

**WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY**

Planning & Oversight Committee Meeting

**Tuesday, June 27, 2017**

**3:00 – 5:00 p.m.**

320 Campus Lane – Training Room 7

Fairfield, CA 94534

**AGENDA**

- I. Welcoming/Convening**
- II. Additions to or Deletions from the Agenda**
- III. October 26, 2016 Meeting Recap Notes**
- IV. Public Comment**
  - Items Not Listed on the Agenda 3 minutes
  - Items Listed – Individual Speaker 5 minutes
  - Items Listed – Group Speaker 8 minutes
- V. President’s Update**
- VI. Role of the Committee**
- VII. AJCC Certification Process**
- VIII. Workforce Metrics**
- IX. County Contracts Update**
- X. Other Business**
- XI. Adjournment**

Information

Discussion

Discussion

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Information

The next scheduled meeting of the Planning & Oversight Committee is August 22, 2017 from 3:00 -5:00 p.m. at the 320 Campus Lane office in Training Room 7.

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**MEETING RE-CAP**  
**PLANNING & OVERSIGHT COMMITTEE MEETING**  
**October 26, 2016**

The Planning & Oversight Committee of the Workforce Development Board of Solano County met on Wednesday, October 26, 2016, at the Fairfield offices of the WDB, 320 Campus Lane, Fairfield, CA 94534. The meeting was called to order at 3:06 p.m.

**MEMBERS PRESENT**

Carlos Borba	Paul Castro
Fadi Halabi	Jon Riley

**STAFF PRESENT**

Robert Bloom, Executive Director  
Cheryl Joseph, Business/Employment Services Manager  
Marion Aiken, Workforce Services Manager  
Kitt Lee, Fiscal/Information Manager  
Brian Hooker, Business & Workforce Liaison  
Tammy Gallentine, Program Assistant III

**I. Welcome/Convening**

Mr. Paul Castro, acting Planning and Oversight Committee Chair, welcomed all members and the meeting was convened.

**II. Additions To or Deletions From the Agenda**

There were no additions to or deletions from the Agenda.

**III. February 23, 2016 Meeting Recap Notes**

There were no corrections or additions to the February 23, 2016 Meeting Recap Notes.

**IV. Public Comment**

- Items Listed on the Agenda
- Items Listed – Individual Speaker
- Items Listed – Group Speaker

**Discussion:** There were no Public comments

**V. Approval of Increase in WIOA Youth Grant Hourly Pay**

**Discussion:** Mr. Bloom gave a brief overview of the WIOA Youth Grant and the current hourly pay rate for Work Experience. Mr. Aiken presented additional detail including discussion with staff regarding the proposed increase of the current \$10.00 hourly wage. Increasing the hourly pay rate would allow the WDB to be more competitive with employers offering jobs paying higher than minimum wage. Increasing the hourly wage to \$11.00 was discussed; and an hourly wage of \$12.00 was suggested. Mr. Aiken explained that staff would welcome the increase to \$12.00 per hour.

**MOTION #1**

**A motion was made and seconded to recommend action by the full Board of Directors at its November 18, 2016 meeting to approve the increase in the WIOA Youth Grant hourly pay to \$12.00.**

**(Riley/Borba) MOTION PASSED UNANIMOUSLY.**

**VI. Status on “Multi-company Plant Closure Project” Implementation**

**Discussion:** Ms. Joseph gave a brief overview of the new grant called “Multi-company Plant Closure Project” to assist employees recently laid off from ICON Aircraft, Medline, and Save Mart, Sports Authority and Sports Chalet. Approximately 300 workers attended the informational sessions and a total of 37 workers have completed WIOA case files and are in various activities, including assessment and review of training and re-employment options.

WDB will receive funding over the span of 18 months to assist these employees. The goal is to enroll 175 clients.

**VII. Status on Alignment of WDB Vision/Scope/Authority with County’s Action Plan (From Special “Workforce Development Review” Report)**

**Discussion:** Mr. Bloom gave a brief overview of the report created by Patrick Duterte, Solano County Consultant, and provided two handouts titled “Summary of Implementation Actions from the Solano County Workforce Development Review Report” and a Discussion Outline. Discussion of the handouts included follow-up actions, and aligning the ongoing work of the WDB with Solano County’s vision. It was agreed that a meeting between Birgitta Corsello, County Administrator, and WDB’s Executive Committee should take place prior to November’s Board Meeting.

**VIII. Major WIOA Program Design Activities – Fall 2016 thru Spring 2017**

**A. Finalizing One Stop Design and Implementation Measures; MOU’s (with cost-sharing) and One Stop Operator procurement.**

**Discussion:** Mr. Bloom explained the need to finalize the One Stop Design, noting that Phase I of the MOU has not been completed. Once Phase I is complete, Phase II will begin, including identifying cost sharing partners and completed agreements with those partners. Ms. Lee, explained that the new One Stop Design would begin in Vallejo. She further reported on the need to develop a simple game plan, design the MOU, and to begin communication and training with partners so services can continue to be offered. Mr. Bloom reviewed the handout titled “Roles/Responsibilities for a One Stop Operator”.

**B. Developing WIOA Regional and Local Plans; Overview of Plan Requirements and Regional Work/Local Work.**

**Discussion:** Mr. Bloom reviewed the handout titled “Inter-relationship Between California’s WIOA “State Plan” and Required “Regional Plan” & “Local Plan” and NBEC’s Approach for Regional Plan Development. He explained that the Local Plan must support the State Plan. The Board of Supervisors approved hiring consultant, Racy Ming, to write the Regional Plan. Both plans are due by March 15, 2017 and need a 30 day public comment period. Mr. Bloom and Ms. Joseph will write the Local Plan.

**C. Provision of WIOA Adult/Dislocated Worker “Career Services”.**

**Discussion:** Mr. Bloom gave an overview of Career Services and explained that there is an aspect of implementing the actual operational program allowing WDB to provide the Career Services. Mr. Bloom further reported that a formal request must be

submitted to the governor. Mr. Bloom requested support from the committee to support this idea. The Committee supports the idea.

**D. Overall Timelines**

**Discussion:** Mr. Bloom reviewed the handout provided titled “Overall Planning Timelines for Major Remaining WIA-to-WIOA Transition Projects” outlining the Planning & Oversight Committee’s involvement and its due dates.

The next meeting is scheduled for December 27<sup>th</sup>. The meeting was tentatively moved up to December 20<sup>th</sup> with a notice to all committee members confirming attendance to go out immediately.

**IX. Report on April 7, 2016 Regional Career Fair (*agenda item notes incorrect date*)**

**Discussion:** Ms. Joseph announced that 78 employers and 416 job seekers attend the October 6<sup>th</sup> Career Fair. There were 21 sponsors which included \$2,552 in cash and \$29,179 in-kind sponsorship. Although the number of job seekers seemed low, this shows the economy is improving and employers are still seeing qualified candidates.

The next Career Fair is scheduled for April 2017; however, a new location will need to be identified as University of Phoenix will not be available. Ms. Joseph, Ms. Lorraine Fernandez and Ms. Gallentine will search for an alternative location.

**X. President’s Report:** Mr. Bloom introduced Mr. Hooker to give a brief overview of the October 24 NorthBay Summit. Mr. Hooker gave a brief background on the SlingShot Grant and explained the Summit was a collaboration with WDB’s Education Partners and the Northern California Career Pathway Alliance, NCCPA. The Summit was held to help promote work based learning, mainly healthcare and manufacturing; and to create Industry Sector Partnerships. December 15<sup>th</sup> will be the launch of the Healthcare Sector Partnership meeting facilitated by Consultant Lindsay Woolsey, and the launch of the Manufacturing Sector Partnership meeting is scheduled for January 2017.

Mr. Bloom announced that the next Board of Director’s meeting is scheduled for November 18, 2016 and will be a Board Retreat. The Business Agenda will be light then the Board will move into the retreat items.

**XI. Other Business: None**

**XII. Adjournment**

With no further business to discuss, the meeting was adjourned at 5:04 p.m.

The next meeting of the Planning & Oversight Committee of the Workforce Development Board of Solano County is tentatively scheduled for **Tuesday, December 20, 2016, from 3:00 p.m. to 5:00 p.m.** at the **WDB offices**, 320 Campus Lane, Fairfield, CA 94534.