



**WORKFORCE DEVELOPMENT BOARD**

OF SOLANO COUNTY

**PLANNING & OVERSIGHT COMMITTEE**

**Tuesday, January 9, 2017, 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 November 7, 2017 Meeting Minutes**
- V. Action Items**
  - A. Review and Approval of the Board Packet Layout to change layout of the Meeting Agenda and Agenda Item Subject Reports
  - B. Review and Approval of the Performance, Impact, and Trend Report Template to finalize how data is reported
  - C. Review Board Member Terms and Approve a Method for Reappointments
- VI. Discussion Items**
  - A. Nomination Committee for Board of Directors Election of Officer
  - B. Sending Meeting Calendar Invites for all future Board and Committee Meetings
- VII. Open Forum**
- VIII. Adjournment**

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

**MINUTES**  
**PLANNING & OVERSIGHT COMMITTEE MEETING**  
**November 7, 2017**

**I. Welcoming/Convening**

Committee Chair, Paul Castro, called the meeting to order at 3:05 p.m. Quorum was established.

**Members Present:** Paul Castro (Chair), Kim Beiner, Alan Kerzin, Jon Riley

**Members Absent:** Kevin Beutler, Fadi Halabi, Jerry Huber

**Staff Present:** Heather Henry, Tammy Gallentine, Brian Hooker

**II. Additions and/or Deletions from the Agenda**

There were no additions to or deletions from the agenda.

**III. Approval of June 27, 2017 Meeting Minutes**

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

**IV. Public Comment**

There were no public comments.

**V. Committee Structure**

Before discussing this item, Ms. Henry gave a quick update on the AJCC Certification process. The Workforce Boards in the region were approached to have the Workforce Boards certify each other. They were interested in another process. Instead, the One-Stop Operator will be the lead in the certification process. At the September 15, 2017 Board Meeting, Member Mark DeWeerdts expressed interest in joining that committee to assist in certifying the one stops. Additionally, because the One-Stop Operator was impacted by the fires, the state granted an extension to complete the baseline by March 31, 2018. The original deadline was December 31, 2017.

Mr. Castro gave a recap of his and Ms. Henry's previous conversation regarding information to be provided to committee members prior to meetings. It was agreed that it is helpful to have information prior to meetings when decisions need to be made, without supplying too much paperwork, to allow members time to review its content. Attending Committee members agreed that any information that can be provided up front for discussion especially items needing a recommendation to go to the Board of Directors. Mr. Castro and Ms. Henry do plan to meet at least one week prior to the Planning & Oversight Committee meeting to review the upcoming agenda and will ensure all pertinent information is forwarded to its members should it be necessary.

**VI. Advocacy**

Included in the Agenda Packet was the Governance Engagement Outline approved at the September 2017 Board meeting. Mr. Castro expressed his desire to ensure the WDB staff is

continuing to move forward with the outline and the committee is staying informed and supportive. Mr. Hooker gave a brief overview of local engagement and his current efforts with Solano County elected officials. Mr. Hooker and Committee Members also expressed the need to identify program success stories to be included while strategizing for future meetings, increased visibility with elected officials and community, and invitations and attendance to upcoming events.

Mr. Hooker shared he had the opportunity to attend an annual award ceremony at the South Bay Workforce Investment Board in Torrance, CA, in September, where businesses and training service providers are recognized, and success stories are highlighted. Elected Officials are invited to this event. Mr. Hooker and Ms. Henry thought this should be something mirrored in Solano County to recognize and honor local businesses and programs and present local success stories. There are not a lot of events that bring Solano County together annually. Selected staff will be meeting to go over logistics and needed effort to organize this type of event.

Mr. Kerzin announced two upcoming events the Workforce Development Board (WDB) could partner on. Children's Network sponsors an annual event which is a policy forum focused on youth. This event will be held on March 10, 2018 at the KROC Center which draws many legislatures and gives the opportunities for agencies to display information. On May 19, 2018, a fundraiser in Vallejo themed "Champion for Children and Youth will be held. One of the categories will be acknowledging employers. Mr. Kerzin will supply additional information at the January 2018 Board meeting.

## **VII. Contract Approval Process**

Ms. Henry gave a recap of the discussion that took place at a previous Board meeting regarding what kind of approval process there was for contracts and what level of authority the Board has versus the Executive Director. At the September 2017 Board meeting, it was decided that although the Board would maintain its involvement in all contract approvals, staff would discuss with the Planning & Oversight Committee what the process would be should there be a contract needing more timely approval. Ms. Henry expressed the need to codify the process, and ensure it is documented in writing. Currently, the agreement with the County, as the Fiscal Agent, any contract over \$50,000 needs to be approved by the Board of Supervisors. Any contract under \$50,000 would need County Administrator approval.

The ByLaws were referenced to review the guidelines for special meetings. After further discussion, it was agreed that a special meeting could be called to review and approve contracts. It is desired to continue following the County's process however a special meeting could be called through the Executive Committee should there be any contracts needing approval under \$50,000. Contract over \$50,000 would need full Board approval.

Video Conferencing and Conference Calls was brought up as a possible option to ensure quorum is met when special meetings are called. Ms. Gallentine will verify this is allowable under the Brown Act.

The Planning & Oversight Committee will make a recommendation to the Board of Director's as follows:

Any contracts over \$50,000 requiring approval will need full Board approval. Contracts under \$50,000 requiring approval will be reviewed by the Executive Committee by calling a special meeting.

**VIII. Performance Metrics Review**

Ms. Henry gave a recap from the September Board meeting that the consensus was for staff to design a report with all information and present it to the Planning & Oversight Committee to take the first look and narrow down the information from there. A more condensed report was distributed to the committee members. After review and discussion, the committee felt it was important to be able to have previous years' numbers to compare current numbers as well as reporting all performance numbers to start off. This would allow the Board and Committee to decide what numbers can be removed later. Some numbers would not have a comparison and not all items were tracked in previous months. It was also agreed that formatting the report in charts and graphs would make the report easier to read.

**IX. Process for Approving Policies**

Ms. Henry gave an overview of the policies that need to be updated and/or modernized. A list of Key Policies was provided. There is a need to have standard policies across units for anything that is governed by WIOA or involves money and making sure policies match state and federal requirements. Ms. Henry advised the committee that revising these policies would not be a quick process. The need to identify what policies need to be revised, what the process is and how detailed the committee wants to be involved, who approves the policies and what the standard policy looks like.

A Policy Template was handed out to the committee for review. The committee agreed this would be acceptable. Ms. Henry would prioritize the list of policies needed to be updated. Staff will draft/update each policy and present them to the Board of Director's for approval.

**X. Other Business**

Committee reporting at Board meetings will include the Committee Chair to give a brief report of the last meeting held with Ms. Henry giving details as necessary.

**XI. Adjournment**

The meeting was adjourned at 4:22 p.m.

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



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**BOARD OF DIRECTORS MEETING NOTICE**  
**Friday, January 19, 2017, 8:00 – 10:00 a.m.**  
**320 Campus Lane, Training Room 7**  
**Fairfield, CA 94534**

**AGENDA**

<b>I.</b>	<b>Call to Order</b>	
<b>II.</b>	<b>Introductions</b>	
<b>III.</b>	<b>Agenda Additions/Deletions</b>	
<b>IV.</b>	<b>Public Comment</b> - <i>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.</i>	
<b>V.</b>	<b>Informational Reports</b>	<b>Page</b>
	A. Board Chair (Verbal)	
	B. Committee Chair (Verbal)	
	C. President/Executive Director (Verbal)	
	D. Reports (Written)	<b>1</b>
<b>VI.</b>	<b>Consent Calendar</b>	
	E. Approval of Meeting Minutes	<b>2</b>
<b>VII.</b>	<b>Action Items</b>	
	A.	<b>3</b>
	B.	<b>4</b>
	C.	<b>5</b>
	D.	<b>6</b>
<b>VIII.</b>	<b>Discussion Items</b>	
	A.	<b>7</b>
	B.	<b>8</b>
	C.	<b>9</b>
	D.	<b>10</b>
<b>X.</b>	<b>Open Forum</b>	
<b>XI.</b>	<b>Adjournment</b>	

Note: The next Board of Director's meeting will be held Friday, March 16, 2018.



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

<b>SUBJECT:</b> Reports	<b>MEETING DATE</b> January 19, 2018	<b>AGENDA ITEM</b> V.D.
<b>FROM:</b> Heather Henry, President/Executive Director	<b>ACTION REQUIRED</b> YES    NO ✓	<b>ATTACHMENTS</b> A, B, C, D & E

**SUMMARY:** Staff has provided written updates on the following attached reports. Highlights will be summarized verbally.

**ATTACHMENT:**

- Attachment A: Compliance & Operational Reports – monitoring, expenditure, personnel
- Attachment B: Expenditure Report
- Attachment C: Programmatic Highlights
- Attachment D: Performance Reports
  - AJCC Activity
  - WIOA Performance
  - WIOA Trends
  - Pathway to Success Performance
  - Programmatic Impact
- Attachment E: Governance Update

**REPORT PREPARED BY:**

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Heather Henry, President/Executive Director

**Workforce Development Board of Solano County**  
**WIOA Performance**  
**Performance Year 2017/2018**  
**Months of Activity: 7/01/17 - 11/30/17**

Target %: 42%

	Quarter 1			Month Actuals			Quarter 2			PY 2017/2018		
	Plan	Cumm Actual	% Plan	Oct	Nov	Dec	Plan	Cumm Actual	% Plan	Plan	Cumm Actual	% Plan
<b>WIOA Adult/Dislocated Worker Programs:</b>												
Applications Completed	108	71	66%	35	28	0	108	63	58%	184	134	73%
New Participants	24	53	221%	11	21	0	57	32	56%	92	85	92%
Active Participants	123	74	60%	19	28	#DIV/0!	288	23	8%	123	#DIV/0!	#DIV/0!
Enrolled in Training	26	35	135%	9	14	0	63	23	37%	63	58	92%
Occupational Training	24	32	133%	8	11	0	57	19	33%	55	51	93%
OJT	2	3	150%	1	3	0	6	4	67%	12	7	58%
Measurable Skills Gain (MSG)	11	27	245%	7	13	0	33	20	61%	44	47	107%
Credential Attainment	10	10	100%	0	0	0	29	0	0%	39	10	26%
Exited	20	12	60%	9	7	0	47	16	34%	73	28	38%
Employed	15	29	193%	8	0	0	42	8	19%	62	37	60%
Median Earnings (Hourly)	\$ 15.48	\$ 16.19	105%	\$ 18.00	#NUM!	#NUM!	\$ 15.48	\$ 18.00	116%	\$ 15.48	#NUM!	#NUM!
90 Day Retention		26						22			48	

<b>WIOA DW Rapid Response Additional Asst</b>												
Applications Completed	5	0	0%	0	0		5	0	0%	20	0	0%
New Participants	7	0	0%	0	0		3	0	0%	10	0	0%
Active Participants	12	37	311%	9	6		12	8	63%	12	25	212%
Enrolled in Training	5	0	0%	0	0		1	0	0%	6	0	0%
Occupational Training	2	0	0%	0	0		1	0	0%	3	0	0%
OJT	3	0	0%	0	0		0	0	#DIV/0!	3	0	0%
Measurable Skills Gain (MSG)	2	9	450%	1	1		0	2	#DIV/0!	2	11	550%
Credential Attainment	0	0	#DIV/0!	0	0		2	0	0%	2	0	0%
Exited	3	0	0%	2	1		7	3	43%	10	3	30%
Employed	2	1	50%	1	0		4	1	25%	6	2	33%
Median Earnings (Hourly)	\$ 15.43	\$ 16.00	104%	\$ 15.00			\$ 15.43	\$ 15.00	97%	\$ 15.43	\$ 15.50	100%
90 Day Retention		5						0			5	

<b>WIOA Youth</b>												
Applications Completed	31	2	6%	1	0		32	1	3%	126	3	2%
New Participants	15	0	0%	2	0		16	2	13%	63	2	3%
Active Participants	25	18	72%	9	9		25	9	36%	25	14	58%
Enrolled in Training	12	0	0%	0	0		13	0	0%	36	0	0%
Occupational Training	5	0	0%	0	0		4	0	0%	18	0	0%
OJT	0	0		0	0		0	0		0	0	
Other Training/Education	7	0	0%	0	0		8	0	0%	18	0	0%
Measurable Skills Gain (MSG)	3	2	67%	0	0		3	0	0%	14	2	14%
Credential Attainment	1	1	100%	0	0		1	0	0%	14	1	7%
Exited	12	0	0%	0	0		13	0	0%	50	0	0%
Employed	10	1	10%	0	0		10	0	0%	40	1	3%
Median Earnings (Hourly)	\$ -	\$ 10.84	#DIV/0!				\$ -	#NUM!	#NUM!		\$ 10.84	
90 Day Retention		3						0			3	

	Enrollments	Exits
Career Training Connect - CTC	65	37
Job Connect - JC	35	26

**Predictive WIOA Indicators**

	PY17	PY17-Q1	PY17-Q2	PY17-Q3	PY17-Q4
num Employment Q2 Adult	39	18	21		
den Employment Q2 Adult	51	22	29		
Employment Q2 Adult	76.5%	81.8%	72.4%		
num Employment Q2 DW	34	17	17		
den Employment Q2 DW	41	20	21		
Employment Q2 DW	82.9%	85.0%	81.0%		
den Median Earnings Adult	39	18	21		
Median Earnings Adult	1	1	1		
den Median Earnings DW	34	17	17		
Median Earnings DW	1	1	1		

	PY17	PY17-Q1	PY17-Q2	PY17-Q3	PY17-Q4
num Employment Q2 Youth	4	4			
den Employment Q2 Youth	6	6			
Employment Q2 Youth	66.7%	66.7%			
den Median Earnings Youth					
Median Earnings Youth	1	1			



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

# FY2018 Q1-Q2 PROGRAMMATIC IMPACT

July - December 2017

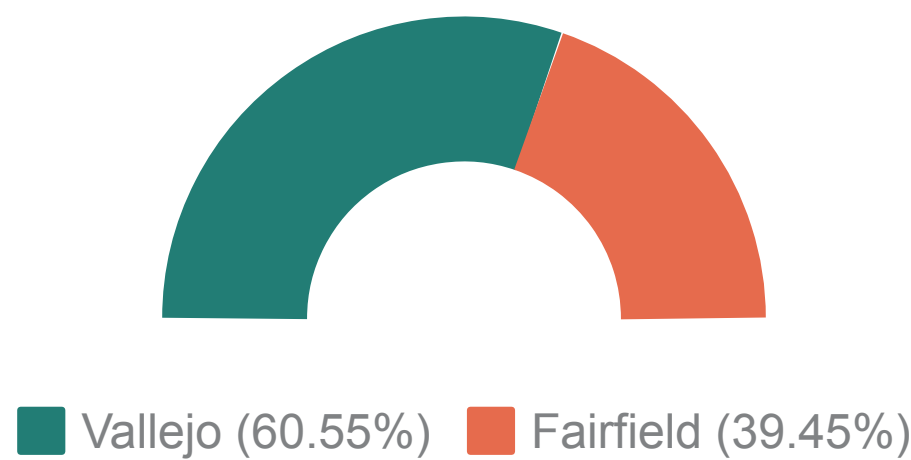


**SOLANO  
EMPLOYMENT  
CONNECTION**

Solano Employment Connection is affiliated with the America's Job Centers of California. Partners that operate the job centers include Employment Development Department, the WDB, Division of Rehabilitation, and others.

**5,390** INDIVIDUALS VISITED THE JOB CENTERS  
**230** INDIVIDUALS VISITED COMMUNITY SITES  
**20,905** SERVICES PROVIDED

## JOB CENTER TRAFFIC BY LOCATION



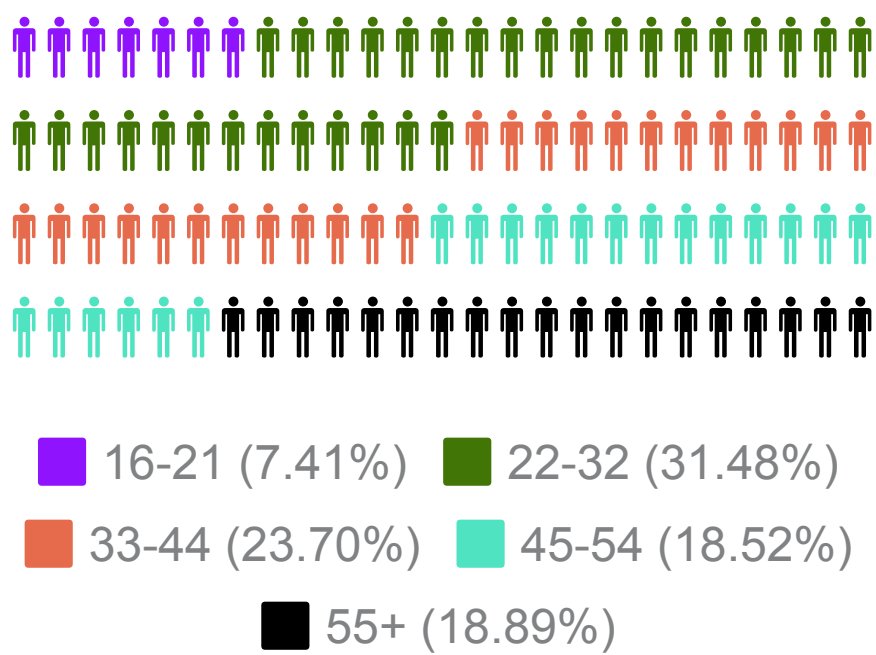
*Fire Impacted Trainee*  
"I started work right after my HAZWOPER class...[the WDB] directed me to additional resources...allowing me to stay in a motel and eat for the week of the training. With this help I was able to...become economically independent...as a Quality Control Manager...I am supervising 10 construction workers and making \$25 per hour working in fire debris clean up..."



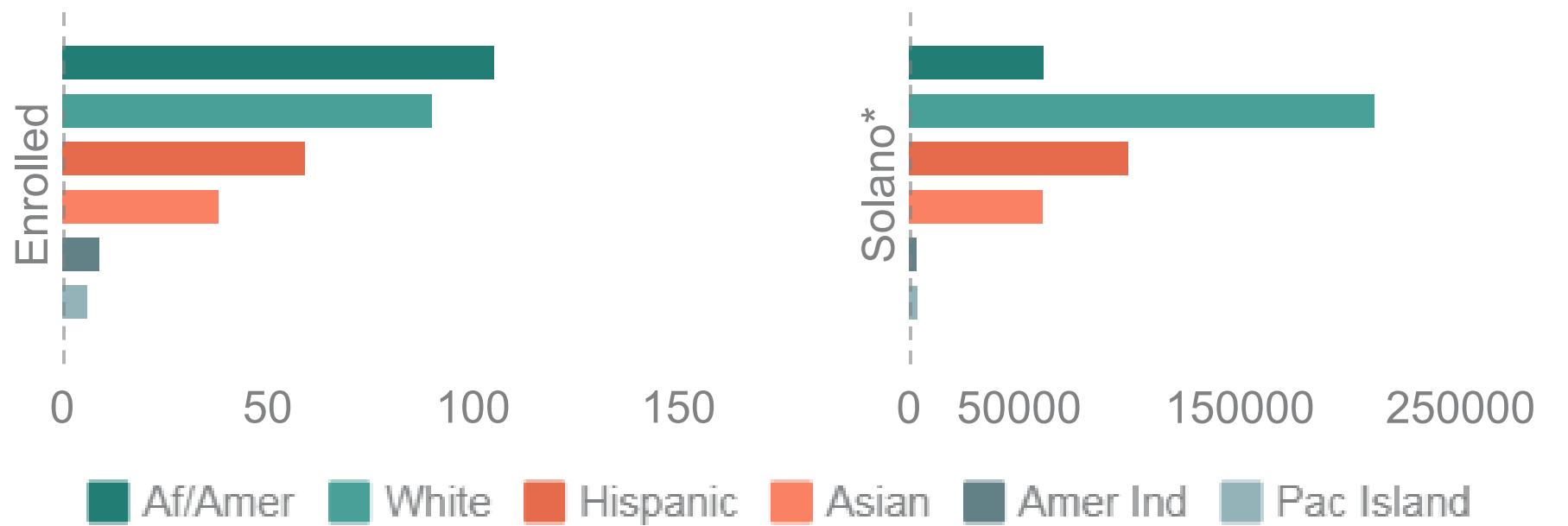
## Job Seeker Demographics

The Workforce Board serves a diverse job seeker base. Numbers below represent individuals enrolled in WIOA Adult, Dislocated Worker, Multi-Company Grant, and Youth programs.

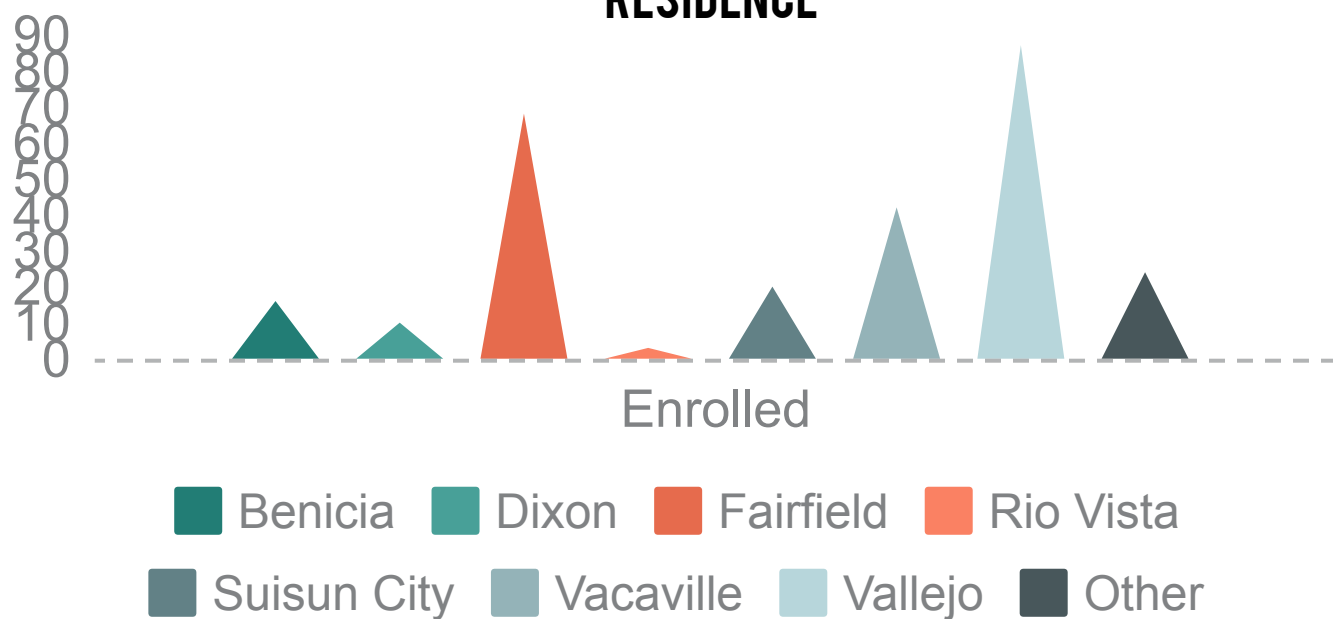
### AGE



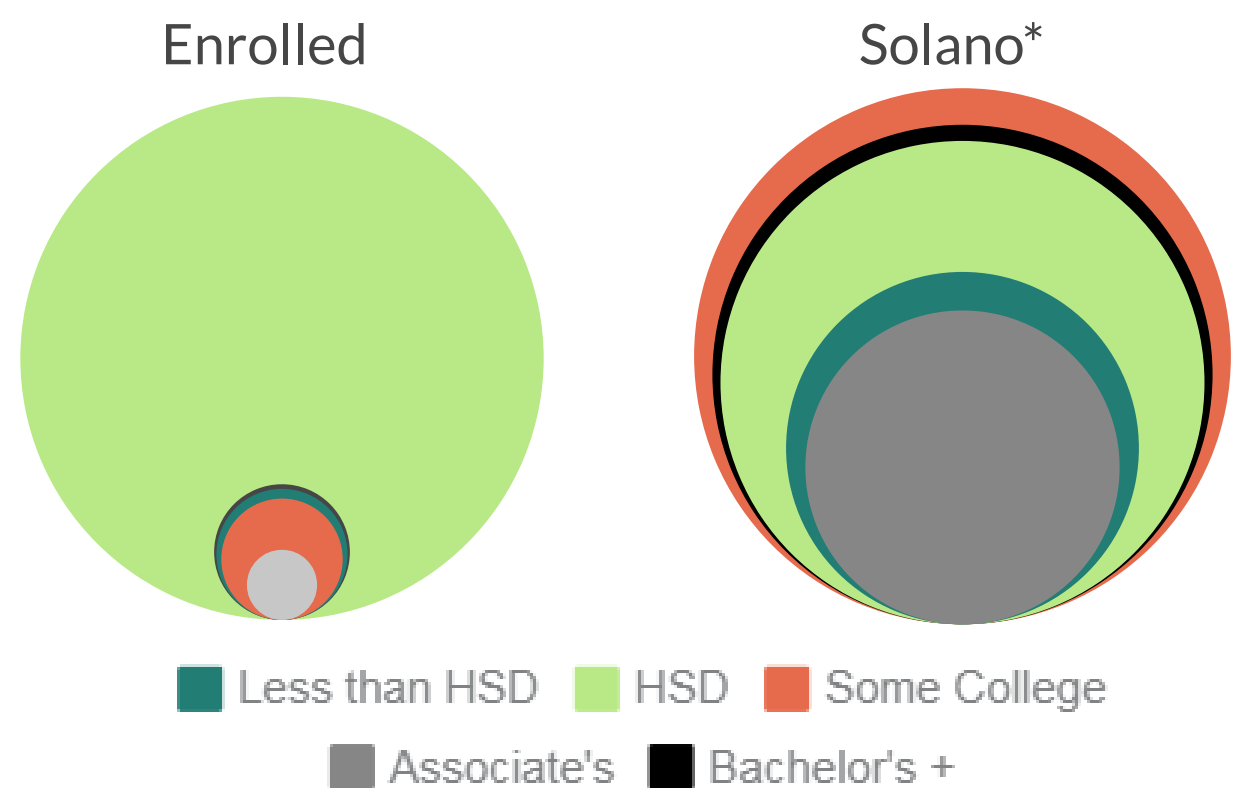
### RACE/ETHNICITY



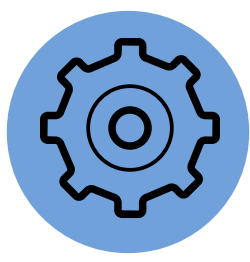
### RESIDENCE



### EDUCATIONAL ATTAINMENT

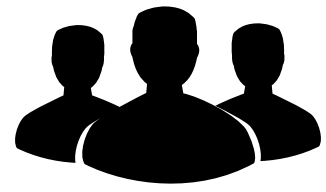






# WIOA Services

Intensive services for enrolled individuals include occupational training, paid work experience, job search support, wrap-around services, and job coaching.



**87** Newly Enrolled

**58** Individuals Started Trained



**11** Individuals Received Industry Certifications

**40** Individuals Employed



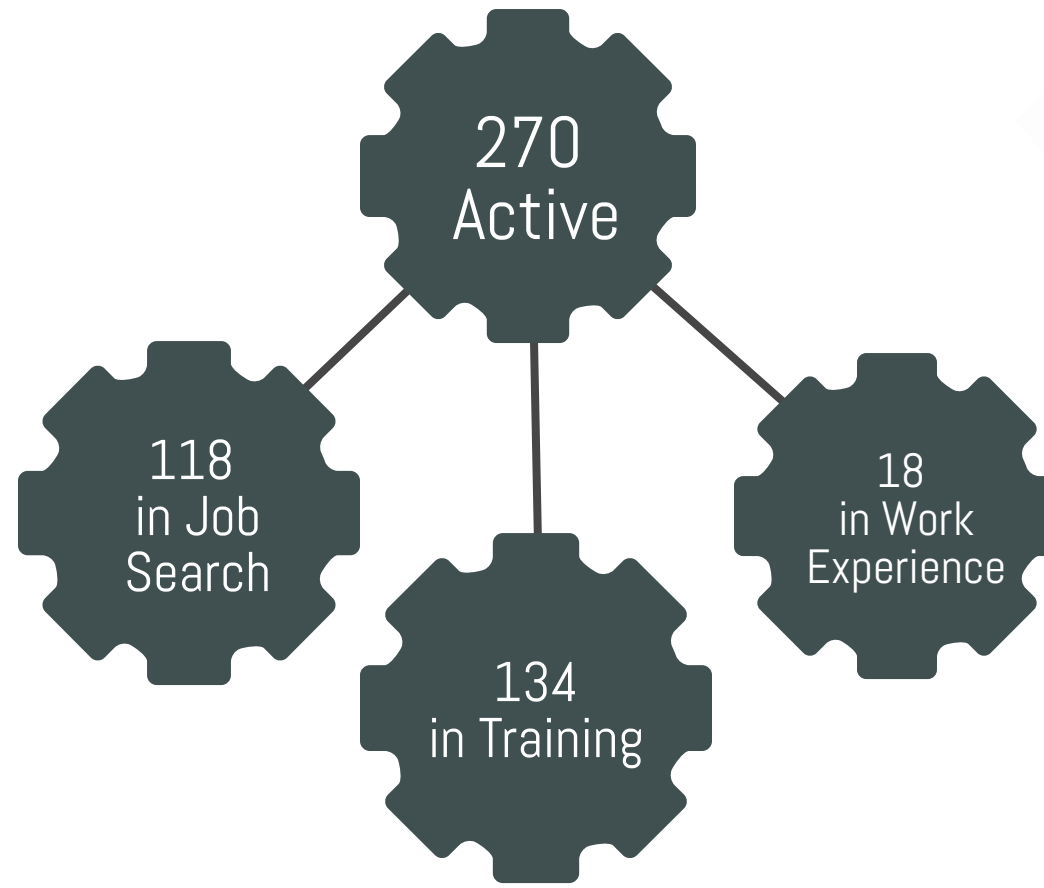
**\$22.59**  
Median Wage



**\$4,080.46**  
Cost per Job Seeker Served



**\$2.77/HR**  
Ave. Increase in Wages After Using WDB Services



**46%**  
TRAINING-RELATED PLACEMENTS



**46%**  
SOLANO COUNTY PLACEMENTS  
vs. **36%** Solano Co. average\*



## CalWORKS

**23** Completed Job Readiness Workshops

**24** Completed Supported Job Search

**18** Entered Direct Employment

**3** Entered Subsidized Employment

**\$12.50**  
Median Wage

## Business Engagement

WDB staff members engage with the business community to better serve the workforce needs of the county.

**X** New Businesses Engaged

**1,539** Job Announcements Posted

**X** Active Business Engagements

**75** Recruitment Events Held

**GAI America**  
 "We...are very grateful for the WDB for their assistance...during our employee's work experience. Because of the agency's help, we were able to develop our employee's ability to perform her tasks and, as such, result in a positive work environment."

**\$59,621**  
Invested in Solano County Businesses



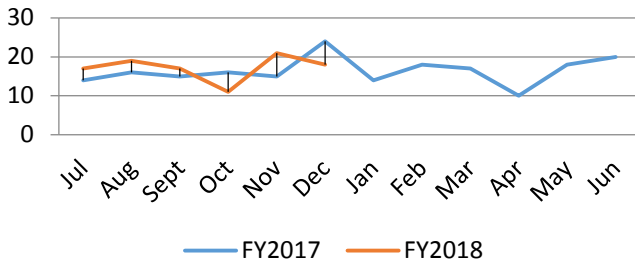
WORKFORCE DEVELOPMENT BOARD  
OF SOLANO COUNTY

Workforce Development Board of Solano County  
320 Campus Lane  
Fairfield, CA 94534  
<http://solanoemployment.org>

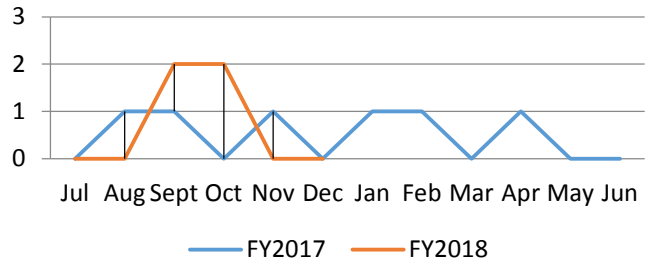
\* Source: U.S. Census Community Survey 2016. LEHD OntheMap Commuter Flow 2015.

## Key WIOA Indicator Trends FY2017 vs. FY2018

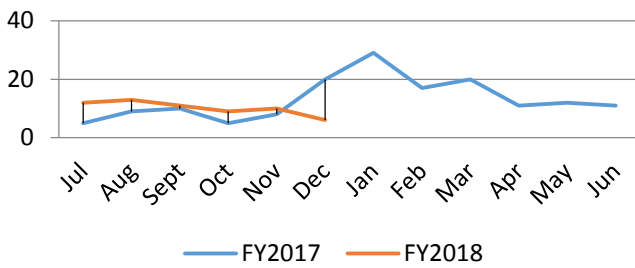
### WIOA Adult Enrollments



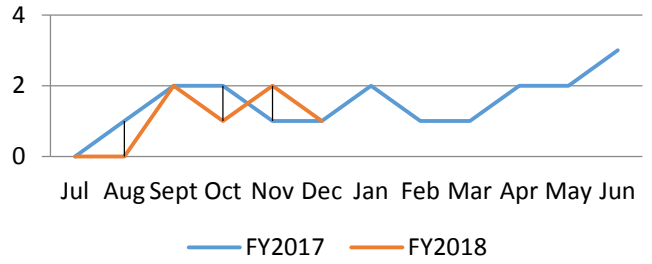
### WIOA Youth Enrollments



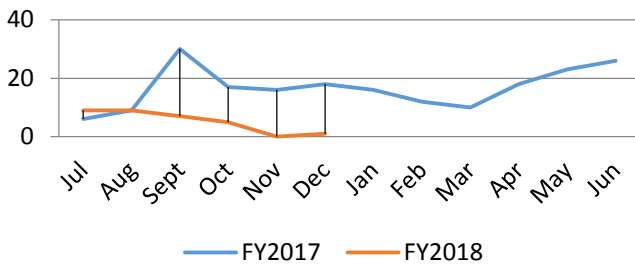
### WIOA Adult in Training



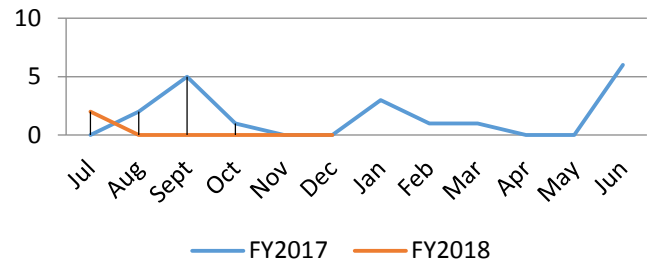
### WIOA OJTs



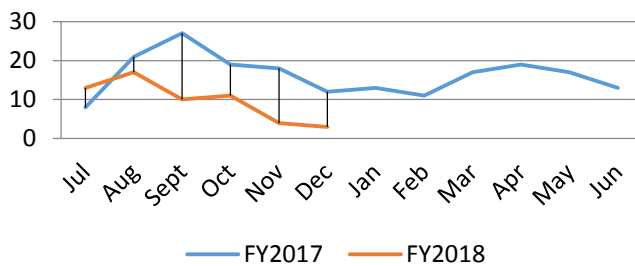
### WIOA Adult Completions



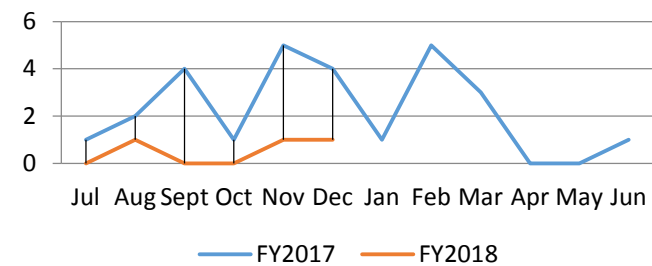
### WIOA Youth Completions



### WIOA Adult Employment



### WIOA Youth Employment



**WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY  
BOARD MEMBER ROSTER WITH TERMS**

	<b>Name/Office</b>	<b>Title/Agency or Business</b>	<b>Category</b>	<b>Term</b>
1.	Fadi Halabi Board Chair	President, Duracite	Business	03/22/16 to 06/30/18
2.	S. Scott Reynolds Vice Chair	Attorney/Partner, Reynolds Law LLP	Business	03/22/16 to 06/30/18
3.	Paul Castro Secretary	Director, CA Human Development Farmworker Services	Community Workforce	03/22/16 to 06/30/20
4.	Jerry Wilkerson Treasurer	Vice President / Business Services Officer, First Northern Bank	Business	03/22/16 to 06/30/20
5.	Kim Beiner Member-at-Large	Director of Administration Six Flags Discovery Kingdom	Business	03/22/16 to 06/30/18
6.	Rhuenette Alums	Area Director, AT&T	Business	03/22/16 to 06/30/18
7.	Debbie Antonsen	North Bay Cluster Manager, Employment Development Department	Wagner-Peyser	03/22/16 to 06/30/20
8.	Danny Bernardini	Business Services Manager Napa/Solano Building Trades Council	Labor	03/17/17 to 06/30/18
9.	Kevin Beutler	Human Resources Leader, Kaiser Permanente	Business	03/22/16 to 06/30/18
10.	Holly Brown	Apprenticeship Coordinator, Operating Engineers Local 3JATC	Labor	03/22/16 to 06/30/20
11.	Mark DeWeerd	Consultant, Negotiations & Organizational Development Dept., CA Teachers Association	Labor	03/22/16 to 06/30/20
12.	Mary Dugbartey	Director, Talent & Organizational Dev., NorthBay Healthcare Foundation	Business	10/25/16 to 06/30/20
13.	Dr. Celia Esposito-Noy	Superintendent - President, Solano Community College	Education	03/22/16 to 06/30/18
14.	Mario Giuliani	Economic Development Manager, City of Benicia	Economic Development	03/22/16 to 06/30/20
15.	Christine Hess	Solano County Adult Education Consortium Project Manager, Solano County Office of Education	Education	03/17/17 to 06/30/20
16.	Gerald Huber	Director, Solano County Health and Social Services	Community Development	03/22/16 to 06/30/18
17.	Peggy Huston	Chief Administrative Officer, Paradise Valley Estates	Business	03/22/16 to 06/30/18
18.	Marlyn Karrasch	Rehabilitation Team Manager CA Department of Rehabilitation	Vocational Rehabilitation	03/17/17 to 06/30/18
19.	Alan Kerzin	Executive Director, Children's Network of Solano County	Community Workforce	03/22/16 to 06/30/20
20.	Justin Real	Sr. Program Manager, PG&E	Business	10/25/16 to 06/30/20
21.	Rosa Phillips	Owner, Express Employment Professionals	Business	03/22/16 to 06/30/20
22.	Jon Riley	Executive Director, Napa-Solano Central Labor Council	Labor	03/22/16 to 06/30/18
23.	Kathleen Skirpstunas	Sr. Human Resource Business Partner, Genentech	Business	03/22/16 to 06/30/20
24.	vacant		Business	_____ to 06/30/18
25.	Shawn Gavne	Site Manager, Alstom	Business	10/03/17 to 06/30/20

**WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY  
BOARD MEMBER ROSTER WITH TERMS**

	<b>Name/Office</b>	<b>Title/Agency or Business</b>	<b>Category</b>	<b>Term</b>
1.	Fadi Halabi Board Chair	President, Duracite	Business	03/22/16 to 06/30/18
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9.	Kevin Beutler	Human Resources Leader, Kaiser Permanente	Business	03/22/16 to 06/30/18
10.	Holly Brown	Apprenticeship Coordinator, Operating Engineers Local 3JATC	Labor	03/22/16 to 06/30/20
11.	Mark DeWeerd	Consultant, Negotiations & Organizational Development Dept., CA Teachers Association	Labor	03/22/16 to 06/30/20
12.	Mary Dugbartey	Director, Talent & Organizational Dev., NorthBay Healthcare Foundation	Business	10/25/16 to 06/30/20
13.	Dr. Celia Esposito-Noy	Superintendent - President, Solano Community College	Education	03/22/16 to 06/30/18
14.	Mario Giuliani	Economic Development Manager, City of Benicia	Economic Development	03/22/16 to 06/30/20
15.	Christine Hess	Solano County Adult Education Consortium Project Manager, Solano County Office of Education	Education	03/17/17 to 06/30/20
16.	Gerald Huber	Director, Solano County Health and Social Services	Community Development	03/22/16 to 06/30/18
17.	Peggy Huston	Chief Administrative Officer, Paradise Valley Estates	Business	03/22/16 to 06/30/18
18.	Marlyn Karrasch	Rehabilitation Team Manager CA Department of Rehabilitation	Vocational Rehabilitation	03/17/17 to 06/30/18
19.	Alan Kerzin	Executive Director, Children's Network of Solano County	Community Workforce	03/22/16 to 06/30/20
20.	Justin Real	Sr. Program Manager, PG&E	Business	10/25/16 to 06/30/20
21.	Rosa Phillips	Owner, Express Employment Professionals	Business	03/22/16 to 06/30/20
22.	Jon Riley	Executive Director, Napa-Solano Central Labor Council	Labor	03/22/16 to 06/30/18
23.	Kathleen Skirpstunas	Sr. Human Resource Business Partner, Genentech	Business	03/22/16 to 06/30/20
24.	vacant		Business	_____ to 06/30/18
25.	Shawn Gavne	Site Manager, Alstom	Business	10/03/17 to 06/30/20