



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**Executive Committee Meeting Announcement**

**Date: Monday, August 31, 2020**

**Time: 3:30 p.m. - Open Session**

**Location: Via Zoom**

Given the Governor's Executive Order N-29-20, the Workforce Development Board of Solano County (WDB) is implementing the following changes for attendance and public comment. Board members will attend the Board meeting by teleconference or other electronic means.

To comply with public health guidance during COVID-19 pandemic, the WDB has taken steps to utilize technology to encourage full public participation during upcoming meetings. The above scheduled meeting will be accessible through the following option:

Join Zoom Meeting

<https://us02web.zoom.us/j/85605321122>

Meeting ID: 856 0532 1122

You can join the Zoom meeting from a computer, mobile device, or tablet. The Zoom meeting information will be provided in every board meeting agenda, as long as needed during the COVID-19 pandemic. Please be advised that you will not be provided with the option to submit public comment if participating through the zoom conference. Options for submitting public comment are provided below:

**Public Comment(s) by E-mail**

Workforce Development Board (WDB) members, staff, or members of the public who wish to make a public comment for a non-agenda or agenda item by email, you must submit your public comments by e-mail to: [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org) by 12:00noon on August 28, 2020, the day prior to the meeting.

All such written comments that are related to employment and training in Solano County will be read aloud at the Committee Meeting.

The Workforce Development Board of Solano County thanks you for your cooperation in advance. Our community's health and safety is our highest priority.



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY  
**EXECUTIVE COMMITTEE MEETING**  
**Monday, August 31, 2020**  
**3:30 a.m. – 4:30 p.m.**

**Join Zoom Meeting**  
<https://us02web.zoom.us/j/85605321122>  
Meeting ID: 856 0532 1122

**MEETING AGENDA**

- I. Welcoming/Convening**
- II. Agenda Additions and/or Deletions**
- III. Public Comment – *Written comments submitted by the public will be read at this time.***

*Please note: Workforce Development Board (WDB) members, staff, or members of the public who wish to make a public comment for a non-agenda or agenda item by email, you must submit your public comments by e-mail to: [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org) by 4:00 p.m. on June 29, 2020, the day prior to the meeting.*

*All such written comments that are related to employment and training in Solano County will be read aloud at the Board Meeting.*

- IV. Action Items**
  - A. Approval of the June 30, 2020 Meeting Minutes
- V. Closed Session**
  - A. Pursuant to §54957(b)(1) Annual Evaluation of the WDB's President/Executive Director
  - B. Pursuant to §54957.6(a) Discussion Regarding Employee Matters
- VI. Reconvene Open Session**
  - A. Pursuant to §54957(b)(1) Report on any Action Resulting from Closed Session
  - B. Pursuant to §54957.6(a) Report on any Action Resulting from Closed Session
- VIII. Adjournment**



**WORKFORCE DEVELOPMENT BOARD**

OF SOLANO COUNTY

**MINUTES  
EXECUTIVE COMMITTEE MEETING  
Friday, June 30, 2020**

**I. Welcoming/Convening**

Mr. Giuliani called the meeting to order at 9:34 a.m. Quorum was established.

**Members Present:** Paul Castro, Mario Giuliani, Tami Lukens

**Members Absent:** Fadi Halabi, Scott Reynolds

**Staff Present:** Heather Henry, Lauren Bender, Tammy Gallentine

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

There were no additions and/or deletions from the agenda.

**III. Public Comment**

There were no public comments.

**IV. Action Items**

**A. Approval of the May 15, 2020 Meeting Minutes**

**MOTION #1**

**A motion was made and seconded to approve the May 15, 2020 Meeting Minutes.**

**(Castro/Lukens)**

**V. Informational Items**

**A. Informational Updates as it Relates to COVID-19**

Ms. Henry gave a brief recap that a corrective action plan was submitted to the youth contractor, Solano County Office of Education (SCOPE), to meet contractual obligations as it pertains to enrollments and work experience participants. A response was requested to be received no later than July 7, 2020 so it may be included in the July 2020 Board packet. If participant numbers are not met by the end of the first quarter of the 2020-2021 fiscal year, there will likely be a review of the contract for further action. This may have budget and programmatic impact. Ms. Henry did not that SCOPE has enrolled more people in WIOA programs than the WDB. WDB staff will be working on addressing the low enrollments numbers and focusing on customer experience instead of process.

Ms. Henry announced Board Member, Ms. Kim Beiner, has retired from the Board of Directors due to her retirement from Six Flags Discovery Kingdom. This will leave the Member-at-Large position vacant. The Executive Committee was asked to think about who a good potential candidate for the upcoming Officer elections may be.

**VI. Closed Session**

At 9:44 a.m., Mr. Giuliani closed the public meeting and adjourned into a closed session to discuss the following item:

- A. Pursuant to §54957.6(a) Discussion Regarding Employee Matters
- B. Pursuant to §54957.6(a) Discussion Regarding Proposed Employee Retirement Plan – 2019 Employer Contribution and Recommendation to the Board of Directors
- C. Pursuant to §54957(b)(1) Discussion Regarding Annual Evaluation of the WDB’s President/Executive Director

**VII. Reconvene Open Session**

At 10:38 a.m., the public meeting was reconvened.

- A. Pursuant to §54957.6(a) Report on any Action Resulting from Closed Session
- B. Pursuant to §54957.6(a) Report on any Action Resulting from Closed Session
- C. Pursuant to §54957(b)(1) Report on any Action Resulting from Closed Session

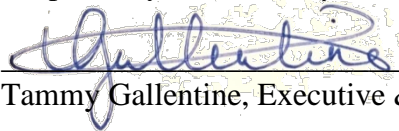
There were not items to report out.

**VIII. Adjournment**

With no further discussion the meeting was adjourned at 10:41 a.m.

Note: The next Executive Committee meeting has not been scheduled.

Respectfully submitted by:



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Tammy Gallentine, Executive & Board Support Specialist