

# REGIONAL WORKFORCE DEVELOPMENT BOARD AMENDED MEETING AGENDA

Thursday, December 9, 2021, 10:00 AM



## Primary Locations:

**Lake Location:** 55 First Street, Suite 114, Lakeport, CA 95453, Osprey Room

**Marin Location:** 1111 Las Gallinas Ave., San Rafael, CA 94903, Board Room

**Mendocino Location:** 1056 N Bush St, Ukiah, CA 95482, Conference Room

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

## Secondary Locations

1250 Main Street, Suite 200, Napa, CA 94559

3275 Atherton Circle, Napa, CA 94559

1201 Vine Street, Suite 103, Healdsburg, CA 95448, Conference Room

99 Montecillo Way San Rafael, CA 94903

**Call-in number: +1 253 215 8782, Meeting ID: 890 9640 7754, Password: 454164**

<https://us06web.zoom.us/j/89096407754?pwd=YTBlWDgraVFwcmZaK2lrRWpFUDFLZz09>

## CALL TO ORDER

- |    |  |
|----|--|
| I. | <ul style="list-style-type: none"><li>A. Welcome, Introductions, Agenda Review</li><li>B. Public Comment</li><li>C. Chair Update</li><li>D. Members Update</li><li>E. Executive Director<ul style="list-style-type: none"><li>1. Legislative Update (Attached)</li></ul></li></ul> |
|----|--|

## 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. | <ul style="list-style-type: none"><li>A. Approval of June 10, 2021 Meeting Minutes [Attachment II.A]</li><li>B. Ratify WANB Agreements [Board Letter II.B.]</li><li>C. Ratification of Subcommittee Member Application Renewal [Board Letter II.C] [Attachment II.C]</li><li>D. Ratification of Regional Workforce Development Board Member [Board Letter II.D] [Attachment II.D]</li><li>E. Master Meeting Calendar [Attachment II.E]</li></ul> |
|-----|--|

## REGULAR CALENDAR / DISCUSSION

- |      |  |
|------|--|
| III. | <ul style="list-style-type: none"><li>A. Department of Rehabilitation Demand Side Employment Initiative, Toussaint Wade, DOR DSEI Coordinator [Board Letter III.A] <b>(Presentation)</b></li><li>B. WIOA and One Stop Background &amp; Partnerships [Board Letter III.B] <b>(Presentation)</b></li><li>C. Ratification and approval of America's Job Center of California (AJCC) Comprehensive Certification [Board Letter III.C] [Attachment III.C] <b>(Action)</b></li><li>D. Ratify / Accept PY 19-20 Single Audit [Board Letter III.D] <b>(Action)</b></li><li>E. Update Regional Workforce Board Bylaws (Board Letter III.E) [Attachment III.E] <b>(Action)</b></li></ul> |
|------|--|

## ADJOURN

- |     |  |
|-----|--|
| IV. | <ul style="list-style-type: none"><li>A. Adjourn</li></ul> |
|-----|--|



## **Legislative Update**

### **Federal Workforce Update 11 18 21**

- President Biden signed the Infrastructure Investment and Jobs Act on Monday November 15<sup>th</sup>
  - The legislation provides historic funding for upgrades to roads, bridges, transit systems, broadband, wastewater, ports of entry, airports, etc.
  - There is about \$95 million in specific job training funds included:
    - \$10.3 million to retrain bus drivers to operate zero emission vehicles
    - \$40 million to train a new generation of energy auditors
    - \$10 million to train engineers, architects, and technicians
    - \$10 million to train workers to install energy efficient building technology
    - \$25 million to train workers in the water and wastewater utility sector
- The House is expected to vote on and pass the Build Back Better Act, a broader domestic spending measure which includes nearly \$40 billion for workforce development programs

### **Department of Labor**

- \$4.5 billion over 5 years for WIOA Title I
  - \$2 billion for Dislocated Worker
  - \$1 billion for Adult
  - \$1.5 billion for Youth
- \$500 million for Wagner Peyser
- \$500 million to aid adults reentering the workforce and for young adults not in school or in the criminal justice system who are entering the workforce for the first time.
- \$1 billion for registered apprenticeship programs and pre-apprenticeship programs
- \$5 billion for industry/sector partnerships between workforce boards, employers, unions and others to expand workforce development in high-skill and in-demand sectors.
- \$500 million for the Job Corps program.
- \$50 million for Native American programs
- \$70 million for migrant and seasonal farmworkers
- \$15 million for YouthBuild

### **Department of Education**

- \$700 million for WIOA Title II Adult Education
- \$700 million for Perkins CTE Grants

- \$5 billion to community colleges partnering with employers to expand their workforce development programs for in-demand sectors
- \$300 million for a new multiyear, state-administered grant program to aid employers participating in competitive integrated employment, designed to bring workers with disabilities up to the same wage and benefit levels as workers without disabilities

### **Civilian Climate Corps**

- \$15+ billion to create climate-focused public service opportunities via AmeriCorps.
  - \$4+ billion would go to DOL programs to train workers for jobs in climate-related fields
- Following House passage, the measure will go the Senate for further changes and consideration; however, the workforce development funding levels above are likely to remain in the final deal
  - The Senate Parliamentarian has to rule on several provisions to be sure they pass Senate rules for reconciliation – issues like immigration could be cut from a final package
  - Senator Joe Manchin (D-WV) has reiterated his broad concerns about inflationary pressures on the economy and worries the Build Back Better Act would further add to those concerns
  - The Senate could vote on a reduced/revised package by Christmas, sending it back to the House for additional consideration
  - Funding for the federal government expires on December 3<sup>rd</sup>, 2021
    - The House has passed its Fiscal Year (FY) 2022 Labor, HHS, Education Appropriations Bill with significant increases to WIOA programs
    - Senate Democrats have released their version with a more modest increase to WIOA spending
    - House and Senate Republicans have not begun negotiating and making offers while they await Democrats dropping policy riders included in passed/released spending bills
    - Likely that Congress will again temporarily fund the government, possibly into Q1 2022, with negotiations advancing in February 2022 toward a broader funding deal
  - The debt ceiling is also expiring on December 3<sup>rd</sup> but Treasury Secretary Yellen expects U.S. borrowing authority to be fully exhausted before Christmas
    - That could lead to another standoff with Democrats and Republicans – threatening the credit of the U.S.

## REGIONAL WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

**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

- |           |   |
|-----------|---|
| <b>I.</b> | <p><b>A. Welcome, Introductions, Agenda Review</b></p> <p>Chair, Jeri Hansen called the meeting to order at 10:04 a.m.</p> <p>Members present: Chair Jeri Hansen, Susan Byrne, Lene Vinding, Rebecca Southwick Paul Hicks, Robert Eyler, Christy Smith, Paul Castro, Frank Cuneo, Ken Lippi, Geovanni Flores, Vin Smith, David Wayte, Cecilia Zamora, Keith Dias, Mark Van Gorder, Joanne Webster.</p> <p>Members Absent: Mark Bontrager, Elizabeth Sheehan, Rick Wells, Marty Flynn, Emilia Bartolomeu</p> <p>WANB Staff: Executive Director Bruce Wilson, Taylor Swain, Stacey Caico, Sita Williams, Sylwia Palczewska</p> <p><b>B. Public Comment</b></p> <p>None.</p> <p><b>C. Chair Update</b></p> <p><b>D. Members Update</b></p> <p><b>E. Executive Director Update – Bruce Wilson</b></p> <ul style="list-style-type: none"> <li>a. Transition</li> <li>b. CWA Conference Workcon '21: An Equitable Recovery</li> </ul> |
|-----------|---|

### 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.

- |            |  |
|------------|--|
| <b>II.</b> | <ul style="list-style-type: none"> <li><b>A. Approval of March 11, 2021 Meeting Minutes [Attachment II.A]</b></li> <li><b>B. Ratify approval of Subsequent Designation and Local Board Recertification [Board Letter II.B]</b></li> <li><b>C. Ratify acceptance of Accelerator 9.0 grant funds [Board Letter II.C]</b></li> <li><b>D. Ratify approval of Marin County funding transfer request [Board Letter II.D]</b></li> </ul> <p>Motion made to approve consent calendar.<br/>M/S: Lene Vinding / Vin Smith<br/>Abstentions: Mark Van Gorder<br/>Passed unanimously.</p> |
|------------|--|

### REGULAR CALENDAR / DISCUSSION

III.	<p>A. Ratify WANB agreements [Board Letter III.A] (Action)</p> <p>Motion made to approve requested action.  M/S: Frank Cuneo / Keith Dias  Abstentions: Paul Castro  Passed unanimously.</p> <p>B. Approve reappointment of Subcommittee Members [Board Letter III.B] [Attachment III.B] (Action)</p> <p>Motion made to approve requested action.  M/S: Keith Dias / Suzie Byrne  Abstentions: Christy Smith  Passed unanimously.</p> <p>C. Approve Regional and Local Plans [Board Letter III.C] (Action)</p> <p>Motion made to approve requested action.  M/S: Keith Dias / Christy Smith  Abstentions: Joanne Webster  Passed unanimously.</p> <p>D. Approve proposed 2021 meeting schedule for Marin Advisory Subcommittee [Board Letter III.D] (Action)</p> <p>Motion made to approve requested action.  M/S: Mark Van Gorder / Vin Smith  Abstentions: 0  Passed unanimously.</p> <p>E. Review and consider proposed areas of focus for Advisory Subcommittees and the Regional Board for 2021-22 [Board Letter III.E] (Possible Action)</p> <p>Board members discussed proposed areas of focus for Advisory Subcommittees and the Regional Board and decided to table this item. Chair Hansen will work with Executive Committee members and staff on designing a board structure to implement suggestions from board members. This item will be brought up at the next RWDB meeting on December 9<sup>th</sup>.</p>
A D J O U R N	
IV.	<p>A. Adjourn</p> <p>The meeting was adjourned at 11:57 AM.</p>

## BOARD LETTER II.B



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER II.B – RATIFY APPROVAL OF WORKFORCE ALLIANCE AGREEMENTS  
**DATE:** DECEMBER 9, 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
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
WSI Next Gen Marketing	Amendment	\$22,000	Website and social media services for Program year 21-22.
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

### 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 II.C



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER II.C– APPROVE REAPPOINTMENT OF SUBCOMMITTEE MEMBER  
**DATE:** DECEMBER 9, 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 individual submitted an application 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

## BOARD LETTER II.D



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER II.D– APPROVE APPOINTMENT OF REGIONAL WORKFORCE DEVELOPMENT BOARD MEMBER  
**DATE:** DECEMBER 9, 2021  
**CC:** FILE

---

### BACKGROUND

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 new Regional Workforce Development Board membership application. Staff have reviewed the applications and have confirmed that the appointments would meet WIOA requirements.

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



### SAFF RECOMMENDATION

Approve above individual for appointment to the WANB Regional Workforce Development Board.



# 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: CIALLO 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 Apprentices 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)



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– DEPARTMENT OF REHABILITATION DEMAND SIDE EMPLOYMENT INITIATIVE PRESENTATION  
**DATE:** DECEMBER 9, 2021  
**CC:** FILE

---

### PRESENTATION

Toussaint Wade, DSEI Coordinator at the Department of Rehabilitation, will present on the Demand Side Employment Initiative.

### BACKGROUND

In the recently passed FY 21/22 state budget, the Department of Rehabilitation (DOR) and Department of Developmental Services received a one-time appropriation of \$20 million to collaborate and implement strategic initiatives to increase the employment of individuals with disabilities.

The DOR has allocated \$10 million dollars for its Demand Side Employment Initiative (DSEI), an employer incentive program that will provide resources, technical support and help with implementing equitable recruitment, training, and retention practices for employers who hire people with disabilities.

The DSEI funding will be distributed to businesses through grants beginning in 2022 through 2024.

## BOARD LETTER III.B



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER III.B – WIOA BACKGROUND & PARTNERSHIPS PRESENTATION  
**DATE:** DECEMBER 9, 2021  
**CC:** FILE

---

The work of the Regional Board is performed in partnership with the Governing Board. The role of Regional Board is to direct federal, state and local funding to workforce development programs within the Regional Area and in compliance with the spirit and intent of the Workforce Innovation and Opportunity Act.. Among its thirteen key responsibilities is the need to design and implement the One Stop Delivery system which includes specific mandated partners funded by the Federal Government.

WANB is in the throghs of the most significant change in its One Stop delivery system in memory. In July 2021, a new WIOA career services manager (EQUUSS) took over for all programs in the WANB region and a new One Stop Operator (CALIFORNIA HUMAN DEVELOPMENT) began coordinative activities to bring all partners together to deliver the seamless and functional one stop system envisioned by WIOA and approved by the WANB regional board and governing board in its local strategic plan. The first and second quarters of operations have revealed that various stakeholders and partners do not have common understandings of the one stop and wioa system. In order to help the board fulfil its obligation to deliver a functional one stop system across the region staff will provide a WIOA background and partnerships discussion that will arm the board with a common understanding of WIOA and staff direction.

### STAFF RECOMMENDATION

Receive presentation and engage in discussion.



## BOARD LETTER III.C



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

---

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.

The Lake and Mendocino AJCC's in the Workforce Alliance region were reviewed on December 7, 2021. Because the centers have been closed for over a year we found them needing a detailed continuous improvement plan. The development of this plan will be led by the One Stop Operator by December 31, 2021. It is anticipated that Napa and Marin One Stop review's will occur by close of third quarter.

### STAFF RECOMMENDATION:

Ratify the AJCC certification of CareerPoint North Bay Lake and Mendocino centers.

**ATTACHMENT III.C**

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	<b>CLASSIFICATION</b>
	<b>VISION FOR THE ONE-STOP SYSTEM</b>
	<b>CORRESPONDENCE SYMBOL</b> ETA OWI
	<b>DATE</b> August 13, 2015

**ADVISORY:**     **TRAINING AND EMPLOYMENT GUIDANCE LETTER WIOA NO: 4-15  
OPERATING GUIDANCE for the WORKFORCE INNOVATION AND  
OPPORTUNITY ACT (WIOA or Opportunity Act)**

**TO:**             STATE AND LOCAL STAKEHOLDERS IN THE WORKFORCE  
INNOVATION AND OPPORTUNITY ACT  
STATE WORKFORCE ADMINISTRATORS  
STATE WORKFORCE LIAISONS  
STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS  
AMERICAN JOB CENTER DIRECTORS  
SECTION 166 INDIAN AND NATIVE AMERICAN GRANTEEES

**FROM:**         PORTIA WU /s/  
Assistant Secretary

**SUBJECT:**     Vision for the One-Stop Delivery System under the Workforce Innovation and  
Opportunity Act (WIOA)

- Purpose.** This Training and Employment Guidance Letter (TEGL) lays out the vision for the one-stop delivery system under the Workforce Innovation and Opportunity Act (WIOA) and links to key technical assistance resources to support states and local areas as they integrate this vision into their one-stop delivery system (<http://www.doleta.gov/wioa>). This guidance is also being issued by the Department of Education's Office of Career, Technical, and Adult Education and Office of Special Education and Rehabilitation Services. It was developed in collaboration with these agencies, as well as the Department of Health and Human Services, Administration for Children and Families. The Employment and Training Administration (ETA) will soon issue additional guidance to other programs administered by DOL that covers governance, operational, and service delivery topics related to the one-stop delivery system.

WIOA was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA supersedes titles I and II of the Workforce Investment Act of 1998 (WIA), and amends the Wagner-Peyser Act and the Rehabilitation Act of 1973.

<b>REVISIONS</b> None	<b>EXPIRATION DATE</b> Continuing
--------------------------	--------------------------------------

The Departments of Labor and Education published a set of proposed regulations for implementing WIOA through the posting of five Notice of Proposed Rulemaking (NPRMs) documents. These NPRMs were open for public comment until June 15, 2015, and thousands of comments were received by both Departments. The Federal agencies will review, analyze, consider, and respond to the comments received. The Final WIOA rules will be issued in 2016.

In order to continue implementation prior to the final rule, a series of WIOA Operating Guidance documents are being issued in the form of Training and Employment Guidance Letters (TEGLs). These Operating Guidance documents on WIOA will inform the workforce system on how to begin the important planning and organizational work necessary to comply with the WIOA statutory requirements. The Operating Guidance TEGLs will provide a framework for program activities until the regulations are finalized. This TEGL is one in a series of WIOA Operating Guidance.

2. **References.** See Attachment.
3. **Background.** The vision for the one-stop delivery system contained in this TEGL reflects the long-standing and ongoing work of dedicated workforce professionals around the country to align a wide range of publicly- and privately-funded education, employment, and training programs while also providing high-quality customer service to job seekers, workers, and businesses through the one-stop delivery system.

The creation of one-stop centers (currently branded as American Job Centers) was a cornerstone of WIA when it passed in 1998. In the years between the passage of WIA and WIOA—and longer for those communities that piloted one-stop centers under the Job Training Partnership Act of 1982—the workforce system has tested a variety of approaches to maximize the benefits of one-stop centers to its direct customers and their communities. In the last 10 years, technological advancements have opened up new avenues of service delivery, and the increased availability of evidence-based models has strengthened our shared understanding of the best of these approaches. In addition, the Obama Administration worked intensively with federal agencies in 2013 and 2014 to reform federal employment, education, and training programs to create a more integrated, job-driven service delivery system. A job-driven service delivery system is one that results in linking our nation's diverse talent with employers and businesses. As a result of this work, one-stop centers continue to be a valued community resource, known both locally and nationally as an important source of assistance for those looking for work or workers, and those looking for opportunities to grow their careers.

WIOA recognizes the value of the one-stop delivery system, and provides the workforce system with important tools to enhance the quality of its one-stop centers. The law strengthens the ability of States, regions, and local areas to align investments in workforce, education, and economic development to regional in-demand jobs. It also places greater emphasis on achieving results for job seekers, workers, and businesses. Finally, it reinforces the partnerships and strategies necessary for one-stop centers to provide job seekers and workers with the high-quality career services, education and training, and the supportive services they need to obtain good jobs and stay employed; and to help businesses find skilled

workers and access other supports, including education and training for their current workforce.

Since the one-stop delivery system was established, technology has made lasting changes to our economy and society. Mobile workers and businesses with regional and national footprints that cross municipal borders are much more common. For that reason, there is an increased customer demand for consistent, high-quality education, employment, and training services across the country. The passage of WIOA supports the workforce system in meeting that demand, and the adoption of a national vision for the one-stop delivery system and its one-stop centers is an important first step in that work.

4. **Vision for the One-Stop Centers under WIOA.** The publicly funded workforce system envisioned by WIOA is quality-focused, employer-driven, customer-centered, and tailored to meet the needs of regional economies. It is designed to increase access to, and opportunities for, the employment, education, training, and support services that individuals need to succeed in the labor market, particularly those with barriers to employment. It aligns workforce development, education, and economic development programs with regional economic development strategies to meet the needs of local and regional employers, and provide a comprehensive, accessible and high-quality workforce development system. This is accomplished by providing all customers access to high-quality one-stop centers that connect them with the full range of services available in their communities, whether they are looking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are businesses and employers seeking skilled workers.

Under WIOA, partner programs and entities that are jointly responsible for workforce and economic development, educational, and other human resource programs collaborate to create a seamless customer-focused one-stop delivery system that integrates service delivery across all programs and enhances access to the programs' services. The one-stop delivery system includes six core programs (Title I adult, dislocated worker, and youth programs; Title II adult education and literacy programs; Title III Wagner-Peyser program; and Title IV vocational rehabilitation program), as well as other required and optional partners identified in WIOA<sup>1</sup>. Through the one-stop centers, these partner programs and their service providers

---

<sup>1</sup> In addition to the core programs, required partners include the Senior Community Service Employment Program; job counseling, training, and placement services for veterans authorized under chapter 41 of title 38; career and technical postsecondary education programs authorized under the Carl D. Perkins Career and Technical Education Act of 2006; Trade Adjustment Assistance Programs; employment and training activities carried out under the Community Services Block Grant; U.S. Department of Housing and Urban Development (HUD) employment and training programs; Unemployment Compensation programs; programs authorized under the Second Chance Act of 2007, Section 212 (reintegration of ex-offenders); and programs authorized under the Social Security Act Title IV, Part A (TANF), unless the Governor determines that TANF is not a required partner.

Optional partners may include, with the approval of the local board and chief elected officials, the U.S. Social Security Administration (SSA) employment and training program (i.e. Ticket to Work programs); Supplemental Nutrition and Assistance Program (SNAP) employment and training programs; the Vocational Rehabilitation Client Assistance Program; National and Community Service Act Programs; and other employment, education or training programs such as those operated by libraries or in the private sector.

ensure that businesses and job seekers—a shared client base across the multiple programs identified above—have access to information and services that lead to positive employment outcomes. Under WIOA, one-stop centers and their partners:

- provide job seekers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages;
- provide access and opportunities to all job seekers, including individuals with barriers to employment, such as individuals with disabilities, to prepare for, obtain, retain, and advance in high-quality jobs and high-demand careers;
- enable businesses and employers to easily identify and hire skilled workers and access other supports, including education and training for their current workforce;
- participate in rigorous evaluations that support continuous improvement of one-stop centers by identifying which strategies work better for different populations;
- ensure that high-quality integrated data inform decisions made by policy makers, employers, and job seekers.

The management of the one-stop delivery system is the shared responsibility of States, local boards, elected officials, the core WIOA partners, other required partners, and one-stop center operators. The Departments encourage all of these entities to integrate the characteristics below into their work, including developing state, regional, and local strategic plans; establishing one-stop center certification criteria; examining the state, regional, and local footprint of one-stop centers; conducting competitions for selecting one-stop center operators; developing local Memoranda of Understanding (MOUs); updating other one-stop center policies and procedures; and operating and delivering services through the one-stop centers.

5. **Characteristics of a High-Quality One-Stop Center.** The characteristics identified below, consistent with the purpose and authorized scope of each of the programs, are designed to reflect elements that the Departments believe contribute to a high-quality one-stop delivery system. They demonstrate the spirit and intent of WIOA, and the Departments believe they will strengthen the successful integration and implementation of partner programs in one-stop centers. For clarity and readability the characteristics have been grouped into three functional categories: (a) Customer Service; (b) Innovation and Service Design; and (c) Systems Integration and High-Quality Staffing.

- a. **One-Stop Centers Provide Excellent Customer Service to Job Seekers, Workers and Businesses.** Meeting the needs of job seekers, workers and businesses is important in developing thriving communities where all citizens succeed and businesses prosper. High-quality one-stop centers:

- **Reflect a welcoming environment to all customer groups who are served by the one-stop centers.** All one-stop center staff are courteous, polite, responsive, and helpful to job seekers, businesses, and others who visit the one-stop centers, either in person or by telephone or e-mail. Moreover, one-stop center staff are sensitive to the unique needs of individuals with disabilities and are prepared to provide necessary accommodations.

- **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. To support area employers and industry sectors most effectively, one-stop center staff identify and have a clear understanding of industry skill needs, identify appropriate strategies for assisting employers, and coordinate business services activities across one-stop center partner programs, as appropriate. This includes the incorporation of an integrated and aligned business services strategy among one-stop center partners to present a unified voice for the one-stop center in its communications with employers. Additionally, one-stop centers use the forthcoming performance measure(s) on effectiveness in serving employers to support continuous improvement of these services.
- **Improve the skills of job seeker and worker customers.** One-stop centers offer access to education and training leading to industry-recognized credentials through the use of career pathways, apprenticeships, and other strategies that enable customers, including those with disabilities, to compete successfully in today's global economy. They provide businesses with access to the quantity and quality of talent they need and support upskill/backfill strategies that expand job opportunities in the community.
- **Create opportunities for individuals at all skill levels and levels of experience** by providing customers, including those with disabilities, 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.
- **Provide career services that motivate, support and empower customers,** including individuals with disabilities, to make informed decisions based on local and regional economic demand and effectively attain their personal employment and education goals.
- **Value skill development** by assessing and improving each individual's basic, occupational, and employability skills.

**b. One-Stop Centers Reflect Innovative and Effective Service Design.** High-quality one-stop centers:

- **Use an integrated and expert intake process for all customers entering the one-stop centers.** 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.
- **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.

- **Balance traditional labor exchange services with strategic talent development** within a regional economy. This includes use of market-driven principles and labor market information that help to define a regional economy, its demographics, its workforce and its assets and gaps in skills and resources.
- **Ensure meaningful access to all customers.** One-stop centers must be physically and programmatically accessible to all customers, including individuals with disabilities. In so doing, one-stop centers 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. One-stop centers use assistive technology and flexible business hours to meet the range of customer needs.
- **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 one-stop delivery 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.
- **Incorporate innovative and evidence-based delivery models** that improve the integration of education and training, create career pathways that lead to industry-recognized credentials, encourage work-based learning, and use state-of-the-art technology to accelerate learning and promote college and career success.

c. **One-Stop Centers Operate with Integrated Management Systems and High-Quality Staffing.** High-quality one-stop centers:

- **Reflect the establishment of robust partnerships among partners.** The one-stop center operator facilitates an integrated, co-located partnership that seamlessly incorporates services of the core partners and other one-stop center partners.
- **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 one-stop center staff who perform similar tasks serve on relevant functional teams, e.g. Skills Development Team, Business Services 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.

- **Develop and maintain integrated case management systems** that inform customer service throughout the customer's interaction with the integrated system and allow information collected from customers at intake to be captured once. Customer information is properly secured in accordance with personally identifiable information guidelines, and facilitated as appropriate, with the necessary memoranda of understanding or other forms of confidentiality and data sharing agreements, consistent with federal and state privacy laws and regulations. Data, however, would be shared with other programs, for those programs' purposes, within the one-stop system only after the informed written consent of the individual has been obtained, where required.
  - **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.
  - **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.
  - **Train and equip one-stop center 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. Center 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. Center 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.
  - **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 one-stop center, and skilled in developing customers' skills for employment success.
6. **Resources.** Along with the resources provided at the WIOA collections page at <http://wioa.workforce3one.org>, the following technical assistance tools are currently available as part of the Departments' ongoing effort to support state and local areas in the adoption of the vision for the one-stop centers under WIOA.



**a. Provide Excellent Customer Service to Job Seekers, Workers and Employers.**

- Opening Doors for Everyone: Providing Outstanding Customer Service at One-Stop Career Centers: This toolkit is designed to provide one-stop center staff members an enhanced level of comfort when providing service to customers with a diverse array of backgrounds and needs.  
<https://wioa.workforce3one.org/view/2001501480321360042/info>
- Expanding Business Engagement: WIOA makes significant changes to the nation's workforce development system, expressly incorporating the sector strategies approach throughout and requiring regional planning and alignment with local labor market needs for in-demand sectors and occupations. The Expanding Business Engagement (EBE) - Technical Assistance (TA) Initiative will support the strategic planning and implementation of revitalized or enhanced business engagement activities within states, regions, and local areas.  
<http://businessengagement.workforce3one.org/>

**b. Reflect Innovative and Effective Service Design.**

- One-Stop Service Design: The resources section contains a variety of curated technical assistance tools, best practices, replicable models, implementation plans, recorded webinars, videos, research documents, and data reports to support innovative and effective one-stop center service design.  
<https://wioa.workforce3one.org/ws/wioa/pages/resources.aspx?pparams=1001501462393639983>
- Legacy Disability Training: Understanding Disability: The purpose of this introductory course is to provide practical learning experience toward acquiring the knowledge and skills needed to provide quality workforce development services to persons with disabilities.  
<https://wioa.workforce3one.org/view/4011507054815454755/info>

**c. Integrated Administrative Systems and High Quality Staffing.**

- Integrated Service Delivery Toolkit: This toolkit provides ideas, strategies and resources for integrating service delivery in the public workforce system.  
<https://wioa.workforce3one.org/view/2001508963127430705/info>
- Effective Case Management: This site contains resources and tools designed to help system administrators, local leaders and staff to support high-quality case management in the workforce system.  
<https://effectivecasemanagement.workforce3one.org/index.aspx>

**d. Other One-Stop Vision Technical Assistance Tools.**

- One-Stop Career Centers Fact Sheet: Provides highlights of WIOA reforms for one-stop centers. <https://wioa.workforce3one.org/view/2001507734890961606/info>
- Quick Start Action Plan (QSAP) for One-Stop Centers: An interactive, self-paced assessment tool designed to help leaders at all levels of the public workforce system prepare for implementation of WIOA. The QSAP helps identify areas of strength and focused areas for improvement in a state or local workforce system and connects to targeted resources that can help leaders to prepare and plan effectively. <http://qsap.workforce3one.org/page/planner/OneStop/Questionnaire>

7. **Action Requested.** As WIOA core programs and partners at the state and local level implement WIOA in program year 2015, the Departments encourage states to adopt this vision and build it into the policies and procedures related to the management of the one-stop delivery system. This includes developing regional and local strategic plans; establishing certification criteria for one-stop centers and the one-stop delivery system; examining the state, regional, and local footprint of one-stop centers; conducting competitions for selecting one-stop center operators; developing the local MOU; and updating other one-stop center policies and procedures.
8. **Inquiries.** Please direct questions regarding this guidance to the appropriate ETA Regional office or through the ETA email address established for this purpose: DOL.WIOA@dol.gov. ETA monitors this account daily, and may respond to inquiries directly or through general communications such as official guidance, webinars, and public Q&A documents.
9. **Attachment.** References for the One-Stop Vision TEGL

## BOARD LETTER III.D



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD  
**FROM:** STAFF  
**SUBJECT:** BOARD LETTER III.F – RATIFY / ACCEPT FY 19-20 SINGLE AUDIT  
**DATE:** DECEMBER 9, 2021  
**CC:** FILE

---

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.

### 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.

These reports will be forwarded to the Governing Board at their next regularly scheduled meeting. They are submitted here for review and information for the full board.

### **STAFF RECOMMENDATION**

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

## BOARD LETTER III.E



**TO:** REGIONAL WORKFORCE DEVELOPMENT BOARD  
**FROM:** STAFF  
**SUBJECT:** **BOARD LETTER III.E– UPDATE WANB REGIONAL BOARD BYLAWS**  
**DATE:** DECEMBER 9, 2021  
**CC:** FILE

---

### 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

## ATTACHMENT III.E.

### 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