



# GOVERNING BOARD MEETING AGENDA

Friday, December 17, 2021, 9:00 AM

**Primary Location: 1546 First Street, Napa, CA 94559**

## Other Locations:

County of Lake: 255 N. Forbes St., Lakeport, CA, 95453, Courthouse Conference Room B  
Mendocino County Administration Center: 501 Low Gap Road, Ukiah, CA 95482, Conference Room A  
Marin County Civic Center: 3501 Civic Center Dr. San Rafael CA. 94903, Room 324

## Zoom Log-in Link:

<https://zoom.us/j/94072270072?pwd=aXJ5VXdTemN4NzVCUGdkSIVBMzNqQT09>

Meeting ID: 940 7227 0072, Passcode: 646794

## Call-in Information:

+1 669 900 9128 US (San Jose), Meeting ID: 940 7227 0072, Passcode: 646794

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> </ul> </li> </ul>
CONSENT CALENDAR	
<p>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 September 17, 2021 [Attachment II.A]</li> <li>B. Ratify WANB Agreements [Board Letter II.B.]</li> <li>C. Reappointment of Mendocino Advisory Subcommittee Member [Board Letter II.C] [Attachment II.C]</li> <li>D. Master Meeting Calendar [Attachment II.D]</li> </ul>
REGULAR CALENDAR / DISCUSSION	
III.	<ul style="list-style-type: none"> <li>A. America's Job Center of California (AJCC) Comprehensive Certification Process [Board Letter III.A] [Attachment III.A] <b>(Presentation)</b></li> <li>B. WIOA Career Services Implementation Update [Board Letter III.B] <b>(Presentation)</b></li> <li>C. Ratify / Accept PY 19-20 Single Audit [Board Letter III.C] <b>(Action)</b></li> <li>D. Update Regional Workforce Board Bylaws (Board Letter III.D) [Attachment III.D] <b>(Action)</b></li> </ul>
ADJOURN	
IV.	<ul style="list-style-type: none"> <li>A. Adjourn</li> </ul>

## Attachment II.A



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

### GOVERNING BOARD MEETING MINUTES

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. A. Welcome, Introductions

Supervisor Connolly called the meeting to order at 9:04 AM.

Members Present: Supervisor Damon Connolly, Supervisor John Haschak, Supervisor Maureen Mulheren, Supervisor Dennis Rodoni, Supervisor Moke Simon (joined during item III.C), Supervisor Brad Wagenknecht.

Workforce Alliance Staff Present: Bruce Wilson, Doug Orlando, Taylor Swain, Sita Williams, Sylwia Palczewska.

##### B. Public Comment

Sherry Parr, Social Service Program Manager, Employment and Training Branch, County of Marin Health and Human Services re-introduced services at County of Marin Health and Human Services. Mrs. Parr reaffirmed their partnership with CareerPoint Marin.

##### C. Chair's Update – Damon Connolly

##### D. Member's Update

##### E. Executive Director's Update

###### a. Legislative update

###### b. Workforce Development Board structure update

#### 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 June 18, 2021 [Attachment II.A]

Motion made to approve consent calendar.

M/S: Dennis Rodoni / Alfredo Pedroza

Motion carried: 6-0

Yea: 6

Nay: 0

Abstentions: 0

## Attachment II.A

### 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: Alfredo Pedroza / Dennis Rodoni  
Motion carried: 6-0  
Yea: 6  
Nay: 0  
Abstentions: 0
- B. Amended Fiscal Year 2021 – 2022 Budget due to release of final allocations [Board Letter III.B] [Attachment III.B] (Action)
- Motion made as requested.  
M/S: Brad Wagenknecht / John Haschak  
Motion carried: 6-0  
Yea: 6  
Nay: 0  
Abstentions: 0
- C. Approve WANB Agreement [Board Letter III.C] (Action)
- Motion made as requested.  
M/S: John Haschak / Dennis Rodoni  
Motion carried: 6-0  
Yea: 6  
Nay: 0  
Abstentions: 0
- D. CareerPoint North Bay transition update (Presentation)

### ADJOURN

- IV.
- A. Adjourn
- The meeting was adjourned at 10:25 AM

## BOARD LETTER II.B



**TO:** GOVERNING BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER II.B – RATIFY APPROVAL OF WORKFORCE ALLIANCE AGREEMENTS  
**DATE:** DECEMBER 17, 2021  
**CC:** FILE

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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
CommunityPro Suite	Amendment	None	Provision of a data sharing agreement to facilitate local inter-agency coordination and collaboration in Lake and Mendocino Counties with Adult Education and Community Colleges. System tracks customers as they utilize services and referrals between educational agencies and workforce agencies. Amendment adds Napa County data
Marin County Fire Department	Amendment	\$18,000	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. Amendment creates the replicable program manual.

### STAFF RECOMMENDATION

Ratify agreement with the above noted contractor and partners and authorize board chair and/or executive director to sign final negotiated agreements and in the case of Financial Decisions, subsequent required documents that may be required to implement retired plans in accordance with negotiated employee hiring parameters.

## BOARD LETTER II.C



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER II.C– APPROVE REAPPOINTMENT OF SUBCOMMITTEE MEMBER  
**DATE:** DECEMBER 17, 2021  
**CC:** FILE

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### 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 individual submitted a renewal for membership to a WANB Advisory Subcommittee:

County Subcommittee	Name	Title
Mendocino	Pam Jensen	Executive Director of Ukiah Valley Association for Habilitation

### SAFF RECOMMENDATION

Approve above individual for reappointment to the WANB Advisory Subcommittee.



# 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: Pamela

Last Name: Jensen

M.I.: J

### Section II. County / Location

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

### Section III. Occupational Information

Industry Sector:

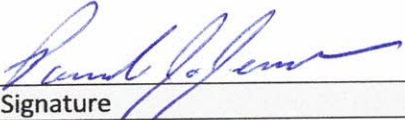
Occupation / Title:

Employer:

**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.

	5/28/21
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)



WORKFORCE ALLIANCE OF THE NORTH BAY MASTER MEETING CALENDAR 2022											rev.11.23.21
JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC
REGIONAL WORKFORCE DEVELOPMENT BOARD 2nd Thursday @ 10:00 AM-12:00 PM											
					6/9/22 10:00						12/8/22 10:00
GOVERNING BOARD 3rd Friday @ 9-10:30 AM											
		3/18/22 9-10:30			6/17/22 9-10:30			9/16/22 9-10:30			12/16/22 9-10:30
EXECUTIVE COMMITTEE 2nd Wednesday @ 9-10:30 AM											
1/12/22 9-10:30	2/9/22 9-10:30		4/13/22 9-10:30	5/11/22 9-10:30		7/13/22 9-10:30	8/10/22 9-10:30		10/12/22 9-10:30	11/9/22 9-10:30	
POLICY AND OVERSIGHT SUBCOMMITTEE 1st Tuesday @ 3-4:30 PM											
		3/1/22 3-4:30			6/7/22 3-4:30			9/6/22 3-4:30			12/6/22 3-4:30
LAKE ADVISORY SUBCOMMITTEE 4th Thursday @ 9-10:30 AM											
	2/24/22 9-10:30			5/26/22 9-10:30			8/25/22 9-10:30			11/17/22* 9-10:30	
MARIN ADVISORY SUBCOMMITTEE Every 6 Weeks on Wednesday @ 8:00 AM *except 10/13/22 & 11/18/22											
	2/2/22 8-9:30	3/16/22 8-9:30	4/27/22 8-9:30		6/8/22 8-9:30	7/20/22 8-9:30	8/31/22 8-9:30	10/13/22* 8-9:30		11/30/22* 8-9:30	
MENDOCINO ADVISORY SUBCOMMITTEE 4th Thursday @ 3-4:30 PM											
	2/24/22 3-4:30			5/26/22 3-4:30			8/25/22 3-4:30			11/17/21 3-4:30	
NAPA ADVISORY SUBCOMMITTEE 4th Wednesday @ 3-4:30 PM											
	2/23/22 3-4:30			5/25/22 3-4:30			8/24/22 3-4:30			11/16/22 3-4:30	

## REQUIRED ATTENDANCE

## Regional Workforce Development Board (RWDB)

All appointed RWDB members

## Governing Board

Governing Board Members representing Lake, Marin, Mendocino, and Napa Counties

## Executive Committee

RWDB Officers &amp; Chairs

## Policy and Oversight Subcommittee

RWDB Members representing Lake, Marin, Mendocino, and Napa Counties

## Lake Advisory Subcommittee

RWDB Members representing Lake &amp; Appointed Lake Advisory Subcommittee Members

## Marin Advisory Subcommittee

RWDB Members representing Marin &amp; Appointed Marin Advisory Subcommittee Members

## Mendocino Advisory Subcommittee

RWDB Members representing Mendocino &amp; Appointed Mendocino Advisory Subcommittee Members

## Napa Advisory Subcommittee

RWDB Members representing Napa &amp; Appointed Napa Advisory Subcommittee Members



\*Due to Thanksgiving, Advisory Subcommittee meetings regularly scheduled on the week of November 21, 2022 have been rescheduled.



## BOARD LETTER III.A



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD  
**FROM:** STAFF  
**SUBJECT:** **BOARD LETTER III.A – CERTIFICATION OF AJCC CAREERPOINT NORTH BAY CENTERS**  
**DATE:** DECEMBER 9, 2021  
**FILE:** FILE

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The America's Job Center of California<sup>SM</sup> (AJCC) Certification Indicator Assessment is intended to encourage continuous improvement by identifying areas where an AJCC is exceeding quality expectations, as well as areas where improvement is needed. The Certification Indicators were developed in alignment with Training and Employment Guidance Letter 4-15, California's Unified Strategic Workforce Development Plan (State Plan), and the AJCC Certification Workgroup's vision for California's One-Stop delivery system.

The State delineated a certification process with two parts. The first part or baseline certification focused on areas related to compliance. The second part the AJCC Certification Indicator Assessment, includes characteristics of a High-quality AJCC. These indicators provide guidance to enable us to note the AJCC's strengths and continuous improvement opportunities.

### Informational Item

## AJCC Certification Indicator Assessment

The America's Job Center of California<sup>SM</sup> (AJCC) Certification Indicator Assessment is intended to encourage continuous improvement by identifying areas where an AJCC is exceeding quality expectations, as well as areas where improvement is needed. The Certification Indicators were developed in alignment with Training and Employment Guidance Letter 4-15, California's Unified Strategic Workforce Development Plan (State Plan), and the AJCC Certification Workgroup's vision for California's One-Stop delivery system.

The matrix below describes each Certification Indicator using both characteristics of a high-quality AJCC and the overall vision and strategies of the State Plan. Additionally, the Certification Indicators are provided as guidance for the evaluator to use in order to note the assessment of the AJCC's strengths and continuous improvement opportunities.

The Local Board may establish additional criteria, or set higher standards for continuous improvement than those suggested by the state criteria below.

Local Boards must submit a completed AJCC Certification Indicator Assessment to their Regional Advisor for each comprehensive and/or affiliate/specialized AJCC by November 1, 2021.

Name of Local Board [Click here to enter text.](#)

Name of AJCC [Click here to enter text.](#)

**AJCC Certification Indicator #1: The AJCC ensures universal access, with an emphasis on individuals with barriers to employment.**

<b>US DOL Characteristics of a High Quality AJCC</b>	<b>California State Plan Vision and Strategies</b>
<ul style="list-style-type: none"> <li>a. Reflect a welcoming environment to all customer groups who are served by the AJCC. All AJCC staff are courteous, polite, responsive, and helpful to job seekers, businesses, and others who visit the AJCC. Staff are sensitive to the unique needs of individuals with disabilities and are prepared to provide necessary accommodations.</li> <li>b. Ensure meaningful access to all customers. AJCCs must be physically and programmatically accessible to all customers, including individuals with disabilities. In so doing, AJCCs use principles of universal design and human-centered design, such as flexibility in space usage, the use of pictorial, written, verbal and tactile modes to present information for customers with disabilities or Limited English Proficiency; providing clear lines of sight to information for seated or standing users; providing necessary accommodations; and providing adequate space for the use of assistive devices or personal assistants. AJCCs use assistive technology and flexible business hours to meet the range of customer needs.</li> <li>c. Include both virtual and center-based service delivery for job seekers, workers, and employers. Both methods of delivery support the talent needs of the regional economy, although each may better serve different customers with different levels of service needs at any given time. The system can expand its reach by delivering robust virtual services; and increasing the accessibility of those services through community partners, such as libraries, community and faith-based organizations, and other partners.</li> </ul>	<ul style="list-style-type: none"> <li>a. Enabling upward mobility for all Californians including populations with barriers to employment. Workforce and education programs need to be accessible for all Californians and ensure that everyone has access to a marketable set of skills and is able to access the level of education necessary to ensure economic self-sufficiency and security.</li> </ul>

***AJCC Certification Indicators***

- All AJCC staff honor and accommodate diversity and are comfortable and adept in working with all types of individuals, including those with disabilities, cultural differences, and all individuals with barriers to employment.
- The local Equal Opportunity Officer periodically reviews the AJCC's policies, procedures, and facility for accessibility and equal opportunity and then provides recommendations and staff training, where needed.
- The AJCC has a Limited English Proficiency Plan to provide meaningful access for individuals that do not speak English as their primary language and who have limited ability to read, speak, write, or understand English.
- The AJCC uses the principles of universal and customer-centered design to ensure inclusive space and materials are available to individuals regardless of their range of abilities, mobility, age, language, learning style, intelligence, or educational level.
- The AJCC implements the veteran's preference and priority of service requirements.
- The AJCC provides services outside of regular business hours where there is a workforce need as defined by the Local Board.
- The AJCC delivers both AJCC-based and virtual services.
- The AJCC ensures that individuals with disabilities are able to access virtual services in a manner that is comparable to the access available to others.

**AJCC Certification Indicator #1: The AJCC ensures universal access, with an emphasis on individuals with barriers to employment.**

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

Click here to enter text.

**AJCC Certification Indicator #2: The AJCC actively supports the One-Stop system through effective partnerships.**

US DOL Characteristics of a High Quality AJCC	California State Plan Vision and Strategies
<p>a. Reflect the establishment of robust partnerships among partners. The AJCC operator facilitates an integrated, colocated partnership that seamlessly incorporates the services of all the AJCC partners.</p>	<p>a. Aligning, coordinating, and integrating programs and services to economize limited resources while also providing the right services to clients, based on each client's particular and potentially unique needs so as to facilitate skills-attainment.</p>

***Quality Indicators***

- A system is in place to assess the satisfaction of both colocated and non-colocated partners with the AJCC and its services.
- Both colocated and non-colocated partners believe that the AJCC adds value to their program and their customers.
- The required AJCC partners meet on a regular basis to discuss the One-Stop system and the AJCC's contribution to the system and make recommendations for continuous improvement.
- The AJCC actively outreaches and provides access to non-colocated partner customers to participate in AJCC-based services, such as workshops and recruitment events.
- An inventory and overview of all partner services is available to all AJCC staff and all AJCC staff has received an orientation to all partner programs and services.
- One-Stop system marketing materials have been developed that overview all partner services for distribution to customers at the AJCC and at all non-colocated partner locations.
- The AJCC's partner referral process (as outlined in the Memorandum of Understanding) is being implemented with a focus on quality referrals that are likely to convert to service.
- Referrals are recorded and a system is in place for partners to follow-through and report progress on referrals made.
- The AJCC connects to the community through multiple community partnerships and community access points.

**AJCC Certification Indicator #2: The AJCC actively supports the One-Stop system through effective partnerships.**

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

[Click here to enter text.](#)



**AJCC Certification Indicator #3: The AJCC provides integrated, customer-centered services.**

<b>US DOL Characteristics of a High Quality AJCC</b>	<b>California State Plan Vision and Strategies</b>
<ul style="list-style-type: none"> <li>a. Organize and integrate services by function (rather than by program); when permitted by a program’s authorizing statute and as appropriate, and by coordinating staff communication, capacity building, and training efforts. Functional alignment includes having AJCC staff who perform similar tasks serve on relevant functional teams, e.g. skills development team. Service integration focuses on serving all customers seamlessly (including targeted populations) by providing a full range of services staffed by cross-functional teams, consistent with the purpose, scope, and requirements of each program.</li> <li>b. Use an integrated and expert intake process for all customers entering the AJCCs. Frontline staff are highly familiar with the functions and basic eligibility requirements of each program, and can appropriately assist customers and make knowledgeable referrals to partner programs, as needed and as appropriate given the authorized scope of the program.</li> <li>c. Develop and maintain integrated case management systems that inform customer service throughout the customer’s interaction with the integrated system and allows information collected from customers at intake to be captured. Customer information is properly secured in accordance with personally identifiable information guidelines, and facilitated as appropriate, with the necessary MOU or other forms of confidentiality and data sharing agreements. Data, however, would be shared with other programs, within the One-Stop system only after the informed written consent of the individual has been obtained, where required.</li> </ul>	<ul style="list-style-type: none"> <li>a. Integrated Service Delivery: braiding resources and coordinating services at the local level to meet client needs.</li> <li>b. Customer-Centered Service Design: use of customer centered design to involve frontline staff and customers in the development, prototyping and evaluation of AJCC services, resources, tools, and systems.</li> </ul>

***AJCC Certification Indicators***

- AJCC staff identifies with the AJCC system (and not just their specific program), believes that all AJCC customers are shared customers, and contributes to providing a positive AJCC experience for every AJCC customer.
- AJCC staff have received customer service and customer-centered design training
- AJCC staff is cross-trained in program partner eligibility and services, so they have the capacity to functionally serve customers well.
- The AJCC has clearly identified the roles, responsibilities, and authorities of both functional leaders and the supervisors of program partners and the AJCC has an integrated functional organizational chart.
- The AJCC has a system in place to promptly greet all AJCC customers, identify the reason for their visit and their needs, and connect them to appropriate services as quickly as possible
- The AJCC has developed integrated customer flow procedures that respond to customer need and moves customers seamlessly between AJCC entry and service delivery with as few hand-offs as possible.
- All AJCC colocated partners have identified the Career Services that are applicable to their program and the AJCC has developed methods to align/integrate the delivery of those services.
- The AJCC has establish protocols to co-enroll customers in more than one partner program when there is value to customers and has a strategy for effectively sharing case management when customers are co-enrolled.

**AJCC Certification Indicator #3: The AJCC provides integrated, customer-centered services.**

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

[Click here to enter text.](#)

**AJCC Certification Indicator #4: The AJCC is an on-ramp for skill development and the attainment of industry-recognized credentials which meet the needs of targeted regional sectors and pathway.**

US DOL Characteristics of a High Quality AJCC	California State Plan Vision and Strategies
<ul style="list-style-type: none"> <li>a. Improve the skills of job seeker and worker customers. AJCCs offer access to education and training leading to industry-recognized credentials through the use of career pathways, apprenticeships, and other strategies that enable customers to compete successfully in today's global economy.</li> <li>b. Value skill development by assessing and improving each individual's basic, occupational, and employability skills.</li> <li>c. Balance traditional labor exchange services with strategic talent development within a regional economy.</li> <li>d. Create opportunities for individuals at all skill levels and levels of experience by providing customers as much timely, labor market, job-driven information and, choice as possible related to education and training, careers, and service delivery options, while offering customers the opportunity to receive both skill-development and job placement services.</li> </ul>	<ul style="list-style-type: none"> <li>a. Career Pathways: enabling of progressive skills development through education and training programs, using multiple entry and exit points, so that each level of skills development corresponds with a labor market payoff for those being trained or educated and results in industry-recognized credentials.</li> <li>b. Earn and Learn: using training and education best practices that combine applied learning opportunities with material compensation while facilitating skills development in the context of actual labor market participation.</li> <li>c. Supportive Services: providing ancillary services like childcare, transportation, and counseling to facilitate program completion by those enrolled in training and education courses.</li> <li>d. AJCCs as an access point for programs that provide for "demand-driven skills attainment." From this perspective, AJCCs will be operated as an "on ramp" or "gateway" to the "Regional Sector Pathways" programs either built-out or identified through the regional planning process described above.</li> <li>e. AJCCs will continue to provide the full array of Career Services and function as labor exchanges but there will be much greater emphasis on treating AJCCs as an access point for education and training services for those who want and need it.</li> </ul>

***AJCC Certification Indicators***

- All AJCC staff (i.e., the staff of all colocated partners regardless of staff position or program) value both skill development and employment outcomes and know how they can promote and contribute to both.
- All AJCC staff knows the regional target sectors, can identify regional sector career pathways, and can understand what those mean in terms of providing services to customers.
- The AJCC has skill development and training opportunities for customers at all skill and experience levels.
- The AJCC has robust training services and staff assists customers in accessing and enrolling in these services, including career pathways, integrated education and training, workforce preparation, work-based learning, and apprenticeship.
- AJCC staff are committed to and competent in helping customers navigate career pathways that result in industry-recognized credentials.
- The AJCC does not implement a “sequence of service requirement” for training and does not have cumbersome entry steps that prohibit easy access to education and training that leads to industry-recognized credentials.
- The AJCC ensures that supportive services are available to customers, as appropriate, to facilitate participation in training services.
- The AJCC strives to increase the number and percentage of all AJCC customers receiving skill development and training services resulting in industry recognized credentials.

**AJCC Certification Indicator #4: The AJCC is an on-ramp for skill development and the attainment of industry-recognized credentials which meet the needs of targeted regional sectors and pathways.**

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

Click here to enter text.

**AJCC Certification Indicators #5: The AJCC actively engages industry and labor and supports regional sector strategies through an integrated business service strategy that focuses on quality jobs.**

US DOL Characteristics of a High Quality AJCC	California State Plan Vision and Strategies
<ul style="list-style-type: none"> <li>a. Design and implement practices that actively engage industry sectors and use economic and labor market information, sector strategies, career pathways, registered apprenticeships, and competency models to help drive skill-based initiatives.</li> <li>b. Develop, offer, and deliver quality business services that assist specific businesses and industry sectors in overcoming the challenges of recruiting, retaining, and developing talent for the regional economy.</li> </ul> <p>To support area employers and industry sectors most effectively, AJCC staff identify and have a clear understanding of industry skill needs, identify appropriate strategies for assisting employers, and coordinate business services activities across AJCC partner programs, as appropriate.</p> <p>This includes the incorporation of an integrated and aligned business services strategy among AJCC partners to present a unified voice for the AJCC in its communications with employers.</p> <p>Additionally, AJCCs use the forthcoming performance measure(s) on effectiveness in serving employers to support continuous improvement of these services.</p>	<ul style="list-style-type: none"> <li>a. Regional partnerships: building partnerships between industry leaders, workforce professionals, education and training providers, and economic development leaders to develop workforce and education policies that increase job quality and support regional economic growth.</li> <li>b. Sector strategies: aligning workforce and education programs with leading and emergent industry sectors' skills needs.</li> <li>c. Fostering demand-driven skills attainment: workforce and education programs need to align program content with the state's industry sector needs so as to provide California's high road employers and businesses with the skilled workforce it needs to compete in the global economy.</li> </ul>



***AJCC Certification Indicators***

- All AJCC staff has high-knowledge of the regional economy, labor market conditions, business talent supply chains, and the needs of high-growth sectors and high road employers.
- The AJCC focuses on quality jobs by actively promoting targeted sector opportunities and high-demand occupations to all AJCC customers
- The AJCC promotes systems and partnerships that connect workers to high-quality jobs or entry-level work with clear routes to advancement.
- The AJCC has a defined strategy in place to regularly seek and capture employer advice in the design and delivery of demand-driven services for job seekers.
- The AJCC is an integral partner in the implementation of the Local Board's integrated business services strategy and seeks to minimize redundant employer contacts while maximizing access to system-wide, integrated business services.
- The AJCC offers a wide range of AJCC-based services for employers including referral of qualified candidates, on-site recruitment, pre-employment testing, skill verification, and hiring and training subsidies.
- The AJCC consistently seeks feedback and satisfaction data from businesses on the delivery of business services and applies the learning for continuous improvement.

**AJCC Certification Indicators #5: The AJCC actively engages industry and labor and supports regional sector strategies through an integrated business service strategy that focuses on quality jobs**

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

Click here to enter text.

**AJCC Certification Indicator #6: The AJCC has high-quality, well-informed, and cross-trained staffing.**

US DOL Characteristics of a High Quality AJCC	California State Plan Vision and Strategies
<p>a. Train and equip AJCC staff in an ongoing learning process with the knowledge, skills, and motivation to provide superior service to job seekers, including those with disabilities, and businesses in an integrated, regionally focused framework of service delivery. AJCC staff are cross-trained, as appropriate, to increase staff capacity, expertise, and efficiency. Cross training allows staff from differing programs to understand every program and to share their expertise about the needs of specific populations so that all staff can better serve all customers. AJCC staff are routinely trained and are keenly aware as to how their particular function supports and contributes to the overall vision of the local board.</p> <p>b. Staff the center with highly trained career counselors, skilled in advising job seekers of their options, knowledgeable about local labor market dynamics, aware of available services inside and outside the AJCC.</p>	<p>a. Certification criteria will include an assessment of professional development and staff capacity building.</p>

***AJCC Certification Indicators***

- The AJCC has regular staff meetings with all AJCC staff (i.e. the staff of all colocated partners regardless of program) to build relationships, provide updates on center activities, and discuss strategies for AJCC improvement.
- Partners have agreed to provide training to all AJCC staff on a regular basis.
- There is a capacity building and/or professional development plan for staff and partners.
- All AJCC staff has received training on the services of One-Stop partners, eligibility for those services, and the process for referring customers to partners.
- All AJCC staff has received training on how to use labor market information to help customers identify career pathways and develop in-demand skills and credentials and find jobs.

- All AJCC staff has received training in how to effectively assist customers in registering with CalJOBS and how to match customers to available jobs.
- All AJCC staff has received training on serving individuals with barriers to employment, including customers with disabilities.
- All AJCC staff has received training on providing excellent customer service and customer-centered design.
- All AJCC staff has received training on sector strategies, career pathways, job quality and high road training partnerships.

**AJCC Certification Indicator #6: The AJCC has high-quality, well-informed, and cross-trained staffing.**

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

Click here to enter text.

**AJCC Certification Indicator #7: The AJCC achieves business results through data-driven continuous improvement.**

US DOL Characteristics of a High Quality AJCC	California State Plan Vision and Strategies
<ul style="list-style-type: none"> <li>a. Use common performance indicators to ensure that federal investments in employment and training programs are evidence-based, labor market driven, and accountable to participants and taxpayers. Center performance is transparent and accountable to the communities and regions served; data entry staff are trained and understand the importance of data validation, data collection processes, and the importance of accurate reporting.</li> <li>b. Develop and implement operational policies that reflect an integrated system of performance, communication, and case management, and use technology to achieve integration and expanded service offerings.</li> </ul>	<ul style="list-style-type: none"> <li>a. Certification criteria will include an assessment of the way the AJCC will use data for continuous improvement.</li> </ul>

***AJCC Certification Indicators***

- The AJCC contributes to the achievement of WIOA performance indicators for all core program partners.
- The AJCC reports to the Local Board on an ongoing basis the number of customers served, the types of services provided, and the outcomes of those services.
- The AJCC operates in a cost-efficient manner and the resources invested are justified by the results.
- The AJCC has a system in place to collect satisfaction data from individuals and employers using the AJCC's services.
- The AJCC has a system in place to capture and respond to specific customer feedback, complaints, and compliments.
- The AJCC regularly reviews and analyzes performance, customer satisfaction, and service data and develops specific plans for AJCC service improvements.
- The AJCC regularly identifies areas of needed technical assistance to improve business results and taps available resources to obtain needed assistance.

**AJCC Certification Indicator #7: The AJCC achieves business results through data-driven continuous improvement.**

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

Click here to enter text.



By signing below, the Local Board Chair attests to the **AJCC's Certification Indicator Assessment** and agrees to develop a continuous improvement plan with target dates with the AJCC.

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Signature

[Click here to enter text.](#)

---

Name

[Click here to enter text.](#)

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Title

## BOARD LETTER III.B



**TO:** GOVERNING BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER III.B – WIOA BACKGROUND & PARTNERSHIPS PRESENTATION  
**DATE:** DECEMBER 17, 2021  
**CC:** FILE

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As a part of its responsibility to design, implement and oversee the One Stop Delivery System, the Governing Board will hear a WIOA Career Services update from the Equus.

### STAFF RECOMMENDATION

Receive presentation and engage in discussion.

## BOARD LETTER III.C



**TO:** GOVERNING BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER III.C – RATIFY / ACCEPT FY 19-20 SINGLE AUDIT  
**DATE:** DECEMBER 17, 2021  
**CC:** FILE

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CliftonLarsonAllen, LLP (CLA), completed Workforce Alliance's Single Audit for Fiscal Year 2019 – 2020 and submitted it to the Federal Audit Clearinghouse and State Controller's Office. Final reports include the Financial Statements and Governance Communication as attachments to this board letter. A summary of the financials and findings are included below.

### Financial Summary

Total Revenue - \$3,329,817

Total Expenditures - \$3,279,575

Fund Balance / Net Position - \$126,120

### Findings

- 2020-001 – Year End Closing Process
  - Accounts Payable was over accrued by \$52,513.
    - Some bill entries dated prior to July 1, 2018 were not properly closed out which caused an overstatement of Accounts Payable by \$52,513. Reports run for the current year did not display them unless the date range was changed and these reports are now run with the proper ranges for closing old accruals.
  - Cash and Revenue were understated in the amount of \$20,000.
    - A check received was not deposited for approximately six months which spanned fiscal years. This was caused by mail disruptions due to COVID and WANB staff working from home. Mail is now checked regularly both at the office and our PO box on a weekly basis.
- 2020-002 – Earmarking
  - Youth Work Experience requirement of 20% was not met.
    - Service providers were unable to meet the 20% Youth Work Experience requirement several years in a row. Beginning in July 2021, Workforce Alliance contracted with new service providers who anticipate being able to meet these requirements.

### STAFF RECOMMENDATION

Ratify / Accept the PY 2019-20 Single Audit reports.

## WORKFORCE ALLIANCE OF THE NORTH BAY (WANB) REGIONAL WORKFORCE DEVELOPMENT BOARD (RWDB)

BYLAWS APPROVED AND ADOPTED FEB 9, 2016  
AMENDED DEC 17, 2021

### ARTICLE I. CREATION OF THE WANB REGIONAL WORKFORCE DEVELOPMENT BOARD

The Workforce Alliance of the North Bay, hereinafter referred to as the WANB, is established under the authority of the Workforce Innovations and Opportunity Act of 2014, hereinafter called WIOA.

### ARTICLE II. PURPOSE OF THE WANB RWDB

The purpose of Regional Workforce Development Board (RWDB) is to recommend policy to the WANB Governing Board for the workforce development system in Marin, Napa, Lake and Mendocino counties in coordination with statewide workforce development efforts. Additionally, the RWDB conducts research on programs and the needs of their regional economy. They also competitively procure and oversee the America's Job Centers of California (AJCC's), where job seekers can get employment information, find out about career development training opportunities and connect to various programs in their area.

### ARTICLE III. DUTIES OF THE WANB RWDB

**Section 1.** The Workforce Alliance of the North Bay (WANB) Governing Board (GB), and the WANB Regional Workforce Development Board (RWDB) conducts strategic planning, oversight, and evaluation of the local workforce development area. The RWDB shall promote effective outcomes consistent with statewide goals, objectives, and negotiated local performance.

#### **Section 2.** Duties

Duties of the WANB RWDB shall be in accordance with the WIOA and include, but are not limited to:

1. Developing a local workforce development area plan for Marin, Napa, Lake, and Mendocino counties
2. Carry out analyses of the economic conditions in the region, the needed knowledge and skills for the region, the workforce in the region and the education and training activities in the region.
3. Convening, brokering and leveraging of partners and resources to address identified industry and workforce issues;

4. Employer and industry engagement;
5. In partnership with secondary and postsecondary education, lead efforts in the local workforce area to develop and implement career pathways by aligning employment, training, education and supportive services;
6. Identify and promote proven and promising strategies for meeting the needs of employers, workers and jobseekers;
7. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce system;
8. Conduct program oversight of local youth, and adult training activities and the one-stop delivery system;
9. Negotiate local performance and accountability measures;
10. Competitively select youth and adult one stop operators and providers of workforce services; certify operators and terminate for cause;
11. Coordinate workforce activities with education and training providers in the area;
12. Develop a budget for activities of the local board that is consistent with the adopted local plan.
13. Assess physical and programmatic accessibility for people with disabilities

### **Section 3. Methods**

The WANB RWDB shall perform all duties in accordance with these methods:

1. *Convener*: Bring together business, labor, education, and economic development to focus on community workforce issues.
2. *Workforce Analyst*: Develop, disseminate and understand current labor market and economic information and trends.
3. *Broker*: Bring together systems to solve common problems, or broker new relationships with businesses and workers.
4. *Community Voice*: Advocate for the importance of workforce policy, providing perspective about the need for and availability of skilled workers.
5. *Capacity Builder*: Enhance the region's ability to meet the workforce needs of local employers.

**Section 4.** The WANB RWDB shall perform other functions and duties as required by the WIOA, or by State of California implementing legislation or Executive Orders, and shall act in accordance with the WIOA and under the direction of the Governing Board.

## **ARTICLE IV. RWDB MEMBERSHIP**

### **Section 1. Appointment and Size**

The WANB GB shall appoint the WANB RWDB members. A single member may be appointed to represent multiple constituencies on the WANB RWDB as set forth in Section 2 below. The membership size of the RWDB may increase or decrease depending on whether members are representing multiple constituencies. The membership shall not exceed thirty-five (35) members. No matter how many constituencies a member represents, a member is entitled to only one vote and may only be counted as a single member of the RWDB.

## **Section 2.** Composition

- a. The WANB GB shall ensure the membership of the WANB RWDB conforms to all requirements of the WIOA, as prescribed:
  1. **Business Representatives:** The majority (51%) of RWDB membership must be representatives of business in the local workforce area who reflect the employment opportunities of the Workforce Alliance of the North Bay LWDA. The business representatives shall include owners, executives or operating officers of businesses, or employers with optimum policy-making or hiring authority. The WANB Governing Board shall appoint these representatives from among individuals nominated by local business or business trade organizations in the Workforce Alliance of the North Bay LWDA. If there are no nominations made by local business or business trade organizations, the WANB RWDB, in its capacity as a business-lead organization, shall make the nominations.
  2. **Workforce Representatives:** At least 20 percent (20%) of WANB RWDB membership must be workforce representatives which must:
    - include two or more representatives of labor organizations, where such organizations exist in the local area. Where labor organizations don't exist, representatives must be selected from other employee representatives.
    - include one or more representatives of joint labor-management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, and ***may include:***

- The board ***may include*** the following to contribute to the 20 percent Workforce Representative requirement:
  - one or more representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities; and,
  - one or more representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth including representatives of organizations that serve out-of-school youth.

4. **Education and Training Representatives:** The balance of local board membership **must include**:
  - At least one eligible provider administering adult education and literacy activities under WIOA Title II;
  - At least one representative from an institute of higher education providing workforce investment activities, including community colleges; and
  - At least one representative from each of the following governmental and economic and community development entities:
    - Economic and community development entities;
    - The State Employment Service Office under Wagner-Peyser Act (29 USC 49 et seq.) serving the local area; and
    - The programs carried out under Title 1 of the Rehabilitation Act of 1973, other than sec. 112 or Part C of that title.
5. **Other Representatives:** Membership may include other representatives as determined to be appropriate by the WANB Governing Board including:
  - Entities administering education and training activities who represent local educational agencies or community-based



organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment;

- Governmental and economic and community development entities who represent transportation, housing and public assistance programs,
- Philanthropic organizations serving the local area; and
- Other appropriate individuals as determined by the Governing Board.

- b.** Applicants for regional board membership will submit an application for review by the RWDB Executive Committee. The Executive Committee will then forward its recommendations to the WANB Governing Board for appointment to the RWDB.

**Section 3.** Optimal Policy Making Authority

Members of the WANB RWDB that represent organizations, agencies or other entities shall be individuals with optimum policymaking authority within those organizations, agencies or entities.

**Section 4.** Changes in Composition

The WANB GB, if recommended by a two-third (2/3) vote of the RWDB, may change the constituent membership of the WANB RWDB through additional appointments.

**Section 5.** Term

Membership terms shall be for three (3) years, except that in 2022, to create staggered terms, 3 members' whose terms expire in 2022 will be 1 year, and 1 will be 2 years. Term appointments shall be staggered to ensure that approximately 1/3 of the membership expires each year.

**Section 6.** Vacancies and Recruitments

In the event of a vacancy, the RWDB shall solicit and accept nominations in accordance with WIOA representation. A vacancy may not necessarily be filled if the required composition of the RWDB can be maintained without filling the vacancy. All applicants shall be required to submit a membership application to the WANB Executive Director. Eligible applications shall be presented to the Governing board for consideration and action and appointment.

The WANB GB shall make appointments to any vacant position whose term has not yet expired, and the appointed successor shall serve out the remainder of the term of the original appointment.

**Section 7.** Resignations

Any RWDB member may resign by submitting written notice to the RWDB Chairperson and/or WANB Executive Director.

**ARTICLE V. REMOVAL OF MEMBERS**

WANB RWDB members may be removed by the WANB GB for cause, upon the initiative of the WANB GB or upon consideration of removal recommendations from the RWDB, for any of the following reasons:

- a. For the member's violation of the conflict of interest code or laws or failure to complete or declare applicable financial disclosures.
- b. When the member ceases to be representative of the constituency for which appointment was made.
- c. For the member's failure to meet attendance requirements (Article VII, Section 1).
- d. For the member's refusal to report to or consult with the member's appointing authority.

**ARTICLE VI. RWDB OFFICERS**

**Section 1.** Officers

The officers of the RWDB shall be a Chair, Vice-Chair and Past Chair. The offices of Chair and Vice-Chair shall be filled by members who qualify as representatives of business, as described in Article IV, Section 2.a.1.

**Section 2.** Election of Officers

The Chair and Vice-Chair shall be elected annually for one-year terms, effective July 1 to June 30. The WANB RWDB shall conduct an election and select persons for the offices of Chair and Vice-Chair. In the event the Chair or Vice-Chair resigns from the RWDB during his/her term of office, the RWDB at its next regularly scheduled meeting shall elect a qualified RWDB member to serve the remaining term of the office.

### **Section 3. Duties of Officers**

- a. Chair:
  - 1. The Chair shall appoint all standing committee chairs.
  - 2. The Chair shall set the agenda for RWDB meetings, preside at all meetings of the RWDB and in general perform all duties incident to the office as directed by the RWDB. This includes attending conferences.
- b. Vice-Chair: The Vice-Chair shall act on behalf of the Chair during the Chair's absence.
- c. Past-Chair: The Past-chair shall act on behalf of the Chair or Vice-Chair's absence.

## **ARTICLE VII. DUTIES OF MEMBERS**

### **Section 1. Attendance**

Members shall attend meetings of the WANB RWDB and committees to which they are appointed. The Executive Committee shall routinely review member attendance at board and committee meetings. An excused absence shall be recorded in the minutes when a member or designee notifies the Clerk of the Board his/her staff of the intended absence by 5 p.m. of the day before the scheduled Board or Committee meeting indicating good and sufficient reasons for the absence, except that if the absence is due to illness occurring during the twenty-four (24) hour period, the absence shall be deemed excused if the Clerk of the Board is notified of the illness prior to the roll call for the meeting. Members of the board must not miss more than three (3) consecutive committee and full meetings of the WANB RWDB unless the absences are excused, or more than five (5) consecutive committee and full meetings even if some or all of those absences are excused, except that the board may grant the RWDB member a leave of absence upon prior request. (See Article V for Removal of Members).

### **Section 2. Service on Committees**

Every member shall actively participate as a member on at least one (1) committee. Non-board members may actively participate on committees at the invitation of the committee chair and approval of the WANB RWDB.

## **ARTICLE VIII. EXECUTIVE COMMITTEE**

- Section 1.** There shall be an Executive Committee comprised of the Officers of the RWDB; the Chair, Vice Chair and the immediate past-Chair if still a current member; and the chairs of standing committees.
- Section 2.** The Chair of the WANB RWDB shall serve as the Chair of the Executive Committee.
- Section 3.** The Executive Committee shall meet per approved Master Calendar or as deemed necessary by its Chair.
- Section 4.** The purpose of the Executive Committee shall be to:
- a. Assume overall responsibility for internal WANB RWDB development including membership, training, resource attraction and internal governance policies;
  - b. Provide program oversight of the One-Stop systems within the Workforce Alliance of the North Bay regional area;
  - c. Provide recommendations regarding regular agenda items of the WANB RWDB;
  - d. Maintain the Bylaws and develop/submit necessary modifications of the Bylaws to the WANB RWDB and WANB Governing Board for approval;
  - e. Consult with WANB RWDB support staff.
- Section 5.** The Executive Committee is hereby authorized to act on behalf of the WANB RWDB when timelines are such that actions must be taken prior to the next regularly scheduled meeting of the full WANB RWDB, subject to reporting of the action to the full WANB RWDB at its next meeting and, other than for procedural actions, subject to ratification by the full WANB RWDB.
- Section 6.** All members of the Executive Committee shall be current members of the WANB RWDB in good standing.
- Section 7.** At no time shall the membership of the WANB RWDB Executive Committee constitute a quorum of the total membership, either by an increase in the number of Chair appointees, or by a reduction in the general membership of the board.
- Section 8.** The Executive Committee shall recommend for approval the names of current members of the board in good standing for appointments to boards and

commissions outside the WANB RWDB structure, when such recommendations are requested of the WANB RWDB by such outside boards and commissions.

## **ARTICLE IX     OTHER COMMITTEES OF THE RWDB**

**Section 1.** In addition to the Executive Committee, the WANB RWDB shall, as necessary be organized into standing or ad hoc committees to carry out its functions and responsibilities as assigned. Standing committees are formed to consider subjects on an ongoing basis or stated period of time. As needed, the WANB RWDB may also form ad hoc committees charged with accomplishing specific tasks within a relatively short period of time. The Chair and members of the committees shall be designated by the Board Chair.

Standing Committees: Each county under the WANB umbrella will have a Local Advisory Subcommittee pursuant to the Joint Powers Agency Agreement. Each local advisory subcommittee will have a Chair and Vice Chair representing business and be a member in good standing. The members of the local advisory subcommittees will be appointed by the Chair of the RWDB. The membership criteria will be established by the RWDB Executive Committee in accordance with WIOA Section 679.360. Interested parties must submit an application for appointment.

**Section 2.** Each of the committees described in Section 1 shall meet as deemed necessary by the committee chairperson to conduct the business of the committee

**Section 3.** The size of each of the committees described in Section 1 and the terms of the members shall be established by the Executive Committee.

**Section 4.** Each of the committees described in Section 1 shall report progress and recommend actions at WANB RWDB meetings.

**Section 5.** No standing or ad hoc committee shall have independent authority to commit the WANB RWDB to policy or action without approval of the RWDB, except as noted by Article VIII, Section 5.

**Section 6.** Ad hoc committees may be created by the WANB RWDB for such particular purposes as may be deemed necessary or desirable to enhance or assist the board in carrying out its functions and furthering the purposes of board. Membership on such ad hoc committees may include individuals who are not members of the WANB RWDB.

## **ARTICLE X.     MEETING PROCEDURES**

- Section 1.** Brown Act. All meetings of the WANB RWDB, its Executive Committee and all standing committees, including without limitation, regular, adjourned regular, special and emergency meetings shall be called, noticed, held and conducted in accordance with the Ralph M. Brown Act, Chapter 9, Division 3, Title 5 of the California Government Code commencing with Section 54950 (“Brown Act”).
- Section 2.** Minutes. WANB RWDB shall require the keeping of the minutes of its regular, adjourned regular, special and emergency meetings excepting closed sessions, and shall approve such minutes at the next available meeting. Until approved, the minutes shall be considered merely Clerk of the Board notes. Such notes shall be considered preliminary memoranda subject to modification by the Clerk of the Board for purposes of the Public Records Act (Government Code section 6250 et seq.) and shall not become a public record available to the public on request except in the form released and available to the members and public when the agenda is posted for the meeting at which the proposed minutes will be considered.
- Section 3.** Quorum. For purposes of the transaction of business and conducting of meetings of the WANB RWDB or its committees, a quorum shall be 51 percent (51%) of the total number of currently appointed RWDB or committee members as applicable.
- Section 4.** Voting, Recusal. The transaction of business shall require a majority vote of the quorum present. Each member shall have one vote. A member who has a conflict of interest regarding any matter before the board or any committee on which the member sits shall declare the existence of such conflict prior to the matter being heard, recuse himself/herself from participation in the matter, and shall leave the meeting room until the hearing, deliberation and action on the matter are concluded. Vote by proxy is prohibited.
- Section 5.** Calling of Meetings. Special meetings of the WANB RWDB may be called by the Chair or by the signed petition of one-third (1/3) of the currently-appointed members.
- Section 6.** Parliamentary Procedure. The WANB RWDB and its committees shall conduct their meetings in accordance with Robert’s Rules of Order, except where those provisions conflict with these Bylaws, in which case these Bylaws shall apply.
- Section 7.** Use of Technology. Alternative technological means, such as telephone or video or digital conferencing, may be used at WANB RWDB and committee meetings as permitted by the Brown Act.
- Section 8.** Annual Meeting Calendar. The Annual WANB Master Calendar will be presented for approval at the first RWDB meeting every January.

## **ARTICLE XI. REIMBURSEMENT**

Members of the WANB RWDB shall receive no reimbursement for expenses incurred while serving on the board with the exception of expenses, authorized in advance by the board, incurred in connection with the member attendance at board-approved conferences, trainings and other approved activities other than board meetings or committee meetings.

## **ARTICLE XII. CONFLICT OF INTEREST, ETHICS AND ECONOMIC INTERESTS**

### **Section 1: Conflict of Interest**

No member of the RWDB shall cast a vote or attempt to influence the body on any matter that has direct bearing on services to be provided by or which would financially benefit such a member or any organization with which such member is affiliated. However, nothing in these Bylaws shall necessarily preclude any RWDB member from casting a vote on a matter that has the effect of generally benefitting the constituencies represented by that member where interest is based solely on that member's seat on the RWDB.

- A. For purposes of this section, "any matter that has direct bearing" shall include policy and funding decisions that affect any organization in direct competition for funding with an organization such member represents or that would provide direct financial benefit to such member or the immediate family members of such member.
- B. For purposes of this section, "represents" includes the following types of affiliations: director, board member, advisor, paid consultant or employee.
- C. RWDB members shall make every attempt to avoid personal conflict of interest in awarding financial assistance, and in conducting procurement activities involving funds under the WIOA.
- D. In order to avoid conflict of interest or the appearance of such conflict, RWDB members shall comply with applicable Conflict of Interest laws and any conflict of interest code adopted by the WANB, including requirements for public disclosure and recusal.

### **Section 2: Ethics Training**

Each member shall receive training in ethics in accordance with RWDB policies and applicable Federal and State laws and regulation.

**Section 3. Economic Interest**

RWDB members shall file a Statement of Economic Interest promulgated by the Fair Political Practices Commission as a condition of assuming membership, annually while serving as a member, and upon leaving membership of the RWDB, in compliance with applicable law.

**ARTICLE XIII. ADOPTION AND AMENDMENT OF BYLAWS**

**Section 1. Effective Date**

These Bylaws and any amendments thereto shall be effective only when approved by WANB Counsel, the WANB RWDB with final approval by the WANB Governing Board. Annual review of the bylaws will be conducted by the Executive Committee at the beginning of every year. Any recommendations will be go through RWDB and Counsel approval process.

**Section 2. Severability.**

The Bylaws of the WANB RWDB and any amendments thereto shall conform to all applicable statutes, regulations and the agreement between WANB RWDB and the WANB Governing Board nothing in these Bylaws shall be construed to take precedence over federal, state or local laws or regulations or to constrain the rights and obligations of the County under such laws and regulations. Should any part, term, portion or provision of these Bylaws be decided by a court of competent jurisdiction to be in conflict with any law or otherwise unenforceable or ineffectual, the remaining parts, terms, portions or provisions shall be deemed severable and their validity shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the provisions that the members intended to enact in the first instance.

**Adopted**

On: December 17, 2021

**APPROVED BY:**

By: \_\_\_\_\_  
Damon Connelly, President  
Workforce Alliance of the North Bay

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Sarah Anker, Counsel  
Workforce Alliance of the North Bay

**ATTEST:**

By: \_\_\_\_\_  
Sita Williams, Clerk of the Board  
Workforce Alliance of the North Bay



## BOARD LETTER III.D



**TO:** GOVERNING BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER III.D – UPDATE WANB REGIONAL BOARD BYLAWS  
**DATE:** DECEMBER 17, 2021  
**CC:** FILE

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### BACKGROUND

During its most recent Fiscal and Procurement systems monitoring from the State of California's Compliance Review Division, it was discovered that the WANB's by-laws do not have the required the sections assuring that board members have staggered terms. Additionally, the by-laws do not include references to Mendocino County, which requested membership after the by-laws were originally approved. The Workforce Innovation and Opportunity Act and good government practice requires the Workforce Alliance Workforce Development Board to have by-laws and to have those by-laws reviewed and updated as necessary.

WANB staff and WANB legal counsel have worked together to update the bylaws and changes are presented here for adoption and update.

### FINANCIAL IMPLICATION:

None

### DIRECTOR'S RECOMMENDATION

Approve