



## GOVERNING BOARD MEETING AGENDA

Friday, September 17, 2021

9:00 AM

1546 First Street, Napa, CA 94559

Call-in number: +1 669 900 9128, Meeting ID: 918 0150 8944

Passcode: 430671

Zoom meeting link: <https://zoom.us/j/91801508944?pwd=OEFrOXhSRUR5RGhTdKl1ZlRzUnVuUT09>

CALL TO ORDER	
I.	<ul style="list-style-type: none"> <li>A. Welcome, Introductions</li> <li>B. Public Comment</li> <li>C. Chair's Update – Damon Connolly</li> <li>D. Member's Update</li> <li>E. Executive Director's Update                             <ul style="list-style-type: none"> <li>a. Legislative update</li> <li>b. Workforce Development Board structure update</li> </ul> </li> </ul>
CONSENT CALENDAR	
<p style="text-align: center;">These matters typically include routine financial or administrative <b>action items</b> requiring a vote. 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 June 18, 2021 [Attachment II.A]</li> </ul>
REGULAR CALENDAR / DISCUSSION	
III.	<ul style="list-style-type: none"> <li>A. Appointment of Regional Workforce Development Board Members [Board Letter III.A] [Attachment III.A] <b>(Action)</b></li> <li>B. Amended Fiscal Year 2021 – 2022 Budget due to release of final allocations [Board Letter III.B] [Attachment III.B] <b>(Action)</b></li> <li>C. Approve WANB Agreement [Board Letter III.C] <b>(Action)</b></li> <li>D. CareerPoint North Bay transition update <b>(Presentation)</b></li> </ul>
ADJOURN	
IV.	<ul style="list-style-type: none"> <li>A. Adjourn</li> </ul>



## GOVERNING BOARD MEETING MINUTES

Friday, June 18, 2021

9:00 AM

1546 First Street, Napa, CA 94559

Call-in number: +1 669 900 9128, Meeting ID: 940 5995 0723

Passcode: 490424

Zoom meeting link: <https://zoom.us/j/94059950723?pwd=RTVON3pYME9kS0NuUHV6bjQzVHBmQT09>

### CALL TO ORDER

- |    |   |
|----|---|
| I. | <p>A. Welcome, Introductions</p> <p>Supervisor Connolly called the meeting to order at 9:05 AM.</p> <p>Members Present: Supervisor Damon Connolly, Supervisor John Haschak, Supervisor Maureen Mulheren, Supervisor Jessica Pyska, Supervisor Dennis Rodoni, Supervisor Moke Simon, Supervisor Brad Wagenknecht.</p> <p>Executive Committee Members Present: Regional Workforce Development Board Chair Jeri Hansen, Lake Advisory Subcommittee Chair Rebecca Southwick, Marin Advisory Subcommittee Chair Susie Byrne, Mendocino Advisory Subcommittee Chair Lene Vinding, Napa Advisory Subcommittee Chair Mark Bontrager, Policy and Oversight Subcommittee Chair Emilia Bartolomeu.</p> <p>Workforce Alliance Staff Present: Bruce Wilson, Laura Davis, Taylor Swain, Sita Williams, Sylwia Palczewska.</p> <p>B. Public Comment</p> <p>None.</p> <p>C. Chair's Update – Damon Connolly</p> <p>D. Member's Update</p> <p>E. Executive Director's Update</p> <p style="padding-left: 20px;">a. CWA Conference Workcon '21: An Equitable Recovery</p> |
|----|---|

### 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 Meeting Minutes:</p> <p style="padding-left: 20px;">a. Special Meeting, March 19, 2021 [Attachment II.A.a]</p> <p style="padding-left: 20px;">b. Joint Session, May 12, 2021 [Attachment II.A.b]</p> <p>Motion made to approve consent calendar.</p> <p>M/S: Dennis Rodoni / Alfredo Pedroza</p> <p>Motion carried: 8-0</p> <p>Yea: 8</p> <p>Nay: 0</p> <p>Abstentions: 0</p> |
|-----|---|

## REGULAR CALENDAR / DISCUSSION

- III. A. Appointment of Regional Workforce Development Board Members [Board Letter III.A] [Attachment III.A] **(Action)**  
 Motion made as requested.  
 M/S: Maureen Mulheren / Moke Simon  
 Motion carried: 8-0  
 Yea: 8  
 Nay: 0  
 Abstentions: 0
- B. Approve Regional and Local Plans [Board Letter III.B] **(Action)**  
 Motion made as requested.  
 M/S: Alfredo Pedroza / John Haschak  
 Motion carried: 8-0  
 Yea: 8  
 Nay: 0  
 Abstentions: 0
- C. American Job Center Transition "CareerPoint North Bay" **(Presentation)**  
 D. Approval of 2021-22 PY Budget [Board Letter III.D] [Attachment III.D] **(Action)**  
 Motion made as requested.  
 M/S: Brad Wagenknecht / Moke Simon  
 Motion carried: 8-0  
 Yea: 8  
 Nay: 0  
 Abstentions: 0
- E. Approve WANB Agreements [Board Letter III.E] **(Action)**
- One-Stop Operator
  - WIOA Career Services
  - WSI Next Gen Marketing
- Motion made as requested.  
 M/S: John Haschak / Alfredo Pedroza  
 Motion carried: 8-0  
 Yea: 8  
 Nay: 0  
 Abstentions: 0
- F. Approve 2020-21 3<sup>rd</sup> Quarter Program Reports [Board Letter III.F] [Attachment III.F] **(Action)**  
 Motion made as requested.  
 M/S: Alfredo Pedroza / Moke Simon  
 Motion carried: 8-0  
 Yea: 8  
 Nay: 0  
 Abstentions: 0
- G. Ecological Workforce Initiative Update and acceptance of Workforce Accelerator 9.0 funding [Board Letter III.G] **(Presentation)** **(Action)**

Motion made as requested.  
M/S: Brad Wagenknecht / Alfredo Pedroza  
Motion carried: 8-0  
Yea: 8  
Nay: 0  
Abstentions: 0

## ADJOURN

- IV.      A. Adjourn  
The meeting was adjourned at 10:42 AM.

## BOARD LETTER III.A



**TO:** GOVERNING BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER III.A – APPOINTMENT OF REGIONAL WORKFORCE DEVELOPMENT BOARD MEMBER  
**DATE:** SEPTEMBER 17, 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 membership application. Staff have reviewed the application and have confirmed that the appointment would meet WIOA requirements.

Representative of Education
1. Cirilo Cortez – Dean, Lake County Campus of Woodland College



### STAFF RECOMMENDATION

Approve one membership appointment.



# 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: CIAILO Last Name: CORTEZ M.I.:

### Section II. County / Location

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

### Section III. Occupational Information

Industry Sector: Higher Education

Occupation / Title: Dean, Lake County Campus of Woodland Community College

Employer: Yuba Community College District

Employer Address: 15880 Dam Road Extension		
City: Clearlake	State: CA	Zip: 95422.
Employer Phone: 707-995-7900		
<b>Section IV. Eligibility Certification</b>		
<p>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.</p>		
<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) Name of Business:		
<input type="checkbox"/> Labor Organization Name of Organization:		
<input type="checkbox"/> Joint Labor-Management Apprenticeship Program Name of Organization:		
<input type="checkbox"/> Community-based Organization Name of Organization:		
<input type="checkbox"/> Adult Education and Literacy Name of Provider:		
<input checked="" type="checkbox"/> Higher Education Name of Institution: Lake County Campus of Woodland Community College,		
<input type="checkbox"/> Economic and Community Development Name of Entity:		
<input type="checkbox"/> State Employment Office		
<input type="checkbox"/> Vocational Rehab Name of Program:		
<b>Section V.</b>		
Describe how your participation on the WDB would advance Workforce Development programs.		
<p>My participation as Dean of the Lake County Campus would help advance Workforce Development programs in the following ways:</p> <ul style="list-style-type: none"> <li>★ Provide support in identifying students participants in our local community to benefit.</li> <li>★ Connect ideas and future collaborations with our pre-established college degree and certificate programs.</li> <li>★ Help connect the student in the classroom to a career in the field via workforce development.</li> </ul>		



**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	Date

Send completed applications to:

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

or email to:

[boardadmin@workforcealliancenorthbay.org](mailto:boardadmin@workforcealliancenorthbay.org)



## BOARD LETTER III.C



**TO:** GOVERNING BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER III.C – RATIFY APPROVAL OF WORKFORCE ALLIANCE AGREEMENT  
**DATE:** SEPTEMBER 17, 2021  
**CC:** FILE

---

JPA staff Governing Board ratification for the following agreement enacted by the Workforce Development Board:

CONTRACTOR	NEW/ AMENDMENT	AMOUNT	COMMENTS
Economic Modeling, LLC of Moscow, Idaho ("Emsi").	Amendment	\$10,000	Provision of three licenses to access this labor market tool. This tool provides current labor market information, business profile data, job posting analytics and wage compensation data which our staff use to assist businesses in the region making data driven decisions. Agreement dates August 1, 2021 through July 31, 2022

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 agreement with Economic Modeling LLC of Moscow, Idaho and authorize Executive Director to sign agreement.



**TO:** GOVERNING BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER III.B – 2021-2022 PROPOSED REVISED BUDGET  
**DATE:** SEPTEMBER 17, 2021  
**CC:** FILE

---

On June 18, 2021, the Workforce Alliance of the North Bay (WANB) Governing Board approved the Fiscal Year 2021 - 2022 budget. Rapid Response and Rapid Response Layoff Aversion allocations were not yet released, and the totals approved were estimated allocations based on the prior year. On July 26, 2021, The Employment Development Department issued a Workforce Services Information Notice (WSIN21-06) that detailed the official allocations for Rapid Response and Rapid Response Layoff Aversion for Fiscal Year 2021 – 2022.

Key highlights regarding the proposed revised budget:

**Revenues:**

- Rapid Response allocation increased from an estimated \$286,794 to \$357,385, an increase of \$70,591 or 25%.
- Rapid Response Layoff Aversion increased from an estimated \$72,408 to \$106,842, an increase of \$34,434 or 48%.

**Expenses:**

- Operation line items that were previously cut have been returned to previous levels.
  - Travel has increased from \$12,000 to \$20,000 in anticipation of increased travel costs as COVID restrictions ease.
  - Board and Staff Development increased from \$15,000 to \$20,000 to allow staff and board members to participate in more training and conferences.
  - Equipment/Technology has increased from \$7,500 to \$15,000 due to increased use of technology to assist in remote work.
  - Memberships/Dues has increased from \$5,330 to \$6,630 to allow participation in a larger variety of workforce and business organizations.

- The budget reflects a surplus of \$210,785, up from \$132,560 in the original budget. A surplus in this case represents a greater amount funds available in the next fiscal year rather than cash on hand.

Any suggested changes to the budget in excess of 10% will be brought back to the Governing Board for approval, as will additional revenues and expenses that are currently not known.

**STAFF RECOMMENDATION**

Approve Workforce Alliance proposed revised budget for 2020-2021 and authorize the Executive Director to implement Workforce Alliance business in accordance with the budget.

# ATTACHMENT III.B

## Workforce Alliance of the North Bay Budget 2021 - 2022

	19-20 Budget	20-21 Budget	21-22 Budget	Increase (Decrease)	Revised 21-22 Budget	WANB Budget	Contractors	Service Providers
<b>REVENUE:</b>								
<b>WIOA Revenue</b>								
Formula Allocation	2,503,693	2,596,952	2,717,479	-	2,717,479	271,748		2,445,731
Formula Allocation (Carry-In)	325,014	603,365	256,908	-	256,908	169,908	87,000	
Rapid Response	286,794	286,794	286,794	70,591	357,385	272,385	85,000	
Rapid Response (Carry-In)			5,000	-	5,000	5,000		
RR Layoff Aversion	72,408	72,408	72,408	34,434	106,842	106,842		
RR Layoff Aversion (Carry-In)			18,010	-	18,010	18,010		
Storm19 (Carry-In)	1,020,000	885,920	815,606	-	815,606	95,606		720,000
Fire19 (Carry In)		463,432	280,000	-	280,000	-	30,000	250,000
P2E	325,895	302,463	114,237	-	114,237	7,037		107,200
COVID-19 Underserved Individuals	-	54,000	96,200	-	96,200			96,200
COVID-19 Employment Recovery	-	600,000	48,540	-	48,540	48,540		
Workforce Accelerator Fund 9.0			250,000	-	250,000	125,000		125,000
<b>Non-WIOA Revenue / Carried Forward Funds</b>								
NCCPA (carried forward)	82,898	82,898	82,898	-	82,898	82,898		
Wells Fargo & PGE Donations (carried forward)	30,000	50,000	49,602	-	49,602	49,602		
County Contributions		-	-	-	-			
Partner Rent Revenue (Rent offset)			70,596	-	70,596			70,596
Innovation Grants		29,602	-	-	-	-	-	-
<b>Total Regional Revenue</b>	<b>5,420,203</b>	<b>6,287,529</b>	<b>5,164,278</b>	<b>105,025</b>	<b>5,269,303</b>	<b>1,252,576</b>	<b>202,000</b>	<b>3,814,727</b>
<b>EXPENDITURES:</b>								
<b>Staff:</b>								
WANB Staff	653,615	686,067	721,203	-	721,203	721,203	-	-
WANB Extra Help	89,028	89,028	148,053	-	148,053	148,053		
Contracted Staff	120,418	120,418	85,000	-	85,000	-	85,000	-
<b>Total Regional Staff Expenditures</b>	<b>863,061</b>	<b>895,513</b>	<b>954,256</b>	<b>-</b>	<b>954,256</b>	<b>869,256</b>	<b>85,000</b>	<b>-</b>
<b>Contracts:</b>								
Legal	35,000	35,000	35,000	-	35,000	35,000		
Fiscal	18,000	18,000	18,000	-	18,000	18,000		
EMSI			10,000	-	10,000		10,000	
XR Marin	15,000	15,000	-	-	-			
Strategy Consulting	60,000	25,000	-	-	-			
Marketing and Outreach	5,000	21,560	22,000	-	22,000		22,000	
Business Services (Fire19 Grant)			30,000	-	30,000		30,000	
Miscellaneous Contracts	25,000	43,440	55,000	-	55,000		55,000	
<b>Total Contracts</b>	<b>158,000</b>	<b>158,000</b>	<b>170,000</b>	<b>-</b>	<b>170,000</b>	<b>53,000</b>	<b>117,000</b>	<b>0</b>
<b>Operation:</b>								
Travel	20,000	20,000	12,000	8,000	20,000	20,000	-	-
Board & Staff Development	20,000	20,000	15,000	5,000	20,000	20,000	-	-
Equipment/Technology	7,500	7,500	7,500	7,500	15,000	15,000	-	-
Insurance	12,000	12,000	12,000	-	12,000	12,000		
Memberships/Dues	6,200	6,200	5,330	1,300	6,630	6,630	-	-
Audit Fee	17,500	17,500	17,500	-	17,500	17,500		
Supplies	15,000	15,000	10,000	5,000	15,000	15,000		
Rent & Leases	45,000	50,000	84,000	-	84,000	13,404		70,596
<b>Total Operation Expenditures</b>	<b>143,200</b>	<b>148,200</b>	<b>163,330</b>	<b>26,800</b>	<b>190,130</b>	<b>119,534</b>	<b>0</b>	<b>70,596</b>
<b>General Fund Contribution</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Regional Expenditures</b>	<b>1,164,261</b>	<b>1,206,713</b>	<b>1,287,586</b>	<b>26,800</b>	<b>1,314,386</b>	<b>1,041,790</b>	<b>202,000</b>	<b>70,596</b>
<b>Client Services</b>	<b>4,210,550</b>	<b>4,852,100</b>	<b>3,744,131</b>	<b>-</b>	<b>3,744,131</b>	<b>-</b>	<b>-</b>	<b>3,744,131</b>
<b>Total Expenditures</b>	<b>5,374,811</b>	<b>6,058,813</b>	<b>5,031,717</b>	<b>26,800</b>	<b>5,058,517</b>	<b>1,041,790</b>	<b>202,000</b>	<b>3,814,727</b>
<b>Surplus (Deficit) - Carry-In</b>	<b>45,392</b>	<b>228,716</b>	<b>132,560</b>	<b>78,225</b>	<b>210,785</b>	<b>210,785</b>	<b>0</b>	<b>0</b>