. Additionally, they agree to abide by the Local Area assurances included in this application.

Local Workforce Development Board Chair

Local Chief Elected Official

Signature

Signature

Jeri Hansen

Damon Connolly

Name

Name

Chair,
Workforce Alliance of the North Bay
Regional Board

President,
Workforce Alliance of the North Bay
Governing Board

Title

Title

Date

Date