



WORKFORCE DEVELOPMENT BOARD

OF SOLANO COUNTY

PLANNING & OVERSIGHT COMMITTEE

Tuesday, February 27, 2018, 3:00 – 5:00 p.m.

320 Campus Lane, Training Room 7

Fairfield, CA 94534

MEETING AGENDA

- I. Welcoming/Convening**
- II. Agenda Additions and/or Deletions**
- III. Public Comment** - *Workforce Development Board (WDB) members, staff, or the public may address the WDB on subjects relating to employment and training in Solano County. A time limit of 3 minutes may be imposed. No action may be taken on non-agenda items.*
- IV. Approval of January 9, 2018 Meeting Minutes**
- V. Informational Updates**
 - A. Governance Update
 - B. Board Related Activities
- VII. Discussion Items**
 - A. Review Roles & Responsibilities of Executive Committee vs. Planning & Oversight Committee
 - B. Review Draft of Policies for Feedback
 - C. Review Presentation of Report for the Annual Retirement Account Contribution for Eligible Employees
- VIII. Open Forum**
- IX. Adjournment**

Note: The next Planning & Oversight Committee meeting will be held Tuesday, April 24, 2018.

**MINUTES
PLANNING & OVERSIGHT COMMITTEE MEETING
January 9, 2018**

I. Welcoming/Convening

Committee Chair, Paul Castro, called the meeting to order at 3:08 p.m. Quorum was established.

Members Present: Paul Castro (Chair), Kim Beiner, Fadi Halabi, Jon Riley

Members Absent: Kevin Beutler, Jerry Huber, Alan Kerzin

Staff Present: Heather Henry, Kitt Lee, Tracy White, Tammy Gallentine

II. Additions and/or Deletions from the Agenda

Ms. Henry requested an addition to the Agenda to discuss a request made by County Administrator, Birgitta Corsello, to form an Ad-Hoc HIRRE Committee. This would be added as Item C to Section VI. Discussion Items. There were no deletions from the agenda.

MOTION #1

A motion was made and seconded to approve the agenda with the addition. (Riley/Beiner) MOTION PASSED UNANIMOUSLY.

III. Public Comment

There were no public comments.

IV. Approval of November 7, 2017 Meeting Minutes

MOTION #2

A motion was made and seconded to approve the minutes. (Beiner/Riley) MOTION PASSED UNANIMOUSLY.

V. Action Items

A. Review and Approval of the Board Packet Layout to change layout of the Meeting Agenda and Agenda Item Subject Reports

Ms. Henry reviewed agenda item **V.A. Review and Approval of the Board Packet Layout to change layout of the Meeting Agenda and Agenda Item Subject Reports** which was included as part of the agenda package and incorporated herein. Ms. Gallentine outlined the changes made in detail. Ms. Henry further explained the changes on how the reports would be presented. Mr. Castro announced a report would be added to the agenda on a quarterly basis for discussion of specific performance data.

Ms. Henry gave a quick update on information removed from the Agenda packet including the acronyms, Board Meeting schedule and Fiscal Year Grant Allocations. Ms. Lee explained the current Grant Allocations are generally outlined in the Budget Reports. Committee discussed having a Budget/Finance Committee meet more regularly to review current budgets and allocations for reporting. Committee Structure will be added to the agenda for discussion at the January Board of Director's meeting.

MOTION #3

**A motion was made and seconded to approve the changes made to the layout of the Board Meeting Agenda Packet as presented.
(Beiner/Halabi) MOTION PASSED UNANIMOUSLY**

B. Review and Approval of the Performance, Impact and Trend Report Template to finalize how data is reported.

Ms. Henry reviewed agenda item **V.B. Review and Approval of the Performance, Impact and Trend Report Template to finalize how data is reported** which was included as part of the agenda package and incorporated herein. An overview of WIOA Performance and Trends was provided. A Programmatic Report handout was distributed with an explanation of the layout, changes and information provided. Current data presented was discussed by the Committee.

MOTION #4

**A motion was made and seconded to approve the Performance, Impact and Trend Report Template and how data is reported.
(Riley/Beiner) MOTION PASSED UNANIMOUSLY**

C. Review Board Member Terms and Approve a Method for Reappointments.

Ms. Gallentine reviewed agenda item **V.C. Review Board Member Terms and Approve a Method for Reappointments** which was included as part of the agenda package and incorporated herein. Terms were reviewed including staggering patterns and the best method to contact Board members whose terms expire June 30, 2018. Once a member has expressed interest in renewing their membership for another four years, the reappointment would need to be approved by the Board and later ratified by the Solano County Board of Supervisors (BOS). By starting the process early, staff would have time to identify a replacement should a member decide to let their term expire. The new appointment would need to be approved by the May Board meeting and the decision ratified by the BOS prior to the June expiration. After discussion, it was recommended staff would draft a letter on Mr. Halabi's behalf to be sent to Board members with expiring terms inquiring about interest in maintaining their respective memberships for another four year term.

MOTION #5

**A motion was made and seconded to approve the method for reappointments by way of written correspondence from Chair, Fadi Halabi.
(Riley/Beiner) MOTION PASSED UNANIMOUSLY**

Additionally, Ms. Gallentine gave an overview of those memberships that filled vacancies after March 22, 2016, explaining conversion of their terms to begin on the actual BOS ratification date would help reduce the number of terms expiring at one time. This would also give the new member a full four year term as opposed to only completing the remainder of the vacancy.

MOTION #6

**A motion was made and seconded for staff to make a recommendation to the Board of Directors to amend the start and end dates for only those members whose filled vacancies after March 22, 2016.
(Riley/Beiner) MOTION PASSED UNANIMOUSLY**

VI. Discussion Items

A. Nomination Committee for Board of Directors Election of Officer

Ms. Henry reviewed agenda item **VI.A Nomination Committee for Board of Directors Election of Officer** which was included as part of the agenda package and incorporated herein. Ms. Henry stated officer terms will expire June 30, 2018. The Chair may only serve two consecutive two year terms while there is no restriction for the other seats. Mr. Halabi may serve one more term. Members of the Nominating Committee will reach out to current officers to see if they are interested in continuing their term. The Nominating Committee will also reach out to Board members to see if anyone else has an interest in serving as an officer. Mr. Halabi will appoint members to the Nominating Committee at January's Board meeting.

B. Sending Meeting Calendar Invites for all future Board and Committee Meetings

Ms. Gallentine discussed agenda item **VI.B Sending Meeting Calendar Invites for all future Board and Committee Meetings** which was included as part of the agenda package and incorporated herein. The Committee agreed that Ms. Gallentine will send out a meeting calendar invitation to all Board and Committee members for the respective meetings the remained of 2018.

C. Request for an Ad-Hoc HIRRE Committee (added to the agenda)

Ms. Henry announced Ms. Corsello asked the WDB create an Ad-Hoc HIRRE Committee at least for one year. An explanation and discussion of the HIRRE project was given. Three of four HIRRE Committee Co-Chairs are current Board members. A discussion item will be added to the January 19, 2018 Board meeting Agenda.

VII. Open Forum

Ms. Henry announced Ms. Beiner would be representing the WDB at the State Youth Conference and Mr. Riley will be attending the Building Workforce Partnerships Conference. Ms. Beiner, Mr. Castro, and Mr. Halabi will be attending the National Association of Workforce Boards 2018 Forum in Washington D.C.

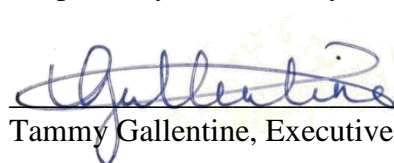
VIII. Adjournment

MOTION #7

**A motion was made adjourn the meeting at 4:39 p.m.
(Halabi/Riley) MOTION PASSED UNANIMOUSLY**

Note: The next Planning & Oversight Committee meeting will be held Tuesday, February 27, 2018.

Respectfully submitted by:



Tammy Gallentine, Executive & Board Support Specialist