

REGIONAL WORKFORCE DEVELOPMENT BOARD MEETING AGENDA

Thursday, June 10, 2021
10:00 AM

1546 First Street, Napa, CA 94559



Call-in number: +1 669 900 9128, Meeting ID: 955 4029 9459 Password: 247508
<https://zoom.us/j/95540299459?pwd=QnFteiszNk5HOEV3bi9GdStUWE0vdz09>

CALL TO ORDER

- I.
 - A. Welcome, Introductions, Agenda Review
 - B. Public Comment
 - C. Chair Update
 - D. Members Update
 - E. Executive Director Update – Bruce Wilson
 - a. Transition
 - b. CWA Conference Workcon '21: An Equitable Recovery

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 member. Items are approved with one single motion.

- II.
 - A. Approval of March 11, 2021 Meeting Minutes [Attachment II.A]
 - B. Ratify approval of Subsequent Designation and Local Board Recertification [Board Letter II.B]
 - C. Ratify acceptance of Accelerator 9.0 grant funds [Board Letter II.C]
 - D. Ratify approval of Marin County funding transfer request [Board Letter II.D]

REGULAR CALENDAR / DISCUSSION

- III.
 - A. Ratify WANB agreements [Board Letter III.A] **(Action)**
 - B. Approve reappointment of Subcommittee Members [Board Letter III.B] [Attachment III.B] **(Action)**
 - C. Approve Regional and Local Plans [Board Letter III.C] **(Action)**
 - D. Approve proposed 2021 meeting schedule for Marin Advisory Subcommittee [Board Letter III.D] **(Action)**
 - E. Review and consider proposed areas of focus for Advisory Subcommittees and the Regional Board for 2021-22 [Board Letter III.E] **(Possible Action)**

ADJOURN

- IV.
 - A. Adjourn



WORKFORCEALLIANCE
OF THE NORTH BAY
DRIVING WORKFORCE TALENT

REGIONAL WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Thursday, March 11, 2021

10:00 AM – 2:00 PM

2550 N. State Street, Ste.3

Ukiah, CA 95482

Call-in number: +1 669 900 9128, Meeting ID: 946 9325 0824 Password: 610841

CALL TO ORDER

- I. A. Welcome, Introductions, Agenda Review
Chair Hansen called the meeting to order at 10:06 AM.
- Present: Chair Jeri Hansen, Susan Byrne, Paul Hicks, Robert Eyler, Annette Lee, Christy Smith, Paul Castro, Frank Cuneo, Ken Lippi, Geovanni Flores, Vin Smith, David Wayte, Cecilia Zamora, Keith Dias, Liz Sheehan, Rick Wells, Emilia Bartolomeu.
- WANB Staff: Executive Director Bruce Wilson, Tylor Swain, Laura Davis, Stacey Caico, Sylwia Palczewska, Sita Williams, Doug Orlando.
- B. Public Comment
None.
- C. Chair Update – Jeri Hansen
- D. Members Update
- E. Executive Director Update – Bruce Wilson
1. Form 700 deadline April 1st, 2021
 2. Workforce Accelerator Grant 9.0
 3. State Program and Fiscal Monitoring

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 member. Items are approved with one single motion.

- II. A. Approval of December 10, 2020 Meeting Minutes [Attachment II.A]
- B. Ratification of Advisory Board Member [Board Letter II.B] [Attachment II.B]
- Motion made to approve consent calendar.
M/S: Paul Hicks / Rob Eyler
Abstentions: Emilia Bartolomeu, Rick Wells
Passed unanimously.

REGULAR CALENDAR / DISCUSSION

- III. A. **BrightFutures Career Speaker Series** – Staff highlighted an exciting new partner based initiative designed to share career insights with students and education professionals. (Information)
- B. **Regional Career Fair** – Staff provided an overview of the April 8th Regional Career Fair in partnership with Sonoma County and sought board input and assistance in outreach and engagement. The new Virtual Premier job fair platform was highlighted. (Information)
- C. **WIOA Career Service Provider and One Stop Operator Selection** – Staff presented 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.

	<p>Staff sought formal direction for next steps including contract negotiation and possible contract execution with selected providers of WIOA services. (Action)</p> <p>Motion made to approve staff recommendation M/S: Paul Hicks / Suzie Byrne Abstentions: Paul Castro Passed unanimously.</p> <p>D. Regional and Local Strategic Plan – Staff provided an update on the progress of the Regional and Local Strategic Plan development. Requested action: Formally open the Regional Strategic Plan for 30-day public comment effective March 15, 2021 and formally open the Local Strategic Plan for 30-day public comment effective April 5, 2021. (Action)</p> <p>Motion made to approve staff recommendation M/S: Frank Cuneo / Vin Smith Abstentions: Paul Castro Passed unanimously.</p> <p>E. Board and Stakeholder Communications – Staff facilitated a discussion and asked for board member feedback on a communication preferences and strategies. Staff seek to incorporate feedback and direction into staff practices as is possible.</p>
A D J O U R N	
IV.	<p>A. Adjourn</p> <p>The meeting was adjourned at 11:31 AM.</p>

BOARD LETTER II.B



TO: REGIONAL WORKFORCE DEVELOPMENT BOARD
FROM: STAFF
SUBJECT: BOARD LETTER II.B– RATIFY APPROVAL OF SUBSEQUENT DESIGNATION AND LOCAL BOARD RECERTIFICATION
DATE: JUNE 10, 2021
CC: FILE

JPA staff solicits Regional Board ratification for the following certification application enacted by the Executive Committee and Governing Board:

Every two years the Governor must certify the Workforce Alliance of the North Bay's Local Board. In order to be recertified the board must meet three conditions, 1. WIOA membership requirements, 2. meet performance measures and 3. sustain fiscal integrity. We currently have met all three conditions. This certification will be effective July 1, 2021 through June 30, 2023.

STAFF RECOMMENDATION

Ratify approval of Subsequent Designation and Local Board Recertification.

BOARD LETTER II.C



TO: REGIONAL WORKFORCE DEVELOPMENT BOARD
FROM: STAFF
SUBJECT: BOARD LETTER II.C– RATIFY ACCEPTANCE OF ACCELERATOR 9.0 GRANT FUNDS
DATE: JUNE 10, 2021
CC: FILE

In February 2021, the California Workforce Development Board announced opportunities for Workforce Accelerator 9.0 funding. The goal of Accelerator 9.0 is to impact economic and racial equity by creating pathways to quality jobs for workers from disadvantaged or low-income communities. Traditional workforce and education strategies have had inadequate impact. Even promising strategies lack the speed, agility, or scale needed to accelerate employment for workers desperately in need of good jobs.

Accelerator 9.0 is consistent with past Accelerator Initiatives, but it also departs in important ways. In the context of the High Road approach, 9.0 seeks projects that blend innovative approaches to three program areas in ways that can be scaled and replicated. The three program areas are:

- Make high growth jobs better jobs by working with employers to improve job quality
- Create income security and/or upward mobility for current workers
- Connect or “bridge” workforce programs directly to where the quality jobs are

We submitted proposal in line with current WANB efforts with the ecological construction industry. More information can be found here: <https://www.workforcealliancenorthbay.org/ecological-restoration-industry-initiative/>

On May 4th we were notified of a funding award in the amount of \$250,000. The funding will run from June 1, 2021, through December 30, 2022, and will allow us to scale our ecological workforce initiative throughout the region.

STAFF RECOMMENDATION

Approve new grant funding to support the ecological construction industry and the ecological workforce initiative.

BOARD LETTER II.D



TO: REGIONAL WORKFORCE DEVELOPMENT BOARD
FROM: STAFF
SUBJECT: BOARD LETTER II.D – MARIN COUNTY TRANSFER OF FUNDS
DATE: JUNE 10, 2021
CC: FILE

Marin County Health & Human Services has requested a transfer of funds in the amount of \$75,000 from their Adult to their Dislocated Worker Funds.

Staff has reviewed the Marin County Health & Human Services budget and determined that they are on track to underspend their Adult funds and overspend their Dislocated Worker funds. Approving this transfer would allow Marin County Health & Human Services to better utilize their awarded allocation. The request was approved by the Governing Board at their meeting on May 12, 2021.

Staff Recommendation:

Ratify the transfer of \$75,000 from Adult to Dislocated Worker funding for Marin County Health & Human Services.

BOARD LETTER III.A



TO: REGIONAL WORKFORCE DEVELOPMENT BOARD
FROM: STAFF
SUBJECT: BOARD LETTER III.A – RATIFY APPROVAL OF WORKFORCE ALLIANCE AGREEMENTS
DATE: JUNE 10, 2021
CC: FILE

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

CONTRACTOR	NEW/ AMENDMENT	AMOUNT	COMMENTS
Conservation Corps North Bay	New	\$49,997	New agreement to provide a youth restoration ecology work experience program.
Mendocino Private Industry Council, Inc.	Amendment	\$360,000	Increasing the agreement by \$360,000 for a new maximum of \$1,623,017 adding the second allocation of the 2019 Severe Winter Storm National Dislocated Worker Grant.
Marin County Fire Department	New	\$45,000	New agreement with Marin County Fire Department to develop a plan to widen and diversify the pipeline of workers into the fire service, resulting in a replicable cohort training module.
County of Sonoma Human Service Department	New	\$35,198	Revenue agreement for Regional Planning Implementation Services to conduct economic analysis and labor market studies to supplement or add value to EDD Labor Market reports. (RPI 4.0)
WSI Next Gen Marketing	Amendment	\$14,550	Increasing the agreement by \$14,550 for a new maximum of \$36,110 for additional website enhancements.
California Human Development	New	\$127,904	Provision of One Stop Operation Services for Program Year 21-22 in all four counties.
Arbor E&T, LLC dba Equus Workforce Solutions	New	not to exceed \$4,543,210	Provision of WIOA program services in Lake, Marin, Mendocino, and Napa Counties for Program Year 2021-2022 not to exceed amounts due to estimated carry in.

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.B



TO: REGIONAL WORKFORCE DEVELOPMENT BOARD
FROM: STAFF
SUBJECT: BOARD LETTER III.B– APPROVE REAPPOINTMENT OF SUBCOMMITTEE MEMBERS
DATE: JUNE 10, 2021
CC: FILE

BACKGROUND

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

In accordance with Section 18, item e of the Joint Powers Agreement, signed by each member county's board of supervisors, there will be four standing subcommittees:

1. Lake County
2. Marin County
3. Mendocino County
4. Napa County

The following individuals submitted applications for membership to WANB Advisory Subcommittees:

County Subcommittee	Name	Title
Lake	Mary Wilson	Student Engagement and Outreach Specialist, Lake County Campus Woodland Community College
Mendocino	Christy Smith	Principal, Ukiah Adult School/Ukiah Unified School District

SAFF RECOMMENDATION

Approve above individuals for reappointment to the WANB Advisory Subcommittees.



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 Mendocino 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: Christy Last Name: Pedroncelli Smith M.I.:

Section II. County / Location

Provide the county in which your residence, business or organization is located: Mendocino

Section III. Occupational Information

Industry Sector: Educatoion

Occupation / Title: Principal

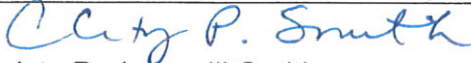
Employer: Ukiah Adult School/Ukiah Unified School District

Employer Address: 1056 N. Bush St		
City: Ukiah	State: California	Zip: 95482
Employer Phone: 707.621.8031		
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 type="checkbox"/> N) <i>Name of Business:</i>		
<input type="checkbox"/> Labor Organization <i>Name of Organization:</i>		
<input type="checkbox"/> Joint Labor-Management Apprenticeship Program <i>Name of Organization:</i>		
<input type="checkbox"/> Community-based Organization <i>Name of Organization:</i>		
<input checked="" type="checkbox"/> Adult Education and Literacy <i>Name of Provider:</i> Ukiah Adult School		
<input checked="" type="checkbox"/> Higher Education <i>Name of Institution:</i> Ukiah Adult School, Vocational Nursing Program		
<input type="checkbox"/> Economic and Community Development <i>Name of Entity:</i>		
<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>Through collaboration and referrals with the WDB support agencies, we assist adults with achieving their educational and workforce goals. Most of our students/clients are low income and/or low literacy. We are able to connect them to the necessary support services through our work with the WDB and the Careerpoint Lake and Mendocino service providers.</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.



Christy Pedroncelli Smith

June 1, 2021

Signature

Date

Send completed applications to:

Workforce Alliance of the North Bay
P.O. BOX 247
Napa, CA 94559

or email to:
boardadmin@workforcealliancenorthbay.org



WORKFORCE ALLIANCE OF THE NORTH BAY

DRIVING WORKFORCE TALENT

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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 Lake County 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: Mary

Last Name: Wilson

M.I.:

Section II. County / Location

Provide the county in which your residence, business or organization is located:

Section III. Occupational Information

Industry Sector:

Occupation / Title:

Employer:

BOARD LETTER III.C



TO: REGIONAL WORKFORCE DEVELOPMENT BOARD
FROM: STAFF
SUBJECT: BOARD LETTER III.C – APPROVE REGIONAL AND LOCAL PLAN UPDATE
DATE: JUNE 10, 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.C

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.

The Regional Strategic Plan was posted online and open for the public comments for 30 days effective March 15, 2021, and WANB received one comment: <https://www.workforcealliancenorthbay.org/wp-content/uploads/2021/06/North-Bay-Employment-Connection-Letter-4.12.21.pdf>.

The Local Strategic Plan was posted online and open for the public comments for 30 days effective April 23, 2021, and there were no comments received.

Both Plans are posted on the <https://www.workforcealliancenorthbay.org/> website and available under the following links:

North Bay WIOA Regional Plan: <https://www.workforcealliancenorthbay.org/wp-content/uploads/2021/06/North-Bay-WIOA-Regional-Strategic-Plan-2021-2024.pdf>

Workforce Alliance of the North Bay Local Strategic Plan: <https://www.workforcealliancenorthbay.org/wp-content/uploads/2021/06/WANB-Local-Strategic-Plan-PY-2021-24.pdf>

Staff Recommendation:

Approve Regional and Local Plan updates and empower Regional Workforce Development Board Chair and Governing Board Chair to sign appropriate documents for submittal.

BOARD LETTER III.D



TO: REGIONAL WORKFORCE DEVELOPMENT BOARD
FROM: STAFF
SUBJECT: BOARD LETTER III.D- APPROVE PROPOSED 2021 MEETING SCHEDULE FOR MARIN ADVISORY SUBCOMMITTEE
DATE: JUNE 10, 2021
CC: FILE

On December 10, 2020, the Regional Workforce Development Board and on December 18, 2020, the Governing Board at their meetings approved the Master Meeting Calendar for 2021 calendar year.

At the Marin Advisory Subcommittee meeting on May 26, 2021, subcommittee members requested to change their schedule to meet every six weeks instead of once a quarter.

The new Marin Advisory Subcommittee meeting dates would be as follows:

- July 7, 2021
- August 18, 2021
- September 29, 2021
- November 10, 2021
- December 22, 2021

STAFF RECOMMENDATION

Approve proposed 2021 meeting schedule for Marin Advisory Subcommittee.

BOARD LETTER III.E



TO: REGIONAL WORKFORCE DEVELOPMENT BOARD
FROM: STAFF
SUBJECT: BOARD LETTER III.E– REVIEW AND CONSIDER PROPOSED AREAS OF FOCUS FOR 2021-22
DATE: JUNE 10, 2021
CC: FILE

On May 26th and May 27th of 2021, the Workforce Alliance of the North Bay (WANB) held the Lake, Marin, Mendocino, and Napa Advisory Board Subcommittee Meetings. Board members considered key workforce issues in their communities and discussed potential areas of focus for the 2021-22 program year.

Staff Recommendation:

Based on the results of the discussions, WANB staff recommend the following focus areas:

Marin County Advisory – Equity, Access and Inclusion – This topic touches on the equal access to public programs and services across the community including WIOA, K-12 education, post secondary education, CBO and other community programs.

Napa County Advisory – Define Job Quality – This topic addresses the definition of job quality and for communities.

Lake County Advisory – Economic Recovery – Will address needs involving numbers of people for jobs as well as ongoing skill needs.

Mendocino County Advisory – Training provider organization & Skill Development includes the need to ensure that communities understand the accredited training resources available and how to access more.

Note: These are just focus areas and do not encompass the full breadth of advisory committee discussions and purpose.