



# **BOARD OF DIRECTORS MEETING AGENDA PACKET**

**Friday, May 15, 2026**

**8:30 - 10:30 a.m.**

**500 Chadbourne Road, Suite A  
Fairfield, CA 94534**

**WORKFORCE DEVELOPMENT BOARD  
OF SOLANO COUNTY**





**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**BOARD OF DIRECTORS MEETING**  
**Friday, May 15, 2026**  
**8:30 a.m. – 10:30 a.m.**  
**500 Chadbourne Road, Suite A**  
**Fairfield, CA 94534**

**AGENDA**

- I. Call to Order**
- II. Introductions**
- III. Agenda Changes/Deletions**
- IV. Public Comment** – *Public comments on agenda items and items under the jurisdiction of the Board of Directors shall be made at this time and will be taken into consideration without discussion by the Board. No action may be taken on non-agenda items.*
- V. Consent Calendar**
  - A. Approval of the March 20, 2026 Board of Directors Meeting Minutes **1**
  - B. Approval of the May 8, 2026 Budget Committee Meeting Minutes **8**
  - C. Approval the reappointment of Board members, Tim Healer and David Tam, for a new 4-year term **11**
  - D. Approval of a contract with Saavedra Fam Inc. to provide janitorial, maintenance and facilities services for an amount not to exceed \$59,019; give President/Executive Director, or designee, authority to finalize and sign the approved contract, and make administrative changes, as needed **12**
  - E. Approval of a contract with Foundation for California Community Colleges to provide employer of record services for an amount not to exceed \$74,595; give President/Executive Director, or designee, authority to finalize and sign the approved contract, and make administrative changes, as needed **19**
  - F. Approval of a 3<sup>rd</sup> year contract with California Human Development for One-Stop Operator services not to exceed an additional amount of \$23,500; give President/Executive Director, or designee, authority to finalize and sign the approved contract, and make administrative changes, as needed. **28**
  - G. Approval of a six-month renewal contract with RDA Consulting, SPC for Regional Organizer and Regional Training Coordinator services not to exceed an additional amount of \$24,650; give President/Executive Director, or designee, authority to finalize and sign the approved contract, and make administrative changes, as needed **34**
  - H. Approval of a 2<sup>nd</sup> year contract renewal with Pat Davis Design Group, for graphic design services, not to exceed an additional amount of \$18,000; give President/Executive Director, or designee, authority to finalize and sign the approved contract, and make administrative changes, as needed **42**
  - I. Approval of a 2<sup>nd</sup> year contract with California Human Development for WIOA youth program services not to exceed an additional amount of \$300,000; give President/Executive Director, or designee, authority to finalize and sign the approved contract, and make administrative changes, as needed **50**

## **VI. Informational Reports**

- A. Committee Chairs (Verbal)
- B. Board Chair (Verbal)
- C. Leadership Updates (Verbal)

## **VII. Action Items**

- A. Approval of extending the term of the current Slate of Officer Terms through July 31, 2026 **65**
- B. Review and approval of the proposed preliminary budget for Fiscal Year 2026-2027, as recommended by the Budget Committee **66**
- C. Review and approval of the concept for one or more managed IT systems support services contracts, authorize staff to enter into contract negotiations for a collective amount not to exceed \$60,000, give President/Executive Director, or designee, authority to finalize and sign the approved contract, and make administrative changes, as needed **72**
- D. Review and approval of the concept for a Training Service Agreement with two training providers offering specialized training services, authorize staff to enter into contract negotiations, give President/Executive Director, or designee, authority to finalize and sign the approved contract, and make administrative changes, as needed **76**

## **VIII. Closed Session**

- A. Pursuant to Government Code section §54957.6: Review of proposed Employee Retirement Plan – 2025 Employer Contribution
- B. Pursuant to Government Code section §54957(b)(1): Discussion regarding annual performance evaluation structure and process
- C. Pursuant to Government Code section §54957(b)(1): Public Employee Employment Matters

## **IX. Open Session**

- A. Pursuant to Government Code section §54957.1: Report on any action taken during closed session
- B. Pursuant to Government Code section §54957.1: Report on any action taken during closed session
- C. Pursuant to Government Code section §54957.1: Report on any action taken during closed session

## **X. Adjournment**

Note: The next Board of Directors meeting is scheduled for Friday, July 17, 2026

# CONSENT CALENDAR





**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**CONSENT CALENDAR AGENDA ITEM V.A.**  
**May 15, 2026**

<b>SUBJECT</b> Approval of March 20, 2026 Board of Directors Meeting Minutes	<b>ATTACHMENTS</b> NONE
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**RECOMMENDATION**

It is recommended that the Board of Directors approve the minutes of the March 20, 2026 meeting.

**MEETING MINUTES**

**I. Call to Order**

In the absence of the Board’s Chair and Vice Chair, Board Secretary, Chris Huxsoll, called the meeting to order at 9:37 a.m. Quorum was established.

Members Present: Kellie Butler, Suzanne Castano, Mark DeWeerd, Mary Dugbartey, Janice Fera, Tim Healer, Heather Henry, Deanna Hurn, Chris Huxsoll, Catherine (CJ) Johnson, Idowu Koyejo, Alicia Mijares, Jamie Powell, David Tam

Members Absent: Chris Churchill, Kelli Courson, Emery Cowan, Henry Funcke, Coco House, Glenn Loveall, Summer Miguel, Chris Rico, Shannon Stack

**II. Introductions**

There were no introductions.

**III. Agenda Changes/Deletions**

There were no changes or deletions to the agenda.

**IV. Public Comment**

Scott Null of Fairfield Adult School provided an update regarding a healthcare training grant application being submitted through the Solano Adult Education Consortium. Mr. Null shared that the consortium is applying collaboratively on behalf of the county and has partnered with several organizations, including the Workforce Development Board, California Human Development, Touro University, Napa Valley College, and Solano Health and Human Services. He noted that the grant application deadline was approaching and welcomed additional interested partners.

Cheryl Stambaugh of Fairfield Adult School also addressed the Board regarding an upcoming childcare workshop series scheduled for April 7 through April 17. She shared that the workshops would include multiple sessions designed to support participants interested in childcare careers, culminating in a hiring fair with employers conducting interviews and potential hiring opportunities. Appreciation was expressed for the Workforce Development Board’s partnership and support.

**V. Closed Session**

At 9:39 a.m., the Board Chair closed the public meeting and adjourned into closed session.

**A. Pursuant to §54957(b)(1) Employee Performance Evaluation**

**VI. Open Session**

At 10:39 a.m., the meeting was reconvened.

**A. Pursuant to §54957.1 Report out on any Action Resulting from Closed Session**

No action was taken by the Board during Closed Session.

**VII. Presentation**

**A. Presentation by HIRE 1.0 Spokes – Center for Urban Excellence, Mission Samoa, The Uncuffed Project, and Caminar**

Representatives from the HIRE 1.0 Spoke partners provided presentations regarding program activities, participant services, outreach efforts, and outcomes achieved through their respective organizations. Presentations highlighted collaborative efforts to support justice-involved individuals and underserved populations through workforce development, supportive services, training opportunities, and community-based engagement strategies.

Representatives also shared success stories and testimonials highlighting the progress of active participants currently engaged in services, including examples of individuals obtaining employment, overcoming barriers to workforce participation, and achieving personal and professional milestones through the support of the HIRE 1.0 program and partner organizations. Board Members received the presentations and engaged in discussion regarding program implementation, partnerships, and participant outcomes.

**VIII. Informational Reports**

**A. Committee Chairs**

The Budget Committee reported that it met on March 11, 2026, to review proposed 2<sup>nd</sup> Budget Modification and related fiscal updates. The Committee also reviewed the proposed Charter CFO contract, both of which were scheduled for later consideration as action items on the agenda. Discussion included updates and revisions made following prior Budget Committee guidance and review of associated budget narratives and funding allocations.

**B. Board Chair**

The Board Secretary announced that officer elections for a new two-year term would take place at the May Board meeting and requested volunteers to serve on the Ad-Hoc Nomination Committee. Staff will distribute an email to Board Members requesting officer nominations. The Board Secretary also reminded members that there are currently two vacancies in the business sector category on the Board and requested that any recommendations for prospective members be forwarded to Tammy for consideration.

**C. Leadership Updates**

Leadership staff provided updates on recent workforce activities, program operations, and organizational initiatives.

Updates were provided regarding Business Services activities, including employer engagement efforts, recruitment assistance, hiring events, and outreach to local businesses to identify workforce needs and connect employers with workforce programs and services.

Updates were also provided regarding Job Seeker Services activities, including participant enrollment, workshops, supportive services, employment placement efforts, and coordination with adult education and workforce partners to support participant access to training and employment opportunities.

An update was provided regarding Small Business Development Center (SBDC) activities, including recent statewide performance recognition and receipt of an SBA performance stipend award. Discussion also included efforts to balance program growth with fiscal sustainability, as well as potential funding opportunities and partnerships being explored to support future small business services and programming.

Additional updates were provided regarding America's Job Center of California (AJCC) operations, including ongoing workforce service delivery, participant support activities, and continued coordination of employment and training resources for job seekers accessing AJCC services.

Leadership staff also provided updates regarding administrative operations, fiscal activities, human resources functions, grant administration, compliance activities, budgeting, and internal operational support efforts necessary to support Workforce Development Board programs and services.

#### **D. President/Executive Director Updates**

The President/Executive Director provided updates regarding ongoing organizational priorities, regional partnerships, grant activities, and workforce development initiatives. Updates included continued coordination with community-based organizations, educational institutions, employers, and regional partners to support workforce services and economic development efforts throughout Solano County.

Discussion included continued implementation and oversight of grant-funded initiatives supporting justice-involved individuals and underserved communities, including collaboration with HIRE program partners and supportive service providers. The President/Executive Director highlighted the importance of regional partnerships and integrated service delivery efforts to support participant success, employment placement, and long-term stability outcomes.

Additional updates were provided regarding Small Business Development Center (SBDC) activities and recent statewide performance recognition. The Board was informed that the SBDC ranked among the top-performing centers statewide and recently received an SBA performance stipend award in recognition of program outcomes. Discussion also included efforts underway to strengthen budget management practices and ensure long-term fiscal sustainability while continuing to support small business services and outreach activities.

The President/Executive Director further shared updates regarding ongoing and anticipated funding opportunities, including discussions with philanthropic and banking partners related to future workforce and small business initiatives intended to support underserved communities and expand access to capital and business resources. Updates were also provided regarding continued coordination with regional and state partners on workforce system alignment, grant implementation activities, and strategic planning efforts supporting the organization's mission and operational priorities.

**E. Reports**

There was no further discussion on this item.

**IX. Consent Calendar**

**A. Approval of January 23, 2026 Board of Directors Meeting Minutes**

**B. Approve of a Second-Year Contract with Charter CFO for Fractional CFO Services, Not to Exceed an Additional Amount of \$21,000, as Recommended by the Budget Committee**

**MOTION #1**

A motion was made and seconded to approve the consent calendar, as presented (DeWeerd/Henry) **MOTION PASSED UNANIMOUSLY**

**V. Action Items**

**A. Review and Approval of the Eligible Training Provider List Policy (2026-04)**

Staff presented the proposed Eligible Training Provider List (ETPL) Policy (2026-04) for Board review and approval. Staff provided an overview of updates made to align the policy with current Workforce Innovation and Opportunity Act (WIOA) requirements, state guidance, and Eligible Training Provider List procedures, including revisions related to training provider eligibility, continued eligibility requirements, performance reporting, and allowable exceptions to the ETPL and Individual Training Account (ITA) requirements.

Board Members engaged in discussion and requested clarification regarding the circumstances under which non-ETPL providers may be utilized, the use of cohort-based training contracts, and allowable procurement methods for training services outside of the standard ITA process. Additional discussion included ensuring policy language accurately reflected current state guidance and operational practices, as well as confirming that the policy provided sufficient flexibility to support workforce training needs while maintaining compliance requirements.

Staff responded to Board Member questions, provided clarification regarding applicable federal and state requirements, and noted minor revisions and clarifications discussed during the meeting.

**MOTION #2**

A motion was made and seconded to approve the policy, contingent upon staff revisiting the policy language to ensure it accurately reflects current state and federal guidance prior to finalization and publication.

**(DeWeerd/Mijares) MOTION PASSED UNANIMOUSLY**

**B. Review and Approval of the Property Management and Inventory Policy (2026-03)**

Staff presented the proposed Adult and Dislocated Worker Training Contract Policy (2026-05) for Board review and approval. Staff provided an overview of the policy purpose and discussed updates intended to clarify circumstances under which training contracts may be utilized in lieu of, or in combination with, Individual Training Accounts (ITAs), consistent with Workforce Innovation and Opportunity Act (WIOA) requirements and applicable state guidance.

Board Members engaged in discussion regarding allowable exceptions to the Eligible Training Provider List (ETPL) and ITA requirements, including the use of cohort-based training models, contracts with non-ETPL providers, and situations involving insufficient training provider availability. Additional discussion included clarification regarding procurement requirements, contract oversight responsibilities, and ensuring policy language remained consistent with current state and federal guidance.

**MOTION #3**

A motion was made and seconded to approve the Adult and Dislocated Worker Training Contract Policy (2026-05), contingent upon staff revisiting the policy language to ensure it accurately reflects current state and federal guidance prior to finalization and publication.

**(Henry/Mijares) MOTION PASSED UNANIMOUSLY**

**C. Review and Approval of the Supportive Services Policy (2026-06)**

Staff presented the proposed Supportive Services Policy (2026-06) for Board review and approval. Staff provided an overview of the policy updates, including revisions intended to align the policy with current Workforce Innovation and Opportunity Act (WIOA) requirements, state guidance, and local operational practices related to the provision of supportive services for program participants.

Board Members engaged in discussion regarding allowable supportive services, documentation requirements, participant eligibility considerations, and the importance of maintaining flexibility to address participant barriers to employment and training participation. Additional clarification was requested regarding policy language, administrative procedures, and consistency with applicable state and federal guidance.

**MOTION #4**

A motion was made and seconded to approve the Supportive Services Policy (2026-06), contingent upon staff revisiting the policy language to ensure it accurately reflects current state and federal guidance prior to finalization and publication.

**(Henry/DeWeerd) MOTION PASSED UNANIMOUSLY**

**D. Review and Approval of the On-the-Job Training Policy (2026-07)**

Staff presented the proposed On-the-Job Training (OJT) Policy (2026-07) for Board review and approval. Staff provided an overview of revisions made to align the policy with current Workforce Innovation and Opportunity Act (WIOA) requirements, state guidance, and local operational procedures related to the administration of On-the-Job Training activities.

Board Members engaged in discussion regarding employer reimbursement provisions, participant eligibility requirements, contract and monitoring responsibilities, and the role of OJT activities in supporting employment placement and skill development for workforce participants. Clarification was also requested regarding policy language and administrative procedures to ensure consistency with current state and federal guidance.

**MOTION #5**

A motion was made and seconded to approve the On-the-Job Training Policy (2026-07), contingent upon staff revisiting the policy language to ensure it accurately reflects current state and federal guidance prior to finalization and publication.

**(Mijares/DeWeerd) MOTION PASSED UNANIMOUSLY**

**E. Review and Approval of the Second Modification to the Fiscal Year 2026-27 Budget, as Recommended by the Budget Committee**

Staff presented the proposed Second Modification to the Fiscal Year 2026–27 Budget, as recommended by the Budget Committee. Staff provided an overview of the proposed revisions and summarized updates incorporated following Budget Committee review and discussion.

Discussion included updates to budget narratives, incorporation of additional grant funding and realized revenue sources, and revisions related to current expenditures and operational needs. Staff noted that the budget modifications included funding associated with the Bush Additional Assistance Grant, the Valero Additional Assistance Grant, and the Irvine capacity-building funding allocations. Staff also clarified that executed agreements had been received for certain funding sources, allowing those funds to be fully recognized within the budget.

**MOTION #6**

A motion was made and seconded to approve the Second Modification to the Fiscal Year 2026–27 Budget, as recommended by the Budget Committee.

**(Henry/Butler) MOTION PASSED UNANIMOUSLY**

**F. Review and Approval of a SCA Youth Summer Program Contract**

Staff presented a proposed contract related to the SCA Youth Summer Program for Board review and approval. Staff provided an overview of the proposed summer program activities, including youth employment, work-based learning opportunities, supportive services, and program coordination intended to support youth participants during the summer program period.

Discussion included program goals, participant engagement strategies, anticipated services and activities, and coordination efforts necessary to support successful program implementation. Staff also discussed funding considerations, contract scope, and operational timelines associated with the program.

Board Members engaged in discussion regarding program implementation and the anticipated impact of the summer program on participating youth and the community.

**MOTION #7**

A motion was made and seconded to approve the SCA Youth Summer Program Contract as presented.

**(DeWeerd/Mijares) MOTION PASSED UNANIMOUSLY**

**G. Approval to Authorize the Executive Director to Make Administrative Changes to Internal Policies, as Needed**

Staff presented a request for Board approval to authorize the Executive Director to make administrative and non-substantive changes to internal policies, as needed, to maintain consistency with current state and federal guidance, correct typographical or formatting issues, update citations and references, and improve administrative clarity without altering the intent or substance of Board-approved policies.

Board Members discussed the importance of maintaining timely compliance with evolving guidance and ensuring operational efficiency while preserving Board oversight for substantive policy changes. Clarification was provided that any material or substantive revisions impacting policy intent, program requirements, or Board authority would continue to be brought before the Board for formal review and approval.

**MOTION #7**

A motion was made and seconded to authorize the Executive Director to make administrative changes to internal policies, as needed.

**(Mijares/DeWeerd) MOTION PASSED UNANIMOUSLY**

**XI. Discussion**

**A. Update on Training Providers and ETPL (Working Waterfront and SCC)**

Staff provided an update regarding training providers and Eligible Training Provider List (ETPL) considerations related to Working Waterfront and Solano Community College (SCC) training programs. Discussion included the status of training provider eligibility, program structure, and alignment with Workforce Innovation and Opportunity Act (WIOA) and ETPL requirements.

Staff discussed operational considerations related to cohort-based training models, procurement requirements, and circumstances under which training contracts may be utilized outside of the standard ETPL and Individual Training Account (ITA) process in accordance with applicable guidance and local policy.

Board Members engaged in discussion regarding training accessibility, employer and industry demand, and the importance of maintaining flexibility to support workforce training opportunities that address local labor market needs. Clarification was also provided regarding ETPL processes, allowable exceptions, and ongoing coordination with training providers to ensure compliance with state and federal requirements while supporting participant access to training opportunities.

**X. Adjournment**

The meeting was adjourned at 11:51 a.m.

Respectfully submitted by:

Tammy Gallentine, Executive Operations Manager



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**CONSENT CALENDAR AGENDA ITEM V.B**  
**May 15, 2026**

<b>SUBJECT</b> Approval of the May 8, 2026 Budget Committee Meeting Minutes	<b>ATTACHMENTS</b> NONE
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**RECOMMENDATION**

It is recommended that the Board of Directors approve the minutes of the May 8, 2026 meeting.

**MEETING MINUTES**

**I. Welcoming/Convening**

Committee Chair, Heather Henry, called the meeting to order at 9:33 a.m. Quorum was established.

**Members Present:** Chris Churchill, Heather Henry, Chris Rico, Shannon Stack

**Members Absent:** Tim Healer, Megan Richards

**Staff Present:** Dave Hubble, Lauren Bender, Tammy Gallentine, Adriana Balandran, Sara Stalcup

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

Staff requested the addition of an urgent action item pursuant to Government Code section 54954.2(b)(2) regarding an urgent business banking matter affecting agency operations. Staff explained that immediate action was necessary due to potential impacts on the agency’s ability to conduct business and continue operations. The proposed addition would become Action Item IV.C titled “Discuss and Take Necessary Action Regarding an Urgent Business Banking Matter Affecting Agency Operations.”

**MOTION #1**

A motion was made and seconded to determine, pursuant to Government Code Section 54954.2(b)(2), that there was a need for immediate action, that the need for action came to the attention of the organization after the agenda was posted, and to approve adding Action Item IV.C to the agenda.

**(Rico/Stack) MOTION PASSED UNANIMOUSLY**

**III. Public Comment**

There were no public comments.

**IV. Action Items**

**A. Approval of the March 11, 2026 Budget Committee Meeting Minutes**

**MOTION #2**

A motion was made and seconded to approve the meeting minutes as presented.

**(Rico/Churchill) MOTION PASSED UNANIMOUSLY**

**B. Review and Approval of the Proposed Preliminary Budget for Fiscal Year 2026-2027 for Recommendation to the Full Board**

Staff presented the proposed preliminary budget for Fiscal Year 2026–2027, which includes projected Workforce Innovation and Opportunity Act (WIOA) formula funding, carryover funds, and additional grant funding, including the Valero Additional Assistance Grant, Budweiser Additional Assistance Grant, Mare Island Dry Dock grant funding, and completion of ARPA-funded projects. Staff noted that official WIOA allocations for FY 2026–2027 have not yet been released; therefore, the proposed budget was developed using estimated level funding based on prior year allocations.

Staff reviewed projected revenue and expenditures, anticipated operational challenges, and potential impacts related to proposed federal and state policy changes, including increased workforce participation requirements associated with HR-1. Staff discussed anticipated increases in demand for workforce services and case management support and shared plans to fill a vacant case management position and pursue additional grant funding opportunities to support service delivery efforts.

The Committee discussed projected funding allocations, carryover funding, staffing costs, facilities expenses, technology and communications expenditures, and grant management activities. Staff provided updates regarding expenditure timelines and noted that several grant-funded projects, including ARPA-funded initiatives, are expected to be fully expended within required timelines.

Additional discussion occurred regarding current and potential future grant opportunities, workforce training priorities, labor market trends, and regional economic development efforts. Committee members also requested that future budget discussions include additional information related to WIOA expenditure requirements and performance metrics following the close of the fiscal year.

**MOTION #3**

A motion was made and seconded to approve the proposed preliminary budget for fiscal year 2026-2027, for recommendation to the full Board.

**(Rico/Stack) MOTION PASSED UNANIMOUSLY**

**C. Discuss and Take Necessary Action Regarding an Urgent Business Banking Matter Affecting Agency Operations**

Staff restated to the Committee that the item was added to the agenda as an urgent matter pursuant to Government Code section 54954.2(b)(2) after staff became aware of issues affecting the agency’s ability to update authorized banking signatories with Travis Credit Union. Staff explained that immediate action was necessary because failure to resolve the matter could significantly impact the agency’s ability to conduct business operations, including the processing and signing of checks, execution of banking transactions, and maintaining appropriate authorized access to agency accounts.

Staff further explained that during a recent meeting with Travis Credit Union to update authorized banking signatories, the organization was advised that previously approved Board meeting minutes did not contain sufficient specificity regarding authorized signers. The bank requires both the position title and the individual’s name to be reflected in the meeting minutes in order to process changes to the account.

Staff presented the following requested banking signatory updates outlined as follows:

- a. Remove Marion Aiken former Workforce Services Director
- b. Remove Michael Basayne former SBDC Director
- c. Update Heather Henry's title from the previous President/Executive Director to the WDB Treasurer
- d. Keep John Churchill as is on the account
- e. Add David Hubble the new President/Executive Director
- f. Add Lauren Bender the new Deputy Director

Staff explained that meeting minutes reflecting the required specificity would be presented to the Full Board for approval and subsequently provided to Travis Credit Union to complete the banking updates. Committee members also discussed the additional documentation and electronic signature process required by the bank to finalize the account changes.

**MOTION #4**

A motion was made and seconded to approve the requested banking signatory updates presented as items a through f to provide specificity of authorized account signers.

**(Rico/Churchill) MOTION PASSED UNANIMOUSLY**

**V. Closed Session**

At 10:16 a.m., the Committee Chair closed the public meeting and adjourned into closed session.

**A. Pursuant to §54957.6(a) Review of Proposed Employee Retirement Plan – 2025 Employer Contribution**

**VI. Open Session**

At 10:32 a.m., the meeting was reconvened.

**A. Pursuant to §54957.6 Vote and/or Report out on an Action Resulting from Closed Session**

**No action was taken by the Board during Closed Session.**

**VII. Adjournment**

The meeting was adjourned at 10:32 a.m.

Respectfully submitted by:

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Tammy Gallentine, Executive Operations Manager

I hereby certify that the foregoing minutes were approved by the Workforce Development Board on May 15, 2026:

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Chris Huxsoll, Board Secretary



**WORKFORCE DEVELOPMENT BOARD**

OF SOLANO COUNTY

**CONSENT CALENDAR AGENDA ITEM V.C.**

**May 15, 2026**

<p><b>SUBJECT</b> Approve the reappointment of Board members, Tim Healer and David Tam, for a new 4-year term</p>	<p><b>ATTACHMENTS</b> NONE</p>
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**RECOMMENDATION**

Staff recommend that the Board of Directors approve the reappointments of Board Members Tim Healer and David Tam for another four-year term. The approval of the reappointment will be submitted to the Solano County Board of Supervisors (BOS) for ratification.

**DISCUSSION**

Both members were contacted by staff to confirm their interest in continuing their participation on the Board. Both members expressed their interest in being reappointed for an additional four-year term.

Mr. Healer is currently the VP Business Banking Officer of Bank of Stockton, Dixon Branch, and joined the Board of Directors July 1, 2018. He is currently an active member of the Budget Committee. If approved, his new four-year term would extend his membership through June 30, 2030.

Mr. Tam is currently the Employment Program Manager of the Employment Development Department and joined the Board July 20, 2018. He is currently an active member of the Planning & Oversight Committee. If approved, his new four-year term would extend his membership through July 19, 2030.

Both members continue to provide invaluable insight, perspective, and support for the Board’s initiatives, as well as for staff.

**ALTERNATIVES**

The Board could choose to deny one or both reappointments; however, they have been long-time members in good standing. Their reappointment not only preserves continuity, but also retains the valuable insight, feedback, and knowledge they both bring through active involvement across multiple committees. Denial of their reappointment would create two vacancies, require identification of replacement candidates, and result in a significant loss of their contributions to the Board’s work.

**AGENCY BUDGET IMPACT**

None

**REPORT PREPARED BY**

Tammy Gallentine/Executive Operations Manager. Please contact Tammy at 707-863-3552 if you have any questions regarding the information outlined in this report.



**WORKFORCE DEVELOPMENT BOARD**

OF SOLANO COUNTY

**CONSENT CALENDAR AGENDA ITEM V.D.**

**May 15, 2026**

<p><b>SUBJECT</b> Approval of a contract with Saavedra Fam Inc. to provide janitorial, maintenance and facilities services for an amount not to exceed \$59,019; give President/Executive Director, or designee, authority to finalize and sign the approved contract, and make administrative changes, as needed</p>	<p><b>ATTACHMENTS</b> A</p>
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**RECOMMENDATION**

Staff are recommending the Board of Directors approve the contract with Saavedra Fam Inc. to provide janitorial, maintenance and facilities support services. The contract is for the period of July 1, 2026, through June 30, 2027, for an amount not to exceed \$59,019.

It is also recommended that the Board authorize the President/Executive Director, or Designee, to execute the contract upon County Counsel review and County Administrator approval. Per the Board's MOU with the County, contracts below \$75,000 annually may be approved at the County Administrator.

As part of this agenda item, Attachment A includes the Cover Page, Scope of Work (Exhibit A), and Budget (Exhibit B). The contract General Terms and Conditions (Exhibit C) and Special Terms and Conditions (Exhibit D) remain the standard exhibits and therefore are not included in the attachment.

This contract may be extended in time, for up to two (2) years at an anticipated \$59,019 annually subject to satisfactory performance by the contractor, availability of funds, and Committee and/or Board action.

**DISCUSSION**

In early April 2026, the WDB contacted several local businesses that provide janitorial, maintenance and facilities support services in the Solano County area and distributed a scope of work, requesting price quotes for Janitorial, Maintenance and Facilities Support Services.

Staff received two (2) quotes. In accordance with the WDB's Procurement Policy and in compliance with Federal, state, and local guidelines, this procurement was conducted as a Small Purchase, requiring a minimum of two documented quotes.

Staff reviewed both quotes received and determined each met the minimum qualifications for contract consideration. Both quotes were comparable; however, Saavedra Fam Inc. submitted the lower of the two quotes. Saavedra's quote reflects a 10% increase over the prior contract period, attributable to rising material and fuel costs. Additionally, Saavedra Fam Inc. has been providing janitorial, maintenance and facility support services to the WDB for two decades. Based on their competitive pricing and proven track record with the WDB, staff recommend the continuation of services with Saavedra Fam Inc., with the contract set to commence July 1, 2026.

**ALTERNATIVES**

While not recommended, the Board could choose not to approve the contract and instead provide staff with directions to solicit additional quotes or issue formal procurement for janitorial, maintenance and

facilities support. However, the services provided by the selected vendor continue to meet and exceed staff's expectations and continuing the relationship with a vendor who is familiar with WDB's service needs has proven to be beneficial and keep overall costs lower than other service providers.

**AGENCY BUDGET IMPACT**

The WDB's FY2026-27 budget includes the necessary funding to cover the cost of this contract.

**REPORT PREPARED BY**

Tammy Gallentine/Executive Operations Manager. Please contact Tracy White at 707-863-3520 if you have any questions regarding the information outlined in this report.



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**STANDARD AGREEMENT**  
**CONTRACT NO. PY-26-006**

1. This Contract is entered into between the Workforce Development Board (WDB) of Solano County and Saavedra Fam, Inc. (“Contractor”) for Janitorial, Maintenance, and Facilities Support services.

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2. The term of this Contract is: July 1, 2026 through June 30, 2027.

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3. The Maximum amount of this contract is: **\$59,019**

The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of this Contract:

- Exhibit A – Scope of Work
- Exhibit B – Budget Detail and Payment Provisions
- Exhibit C – General Terms and Conditions
- Exhibit D – Special Terms and Conditions

Workforce Development Board

Saavedra Fam Inc.

BY: \_\_\_\_\_  
Authorized Signature

BY: \_\_\_\_\_  
Authorized Signature

NAME: David A. Hubble

NAME: Luis Saavedra

TITLE: President/Executive Director

TITLE: Owner

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: 500 Chadbourne Road, Suite A  
Fairfield, CA 94534

ADDRESS: 1405 Shasta Street  
Suisun, CA 94585

APPROVED AS TO FORM

COUNTY OF SOLANO

\_\_\_\_\_  
Solano County Counsel Signature

BY: \_\_\_\_\_  
Authorized Signature

NAME: Ian M. Goldberg

TITLE: County Administrator

DATE: \_\_\_\_\_

ADDRESS: 675 Texas Street, Suite 6500  
Fairfield, CA 94533

## **EXHIBIT A SCOPE OF WORK**

### **A. CONTRACTOR RESPONSIBILITIES**

#### **1. STAFFING AND SERVICE AVAILABILITY**

- a. Provide and train qualified staff in order to plan for and administer the contracted services;
- b. Provide services sustainable for duration of Contract; and,
- c. Provide services during scheduled days and/or hours as appropriate.

### **B. SCOPE OF SERVICES**

#### **1. General Service Requirements**

Contractor will provide comprehensive janitorial, maintenance and facilities support services.

Services described in this Exhibit shall be provided during the term of the Contract. The initial contract term shall be for one (1) year, with up to two (2) additional one-year renewal options exercisable at the sole discretion of WDB, subject to funding availability and satisfactory contractor performance.

#### **2. Janitorial Services**

Janitorial services will take place after business hours. However, alternative hours may be required depending on the needs of the agency. Services shall be performed in a manner that minimizes disruption to WDB operations. Contractor shall coordinate scheduling and access with the individual designated by WDB to oversee facilities operations.

Location: 500 Chadbourne Road, Suite A, Fairfield, CA

##### Daily Duties

- Inspect & clean all entrances
- Reset training rooms and wipe down all tabletops
- Clean all bathrooms and restock supplies
- Empty all bathrooms and kitchen waste baskets
- Empty trash in public spaces
- Sanitize door handles, light switches, tables in all public areas including all computer keyboards & mouse
- Sanitize kitchen counter tops, tables, chairs, exterior cabinets, drawers, microwave & coffee machine
- Verify completion of sanitization with initialed/posted checklist in kitchen, public rooms & bathrooms

##### Twice Weekly

- Vacuum common areas: All hallways, lobby and One Stop Areas
- Mop kitchen floor
- Pick up & empty all employee trash
- Empty ash trays at side entrances of building

##### Weekly

- Vacuum all carpeted areas
- Dust/mop all areas
- Empty all recycling bins
- Clean main entrance glass doors, and interior lobby doors Monthly

- Buff all hard surface floors
- Clean interior/exterior of all kitchen appliances including microwave ovens and toaster oven

Quarterly

- Wax all hard surface floors
- Dust all blinds and windowsills
- Clean computer equipment and tables
- Clean air vents

Annually

- Shampoo all carpets
- Thoroughly clean the interior of refrigerators

As Needed

- Inventory supplies/notify staff of items needed (in a timely manner) including but not limited to the following items:
  - Bathroom paper supplies
  - Soap, cleaners, scent, disinfectants
  - Cleaning tools
  - Electronic items such as batteries, battery packs, light bulbs
  - Electrical equipment such as extension cords, etc.
- Special Event room cleanup

**3. Facilities Support Services**

Facility support services shall be provided based on the urgency of need, with every effort made to minimize the disruption of business operations. Services shall be performed in a manner that minimizes disruption to WDB operations. Contractor shall coordinate scheduling and access with the individual designated by WDB to oversee facilities operations.

Location: 500 Chadbourne Road, Suite A, Fairfield, CA (with some offsite services)

Daily

- Open building, and disarm alarm, no later than 7:00 a.m. Monday – Friday and be readily available until 11:00 a.m. (earlier or later, as needed)

Monthly

- Room set-up (tables and chairs) for Staff meeting
- Board Meeting set-up (table and chairs) every other month

As Needed – Work Orders Required for Non-Routine Tasks

- Move/transport furniture, cabinets, supplies, equipment, etc. within same room, building, complex of other sites
- Maintain paper supply/inventory for specific locations (e.g., near copy machines)
- Dispense, deliver or store supplies/equipment deliveries within the same day or next morning
- Install, repair or report signage problems
- Maintain the organization, cleanliness, security of maintenance rooms, WDB storage equipment or storerooms
- On-call must be available by cell phone between the hours of 6:00 a.m. – 6:00 p.m. and available to respond to urgent calls within one hour between 8:00 a.m. – 5:00 p.m.

#### **4. Maintenance Services**

Maintenance services shall be provided based on the urgency of need, with every effort made to minimize the disruption of business operations. Services shall be performed in a manner that minimizes disruption to WDB operations. Contractor shall coordinate scheduling and access with the individual designated by WDB to oversee facilities operations.

Location: 500 Chadbourne Road, Suite A, Fairfield, CA

##### Monthly

- Check fire extinguishers for change and current inspection

##### Semi-Annually

- Reset clocks after the Spring and Fall time changes

##### As Needed – Work Orders Required for Non-Routine Tasks

- Report plumbing, restroom, sink deficiencies
- Report electrical problems
- Inspect furniture and fixtures for defects, wear and tear, safety, and operation.
- Repair minor defects as needed/directed. Secure and report major defects immediately
- Safely handle, store and identify all facility related materials and supplies
- Dispose hazardous and expired materials safely and legally
- Prep, paint any/all interior areas. Maintain clear and specific paint/primer information
- Maintain, documented record of requests, work completed and referrals and contacts
- Inspect for proper operation of smoke detectors, emergency lights and panic system (moved from semi-annual)

### **C. RESPONSE TIME AND ON-CALL SERVICES**

#### **1. On Call and Emergency Service**

Contractor shall provide on-call and emergency response services between the hours of 6:00 a.m. and 6:00 p.m. and for emergency services between 8:00 a.m. and 5:00 p.m. There are no added fees for either of these services.

The roles and responsibilities of the WDB and Contractor may be refined and changed due to changes in Federal, State or Local law, regulations, or policies relating to various funding implementation upon notification and in accordance with section 13 and 26 of Exhibit C.

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

1. Contractor will be compensated at a rate of \$4,918.25 per month.
2. The above amounts are contingent upon acceptance of an appropriately working and usable system and shall be in compensation for all time and expenses incurred by the Contractor. The Contractor will not be reimbursed for any out-of-pocket costs.
3. The Contractor shall submit monthly invoices detailing work performed for each deliverable detailed in the Scope of Work and amount payable to the WDB's Executive Director/President. The payment shall be made only after the services required under this contract have been performed to the satisfaction of the Executive Director/President, and the deliverables described in Exhibit A have been accepted in writing by the Executive Director/President OR his/her designee.
4. The Contractor may be asked to perform special tasks or projects separate from the Scope of Work. Prior written approval by WDB will be required if any services are performed by the Contractor that are not specified in Exhibit A – Scope of Work and a separate invoice will be submitted by the Contractor. Contractor may charge an hourly rate of \$48.00 for these special tasks and/or projects.
5. The Contractor shall provide any additional documentation as required by WDB at any time in order to substantiate Contractor claims for payment. WDB may elect to withhold payment for failure by Contractor to provide such documentation required by WDB.
6. The Contractor agrees that the total maximum compensation for the services performed will not exceed the amount individually assigned in each Scope of Work Order (task order). The Contractor agrees that any work performed above and beyond this amount will be gratis and will not be billed to the WDB.
7. Tax Withholding: Payment to non-California resident or nonresident alien Contractor performing services in California may be reduced by any required state tax withholding or federal tax withholding or both.
8. The maximum payment under the terms of this contract under no circumstances will exceed **\$59,019** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.



**WORKFORCE DEVELOPMENT BOARD**

OF SOLANO COUNTY

**CONSENT CALENDAR AGENDA ITEM V.E.**

**May 15, 2026**

<p><b>SUBJECT</b> Approval of a contract with Foundation for California Community Colleges to provide employer of record services for an amount not to exceed \$74,595; give President/ Executive Director, or designee, authority to finalize and sign the approved contract, and make administrative changes, as needed</p>	<p><b>ATTACHMENTS</b> A</p>
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**RECOMMENDATION**

Staff are recommending the Board of Directors approve the contract with Foundation for California Community Colleges as the employer of record for work experience (WEX) clients for the period of July 1, 2026, through June 30, 2027, not to exceed \$74,595.

It is also recommended that the Board authorize the President/Executive Director, or designee, to execute the contract upon County Counsel review and County Administrator approval. Per the Board's MOU with the County, contracts below \$75,000 annually may be approved at the County Administrator.

As part of this agenda item, Attachment A includes the Cover Page, Scope of Work (Exhibit A), and Budget (Exhibit B). The contract General Terms and Conditions (Exhibit C) and Special Terms and Conditions (Exhibit D) remain the standard exhibits and therefore are not included in the attachment.

This contract may be extended in time, for up to two (2) years. Annual contract amount is subject to anticipated need, availability of funding, satisfactory performance by the contractor, and Committee and/or Board action.

**DISCUSSION**

Work experience continues to be a planned, structured learning experience that takes place in the workplace and provides clients with opportunities for skill development. A work experience opportunity may take place in the private for-profit, the non-profit, or the public sectors. The work experience program is designed to give clients the opportunity to work in a supportive environment that will allow them to develop the necessary skills to obtain and maintain employment in the future.

Work experience opportunities include Transitional Jobs for individuals who had barriers to employment utilizing Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker funds, youth WEX for out-of-school youth using WIOA Youth funds, and WEX across other discretionary grant programs.

The WDB had served as the employer of record, including managing timesheets, payroll, payroll deductions and to ensure California employment laws are followed. This added additional employees for WDB Human Resources and finance staff to oversee and manage, which stretched staff capacity. In addition, the WDB found that the increase of these programs created a significant increase in liability for workers compensation, unemployment, and associated employment costs.

In March 2020, WDB began to utilize employer of record services provided by Foundation for California Community Colleges (FCCC) through their Career Catalyst program. This program continues to be

successfully utilized by other workforce and educational providers as an employer of record service. As part of this contract, FCCC will manage the employee onboarding, tracking, and payroll process for WDB and assume all liability and monitoring of employment law considerations for each WEX client.

The Career Catalyst fee structure includes the cost of total wages and taxes for participants, a per employee onboarding fee, and a program management fee (invoiced on actual wages and taxes paid). The WDB has successfully utilized FCCC services continually since March 2020.

The WDB utilized Cooperative Procurement by piggybacking off of the Santa Barbara County Workforce Development Board's competitively bid employer of record procurement to enter a new contract period of July 1, 2026, through June 30, 2027, with the possibility of extending the contract for up to two (2) additional years.

The estimated contract amount is based on the previous three-year average of services provided, projected to serve up to 9 individuals during the twelve (12) month contract period. Staff is actively working to secure additional Work Experience (WEX) opportunities. Should the number of participants exceed initial projections, staff will return to the Board to request a contract modification to increase the contract amount accordingly. Funds for this contract will be pulled from the Work Based Learning budget line item.

#### **ALTERNATIVES**

The Board could direct staff to conduct a full procurement and issue a Request for Quote for an employer of record service. However, the services provided by the selected vendor since 2020 has met and exceeded staff's expectations and continuing the relationship with a vendor who is already familiar with WDB's work experience systems prevents complications in any transition plan that may be needed.

#### **AGENCY BUDGET IMPACT**

The WDB's FY2026-27 budget includes the necessary funding to cover the cost of this contract renewal.

#### **REPORT PREPARED BY**

Tammy Gallentine/Executive Operations Manager. Please contact Tammy Gallentine at 707-863-3552 if you have any questions regarding the information outlined in this report.



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**STANDARD AGREEMENT**  
**CONTRACT NO. PY-26-005**

1. This Contract is entered into between the Workforce Development Board (WDB) of Solano County and the Foundation for California Community Colleges (“Contractor”) for the performance of services as the Employer of Record to assume all responsibility of traditional employment tasks and liabilities for Work Experience Clients.
2. The term of this Contract is: July 1, 2026, through June 30, 2027.
3. The Maximum amount of this contract is: **\$74,595.00**

The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of this Contract:

- Exhibit A – Scope of Work
- Exhibit B – Budget Detail and Payment Provisions
- Exhibit C – General Terms and Conditions
- Exhibit D – Special Terms and Conditions

Workforce Development Board

Foundation for California Community Colleges

BY: \_\_\_\_\_  
Authorized Signature

BY: \_\_\_\_\_ Date

NAME: David A. Hubble

NAME: Tim Aldinger

TITLE: President/Executive Director

TITLE: Vice President

DATE: \_\_\_\_\_

BY: \_\_\_\_\_

ADDRESS: 500 Chadbourne Road, Suite A  
Fairfield, CA 94534

Authorized Signature Date  
NAME: Joseph Quintana  
TITLE: Chief Operating Officer

APPROVED AS TO FORM

COUNTY OF SOLANO

\_\_\_\_\_  
Solano County Counsel Signature

BY: \_\_\_\_\_  
Authorized Signature

NAME: Ian M. Goldberg

TITLE: County Administrator

DATE: \_\_\_\_\_

ADDRESS: 675 Texas Street, Suite 6500  
Fairfield, CA 94533

**EXHIBIT A  
SCOPE OF WORK**

**A. CONTRACTOR RESPONSIBILITIES**

**1. AVAILABILITY TO PERFORM SERVICES**

**Contractor will:**

- i. Provide and train qualified staff in order to plan for and administer the contracted services;
- ii. Provide services for duration of the Contract; and,
- iii. Provide services during scheduled days and/or hours as appropriate.

**2. SERVICE ACTIVITIES**

**Contractor will:**

**i. Program Support**

- a. Serve as the WDB’s Employer-of-Record through the Foundation for California Community College’s (“Contractor”) Career Catalyst program to provide professional services including performing necessary human resources and payroll functions and assuming employment tasks and liability for up to **19** of the WDB’s Work Experience (WEX) clients.
- b. Assume responsibility as the Employer-of-Record for all WEX clients onboarded via the Career Catalyst service.
- c. Hold all parties, including the WDB and all WEX hosts, accountable to federal, state and local labor laws.
- d. Provide comprehensive training, guidance, and service support to the WDB and WEX clients throughout the duration of the contract.

**ii. On-Boarding**

- a. Serve as the single point of contact for all WEX new hire paperwork.
- b. Streamline the on-boarding process through electronic hiring tools in the Contractor’s system.
- c. Monitor progress of WEX on-boarding to ensure each component is complete prior to the client’s start date.
- d. Ensure timely processing of personnel profile for each WEX client, upon receipt of all necessary on-boarding information from the WDB staff.
- e. Maintain all personnel records.
- f. Provide pre-employment screening, including criminal background checks and drug screening at the request of WDB, prior to on-boarding.
  - WEX client will only be subject to such screening when WDB or Worksite employees are also subject to screening for the same or similar positions
  - Pre-employment screenings not conducted by Contractor will not be accepted

**iii. Payroll**

- a. Manage and maintain the Human Resources Information System (HRIS) and processing of new hires, rate increases and terminations, initiated and requested by the WDB.
- b. Provide timekeeping training and approval for WEX clients and WDB staff.
- c. Provide ongoing technical support to WDB staff.
- d. Process payroll, including making the appropriate deductions, withholdings and premium payments under applicable federal, state, and local laws.
- e. Manage and maintain all tax documentation and information.

**iv. Employee Relations**

- a. Respond to all day-to-day WEX client relations issues and WDB staff inquires regarding policies and procedures.
- b. Provide coaching, guidance and legal assistance regarding employee relations issues with WDB staff.
- c. Initiate all communication with WEX client to address and resolve any employee relations issues.

**v. Human Resources Management**

- a. Serve as the single point of contact for administrative and medical leaves of absence, and unemployment claims for all WEX clients.
- b. Generate paperwork, track time out of office, facilitate and manage communication between the WEX client and WDB staff.
- c. Operate as the liaison between the WEX client and the Employment Development Department for State Disability Insurance and Paid Family Leave insurance and payments.
- d. Generate paperwork and serve as the liaison between WEX client and Employment Development Department for unemployment payments.

**vi. Workers' Compensation**

- a. Contractor will hold Workers' Compensation Insurance for all WEX clients.
- b. Verify and assign appropriate workers' compensation codes to each WEX client based on job descriptions provided by WDB staff.
- c. Generate paperwork, track time out of the office and facilitate all communication between the WEX client, WDB and worksite.
- d. Act as the liaison between the WEX client and insurance carrier for workers' compensation insurance/payments.

**vii. Response Time – On Call and Emergency Service**

- a. Contractor will be available each week during scheduled conference calls, and on an as-needed basis during in-office days.

## **B. WDB RESPONSIBILITIES**

### **1. SERVICE ACTIVITIES**

#### **WDB will:**

##### **i. Roles and Responsibilities**

- a. WDB shall have the responsibility for the day-to-day control and supervision of WEX clients and must provide WEX clients with supervision, training, and work assignments in accordance with the work site request and job description.
- b. WDB shall allow for monitoring visits by representatives of the Contractor and shall ensure that work sites will allow for monitoring visits by representatives of the Contractor should the Contractor elect to perform an inspection.
- c. WDB will notify the Contractor if any position is subject to any state, federal or local minimum or prevailing wage requirements, or subject to the terms of a collective bargaining agreement.
- d. If WEX clients will be working at work sites not under the direction and control of the WDB, the WDB shall have a signed “Work Site Agreement” with the work site. WDB shall use a Work Site Agreement Template mutually agreed upon by WDB and Contractor. Contractor in its sole discretion may deny placement of WEX clients at any work site, if Contractor deems the work site to be unsafe or non-compliant with State, Local, or Federal law.
- e. Without the prior written agreement of Contractor, WDB will not entrust WEX clients with the care of unattended premises, or unsupervised custody or control of cash, credit cards, valuables, or other similar property.
- f. WDB shall ensure WEX clients receive meal and rest breaks in compliance with both California Law and the Contractor’s Policy and Procedures manual. The WDB will ensure this happens by educating the “Work Site” to ensure WEX clients are relieved of all duties during breaks. Furthermore, the worksite will relinquish all control over the WEX client’s activities during meal and rest breaks, permit the client reasonable opportunity to take uninterrupted meal and rest breaks and will not impede or discourage WEX clients from doing so.
  - WDB shall notify Contractor at least 4 days in advance prior to terminating (whether a WEX client is fired or completes his or her internship) a WEX client and shall notify Contractor immediately in the event a WEX client quits his or her internship. If WDB fails to notify Contractor in accordance with this term, WDB shall be responsible for compensating Contractor for payments made to WEX client for the costs of waiting time penalties, per Labor Code section 203.
- g. WDB agrees to accurately track and provide to Contractor a time record for all hours worked by each WEX client on a bi-weekly basis. The time record shall include all of the WEX client’s start and end times, as well as meal period and rest breaks. WDB will be responsible for ensuring WEX clients enter and approve accurate timesheets. Billed rates will be increased to reflect overtime hours worked, waiting time penalties, and meal period premiums according to state or local law.
- h. WDB will ensure that WEX clients who are under the age of 18 do not exceed 8 hours per day or 40 hours per week. If WEX clients under the age of 18 exceed 8 hours per day or 40 hours per week, WDB will be responsible for payment of overtime to the

WEX client. The WDB will be responsible for educating the “Work Site” on this requirement to ensure the work sites are in compliance with California’s Child Labor Laws.

- i. WDB will ensure that no WEX client exceeds 960 hours. **This number cannot exceed 1000 hours per PARTICIPANT per fiscal (July- June) year**, unless classified as a Student Assistant with WDB and Contractor approval.
- j. WDB will ensure WEX clients are eligible to participate in and remain eligible while participating in the Career Catalyst Program
- k. WDB shall ensure WEX clients working remotely will be compensated no less than the minimum wage applicable to the locality where the WEX client is performing work. If the work follows a hybrid model, the WEX client will be entitled to the higher minimum wage applicable to the worksite location and the locality where the WEX Client is performing remote work.
- l. WDB shall submit a pre-employment screening request prior to onboarding, if needed.

**ii. Compliance with Federal, State and Local Laws**

- a. WDB must provide all legally required documents prior to WEX client start date including but not limited to: WEX client Form I-9s and work permits for WEX clients under the age of 18. WDB, or WDB’s approved designee shall be responsible for verification of PARTICIPANT’s right to work documents, specifically completion of Section Two of the PARTICIPANT’s I-9 form electronically via the Foundation’s HRIS Platform. Further, PARTICIPANT I-9 forms shall be completed at the time of hire and before PARTICIPANT commences work.
- b. WDB shall certify that work site provides a drug-free workplace, required by the California Drug-Free Workplace Act of 1990 (Government Code section 8350 et seq.).
- c. WDB and work site shall comply with all applicable federal, state and local laws and regulations relating to a safe and accessible work environment, including but not limited to, federal and state Occupational Safety and Health Administration (“OSHA”) laws and regulations, including the recording of workplace injuries on WDB’s OSHA 300 logs.
- d. WDB and work site shall comply with the requirements of the Fair Labor Standards Act, the California Labor Code, the California Industrial Wage Orders, Title VII of the Civil Rights Act of 1964, the Fair Employment and Housing Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and all other federal, state, and local laws and regulations governing the hiring or employment of WEX client.

**iii. Worker’s Compensation and Employment Claims**

- a. WDB shall immediately notify Contractor of any injury and/or Workers’ Compensation Claims related to a WEX client.
- b. WDB shall promptly report to Contractor any claims of harassment, discrimination, and/or claims of any violation of law governing the WEX client’s employment, including allegations or reports of any irregularities or discrepancies by WEX client.
- c. WDB shall notify the Contractor if a WEX client will be allowed to operate any motor vehicle or heavy equipment at any time as part of his/her work/training activities.

WDB must secure Contractor’s written approval prior to WEX client’s use of motor vehicles or heavy equipment.

**C. ADMINISTRATION**

1. **Advertisement**

Contractor may not use the name WDB or any variation thereof for advertising or publicity purposes without first obtaining the written consent of WDB.

2. **Maintenance of Effort**

Contractor assures that services provided, and funds received under this Agreement will not supplant existing services or funds allocated for the same purpose.

3. **Successors**

Should the Contractor sell or otherwise relinquish all or any portion of the ownership of the Contractor organization during the course of this Agreement, any future owner(s) of the organization will agree to be bound by the provisions stipulated herein for the length of the contract.

4. **Time is of the Essence of this Agreement**

All services to be performed specified under this Agreement including training must be delivered on or before the ending of date of this Agreement.

5. **Continuity of Services and Notice Requirements**

Contractor shall provide WDB with reasonable advance written notice to allow for discussion and resolution prior to any client offboarding, suspension of services, non-renewal, or termination of this Agreement. WDB acknowledges that, with such notice, Contractor may initiate offboarding of clients if it is determined that:

- (i) WDB has failed to remit timely payment of undisputed invoices;
- (ii) the Agreement is approaching its not-to-exceed amount and is at risk of being overspent;  
or
- (iii) the Agreement is set to expire prior to renewal.

Likewise, WDB shall provide Contractor with reasonable advance written notice of any anticipated non-renewal, termination, or material reduction in services under this Agreement to allow for transition planning and continuity of participant services.

The roles and responsibilities of the WDB and Contractor may be refined and changed due to changes in Federal, State or Local law, regulations, or policies relating to various funding implementation upon notification and in accordance with section 13 and 26 of Exhibit C.

**Exhibit B  
 PROJECT BUDGET SUMMARY**

SERVICE COMPONENT	FEE
Wages for 9 participants at \$18.10/hour for 320 hours per participant	\$52,128
11% Taxes and Retirement: Federal/State Unemployment, CalPERS, MediCare, ETT	\$5,735
8% Workers' Compensation (Estimate, invoiced on actual rates applied, based on each employee's job description)	\$4,171
Onboarding Fees (\$100/participant, invoiced at time of hire, regardless of whether employee starts or completes work experience)	\$900
18.8% Program Management Fee (invoiced on actual wages and taxes paid)	\$11,663
<b>TOTAL</b>	<b>\$74,597</b>

1. The above amounts are contingent upon acceptance of an appropriately working and usable system and shall be in compensation for all time and expenses incurred by Contractor. Contract will not be reimbursed for an out-of-pocket expenses.
2. WDB is responsible for compensating Contractor for any services performed or employee benefit cost(s) incurred by an EMPLOYEE that are not listed in above budget table, but are required under local, State and Federal law. Billed rates will be increased to reflect additional costs incurred due to overtime hours worked, payment of waiting time penalties, meal period premiums, and other statutory penalties imposed pursuant to applicable local, state, and federal laws.
3. Contractor shall submit monthly invoices detailing work performed for each deliverable identified in the Scope of Work (Exhibit A) and the amount payable to the WDB's Executive Director, or designee. Payment shall be made only after services have been performed to the satisfaction of the Executive Director, or designee, and the deliverables identified in Exhibit A have been accepted in writing by the Executive Director/President or his/her designee.
4. Contractor shall provide any additional documentation as required by WDB at any time in order to substantiate its claims for payment. WDB may elect to withhold payment for failure by Contractor to provide such documentation required by WDB.
5. The maximum payment under the terms of this contract shall under no circumstances exceed **\$74,597** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C, "Changes and Amendments".



**WORKFORCE DEVELOPMENT BOARD**

OF SOLANO COUNTY

**CONSENT CALENDAR AGENDA ITEM V.F.**

**May 15, 2026**

<p><b>SUBJECT</b> Approval of a 3<sup>rd</sup> year contract with California Human Development for One-Stop Operator services not to exceed an additional amount of \$23,500; give President/ Executive Director, or designee, authority to finalize and sign the approved contract, and make administrative changes, as needed</p>	<p><b>ATTACHMENTS</b> A &amp; B</p>
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**RECOMMENDATION**

Staff are recommending the Board of Directors approve a third-year contract with California Human Development for One-Stop Operator services, not to exceed an additional contract amount of \$23,500. The cumulative total for the original contract, which began July 1, 2024, and this renewal will not exceed \$70,500. The renewal period will be July 1, 2026, through June 30, 2027.

It is also recommended that the Board authorize the President/Executive Director, or designee, to execute the contract upon County Counsel review and County Administrator approval. Per the Board's MOU with the County, contracts below \$75,000 annually may be approved at the County Administrator.

The format of the amendment (Attachment A) outlines the updates and/or changes to the contract only. The changes made reflect the new term of the agreement as well as the increased contract amount. All other terms and conditions of the original agreement and its amendments remain unchanged; the scope and budget of the original agreement have been included as Attachment B for reference.

This is the final contract renewal for California Human Development for One-Stop Operator services. Staff will release a new procurement solicitation prior to the expiration of this contract period.

**DISCUSSION**

Pursuant to the Workforce Innovation and Opportunity Act (WIOA), local workforce development boards are required to procure a One-Stop Operator at least once every four years to coordinate activities within the America’s Job Center of California (AJCC) system. In compliance with this requirement, staff issued and distributed a Request for Proposal (RFP) on March 29, 2024, for One-Stop Operator services supporting the Solano County AJCC system. Following the solicitation process, the procurement transitioned to sole source procurement in accordance with the WDB Procurement Policy and applicable Federal, State, and local guidelines after only one responsive proposal was received by the submission deadline. California Human Development (CHD) was subsequently selected based on their demonstrated qualifications, responsiveness to the solicitation requirements, and successful history serving in this role.

CHD has continued to satisfactorily perform the required One-Stop Operator services under the current agreement. This has included coordinating AJCC partner meetings, facilitating communication among required partners, supporting the AJCC certification process for comprehensive and affiliate centers, and assisting with the development and update of mandated partner Memorandums of Understanding (MOUs) for Program Years 2025–2028. CHD’s continued performance and support of required system coordination activities support the recommendation for renewal.

**ALTERNATIVES**

The Board could choose not to approve the third-year contract renewal, which is consistent with the WDB's established procurement cycle, and instead direct staff to initiate a new procurement process one year early for One-Stop Operator services in an effort to solicit additional responses. However, doing so could significantly impact and delay coordination and service delivery within the America's Job Center of California (AJCC) system, as the WDB would need to complete a full procurement process to secure a new One-Stop Operator or alternatively seek approval from the Governor to operate the One-Stop Operator function in-house.

**AGENCY BUDGET IMPACT**

The WDB's FY2026-27 budget includes the necessary funding to cover the cost of this contract renewal.

**REPORT PREPARED BY**

Tammy Gallentine/Executive Operations Manager. Please contact Tracy White at 707-863-3520 if you have any questions regarding the information outlined in this report.

**SECOND AMENDMENT TO STANDARD CONTRACT PY-24-001  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY AND  
CALIFORNIA HUMAN DEVELOPMENT**

This Second Amendment (“Second Amendment”) is entered into as of the first day of July 2026, between the WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY (“WDB”) and CALIFORNIA HUMAN DEVELOPMENT (Contractor”).

1. Recitals

- A. The parties entered into a contract dated July 1, 2024 (the “Contract”), in which Contractor provided WIOA One Stop Operator services at the WDB’s America Job Center of California in Fairfield and Vallejo through June 30, 2025. This contract was amended July 1, 2025, to extend services through June 30, 2026
- B. WDB now needs to extend the Contract for services for twelve months, through June 30, 2027.
- C. This Second Amendment represents an increase of \$23,500 for services and a twelve-month extension of the Contract.
- D. The parties agree to amend the Contract as set forth below.

2. Service Agreement

A. Term of Agreement.

Section 2 has been deleted in its entirety and replaced with:

The term of this Contract is: July 1, 2024 through June 30, 2027

B. Budget

Section 3 has been deleted in its entirety and replaced with:

The Maximum amount of this contract is: \$70,500 (\$23,500 from the original contract; and \$23,500 for the First Amendment; and \$23,500 for this Second Amendment).

3. Project Budget Summary (Exhibit B)

A. The matrix in Exhibit B of the Contract is deleted in its entirety and replaced with:

DOCUMENTATION OF DELIVERY	DELIVERY PERIOD	FEE
One-Stop Operator Service Activities	July 1, 2024 – June 30, 2025	\$23,500
One-Stop Operator Service Activities	July 1, 2025 – June 30, 2026	\$23,500
One-Stop Operator Service Activities	July 1, 2026 – June 30, 2027	\$23,500
<b>TOTAL</b>		<b>\$70,5000</b>

B. Item 6 is deleted in its entirety and replaced with:

The maximum payment under the terms of this contract shall under no circumstances exceed **\$70,500** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.

Except as set forth in this Second Amendment, all other terms and conditions specified in the Contract remain in full force and effect.

\_\_\_\_\_  
David A. Hubble, President/Executive Director  
Workforce Development Board of Solano County

\_\_\_\_\_  
Heather Henry, Chief Executive Officer  
California Human Development

Approved as to Form:

Approved for Solano County:

\_\_\_\_\_  
Solano County Counsel

\_\_\_\_\_  
Ian M. Goldberg, County Administrator  
Solano County

## **EXHIBIT A SCOPE OF WORK**

### **I. SERVICE DELIVERY**

#### **A. SERVICE ACTIVITIES**

The One-Stop Operator (OSO) will provide the service activities as defined in the categories listed below to accomplish the goal of this contract.

##### **1. COMPLIANCE**

*OSO Staff will do the following:*

- Understand, remain fully knowledgeable about and comply with WIOA Federal, State and local policies, guidance and regulations applicable to the administration and operation of the America’s Job Center of California (AJCC) system.
- Assist in implementing updates to policies and procedures in response to regulations and/or guidance changes applicable to the administration and operation of the AJCC system.
- Assist in supporting the implementation of the local workforce plan.
- Conduct required certification of Comprehensive and Affiliate locations (Fall 2024).

##### **2. ONE-STOP SYSTEM PARTNER MEMORANDA OF UNDERSTANDING (MOU)**

*OSO Staff will do the following:*

- Assist the WDB staff with establishing new mandated partner MOUs (June 2025).
- Assist the WDB staff with ensuring the implementation of partner services and contributions agreed upon in the AJCC Partner Agency MOUs.
- Coordinate the ongoing provision of services as articulated in the MOUs.
- Encourage increased Partner participation.
- Assist in identifying and implementing updates to MOUs as needed.

NOTE: Following the guidelines of EDD Directive [WSD18-12](#), the AJCC operator (One Stop Operator) can participate in the MOU development process; however, the responsibility of negotiating the MOU cannot be delegated to the operator.

##### **3. MEETINGS**

*OSO Staff will do the following:*

- Convene and facilitate AJCC One-Stop Operator meetings, to include scheduling of meetings, development of agendas, facilitating the meeting, and disseminating notes and / or information after meetings.
- Meet with WDB staff for planning of AJCC system activities and reviewing progress towards benchmarks.
- Assist the AJCC by representing partners at community meetings, Partner forums and other convenings related to the workforce development system in Solano County.

##### **4. COMMUNITY PRESENCE**

*OSO Staff will do the following:*

- Assist the AJCC with expanding visibility in the community by establishing a presence in Dixon and Rio Vista and promoting the mission and goals of the AJCC.
- Assist the AJCC by introducing new methods and concepts for informing the public about the AJCC / workforce development system.

## 5. **REPORTING**

*OSO Staff will do the following:*

- Fulfill state-required support to the WDB, including reporting orally and in writing to the Board of Directors on operations, performance and continuous improvement recommendations to system services at least bi-annually, or as requested.
- Provide feedback to AJCC Partners to enable continuous improvement of services.

**NOTE: Service activities may be provided in person at the comprehensive or affiliate AJCC locations, at an approved satellite location, or virtually.**

There are certain restrictions Local Boards must adhere to when defining the AJCC Operator role (OSO). The OSO may not perform any of the following:

- Convene system stakeholders to assist in the development of the local plan;
- Prepare and submit local plans;
- Be responsible for oversight of itself;
- Manage or significantly participate in the competitive selection process for AJCC Operators;
- Select or terminate AJCC Operators, Adult and Dislocated Worker Career Services Providers, and Youth Service Providers;
- Negotiate local performance accountability measures; nor
- Develop and submit budget for activities of the Local Board in the Local Area.

## II. **WDB RESPONSIBILITIES**

The WDB staff will be responsible for the following:

1. Informing the contractor of Federal, State, and local policies and procedures that may impact the operations of the AJCC system, and give assistance as needed to implement them accordingly;
2. Ensuring compliance with all rules, regulations, and policies issued under WIOA;
3. Working in conjunction with the OSO in order to complete required certification of comprehensive and affiliate locations;
4. Engage in negotiations with each mandated partner, as described in EDD Directive [WSD18-12](#), in order to delineate MOU responsibilities;
5. Meet quarterly with OSO staff for planning of AJCC system activities and reviewing progress towards benchmarks.
6. Processing payments for services;
7. Monitoring the management and operations of the OSO; and
8. Including sub-recipient staff in appropriate ongoing professional development and training.

The roles and responsibilities of the WDB and Contractor may be refined and changed due to changes in Federal, State or local law, regulations, or policies relating to WIOA implementation and in accordance with section 13 and 26 of Exhibit C.

**EXHIBIT B  
 PROJECT BUDGET SUMMARY**

<b>DOCUMENTATION OF DELIVERY</b>	<b>DELIVERY PERIOD</b>	<b>FEE</b>
One-Stop Operator Service Activities	July 1, 2024 – June 30, 2025	\$23,500
<b>TOTAL</b>		<b>\$23,500</b>

1. Contractor will be compensated at a rate of \$1,958.33 per month, with the final month of the delivery period at a rate of \$1,958.37.
2. Contractor will submit monthly invoices summarizing work performed for each deliverable detailed in the Scope of Work and amount payable to the WDB’s President/Executive Director. The payment shall be made only after the services required under this contract have been performed to the satisfaction of the President/Executive Director, and the deliverables described in Exhibit A have been accepted in writing by the President/Executive Director OR his/her designee.
3. Contractor shall provide any additional documentation as required by WDB at any time in order to substantiate Contractor claims. WDB may elect to withhold payment for failure by Contractor to provide such documentation required by WDB.
4. Contractor agrees that the total maximum compensation for the services performed will not exceed the amount assigned for Scope of Work activities outlined in Exhibit A. The Contractor agrees that any work performed above and beyond this amount will be gratis and will not be billed to the WDB.
5. Contractor may be asked to perform special tasks or projects separate from the Scope of Work. Prior written approval by WDB will be required if any services are performed by the Contractor that are not specified in Exhibit A – Scope of Work and a separate invoice will be submitted by the Contractor.
6. The maximum payment under the terms of this contract shall under no circumstances exceed **\$23,500** for the related expenses unless this contract is modified in accordance with Section 13 and 26 in Exhibit C.



**WORKFORCE DEVELOPMENT BOARD**

OF SOLANO COUNTY

**CONSENT CALENDAR AGENDA ITEM V.G.**

**May 15, 2026**

<p><b>SUBJECT</b> Approval of a six-month renewal contract with RDA Consulting, SPC for Regional Organizer and Regional Training Coordinator services not to exceed an additional amount of \$24,650; give President/Executive Director, or designee, authority to finalize and sign the approved contract, and make administrative changes, as needed</p>	<p><b>ATTACHMENTS</b> A &amp; B</p>
--	---

**RECOMMENDATION**

Staff are recommending the Board of Directors approve a six-month renewal contract with RDA Consulting, SPC for Regional Training and Regional Coordinator services, for an additional contract amount not to exceed \$24,650. The cumulative total for the original contract, which began July 1, 2024, and this renewal will not exceed \$158,657. The renewal period will be July 1, 2026 through December 31, 2026.

It is also recommended that the Board authorize the President/Executive Director, or designee, to execute the contract upon County Counsel review and County Administrator approval. Per the Board's MOU with the County, contracts below \$75,000 annually may be approved at the County Administrator.

The format of the amendment (Attachment A) outlines the updates and/or changes to the contract only. The changes made reflect the new term of the agreement as well as the increased contract amount. All other terms and conditions of the original agreement and its amendments remain unchanged; the scope and budget of the original agreement have been included as Attachment B for reference.

This renewal represents the final contract period for RDA Consulting’s Regional Organizer and Regional Coordinator services under the current regional initiative funding allocation, which is scheduled to expire in December 2026. At this time, no additional or continued funding has been identified to support an extension or renewal of these services beyond the current contract term. RDA continues to explore local and regional funding opportunities and will notify staff when opportunities have been identified.

**DISCUSSION**

The California Workforce Development Board (CWDB) provides regional workforce funding to the North Bay Employment Connection (NBEC) region, which includes the Solano Workforce Development Board, Sonoma Workforce Investment Board, and the Workforce Alliance of the North Bay representing Napa, Lake, Marin, and Mendocino Counties. A portion of this funding is designated for Regional Organizer and Regional Training Coordinator (RO/RTC) services to support regional coordination, planning, collaboration, and compliance with CWDB regional requirements. As the fiscal agent for NBEC, the WDB is responsible for procuring and administering these services on behalf of the region.

Following the required procurement process in 2024, the WDB entered into an agreement with RDA Consulting for RO/RTC services in accordance with applicable Federal, state, and local procurement requirements. Since that time, RDA has continued to successfully support the North Bay region through

facilitation of regional workforce partner meetings, coordination of regional initiatives, completion of state-required grant reporting, representation of the region at statewide meetings, and assistance with development and submission of the Regional Plan. RDA's continued performance and fulfillment of regional objectives support the recommendation for renewal.

#### **ALTERNATIVES**

While not recommended, the Board could provide alternative direction regarding continuation of Regional Organizer and Regional Training Coordinator services for the remaining period in which funding is available. However, because these services support the broader North Bay Employment Connection (NBEC) regional partnership, the Solano WDB cannot independently implement an alternative regional service approach. Any proposed changes would need to be discussed and endorsed collaboratively by NBEC partners.

#### **AGENCY BUDGET IMPACT**

The WDB's FY2026-27 budget includes the necessary funding to cover the cost of this contract renewal.

#### **REPORT PREPARED BY**

Tammy Gallentine/Executive Operations Manager. Please contact Tammy Gallentine at 707-863-3552 if you have any questions regarding the information outlined in this report.

**THIRD AMENDMENT TO STANDARD CONTRACT PY-24-002  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY AND  
RDA CONSULTING, SPC.**

This Third Amendment ("Third Amendment") is entered into as of the 1st day of July 2026, between the WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY ("WDB") and RDA CONSULTING, SPC, ("Contractor").

1. Recitals

- A. The parties entered into a contract dated July 1, 2024 (the "Contract"), for the Contractor to perform Regional Organizer and Regional Training Coordinator services for the North Bay Employment Connection through June 30, 2025. The contract was amended on May 1, 2025 to increase the maximum amount of the original authorized under the agreement and amended on July 1, 2025 to extend the contract through June 30, 2026.
- B. WDB now needs to extend the Contract for services for six months, through December 31, 2026.
- C. This Third Amendment represents an increase of \$24,650 for services and a six-month extension.
- D. The parties agree to amend the Contract as set forth below.

2. Service Agreement

A. Term of Agreement

Section 2 has been deleted in its entirety and replaced with:

The term of this Contract is: July 1, 2024 through December 31, 2026

B. Budget

Section 3 has been deleted in its entirety and replaced with:

The maximum amount of this contract is \$158,657 (\$85,000 from the original contract; \$2,500 for the First Amendment; \$46,507 for the Second Amendment; and \$24,650 for this Third Amendment).

3. Scope of Work (Exhibit A)

Section I.B.1. (Regional Organizer & Regional Training Coordinator) has been deleted in its entirety and replaced with:

1. Regional Organizer & Regional Training Coordinator

A. Convening & Facilitation

- Plan, coordinate, and facilitate monthly NBEC meetings;
- Support monthly agenda development, note taking, record keeping, and follow-up activities related to monthly NBEC meetings;
- Prepare and provide regular regional grant progress updates, fiscal updates, training updates, and other programmatic reporting at NBEC meetings;
- Facilitate regional collaboration and information sharing activities among NBEC partners and member workforce boards, as appropriate;

- Identify and track themes, action items requiring follow-up, policy impacts, funding impacts, and operational matters discussed during NBEC meetings and regional collaboration activities;
- Coordinate meeting preparation activities and maintain documentation associated with regional meetings and collaboration activities.

**B. State & Regional Liaison Activities**

- Serve as liaison to state and regional entities regarding regional initiatives, regional planning activities, and grant-funded projects;
- Attend state and regional meetings, convenings, and collaboration activities on behalf of NBEC, as appropriate;
- Prepare and provide updates regarding regional grant work plans, programmatic outcomes, and regional activities during state and regional meetings;
- Share information, guidance, updates, and other relevant information obtained through state and regional meetings with local workforce board directors and NBEC partners regarding activities that may impact regional or local workforce operations.

**C. Regional Grant Monitoring & Reporting**

- Oversee regional grant awards and initiatives, including monitoring fiscal and programmatic outcomes of grant-funded activities and initiatives;
- Maintain tracking and reporting related to regional grant activities, deliverables, expenditures, and programmatic outcomes;
- Complete required quarterly, bi-annual, and other reports and exhibits required by the State or funding entity;
- Coordinate with local workforce boards and the designated fiscal agent to ensure information necessary for reporting, grant administration, and regional coordination activities is collected in a timely manner;
- Prepare and provide regular regional grant progress reporting and updates to NBEC partners, as appropriate.

**D. Grant Research & Technical Assistance**

- Identify regional grant and funding opportunities that support the mission, goals, and priorities of NBEC and its member workforce boards;
- Provide leadership, coordination, technical assistance, organizational support, and facilitation related to regional grant application development and submission activities;
- Support regional planning, coordination, and implementation activities associated with current and future regional funding opportunities and initiatives, as identified;
- Provide technical assistance and coordination support related to regional grant-funded activities and collaborative regional initiatives.

**E. Project Management & Communication**

- Maintain ongoing communication with WDB, NBEC partners, member workforce boards, and the designated fiscal agent through email, phone, virtual meetings, and other appropriate methods, as needed;
- Provide ongoing project management coordination and internal communication among Contractor staff to ensure timely completion of project activities and responsiveness to WDB and NBEC needs;
- Coordinate project activities, timelines, deliverables, and communication necessary to support successful implementation of contracted services and regional initiatives.

<b>Position</b>	<b>Hourly Rates</b>
Chief Executive Officer	\$325
Chief Operating Officer	\$300
Director	\$275

Consulting Manager	\$235
Senior Consultant	\$200
Consultant	\$175
Associate	\$140

NOTE: Scope of work may be changed based on State requirements and priorities for the Regional Organizer and Regional Training Coordinator role.

4. Project Budget Summary (Exhibit B)

A. The matrix in Exhibit B has been deleted in its entirety and replaced with:

DOCUMENTATION OF DELIVERY	DELIVERY PERIOD	FEE
Regional Organizer/Regional Training Coordinator Services	July 1, 2024 – December 31, 2026	\$158,657
TOTAL		\$158,657

B. Item 6 is deleted in its entirety and replaced with:

The maximum payment under the terms of this contract shall, under no circumstances, exceed **\$158,657** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.

Except as set forth in this Third Amendment, all other terms and conditions specified in the Contract, and as previously amended, remain in full force and effect.

\_\_\_\_\_  
David A. Hubble, President/Executive Director  
Workforce Development Board of Solano County

\_\_\_\_\_  
John Cervetto, Interim CEO  
RDA Consulting, SPC

Approved as to Form:

Approved for Solano County:

\_\_\_\_\_  
Solano County Counsel

\_\_\_\_\_  
Ian M. Goldberg, County Administrator  
Solano County

## **EXHIBIT A SCOPE OF WORK**

### **I. CONTRACTOR RESPONSIBILITIES**

#### **A. AVAILABILITY TO PERFORM SERVICES**

**Contractor will:**

1. Provide and train qualified staff in order to plan for and administer the contracted services;
2. Provide sustainable services for the duration of contract, including performing the following Service Activities remotely when appropriate; and,
3. Provide services during scheduled days and/or hours as appropriate.

#### **B. SERVICE ACTIVITIES**

Contractor will provide WDB with comprehensive Consultant services for the North Bay Employment Connection (NBEC) partners, which includes the Solano WDB, Sonoma Workforce Investment Board, and the Workforce Alliance of the North Bay (covering Napa, Lake, Marin and Mendocino Counties).

Contractor will provide all scheduled work associated with this contract as described below:

##### **1. Regional Organizer**

- Serves as liaison to state for regional initiatives and share information with local directors
- Completes regional bi-annual reports and exhibits for the state, working with the designated fiscal agent for finances
- Schedule and coordinate monthly NBEC meetings, providing summaries on regional initiatives
- Work with regional partners, as needed, to facilitate attainment of regional outcomes
- Maintain fiscal and programmatic/outcomes tracking of NBEC regional grants to be shared at monthly NBEC meetings
- Attend regional organizer convenings
- Support development and maintenance of regional sub-awards
- Lead regional grant applications process

##### **2. Regional Training Coordinator**

- Represent North Bay on RTC Calls and RTC Convenings, as needed
- Maintain tracking of North Bay trainings
- Serve as liaison with state and share information with local directors
- Work with local boards and partners to organize logistics for training, as needed
- Ensure trainings include state-required training evaluations, collect evaluations, and submit to appropriate state organization and training provider, as needed
- Serve as contact for state entities in relation to regional trainings
- Provide summaries to local directors at monthly NBEC meetings
- Work with the designated fiscal agent to match fiscal invoices to training
- Complete RTC quarterly reports and exhibits for the state

<b>Position</b>	<b>Hourly Rates</b>
<b>Chief Executive Officer</b>	\$325
<b>Chief Operating Officer</b>	\$300
<b>VP of Consulting Director</b>	\$275
<b>Associate Director</b>	\$250
<b>Consulting Manager</b>	\$235
<b>Senior Consultant</b>	\$200
<b>Consultant</b>	\$175
<b>Associate</b>	\$140
<b>Consulting Assistant</b>	\$110

NOTE: Scope of work may be changed based on State requirements and priorities for the Regional Training Coordinator and Regional Organizer role.

## **II. ADMINISTRATION**

### **1. Maintenance of Effort**

Contractor assures that services provided, and funds received under this Contract will not supplant existing services or funds allocated for the same purpose.

### **2. Successors**

Should the Contractor sell or otherwise relinquish all or any portion of the ownership of the Contractor Corporation during the course of this Contract, any future owner(s) of the corporation will agree to be bound by the provisions stipulated herein for the length of the contract.

### **3. Time is of the Essence of this Contract**

All services to be performed specified under this Contract, including training must be delivered on or before the ending of date of this Contract.

**EXHIBIT B  
 PROJECT BUDGET SUMMARY**

DOCUMENTATION OF DELIVERY	DELIVERY PERIOD	FEE
Regional Organizer/Regional Training Coordinator Services	July 1, 2024 – June 30, 2025	\$82,585
Travel	July 1, 2024 – June 30, 2025	\$2,115
In-person Meeting Materials	July 1, 2024 – June 30, 2025	\$300
<b>TOTAL</b>		<b>\$85,000</b>

1. The WDB agrees to pay Contractor for services upon the presentation of an appropriate invoice and documents supporting the deliverables as defined in the Scope of Work to be performed. The Contractor shall submit monthly invoices detailing work performed for each deliverable detailed in the Scope of Work (Exhibit A) and amount payable to the WDB’s Executive Director/President, or designee. Monthly invoices for payment should be submitted to the WDB by the 15<sup>th</sup> day of the subsequent month. The payment shall be made only after the services required under this contract have been performed to the satisfaction of the Executive Director/President or designee, and the deliverables described in Exhibit A, Scope of Work have been accepted in writing by the Executive Director/President or his/her designee.
2. Contractor must request approval for transfers between budget line items, which are set forth in Exhibit B (Budget Summary) when the cumulative amount of such transfers exceed 10% of the budget cost category total amount. Requests for transfers between budget line items must be presented to the WDB in writing, which approval may be withheld in the sole and absolute discretion of WDB. WDB may authorize the addition of budget line items for transfers under this section, provided that the line item added does not substantially change the scope of services to be provided under this Contract and does not increase the total contract amount.
3. Contractor shall provide any additional documentation as required by WDB at any time in order to substantiate Contractor’s claims for payment. WDB may elect to withhold payment for failure by Contractor to provide such documentation required by WDB.
4. Contractor must maintain backup documentation onsite that supports the financial data submitted to the WDB. Contractor shall make this backup documentation available upon request of the WDB.
5. The maximum payment under the terms of this contract shall under no circumstances exceed **\$85,000** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.



**WORKFORCE DEVELOPMENT BOARD**

OF SOLANO COUNTY

**CONSENT CALENDAR AGENDA ITEM V.H.**

**May 15, 2026**

<p><b>SUBJECT</b> Approval of a 2<sup>nd</sup> year contract renewal with Pat Davis Design Group, for graphic design services, not to exceed an additional amount of \$18,000; give President/ Executive Director, or designee, authority to finalize and sign the approved contract, and make administrative changes, as needed</p>	<p><b>ATTACHMENTS</b> A &amp; B</p>
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**RECOMMENDATION**

Staff are recommending the Board of Directors approve a second-year contract with Pat Davies Design Group, Inc. to provide graphic design services, not to exceed an additional contract amount of \$18,000. The cumulative total for the original contract, which began April 1, 2025, and this renewal will not exceed \$58,000. The renewal period will be July 1, 2026, through June 30, 2027. This contract will be funded through multiple programs based on work performed and benefit to programs.

It is also recommended that the Board authorize the President/Executive Director, or designee, to execute the contract upon County Counsel review and County Administrator approval. Per the Board's MOU with the County, contracts below \$75,000 annually may be approved at the County Administrator.

The format of the amendment (Attachment A) outlines the updates and/or changes to the contract only. The changes made reflect the new term of the agreement as well as the increased contract amount. All other terms and conditions of the original agreement and its amendments remain unchanged; the scope and budget of the original agreement have been included as Attachment B for reference.

**DISCUSSION**

On February 6, 2025, the Workforce Development Board (WDB) of Solano County published and distributed a Request for Quotes (RFQ) for supplemental graphic design services to support the organization’s marketing, outreach, and collateral material needs. The procurement was intended to secure professional graphic design support for the development of branded outreach materials, enhancement of existing collateral, and creation of templates and marketing assets for staff use. As part of the initial contract phase, services also included the conceptualization and design of promotional booth materials and related branding assets to support outreach and event activities.

Following the procurement process, Pat Davis Design Group, Inc. (PDDG) was selected to provide graphic design and creative support services. In addition to providing high-quality graphic design services, PDDG brings significant experience and institutional knowledge working with workforce development boards and a strong understanding of Workforce Innovation and Opportunity Act (WIOA) funded programs. This expertise provides valuable insight into workforce program outreach, branding, communication strategies, website content and updates, and public engagement efforts tailored specifically to workforce development services.

For the second-year renewal period, the Scope of Work has been revised to remove the initial one-time branding and booth material design phase completed during the first contract term. The revised scope continues ongoing graphic design and creative support services, including development of special event

graphics, digital and social media assets, flyers, fact sheets, infographics, reports, presentation materials, branding support, marketing communications, and related creative services necessary to support WDB programs and outreach activities.

### **ALTERNATIVES**

While not recommended, the Board could choose not to approve the second-year contract renewal. However, graphic design and marketing support services would still be needed throughout the year and would likely need to be obtained on an as-needed hourly basis, which would be less cost effective. The WDB would also lose the benefit of PDDG's experience and understanding of workforce board programs and workforce-related marketing and outreach strategies.

### **AGENCY BUDGET IMPACT**

The WDB's FY2026-27 budget includes the necessary funding to cover the cost of this contract renewal.

### **REPORT PREPARED BY**

Tammy Gallentine/Executive Operations Manager. Please contact Tammy Gallentine at 707-863-3552 if you have any questions regarding the information outlined in this report.

**FIRST AMENDMENT TO STANDARD CONTRACT PY-25-009  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY AND  
PAT DAVIS DESIGN GROUP, INC.**

This First Amendment ("First Amendment") is entered into as of the 1st day of July 2026, between the WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY ("WDB") and PAT DAVIS DESIGN GROUP, INC. ("Contractor").

1. Recitals

- A. The parties entered into a contract dated April 1, 2025 (the "Contract"), in which the Contractor agreed to provide graphic design services through June 30, 2026.
- B. WDB now needs to extend the Contract for services for twelve months, through June 30, 2027.
- C. This First Amendment represents an increase of \$18,000 for services and a twelve-month extension of the Contract.
- D. The parties agree to amend the Contract as set forth below.

2. Service Agreement

A. Term of Agreement

Section 2 has been deleted in its entirety and replaced with:

The term of this Contract is: April 1, 2025 through June 30, 2027.

B. Budget

Section 3 has been deleted in its entirety and replaced with:

The maximum amount of this contract is \$58,000 (\$40,000 from the original contract, and \$18,000 for this First Amendment).

1. Scope of Work (Exhibit A)

Section A. "Scope of Work", Item 1. "Initial Design Phase" has been deleted in its entirety.

Section A. "Scope of Work", Item 2. "Additional Design Services" has been modified to renumber the section as Item 1. and change the section title to "Design Services". No other changes have been made to this section.

Section A. "Scope of Work", Item 3. "Professional Services" has been modified to renumber the section as Item 2. No other changes have been made to this section.

Section B. "Lump Sum (Initial Design Phase: April 1, 2025-June 30, 2025)" has been deleted in its entirety.

Section C. "Retainer (Additional Design Services: July 1, 2025-June 30, 2026)" has been modified to renumber the section as Section B. and change the section title to "Retainer for Design Services".

Section B. (formerly Section C.), Item 1. "Monthly Retainer Includes", first bullet point, has been deleted and replaced with:

- Up to 16 hours of professional services per month, averaging 4 hours per week.

No other changes have been made to this exhibit.

2. Budget and Payment Provisions (Exhibit B)

Item 1.A. has been deleted in its entirety.

Item 1.B. has been modified to renumber the subsection as Item 1.A. and replaced with:

- A. A standard retainer rate of \$1,500.00 per month, providing up to 16 hours of professional services per month, for the period of July 1, 2026, through June 30, 2027.

Paragraph beginning with "The maximum payment under the terms of this contract..." has been modified to become Item 4. and replaced with:

- 4. The maximum payment under the terms of this contract shall under no circumstances exceed \$58,000 for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.

No other changes have been made to this exhibit.

Except as set forth in this First Amendment, all other terms and conditions specified in the Contract, and/or as previously amended, remain in full force and effect.

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Davide A. Hubble, President/Executive Director  
Workforce Development Board of Solano County

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George Dimotakis, President & CFO  
Pat Davis Design Group, Inc.

Approved as to Form:

Approved for Solano County:

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Solano County Counsel

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Ian M Goldberg, County Administrator  
Solano County

## **EXHIBIT A SCOPE OF WORK**

### **A. SCOPE OF WORK**

#### **1. Initial Design Phase**

Contractor will collaborate directly with the Client’s marketing team to conceptualize, design, and deliver artwork for Contractor booth materials, including but not limited to:

- 10’ x 10’ canopy
- 2’ x 10’ blade flags
- Table cover
- Retractable banner
- Booth backdrop
- Tabletop display

#### **2. Additional Design Services**

Contractor will provide ongoing design and creative services in coordination with the marketing team, as required, including:

- Special event graphics and print materials
- Digital assets (social media, web graphics)
- Business card designs
- Letterhead and envelopes
- Pocket folders
- Infographics
- Multi-page reports
- Retractable banners
- Flyers and fact sheets
- Visual aids for presentations

#### **3. Professional Services**

Contractor possesses expertise and capabilities in the following service categories that may be utilized for the purposes of this contract:

- Graphic Design and Creative Services
- Branding and Strategic Planning
- Media Planning and Placement
- Photoshop and Photo Editing
- Copywriting, Editing, and Proofreading
- Website Design and Development
- Marketing Communications and Strategy
- Print and Digital Advertising
- Custom Infographics and Illustrations
- Project Management and Print Management

### **B. LUMP SUM (INITIAL DESIGN PHASE: APRIL 1, 2025 – JUNE 30, 2025)**

#### **1. Lump Sum Includes:**

- Up to 300 hours of professional services
- Client consultation time (virtual meetings/calls, up to 6 hours monthly)
- Up to six (6) rounds of proofs per deliverable

- Emergency after-hours support (outside standard business hours)
- Standard-license stock photos and videos (up to 10 per month)
- Custom fonts and typography required for deliverables

Note: Any professional service hours remaining unused from the initial lump sum design phase will be credited toward additional design services.

**2. Additional Costs:**

The following expenses are excluded from the retainer and require prior written approval from the Client:

- Printing and fabrication
- Shipping and delivery charges
- Website hosting, domain registrations, and WordPress plugin purchases or renewals

**3. Project Management and Deliverables:**

- Contractor will be available for consultation on each deliverable and attend progress meetings upon request.
- Timelines and due dates will be discussed and mutually agreed upon by the Contractor and Client prior to initiating each project phase.
- All content, graphics, designs, and digital assets developed under this agreement will become the exclusive property of the Client and may be used by the Client for promotional purposes beyond the scope of this agreement.

**C. RETAINER (ADDITIONAL DESIGN SERVICES: JULY 1, 2025 – JUNE 30, 2026)**

**1. Monthly Retainer Includes:**

- Up to 11 hours of professional services per month, averaging 3 hours per week
- Client consultation time (virtual meetings/calls, up to 6 hours monthly)
- Up to six (6) rounds of proofs per deliverable
- Emergency after-hours support (outside standard business hours)
- Standard-license stock photos and videos (up to 10 per month)
- Custom fonts and typography required for deliverables

**2. Additional Costs**

The following expenses are excluded from the retainer and require prior written approval from the Client:

- Printing and fabrication
- Shipping and delivery charges
- Website hosting, domain registrations, and WordPress plugin purchases or renewals

**3. Project Management and Deliverables:**

- Contractor will be available for consultation on each deliverable and attend progress meetings upon request.
- Timelines and due dates will be discussed and mutually agreed upon by the Contractor and Client prior to initiating each project phase.
- All content, graphics, designs, and digital assets developed under this agreement will become the exclusive property of the Client and may be used by the Client for promotional purposes beyond the scope of this agreement.

**D. OWNERSHIP OF WORK PROJECT**

1. Contractor agrees that all Services and their components, including but not limited to designs, plans, reports, specifications, drawings, inventions, processes, software code, works of authorship, and any other materials created, developed, or produced by Contractor or any Contractor Party while performing Services under this Agreement—whether patentable, copyrightable, or recorded in any format—shall be considered “works for hire” (“Works for Hire”) for WDB. As such, all rights, titles, and interests in these works shall be the sole and exclusive property of WDB, except as provided under 37 CFR 401 and 2 CFR 200.
2. On behalf of itself and all Contractor Parties, Contractor hereby assigns to WDB all rights, titles, and interests in each Work for Hire, including any copyrights, patents, or trademarks obtained while performing Services under this Agreement. At WDB’s expense, Contractor agrees to execute, and to ensure that all Contractor Parties execute, any additional written assignments as requested by WDB. Contractor further agrees to assist WDB in obtaining patents, copyrights, or other intellectual property protections for any Work for Hire, providing necessary data, plans, specifications, descriptions, documentation, or assistance with applications and registrations.
3. Any written, printed, graphic, or electronically recorded information provided by WDB for Contractor’s use shall remain the sole property of WDB. This confidential and proprietary information includes, but is not limited to, customer requirements, customer lists, outreach information, and details regarding WDB’s employees, products, services, pricing, operations, and subsidiaries.
4. Contractor agrees, and shall ensure that all Contractor Parties agree, to maintain the strictest confidentiality regarding all proprietary information received from WDB. Contractor shall not disclose such information to any third party without WDB’s prior written consent and only to the extent necessary to perform the Services under this Agreement. Upon expiration or termination of this Agreement, Contractor shall return all proprietary and confidential information in its possession, including that held by any Contractor Party, to WDB.
5. Contractor acknowledges that WDB holds exclusive ownership of all copyrights, trademarks, and derivative rights associated with this Agreement. Contractor has no right, title, or interest in such intellectual property and is prohibited from using WDB’s copyrights or trademarks for commercial purposes. Contractor agrees not to alter WDB trademarks, take any action inconsistent with WDB’s ownership, or claim any goodwill derived from their use. Any goodwill associated with the use of WDB’s copyrights and trademarks shall solely benefit WDB.
6. All documents or other information developed as part of this Agreement or received by Contractor become the property of WDB and must be made available to WDB upon demand or termination of this Agreement. Should copyrights of any of the products be deemed necessary in this project by mutual Agreement, such copyright shall be held by WDB and made available to the general public. The Contractor shall be responsible for obtaining all necessary legal releases for use of any third-party proprietary materials.
7. Contractor may not use the name WDB or any variation thereof for advertising or publicity purposes without first obtaining the written consent of WDB.

The roles and responsibilities of the WDB and Contractor may be refined and changed due to changes in Federal, State or Local law, regulations, or policies relating to various funding implementation upon notification and in accordance with section 13 and 26 of Exhibit C.

**EXHIBIT B  
BUDGET AND PAYMENT PROVISIONS**

**COMPENSATION**

1. Contractor will be compensated as follows:
  - A. A lump sum total of **\$28,000.00**, providing up to 300 hours of professional services, for the period of April 1, 2025, through June 30, 2025. Any unused hours from this lump sum allocation will be available to the client at the standard retainer rate outlined below with no rate increase.
  - B. A standard retainer rate of **\$1,000.00** per month, providing up to 11 hours of professional services per month, for the period of July 1, 2025, through June 30, 2026.
2. Contract will provide in-kind services for the following activities:
  - A. Client consultations (up to 6 hours per month)
  - B. Up to 6 rounds of client proofs for each deliverable
  - C. After-hours support for emergency requests (outside of the standard M-F business days/hours)
  - D. All standard-license stock photos and videos (up to 10 per month)
  - E. Any customer fonts/typography needed in the design and production of deliverables
3. Invoicing and Timing of Payment: Payment will be made according to the following terms:
  - A. Contractor shall submit monthly invoices detailing work performed during the invoicing period based on the Scope of Work and amount payable to the WDB. The payment shall be made only after the services required under this contract have been performed to the satisfaction of the Executive Director/President, and the deliverables described in Exhibit A have been accepted in writing by the Executive Director/President OR his/her designee.
  - B. Contractor may be asked to perform special tasks or projects separate from the Scope of Work. Prior written approval by WDB will be required if any services are performed by the Contractor that are not specified in Exhibit A – Scope of Work and a separate invoice will be submitted by the Contractor.
  - C. Contractor shall provide any additional documentation as required by WDB at any time in order to substantiate Contractor claims for payment. WDB may elect to withhold payment for failure by Contractor to provide such documentation required by WDB.
  - D. Tax Withholding: Payment to non-California resident or nonresident alien Contractor performing services in California may be reduced by any required state tax withholding or federal tax withholding or both.

The maximum payment under the terms of this contract under no circumstances exceed **\$40,000** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.



**WORKFORCE DEVELOPMENT BOARD**

OF SOLANO COUNTY

**CONSENT CALENDAR AGENDA ITEM V.I.**

**May 15, 2026**

<p><b>SUBJECT</b> Approval of a 2<sup>nd</sup> year contract with California Human Development for WIOA youth program services not to exceed an additional amount of \$300,000; give President/ Executive Director, or designee, authority to finalize and sign the approved contract, and make administrative changes, as needed</p>	<p><b>ATTACHMENTS</b> A &amp; B</p>
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**RECOMMENDATION**

Staff are recommending the Board of Directors approve a second-year contract with California Human Development to provide Workforce Innovation and Opportunity Act (WIOA) Youth services, not to exceed an additional contract amount of \$300,000. The cumulative total for the original contract, which began July 1, 2025, and this renewal will not exceed \$600,000. The renewal period will be July 1, 2026, through June 30, 2027.

It is also recommended that the Board authorize the President/Executive Director, or designee, to finalize and sign contract after it has been reviewed by County Counsel and approved as to form. Since this contract is above \$75,000, it must be reviewed and approved by the Solano County Board of Supervisors. This contract may be extended in time, for up to one (1) additional years at an anticipated \$300,000 subject to satisfactory performance by the subrecipient, availability of funds, and Board action.

The format of the amendment (Attachment A) outlines the updates and/or changes to the contract only. The changes made reflect the new term of the agreement as well as the increased contract amount. All other terms and conditions of the original agreement and its amendments remain unchanged; the scope and budget of the original agreement have been included as Attachment B for reference.

**DISCUSSION**

The Workforce Development Board (WDB) of Solano County released a Request for Proposal (RFP) in March 2025 for the operation of the Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth Program, Career-In-Focus. The RFP was distributed to local community partners providing youth-focused employment and supportive services and was posted publicly on the WDB website. Staff also facilitated a Bidders’ Conference to provide technical assistance and answer questions regarding program requirements and proposal expectations. Seven (7) proposals were received and reviewed through a formal evaluation and scoring process conducted by the Youth RFP Ad Hoc Committee. Following review and evaluation of proposals, California Human Development (CHD) was selected based on the overall quality of the proposal, demonstrated fiscal and administrative capacity, experience serving target populations, collaborative partnerships, and ability to successfully operate youth workforce programs on a similar scale.

Under the current agreement, CHD operates the WIOA Out-of-School Youth Program serving eligible youth ages 16–24 through the Career-In-Focus program model. Services provided include recruitment and outreach, eligibility determination, objective assessments, individualized service strategies, career coaching, supportive services, paid work experience opportunities, occupational and educational support, financial literacy activities, leadership development, and follow-up services. CHD also provides

access to all fourteen (14) required WIOA Youth Program Elements and works collaboratively with employers, educational institutions, and community-based organizations to support participant success and long-term employment or educational outcomes.

While the program experienced an anticipated slow start during initial program implementation due to staff onboarding, training, outreach development, and employer partnership building, enrollment and service delivery increased steadily throughout the contract period. Staff identified several positive outcomes and strengths, including meaningful work experience placements across multiple industries, participant transitions into employment and postsecondary education opportunities, expanded employer and community partnerships, individualized case management, and the provision of supportive services such as transportation assistance, work clothing, and financial literacy training. Staff also noted CHD's continued responsiveness, communication, and collaborative partnership throughout implementation and ongoing program operations.

The contract renewal includes only minor adjustments to performance outcome measures and the overall budget allocation. These revisions are administrative in nature and do not significantly alter the overall program objectives, scope of work, or required service delivery model. Through the Career-In-Focus program, CHD will continue providing comprehensive WIOA Out-of-School Youth services throughout Solano County, including outreach and recruitment, individualized career coaching, supportive services, paid work experience opportunities, leadership development, educational and occupational skills support, and follow-up services. While services remain available to all eligible WIOA Out-of-School Youth populations, recruitment efforts will continue prioritizing youth residing in rural and agricultural communities, including Dixon and Rio Vista, as well as youth whose educational or career pathways were disrupted by the COVID-19 pandemic and who have not pursued further education or training opportunities. Staff believe CHD continues to demonstrate the capacity, responsiveness, and collaborative partnership necessary to successfully deliver youth workforce services and maintain continuity of services for eligible out-of-school youth throughout Solano County.

## **ALTERNATIVES**

While not recommended, the Board could choose not to approve the second-year contract renewal and direct staff to initiate a new procurement process for WIOA Youth services. However, CHD has demonstrated positive program performance and increased service delivery throughout the first year of the contract. Re-procuring a new provider at this time could disrupt continuity of services for barriered out-of-school youth currently participating in the program and delay outreach, enrollment, and work experience activities for eligible youth throughout Solano County. Additionally, the WDB would lose the benefit of CHD's established relationships, operational knowledge, and understanding of the specific workforce and supportive service needs of the target youth populations being served.

## **AGENCY BUDGET IMPACT**

The WDB's FY2026-27 budget includes the necessary funding to cover the cost of this contract renewal.

## **REPORT PREPARED BY**

Tammy Gallentine/Executive Operations Manager. Please contact Tammy Gallentine at 707-863-3552 if you have any questions regarding the information outlined in this report.

**FIRST AMENDMENT TO STANDARD CONTRACT PY-25-013  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY AND  
CALIFORNIA HUMAN DEVELOPMENT**

This First Amendment (“First Amendment”) is entered into as of the 1st day of July 2026, between the WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY (“WDB”) and CALIFORNIA HUMAN DEVELOPMENT (Subrecipient”).

1. Recitals

- A. The parties entered into a contract dated July 1, 2025 (the “Contract”), in which the Subrecipient agreed to provide Workforce Innovation and Opportunity Act Youth Program Services through June 30, 2026.
- B. WDB now needs to extend the Contract for services for twelve months, through June 30, 2027.
- C. This First Amendment represents an increase of \$300,000 for services and a twelve-month extension of the Contract.
- D. The parties agree to amend the Contract as set forth below.

2. Service Agreement

A. Term of Agreement.

Section 2 has been deleted in its entirety and replaced with:

The term of this contract is: July 1, 2025, through June 30, 2027

B. Budget

Section 3 has been deleted in its entirety and replaced with:

The maximum amount of this contract is \$600,000 (\$300,000 from the original contract and \$300,000 for this First Amendment).

3. Scope of Work (Exhibit A)

The matrix in Section II.I “Outcomes” has been deleted in its entirety and replaced with:

<b>Measure</b>	<b>Goal</b>
Number Enrolled	30
Work Experience Placements	25
Work Experience Completion	22
Placed in Employment	21
Median Earning	\$17.05

4. Project Budget Summary (Exhibit B)

The matrix in Exhibit B has been deleted in its entirety and replaced with:

BUDGET SUMMARY (Cost Categories)	PROGRAM	WORK EXPERIENCE ("WEX")	TOTAL
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Original (Delivery Period July 1, 2025 – July 31, 2026)

<b>PERSONNEL (Includes Salary + Benefits)</b>			
Deputy Director, FWS	\$4,526		\$4,526
Compliance Manager	\$3,750		\$3,750
CHD Chief Operating Officer	\$6,862		\$6,862
Senior Case Manager	\$4,805		\$4,805
Manager Eastern Region	\$7,852		\$7,852
Case Manager, To Be Hired	\$68,640		\$68,640
Fringe Benefits	\$22,306		\$22,306
<b>SUBTOTAL PERSONNEL:</b>	<b>\$ 118,741</b>	<b>\$ 0</b>	<b>\$118,741</b>
<b>YOUTH PARTICIPANT COSTS</b>			
Participant Wages	0	\$ 96,000	\$ 96,000
Fringe Benefits	0	9,063	9,063
Supportive Services	\$30,000		30,000
<b>SUBTOTAL YOUTH PARTICIPANT COSTS:</b>	<b>\$ 30,000</b>	<b>\$ 105,063</b>	<b>\$ 135,063</b>
<b>PROGRAM OPERATING COSTS</b>			
Staff Travel	\$3,200		\$3,200
Program Supplies	\$6,200		\$6,200
Rent and Utilities	\$4,050		\$4,050
Conference & Training	\$3,150		\$3,150
Consultants	\$3,500		\$3,500
Audit and Insurance Services	\$3,400		\$3,400
<b>SUBTOTAL OPERATING COSTS:</b>	<b>\$ 23,500</b>	<b>\$ 0</b>	<b>\$ 23,500</b>
<b>ADMINISTRATIVE COSTS</b>			
De minimus Admin Rate (15%):	\$22,696		\$22,696
<b>SUBTOTAL OPERATING COSTS:</b>	<b>\$ 22,696</b>	<b>\$ 0</b>	<b>\$ 22,696</b>
<b>CONTRACT TOTALS:</b>	<b>\$ 194,937</b>	<b>\$ 105,063</b>	<b>\$ 300,000</b>

1<sup>st</sup> Amendment (Delivery Period July 1, 2026 – July 31, 2027)

<b>PERSONNEL (Includes Salary + Benefits)</b>			
Deputy Director, FWS	\$4,976		\$4,976
Compliance Manager	\$4,134		\$4,134
CHD Chief Operating Officer	\$7,566		\$7,566
Senior Case Manager	\$5,297		\$5,297
Manager Eastern Region	\$8,657		\$8,657
Case Manager	\$27,933	\$27,934	\$55,867
Fringe Benefits	\$35,102	\$9,262	\$44,364
<b>SUBTOTAL PERSONNEL:</b>	<b>\$ 93,655</b>	<b>\$ 37,196</b>	<b>\$ 130,862</b>

<b>YOUTH PARTICIPANT COSTS</b>			
Participant Wages	0	\$84,500	\$ 84,500
Fringe Benefits	0	\$8,501	\$8,501
Supportive Services	\$26,350	\$4,650	\$31,000
<b>SUBTOTAL YOUTH PARTICIPANT COSTS:</b>	<b>\$ 26,350</b>	<b>\$ 97,651</b>	<b>\$ 124,001</b>
<b>PROGRAM OPERATING COSTS</b>			
Staff Travel	\$2,559		\$2,559
Program Supplies	\$1,816		\$1,816
Rent and Utilities	\$4,950		\$4,950
Conference & Training	\$2,456		\$2,456
Consultants	\$7,272		\$7,272
Audit and Insurance Services	\$2,509		\$2,509
<b>SUBTOTAL OPERATING COSTS:</b>	<b>\$ 21,562</b>	<b>\$ 0</b>	<b>\$ 21,562</b>
<b>ADMINISTRATIVE COSTS</b>			
De minimus Admin Rate (15%):	\$23,576		\$23,576
<b>SUBTOTAL OPERATING COSTS:</b>	<b>\$ 23,576</b>	<b>\$ 0</b>	<b>\$ 23,576</b>
<b>CONTRACT TOTALS:</b>	<b>\$ 165,153</b>	<b>\$ 134,847</b>	<b>\$ 300,000</b>

The language for Item 6 has been modified as follows:

The maximum payment under the terms of this contract shall under no circumstances exceed **\$600,000** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.

5. Special Terms and Conditions (Exhibit D)

The following provisions have been added:

19. Prohibition on Certain Telecommunications Equipment

Contractor shall comply with 2 CFR 200.216 and shall not procure, obtain, use, or enter into contracts for covered telecommunications equipment or services prohibited under federal law, including equipment or services produced by Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company, or their subsidiaries or affiliates.

20. Domestic Preferences for Procurements

To the greatest extent practicable and consistent with law, Contractor shall provide a preference for the purchase, acquisition, and use of goods, products, and materials produced in the United States in accordance with 2 CFR 200.322.

21. Federal Flow-Down Requirements

Contractor shall include all applicable federal statutes, regulations, executive orders, Uniform Guidance requirements, and Appendix II to 2 CFR Part 200 contract provisions in all subcontracts, purchase orders, and lower-tier agreements funded in whole or in part with federal funds.

Except as set forth in this First Amendment, all other terms and conditions specified in the Contract, and/or as previously amended, remain in full force and effect.

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David A. Hubble, President/Executive Director  
Workforce Development Board of Solano County

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Heather Henry, Chief Executive Officer  
California Human Development

Approved as to Form:

Approved for Solano County:

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Solano County Counsel

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Ian M. Goldberg, County Administrator  
Solano County

**EXHIBIT A  
SCOPE OF WORK**

**I. SERVICE DELIVERY**

**A. GENERAL EXPECTATIONS OF THE SUBRECIPIENT**

1. Provide an engaging, valuable service to targeted Solano County out-of-school youth.
2. Start-up year-round services meeting WIOA Youth requirements and regulations, per federal, state, and local guidance.
3. Utilize creative methods in developing youth and young adults in our community into strong leaders.
4. Leverage resources and collaborative partnerships and provide cross-services that will result in a decrease in the cost of services.
5. Document and communicate youth progress in a reliable, professional and responsible manner.

**B. SERVICE ACTIVITIES**

Subrecipient will conduct start-up activities to provide the service activities as defined in the categories listed below to accomplish the goal of the WIOA Youth program.

1. ***Outreach and Recruitment*** – Subrecipient shall conduct activities to attract, inform and prepare eligible youth to participate in the program services offered through the contract. Activities shall include:
  - a. Orientation, individually or as a group;
  - b. Standards for successful completion of the program;
  - c. Rules and appropriate conduct while engaged in the program;
  - d. Procedures for presenting grievances and complaints; and
  - e. Other relevant information applicable to participants.

While the Subrecipient may serve all categories of WIOA Out of School Youth, recruitment efforts will focus on the following subsets:

- a. Youth residing in rural/agricultural areas and smaller towns (e.g. Dixon, Rio Vista)
  - b. Youth whose education or career plans remain disrupted by the pandemic, particularly those who have not pursued further education or training.
  - c. Youth who are skills deficient and/or have limited English proficiency
2. ***Eligibility Determination and an Objective Assessment*** –Subrecipient shall be responsible for eligibility determination for WIOA services. This includes ensuring that all participants meet WIOA out-of-school youth eligibility requirements and conducting an objective assessment per WIOA policies and WDB guidance.

WDB staff shall provide eligibility technical assistance during the first year of the Contract, or until both parties agree to transfer sole responsibility for eligibility determination to the

- Subrecipient. Thereafter, the Subrecipient shall be solely responsible for eligibility determination.
3. ***Assessment and Addressing of Barriers*** – Subrecipient shall conduct assessment for all participants to determine academic levels, skill levels, and service needs, which includes a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and development needs. Academic assessments approved by the California Employment Development Department will be used to determine academic levels for each participant, including CASA testing. Supportive services will be used, where appropriate, to reduce barriers to educational and employment goals.
  4. ***Individual Service Strategy (ISS)*** – Subrecipient shall provide Individual Service Strategy (ISS) development to identify appropriate services for each enrolled participant. Subrecipient shall make the 14 WIOA Program Elements available to participants in accordance with their ISS. An individual plan will be developed based on assessment results, youth’s needs, career interests, and local labor market data to establish short- and long-term SMART goals, benchmarks and measurable progress towards education and career development. The ISS will be reviewed periodically with the participant.
  5. ***Career Coaching Services*** – Subrecipient will provide career coaching and case management that focuses on building employability skills to prepare youth for work experience, occupational training, and educational opportunities.  
Services include:
    - Job Readiness Skills Training
    - Post-Secondary Education Skill Development
    - Wrap-around support through case management
  6. ***Work Experience/Work-Based Learning Experience*** – Subrecipient will provide enrolled participants with planned, structured learning experiences that take place in a workplace for a limited amount of time and may be paid or unpaid, and may be in the private, non-profit, or public sectors. Work experiences must follow WIOA parameters and will include a minimum of, but may exceed, 100 hours.

The Subrecipient will provide occupational learning opportunities through work experience to include, but not limited to, the following:

- Job Shadowing opportunities
- Employability skills / job readiness training to prepare youth for a work experience
- Orientation sessions for participants and/or employers
- Pre-apprenticeship programs that meet WIOA requirements
- Paid or unpaid work experience / internships
- On-the-Job Training (OJT) opportunities

The Subrecipient will develop worksite agreements with employers that describe each specific work assignment and clearly outline the expectations of the Subrecipient, employer, and participant. The Subrecipient will be responsible for completing and obtaining signatures on a WDB-approved worksite agreement. A signed copy of the agreement will be on file at the

- Subrecipient site with a copy placed in the client's file available to the WDB upon request. The Subrecipient must also ensure that all WIOA requirements for worksite agreements are met.
7. ***Job Placement / Post-Secondary Education Enrollment Services*** – Subrecipient will offer job placement supports to enrolled participants either individually or in a group setting to include job leads, preparation for applications and interviews, and follow-up retention services per WIOA guidelines.
  8. ***Case Management via CalJOBS*** – Subrecipient shall enter case notes, appropriate youth service codes, and outcomes data into the state CalJOBS system as they occur for enrolled participants. All services being offered and identified in the participant's ISS will be entered into CalJOBS and reviewed by WDB staff on a regular basis.
  9. ***Work Plan*** – Subrecipient will follow the work plan as outlined in their proposal. If significant delays occur that impact the work plan timeline, subrecipient will notify the WDB
  10. ***14 WIOA Program Elements*** – The 14 Elements provides WIOA's vision for supporting youth and young adults through an integrated service delivery system. Subrecipients, in partnership with the WDB, must ensure that all California Human Development enrolled youth participants have access to the 14 elements, through direct provision or referral, as needed and per their ISS. The elements include:
    - Tutoring, Study Skills Training, Instruction, and Dropout Prevention
    - Alternative Secondary School and Dropout Recovery Services
    - Paid and Unpaid Work Experience is a structured learning experience in a workplace and provides opportunities for career exploration and skill development
    - Occupational Skills Training is an organized program of study that provides specific skills and leads to proficiency in an occupational field
    - Education Offered Concurrently with Workforce Preparation is an integrated education and training model combining workforce preparation, basic academic skills, and occupational skills
    - Leadership Development Opportunities encourage responsibility, confidence, employability, self-determination, and other positive social behaviors
    - Supportive Services enable an individual to participate in WIOA activities
    - Adult Mentoring is a formal relationship between a youth and an adult mentor with structured activities where the mentor offers guidance, support, and encouragement
    - Follow-up Services are provided following program exit to help ensure youth succeed in employment or education
    - Comprehensive Guidance and Counseling provides individualized counseling to participants, including drug/alcohol and mental health counseling
    - Financial Literacy Education provides youth with the knowledge and skills they need to achieve long-term financial stability
    - Entrepreneurial Skills Training provides the basics of starting and operating a small business and develops entrepreneurial skills
    - Services that Provide Labor Market Information offer employment and labor market information about in-demand industry sectors or occupations

- Postsecondary Preparation and Transition Activities help youth prepare for and transition to postsecondary education and training

## **II. SUBRECIPIENT RESPONSIBILITIES**

### **A. AVAILABILITY TO PERFORM SERVICES**

#### 1. Subrecipient will:

- a. Provide and train qualified staff to plan and administer the contracted services, who have passed a background check per WIOA requirements;
- b. Provide program sustainability for duration of the Contract;
- c. Provide services during scheduled business days and/or hours appropriate to program participants' needs;
- d. Provide a regular location in where services can be reliably provided for program participants, with program efforts in Fairfield, Suisun, Vallejo, Dixon, and Rio Vista;
- e. Participate in system-wide training and staff development opportunities provided by the WDB;
- f. Guarantee that all program services provided are readily accessible to eligible individuals and meet Americans with Disabilities Act (ADA) requirements;
- g. Enter participant data into the state CalJOBS system and maintain a hard copy file as appropriate; and
- h. Provide services that adhere to all applicable policies and procedures promulgated by the WDB, the State of California, and the Department of Labor relating to subrecipient's duties and responsibilities pursuant to the terms and conditions of this contract.

### **B. HOURS OF OPERATIONS**

Subrecipient shall offer its services on a provided schedule from Monday through Friday, or based on the need and availability of the WIOA youth participants. Services offered will be available throughout the year, without break during the holiday and summer periods.

### **C. SUBRECIPIENT'S RESOURCES**

Subrecipient will implement and coordinate WDB Youth Program services at its site(s) and shall provide all necessary instructions, supervision, and supplies for program activities and will complete individual participant evaluations. Subrecipient shall maintain sufficient resources, including computer technology, to deliver the services and perform necessary administrative functions throughout the term of this contract.

### **D. LOCATION OF SERVICES**

Subrecipient will locate the facilities within the county, where employment services activities take place within a quarter mile of a bus route providing regularly scheduled service during the hours of operation, and provide adequate, accessible free parking spaces for client use as needed. In addition, such facilities will meet accessibility standards under the Americans with Disabilities Act (ADA) and WIOA Section 188 requirements.

Subrecipient will provide equal access for individuals with disabilities for all public areas, including reception areas, waiting rooms, interview booths, public restrooms, and public drinking

fountains. These areas will be clearly marked with adequate signage related to accessibility of space and programs.

**E. CONFIDENTIALITY**

All correspondence, communication and reporting mechanisms will adhere to WDB policies to safeguard the client's confidentiality, including locked cabinet or desk storage. No information that would personally identify the individual may be included in email correspondence.

**F. COMMUNICATION AND MATERIALS**

The Subrecipient will maintain regular communication with WDB staff. As part of this communication, the Subrecipient must inform the WDB of any special events under the WDB/WIOA umbrella of services prior to implementation and provide copies of outreach documents. The Subrecipient will attend monthly WDB/One-Stop Operator meetings to leverage the capabilities of other AJCC partners to provide comprehensive system support for participants.

Any documents connected with the contract and that use Subrecipient funds from the WDB must include the WDB name as the overarching brand for WIOA services in Solano County. In addition, appropriate accessibility and accommodations, as well as Steven's Amendment acknowledgement language, must be included on any collateral used.

Official WIOA forms utilized by the Subrecipient must be shared and approved in writing by WDB.

**G. DOCUMENTATION AND RECORDS**

The Subrecipient must maintain WIOA documentation as mandated by federal, state, and local guidelines. Documentation includes both copies of documentation of eligibility, activities, and outcomes either in hard copy or digital form, as well as data entry of enrollment, services, and outcomes in the CalJOBS system. At the minimum, each case file shall include documentation of each of the following: all eligibility and data validation items; assessments; the ISS; progress reports; case notes; outcomes information and verification. All documentation will be clearly identifiable and readily accessible.

The WDB shall have full and free access to such documents and records at all times during normal business hours, including the right to inspect, copy, audit, and make records from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the WDB shall have access to such records in the event any audit is required.

All reports, records, documents, and other materials prepared by the Subrecipient in the performance of this contract shall be the property of the WDB and shall be delivered upon request of the WDB or upon the termination of this contract. Subrecipient shall have no claim for further employment or additional compensation as a result of the exercise by the WDB of its full rights of ownership of the documents and materials hereunder. Subrecipient may retain copies of such documents for its own use and shall have an unrestricted right to use the concepts embodied therein.

**H. REPORTING REQUIREMENTS**

Subrecipient must be aware of any changes occurring during the period of a participant's enrollment and must report program activity entries, completions, placements and/or other terminations as soon as they occur and appropriately document them. Subrecipient shall report via CalJOBS system and in participant files any documentation and information relating to participant's enrollments, activities, and outcomes.

The Subrecipient must submit monthly performance report containing quantitative outcomes in a format co-designed with the WDB. In addition, Subrecipient shall submit a summary that includes highlights of activities for the month, any success stories, and any challenges or technical assistance needed.

**I. OUTCOMES**

Subrecipient will provide thirty (30) participants within the first year of the contract, and each year thereafter replacements by the numbers served, with the essential skills, abilities, and knowledge necessary to effectively improve their opportunities for success in the following areas:

- a. Goal achievement documents in participants’ ISS;
- b. Provision of appropriate supportive services, as needed, to accomplish documented goals;
- c. Work Experience appropriate to participants’ career interests for skill development and enhanced employment opportunities;
- d. Participation in any of the 14 WIOA Program Elements as appropriate and identified in their ISS;

<b>Measure</b>	<b>Goal</b>
Number Enrolled	30
Work Experience Placements	30
Work Experience Completion	26
Placed in Employment or Secondary Education	21
Median Earning	\$17.05

If actual performance deviates more than 15% from the agreed upon performance measures, the Subrecipient may be requested to submit a Corrective Action Plan to outline the steps that will be taken to correct performance. If performance is consistently below 85% of expected outcomes, the contract may be at risk of termination.

**III. WDB RESPONSIBILITIES**

The WDB staff will be responsible for the following:

- 1. Leverage Business Services unit to support development of Work Experience sites throughout Solano County;
- 2. Support outreach and recruitment of targeted youth through AJCC and WDB efforts;
- 3. Provide access to vocational training funds for participants through collaborative case management as needed;
- 4. Support job placement of participants in high-demand, available occupations in the local area;
- 5. Provide labor market information and county industry profiles as requested;
- 6. Evaluate and monitor the management and operations of all programs funded by the WDB, including:
  - Annual ADA, equal opportunity, and accessibility compliance reviews;

- Annual fiscal and procurement compliance reviews;
  - Annual performance and WIOA programmatic compliance reviews;
  - Period review of accurate expenditures against cost categories and within cost limitations specified in WIOA regulations;
  - Periodic review of programmatic delivery and documentation compliance.
7. Provide technical assistance to subrecipient staff in the areas of WIOA compliance, CalJOBS data entry and WIOA performance measures;
  8. Inform Subrecipient of Federal, State, and local policies and procedures that may impact the operations of the program, and give assistance as needed to implement them accordingly;
  9. Ensure compliance with all rules, regulations, and policies issued under WIOA;
  10. Process payments for services; and
  11. Include Subrecipient staff in appropriate ongoing professional development and training.

The roles and responsibilities of the WDB and subrecipient may be refined and changed due to changes in Federal, State or Local law, regulations, or policies relating to WIOA Youth implementation.

**Exhibit B  
 PROJECT BUDGET SUMMARY**

<b>BUDGET SUMMARY (Cost Categories)</b>	<b>PROGRAM</b>	<b>WORK EXPERIENCE ("WEX")</b>	<b>TOTAL</b>
<b>PERSONNEL</b> <i>(Includes Salary + Benefits)</i>			
Deputy Director, FWS	\$4,526	0	\$4,526
Compliance Manager	\$3,750	0	\$3,750
CHD Chief Operating Officer	\$6,862	0	\$6,862
Senior Case Manager	\$4,805	0	\$4,805
Manager Eastern Region	\$7,852	0	\$7,852
Case Manager, To Be Hired	\$68,640	0	\$68,640
Fringe Benefits	\$22,306	0	\$22,306
<b>SUBTOTAL PERSONNEL:</b>	<b>\$ 118,741</b>	<b>\$ 0</b>	<b>\$118,741</b>
<b>YOUTH PARTICIPANT COSTS</b>			
Participant Wages	0	\$ 96,000	\$ 96,000
Fringe Benefits	0	9,063	9,063
Supportive Services	\$30,000	0	30,000
<b>SUBTOTAL YOUTH PARTICIPANT COSTS:</b>	<b>\$ 30,000</b>	<b>\$ 105,063</b>	<b>\$ 135,063</b>
<b>PROGRAM OPERATING COSTS</b>			
Staff Travel	\$3,200		\$3,200
Program Supplies	\$6,200		\$6,200
Rent and Utilities	\$4,050		\$4,050
Conference & Training	\$3,150		\$3,150
Consultants	\$3,500		\$3,500
Audit and Insurance Services	\$3,400		\$3,400
<b>SUBTOTAL OPERATING COSTS:</b>	<b>\$ 23,500</b>	<b>\$ 0</b>	<b>\$ 23,500</b>
<b>ADMINISTRATIVE COSTS</b>			
De minimus Admin Rate (15%):	\$22,696		\$22,696
<b>SUBTOTAL OPERATING COSTS:</b>	<b>\$ 22,696</b>	<b>\$ 0</b>	<b>\$ 22,696</b>
<b>CONTRACT TOTALS:</b>	<b>\$ 194,937</b>	<b>\$ 105,063</b>	<b>\$ 300,000</b>

1. Funding is based on a cost-reimbursable model. The above amounts are contingent upon acceptance of an appropriately working and usable system and shall be in compensation for all time and expenses incurred by the Subrecipient. The Subrecipient will not be reimbursed for any out-of-pocket costs.
2. This Contract amount is based upon annual WIOA Youth allocations and is subject to change. The WDB reserves the right to reallocate funds within this budget based on program needs. The availability and allocation of funds is determined by the WDB.

3. Subrecipient must request approval for transfers between budget line items, which are set forth in Exhibit B (Project Budget Summary) when the cumulative amount of such transfers exceed 10% of the budget cost category total amount. Requests for transfers between budget line items must be presented to the WDB in writing. Budget line-item transfers that exceed 10% of the budget cost category total amount may be made only upon prior written approval of WDB, which approval may be withheld in the sole and absolute discretion of WDB. WDB may authorize the addition of budget line items for transfers under this section, provided that the line item added does not substantially change the scope of services to be provided under this Contract and does not increase the contract amount.
4. Subrecipient shall gain approval from the WDB on the participant wages structure and payment in writing before participants receive Work Experience-related wages.
5. The WDB agrees to compensate the Subrecipient for services rendered upon receipt of a properly submitted invoice accompanied by documentation supporting the deliverables outlined in the Scope of Work (Exhibit A). The Subrecipient shall submit monthly invoices itemizing the work completed for each deliverable, along with the corresponding payment amount, to the WDB's Executive Director/President or their designee. Invoices must be submitted by the 15th day of the following month. Payment shall be issued only after the services have been satisfactorily performed and the deliverables, as specified in Exhibit A, have been accepted in writing by the Executive Director/President or their designee.
6. The Subrecipient shall provide any additional documentation as required by WDB at any time in order to substantiate Subrecipient's claims for payment. WDB may elect to withhold payment for failure by Subrecipient to provide such documentation required by WDB.
7. Subrecipient must maintain backup documentation onsite that supports the financial data submitted to the WDB. Subrecipient shall make this backup documentation available upon request of the WDB. Financial data (invoice) submitted by Subrecipient must meet the criteria set forth in this Exhibit.
8. The maximum payment under the terms of this contract shall under no circumstances, exceed **\$300,000** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.

# ACTION ITEMS





**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**ACTION AGENDA ITEM VII.A**  
**March 15, 2026**

<b>SUBJECT</b> Approval of extending the term of the current Slate of Officers through July 31, 2026	<b>ATTACHMENTS</b> NONE
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**RECOMMENDATION:**

It is the staff’s recommendation that the Board of Directors approve extending the terms of the current Slate of Officers through July 31, 2026. The extension of time will allow staff to receive potential nominations from Board members and allow the formation of an Ad-Hoc Nominations Committee to meet and present recommendations at the July Board meeting for consideration and formal election.

Office	Nominee	Representative Category
Chair	Chris Churchill	Business
Vice Chair	Shannon Stack	Business
Treasurer	Heather Henry	Community Workforce
Secretary	Chris Huxsoll	Business
Member-at-Large	Glenn Loveall	Labor Representative

**DISCUSSION**

Traditionally, at the March Board meeting, an Ad-Hoc Nominations Committee is appointed to establish potential nominees. This would also allow staff time to reach out to all members of the Board prior to the scheduled May 2026 meeting, asking if anyone was interested in serving as an officer and would like to be considered OR would like to nominate another Board member. During the March meeting, it was announced that volunteers were needed for the committee and if interested, to reach out to staff. Additionally, staff sent an email out on April 3, 2026, and April 13, 2026, requesting volunteers for the committee and nominations. Only one response was received to join the committee while no responses had been received with nominations.

Current officer terms expire June 30, 2024. Staff recommend the current Slate of Officers continue their term through July 31, 2026. This would allow the WDB Chair to appoint the 2026 Ad-Hoc Nominations Committee and for the committee to meet prior to the July 17, 2026, Board meeting. The newly elected term for the Slate of Officers presented at the July Board meeting would be August 1, 2026, through June 30, 2028.

**ALTERNATIVE**

The Board could choose not to extend the terms for the current Slate of Officers; however, this would create a period of time where there would be no Officers serving on the Board until elections are completed at the July 2026 Board meeting.

**REPORT PREPARED BY**

Tammy Gallentine, Executive Operations Manager. Please contact Tammy at 707-863-3552 should you have any questions regarding the information outlined in this report.



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**ACTION AGENDA ITEM VII.B**  
**May 15, 2026**

<p><b>SUBJECT</b> Review and approval of the proposed preliminary budget for Fiscal Year 2026-2027, as recommended by the Budget Committee</p>	<p><b>ATTACHMENTS</b> A</p>
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**RECOMMENDATION:**

Staff is recommending the Board of Directors approve the proposed preliminary budget for FY2026-27 based on the Budget Committee’s recommendation. The committee reviewed and approved the budget at the May 8, 2026 Budget Committee meeting.

**SUMMARY:**

The proposed preliminary budget for FY 2026-27 totals \$9,411,208.

This represents a decrease of approximately \$197,777, or approximately 2.1%, from the FY 2025-26 Modified Budget (Mod #2) of \$9,608,985.

The overall decrease is primarily due to the expiration of one-time ARPA and discretionary funding sources, partially offset by increases in core WIOA funding streams and newly secured workforce response grants connected to significant local economic disruption.

WIOA allocations for FY 2026-27 have not yet been released by the State of California Employment Development Department (EDD). Therefore, the preliminary budget continues to rely on the best available estimates, known carryover, and currently confirmed or reasonably anticipated grant funding. Final allocations, carryover amounts, and related expenditure adjustments will be brought forward in a future budget modification once confirmed.

Preliminary WIOA formula funding estimates included in this budget are based on estimated level funding assumptions using prior-year allocation trends and currently available information.

The WDB continues to operate without County General Fund support and relies on federal, state, regional, local, and grant-based funding sources to deliver workforce and economic development services in Solano County.

The FY 2026-27 preliminary budget remains balanced, with total revenues and expenditures equal at \$9,411,208.

**DISCUSSION:**

**Opportunities and Challenges for the Agency Budget:**

The WDB continues to operate in a changing workforce and economic environment. Federal and state workforce funding remains difficult to predict, and WIOA reauthorization may result in new program requirements, funding restrictions, training, investment expectations, youth work experience requirements, or performance accountability measures.

Solano County is also experiencing significant local economic disruption. Multiple WARN events and major employer impacts have increased the need for rapid response, dislocated worker services, training, supportive services, small business layoff aversion support and employer engagement. In response, the WDB has secured Additional Assistance funding to support affected workers, provide layoff aversion funding assistance for small businesses, and help stabilize the local workforce system.

At the same time, H.R.1 creates future workforce participation requirements for targeted public benefit recipients. The WDB is coordinating with city and county stakeholders to prepare for increased requirements for employment, job readiness and occupational training, education, community service and supportive workforce services during a time when employment opportunities are contracting.

Despite these challenges, the FY 2026-27 preliminary budget positions the WDB to continue core WIOA services, support small business development through the Solano-Napa SBDC, respond to layoffs and business impacts, and pursue additional funding opportunities as they become available.

### **Revenue – FY2026-27**

#### **Unknown:**

- Final WIOA formula allocations for FY 2026-27 have not yet been released by EDD.
- Final carryover amounts from FY 2025-26 will not be confirmed until year-end closeout and fiscal reconciliation are completed.
- Certain funding sources are time-limited, performance-based, or dependent on future award decisions and may require future budget modifications.
- SBDC funding is projected based on currently known SBA, GO-Biz, and local match assumptions; final award and match levels may require later adjustment.

#### **Changes from FY2025-26 to FY2026-27:**

##### **Revenue Sources Ending or Reduced:**

- ARPA-funded activities are concluding and are not carried forward as ongoing revenue in the FY 2026-27 preliminary budget.
- Several prior-year discretionary grants and one-time initiatives are reduced or ending based on grant terms and remaining available balances.

##### **New or Continuing Revenue Sources Included in FY 2026-27 Budget:**

- WIOA Adult: \$1,782,043
- WIOA Dislocated Worker: \$1,784,707
- WIOA Youth: \$2,121,768
- WIOA Rapid Response: \$125,445
- WIOA Layoff Aversion: \$89,245
- EDD DOR-AJCC Collaboration Project: \$233,712
- CWDB HIRE Reentry Grant: \$1,443,574
- CWDB Prison to Employment 2.0: \$86,861.20
- Valero Closure Additional Assistance Project: \$750,000
- Anheuser-Busch / Mare Island Dry Dock Additional Assistance: \$410,000
- SBDC funding sources, including CIP, SBA, TAP, and Local Match, totaling \$483,852.50

- Irvine Capacity Building: \$99,000
- Mare Island Company: \$20,000

***Changes in Revenue:***

- State Grant Revenue totals approximately \$7,296,920.
- WIOA Adult, Dislocated Worker, and Youth funding are projected to increase due to estimated level funding assumptions and higher-than-anticipated carryover balances from FY 2025-26.
- WIOA Layoff Aversion is projected to increase, reflecting continued business engagement and layoff aversion activities.
- Other Government Grants/Contracts reflect reductions due to the expiration of ARPA and other one-time funding sources, partially offset by new and continuing workforce response grants.
- Donations and Sponsorships are not budgeted as recurring FY 2026-27 revenue.

**Expenditures - FY2026-27:**

**Unknown:**

- Final salary and benefit costs may require adjustment once final staffing, benefit rates, and any applicable labor-related changes are confirmed.
- Training, supportive services, and program contract expenditures may shift based on final grant allocations, carryover, participant demand, and service delivery needs.
- Additional budget modifications may be needed if new grants are awarded or if confirmed funding differs from preliminary assumptions.

Preliminary expenditure data reflected in this budget narrative and related schedules were prepared using expenditure activity through January 2026 in order to align with County preliminary budget submission timelines. Actual expenditures have continued beyond this reporting period and will be reflected in future budget modifications and year-end reconciliation.

**Changes from FY2025-26 to FY2026-27:**

***Changes in Expenditures:***

- Personnel costs decrease slightly, aligning with revised funding levels and staffing plans.
- Direct program costs decrease overall due to the expiration of one-time funding sources and realignment of program delivery strategies.
- Work-based training, supportive services, business advisors, and small business grants remain relatively stable, reflecting continued prioritization of core service delivery.
- Operating costs reflect targeted increases in Communications/IT, Facilities, and Other Operating Costs, with reductions in Professional Development and Software.

**Budget Modifications:**

It is typical for the agency budget to be modified throughout a program year. A first modification is generally submitted after final grant allocations, year-end carryover, and known personnel and operating cost adjustments are available. This modification typically includes final grant allotments, finalized prior-year carryover, recalculated line-item expenditure amounts, and any changes to service delivery strategies.

Additional modifications may be brought forward as needed due to new grant awards, changes in available funding, changes in program design, or changes in the cost of goods and services.

The WDB will continue to align its budget with County requirements while maintaining flexibility to respond to changing workforce needs, grant funding requirements, and economic conditions in Solano County.

**Alternatives:**

Alternatively, the Board could choose not to approve and recommend this preliminary budget. However, the WDB would then begin the new fiscal year without a working budget.

**Report Prepared by:**

David A. Hubble, President / Executive Director. Please contact Dave at 707-863-3501 should you have any questions regarding the information outlined in this report.

**WDB SOLANO**

FY2026-27 Budget Preliminary

To be presented to the Board of Directors 5/2026

	<u>Expires</u>	<b>BUDGET 2025-26 Mod #2</b>	<b>2025-26 To Date as of 01.31.26</b>	<b>FY25-26 % Spent vs Planned</b>	<b>BUDGET 2026-27 Preliminary</b>	<b>\$ Increase / Decrease</b>
<b>REVENUE:</b>						
<i>State Grant Revenue</i>						
WIOA Adult		\$1,212,197	\$753,028	62%	\$1,782,043	\$569,846
WIOA Dislocated Worker		\$1,539,342	\$709,669	46%	\$1,784,707	\$245,365
WIOA Youth		\$1,364,377	\$728,007	53%	\$2,121,768	\$757,391
WIOA Rapid Response		\$136,324	\$67,272	49%	\$125,445	(\$10,879)
WIOA Layoff Aversion		\$61,175	\$22,829	37%	\$89,245	\$28,070
EDD - DOR-AJCC Collaboration Project (Disability Grant)	4/30/2027	\$268,138	\$91,736	34%	\$233,712	(\$34,426)
Anheuser-Busch / Mare Island Dry Dock	6/30/2027	\$410,000		0%	\$410,000	\$0
Valero Closure AA Project	6/30/2026	\$375,000		0%	\$750,000	\$375,000
CWDB - Regional Plan Implementation 5.0	3/31/2025	\$0	\$670,109	0%	\$0	\$0
<b>State Grant Revenue Total</b>		<b>\$5,366,553</b>	<b>\$3,042,650</b>	<b>57%</b>	<b>\$7,296,920</b>	<b>\$1,930,367</b>
<i>Other Government Grants/Contracts</i>						
City of San Francisco - CA Jobs First Fiscal Agent	6/30/2026	\$64,000	\$2,667	4%		(\$64,000)
County of Solano - ARPA 2: Community Workforce	12/31/2025	\$69,256	\$33,088	48%		(\$69,256)
County of Solano - ARPA 3: Industry Training	6/30/2026	\$180,794	\$80,038	44%		(\$180,794)
County of Solano - ARPA 4: Community Engagement	6/30/2026	\$227,408	\$7,538	3%		(\$227,408)
CWDB - HIRE Reentry Grant	3/27/2027	\$1,443,574	\$1,163,861	81%	\$1,443,574	\$0
CWDB - Prison to Employment 2.0	12/31/2026	\$434,306	\$188,172	43%	\$86,861	(\$347,445)
CWDB - Regional Equity	12/31/2026	\$1,150,000	\$670,109	58%		(\$1,150,000)
NorCal SBDC - Capital Improvement Program		\$115,000	\$50,427	44%	\$115,000	\$0
NorCal SBDC - Small Business Administration		\$165,374	\$20,503	12%	\$165,374	\$0
NorCal SBDC - Technical Assistance Program		\$93,479	\$13,244	14%	\$93,479	\$0
SBDC Local Match		\$0		0%	\$111,000	\$111,000
South Bay WIB - Apprenticeships		\$7,223	\$8,922	0%		(\$7,223)
<b>Other Government Revenue Total</b>		<b>\$3,950,414</b>	<b>\$2,238,569</b>	<b>57%</b>	<b>\$2,015,288</b>	<b>(\$1,935,126)</b>
<i>Other Revenue</i>						
Irvine Capacity Building		\$212,825	\$379,703	178%	\$99,000	(\$113,825)
Mare Island Company			-\$1,191	0%		\$0
Napa Accelerator		\$7,500		0%		(\$7,500)
Fee for Service		\$9,750		0%		(\$9,750)
Program Income (SBDC Income & Contributions)		\$21,943		0%		(\$21,943)
<b>Other Revenue Total</b>		<b>\$262,018</b>	<b>\$378,512</b>	<b>144%</b>	<b>\$99,000</b>	<b>(\$163,018)</b>
<i>Donations and Contributions</i>						
Donations and Sponsorships		\$30,000		0%	\$0	-\$30,000
<b>Donations and Contributions Total</b>		<b>\$30,000</b>	<b>\$0</b>	<b>0%</b>	<b>\$0</b>	<b>-\$30,000</b>
<b>TOTAL REVENUE</b>		<b>\$9,608,985</b>	<b>\$5,659,731</b>	<b>91%</b>	<b>\$9,411,208</b>	<b>-\$197,777</b>

	<a href="#">Expires</a>	<b>BUDGET 2025-26 Mod #2</b>	<b>2025-26 To Date as of 01.31.26</b>	<b>FY25-26 % Spent vs Planned</b>	<b>BUDGET 2026-27 Preliminary</b>	<b>\$ Increase / Decrease</b>
<b>EXPENSES:</b>						
Salaries and Benefits		\$3,444,758	\$1,828,187	53%	\$3,220,518	(\$224,240)
<b>Personnel Expenses</b>		\$3,444,758	\$1,828,187	53%	\$3,220,518	(\$224,240)
Vocational Training		\$834,792	\$177,300	21%	\$782,625	(\$52,167)
Work-Based Training		\$192,500	\$86,090	45%	\$192,500	\$0
Supportive Services		\$136,313	\$8,281	6%	\$136,313	\$0
Business Advisors		\$214,347	\$58,576	27%	\$214,347	\$0
Small Business Grants / Payments		\$180,000		0%	\$180,000	\$0
Outreach		\$100,491	\$35,557	35%	\$35,750	(\$64,741)
Program Contracts		\$3,385,719	\$2,243,151	66%	\$3,284,311	(\$101,408)
<b>Direct Program Costs</b>		\$5,044,162	\$2,608,955	52%	\$4,825,846	(\$218,317)
Communications / IT		\$108,983	\$60,568	56%	\$246,608	\$137,625
Employee / WDB Professional Development		\$83,137	\$77,046	93%	\$17,500	(\$65,637)
Facilities		\$555,361	\$339,320	61%	\$612,710	\$57,349
Memberships		\$17,721	\$12,500	71%	\$17,721	\$0
Mileage / Travel		\$14,478	\$6,167	43%	\$24,563	\$10,085
Supplies / Equipment		\$19,794	\$14,962	76%	\$25,294	\$5,500
Software		\$105,802	\$15,278	14%	\$31,903	(\$73,899)
Other Operating Costs		\$214,789	\$98,228	46%	\$388,547	\$173,758
<b>Other Costs</b>		\$1,120,064	\$624,069	56%	\$1,364,844	\$244,780
<b>TOTAL EXPENSES</b>		\$9,608,984	\$5,061,210	93%	\$9,411,208	(\$197,777)

Revenue Over / (Under) Expenses

\$0      \$598,521

\$0



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**ACTION AGENDA ITEM VII.C**  
**May 15, 2026**

<b>SUBJECT</b>	<b>ATTACHMENTS</b>
Review and approval of the concept for one or more managed IT systems support services contracts, authorize staff to enter into contract negotiations for a collective amount not to exceed \$60,000, give President/ Executive Director, or designee, authority to finalize and sign the approved contract, and make administrative changes, as needed	A

**RECOMMENDATION:**

Staff recommends that the Board of Directors approve the concept of entering into a contract with one or more vendors to provide managed IT systems support services, with a collective contract amount not to exceed \$60,000.

It is also recommended that the Board authorize staff to enter into contract negotiations and authorize the President/Executive Director, or designee, to execute the contract upon County Counsel review and County Administrator approval. Per the Board's MOU with the County, contracts below \$75,000 annually may be approved at the County Administrator.

Attachment A provides a snapshot of IT services that were included in the 2023 Request for Quote (RDQ). Staff are currently making revisions to reflect hardware and software changes, and current support needs.

**SUMMARY:**

The WDB historically contracted with a local IT service provider that was able to provide both remote technical support and on-site IT services, as needed. Following the acquisition of the local provider by a nationwide organization headquartered on the East Coast, the structure and delivery of services changed significantly. While the vendor continues to maintain a local office, most technical support is now managed through non-local call centers, and it has become increasingly difficult to obtain timely and cost-effective on-site support services.

Recently, the WDB experienced a need for on-site technical support services that fell outside of the vendor's existing scope of work. After requesting a quote for the additional services, staff determined that the proposed pricing and availability did not align with the WDB's operational needs or timeline. As a result, staff engaged another local IT provider that was able to meet the WDB's immediate needs within budget and within the required timeframe.

Due to these changes over the past year, staff are reevaluating the WDB's overall IT support structure and service needs. This includes consideration of multiple contract arrangements based on factors such as service needs, budget, response times, and the level of technical support required. The current provider continues to deliver strong remote and telephone-based technical support services; however, staff have identified an operational need for reliable and responsive local on-site IT support services. Accordingly, staff would like to explore options that may include securing a local provider capable of handling all IT

support needs or utilizing multiple providers to separately manage remote support services and on-site technical support needs.

The current IT provider's contract expires on June 30, 2026, which will complete the third and final year of the current agreement term and require a new procurement process. New contract terms would include a 12-month agreement for the period of July 1, 2026 through June 30, 2027, with the option to extend the contract for up to two (2) additional one-year terms, subject to satisfactory contractor performance, availability of funds, and Board action.

Once the WDB's needs and service structure are determined, staff will conduct a procurement process in accordance with the WDB's procurement policy to identify efficient and effective IT support services, whether provided through a single organization or through multiple vendors with specialized responsibilities. Staff would then enter into negotiations and finalize and execute the contract(s) based on approved authority.

#### **AGENCY BUDGET IMPACT**

The WDB's FY2026-27 budget includes the necessary funding to cover the cost of this contract.

#### **ALTERNATIVES**

Alternatively, the Board could choose not to approve the concept of the contract(s) at this time and instead require staff to complete the procurement and contract negotiation process and return with finalized contract(s) for Board review and approval in July. However, this approach may result in delays and create a gap in securing ongoing IT support services.

#### **REPORT PREPARED BY:**

Tammy Gallentine, Executive Operations Manager. Please contact Tracy White at 707-863-3520 should you have any questions regarding the information outlined in this report.

## Qualified Managed IT Systems Vendors

### CORE SYSTEMS

The equipment and software described below is used to support staff, contractors, associates and customers. Network resources are divided to provide both private access for staff only and public access for job seekers and businesses.

#### **A. Fairfield, North County, Office at 500 Chadbourne Road**

The Fairfield Office is the hub of the WDB Network. This office houses the equipment that supports staff and customers. Equipment and Software accessible at this site include the following:

- Infrastructure
  - Software**
    - i. Microsoft Office 365 providing email services for staff (currently with 48 mailboxes)
    - ii. Dropbox Business – Standard for all staff file and document storage and sharing
    - iii. Cisco Advanced Malware Protection for Endpoints
    - iv. Cisco Cloud Email Security
  - Equipment**
    - v. HP Proliant Server used for authenticating staff for shared printing resources
    - vi. Wi-Fi access via Aruba wireless access points (installed and maintained by the building landlord)
    - vii. Cisco network infrastructure for connectivity (routers and switches)
- Desktop Computers
  - i. Computer Lab with 11 HP computers of varying generations running Windows 10 and Microsoft Office 2010
  - ii. Workshop Room with 6 HP computers of varying generations running Windows 10 and Microsoft Office 2010
  - iii. 12 public access HP computers of varying generations running Windows 10 and Microsoft Office 2010
  - iv. 19 staff HP and Dell computers of varying generations running Windows 10 and Microsoft Office 365. Dropbox for Business is used to store and share data.
- Laptops
  - i. 16 staff HP ProBooks, running Windows 10 and Microsoft Office 365. Network resources are accessed via docking stations.
  - ii. 28 HP laptops of varying generations running Windows 10 and Microsoft Office 2010. These are used by partner, customers, and staff on a check-in / check-out basis. Network resources are accessed via Wi-Fi.
- Applications and Support
  - i. Windows 10 and Microsoft Office 2010 (public access) and Office 365 (staff)
  - ii. Dropbox for Businesses
  - iii. Zoom text on 2 designated desktop computers
  - iv. MIP Fund Accounting software (under contract with vendor support)
  - v. Cisco Advance Malware Protection for Endpoints
  - vi. Cisco Email Security (Spam filtering, Email virus and malware protection)
- Printers
  - i. Printing services are provided to customers, partners and staff through a series of networked and directly connected HP and Brother printers of varying generations.
  - ii. There are approximately 40 LaserJet printers

- iii. There is 1 networked HP Color LaserJet printer shared by staff

**B. Vallejo, South County, Office at 1440 Marin Street**

*NOTE: This building is the property of the Employment Development Department (EDD). The WDB shares the facility with EDD. EDD has its own network support.*

The Vallejo Office houses one server. It is currently used for the authentication of system users. Equipment and Software at this site include the following:

- Infrastructure
  - i. A HP Proliant Server for authenticating users
  - ii. Wi-Fi access via a Ubiquiti UniFi wireless access point system (scheduled to be upgraded)
- Desktop Computers
  - i. Computer Lab with 17 HP computers of varying generations running Windows 10 and Microsoft Office 2010
  - ii. 8 public access HP computers of varying generations running Windows 10 and Microsoft Office 2010
  - iii. 5 staff HP and Dell computers of varying generations running Windows 10 and Microsoft Office 365. Dropbox for Business is used to store and share data.
- Laptops
  - i. 20 HP ProBooks, running Windows 10 and Microsoft Office 2010. Network resources are accessed via Wi-Fi. Laptops are used primarily by customers.
  - ii. 1 HP laptop which is used by staff and partners on a check-in / check-out basis.
- Applications
  - i. Windows 10 and Microsoft Office 2010 (public access) and Office 365 (staff)
  - ii. Dropbox for Businesses
  - iii. Zoom text on 2 designated desktop computer for persons with disabilities
- Printers
  - i. Printing services are provided to customers, partners and staff through a series of networked and directly connected HP and Brother printers of varying generations.
  - ii. There are approximately 10 LaserJet printers
  - iii. There is 1 networked HP Color LaserJet printer shared by staff

**SPECIFICATIONS OF SERVICES TO BE PERFORMED (FAIRFIELD AND VALLEJO SITES)**

- Maintain cloud-based services
- Maintain Network Security, Firewall and Content Filtering Systems
- Perform router management
- Maintain virus detection, protection and removal products
- Perform software updates as needed
- Perform Hardware and Software troubleshooting
- Perform data recovery if needed
- Provide Help Desk Support
- Schedule on-site visits as needed (to be determined by the WDB and Contractor)
- Make recommendations about planning for efficiency and maintaining current with industry standard products
- Provide vendor-documented instruction, as needed, to use in to perform select functions (examples: creating a new user account to log onto the network, creating a new email account, disabling an email account)
- Make disaster recovery planning recommendations
- Provide a monthly report on work accomplished, work in progress and work to be done



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA ACTION ITEM VII.D**  
**May 15, 2026**

<p><b>SUBJECT</b> Review and approval of the concept for a Training Service Agreement with two training providers offering specialized training services, authorize staff to enter into contract negotiations, give President/Executive Director, or designee, authority to finalize and sign the approved contract, and make administrative changes, as needed</p>	<p><b>ATTACHMENTS</b> A &amp; B</p>
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**RECOMMENDATION:**

Review and approval to develop Training Services Agreements with two training providers to provide occupational skills training services funded through the Workforce Innovation and Opportunity Act (WIOA); authorize staff to enter into contract negotiations; and authorize the President/Executive Director, or designee, to finalize and execute the approved agreement(s), including administrative changes, as needed.

**SUMMARY:**

Staff is seeking approval to develop Training Services Agreements with two training providers to provide cohort-based occupational skills training opportunities for eligible WIOA Adult and Dislocated Worker participants. The proposed training opportunities are intended to support workforce transition, upskilling, and employment placement into high-demand industries and occupations within Solano County and the surrounding region. These training services are considered a high-priority workforce response activity associated with the additional assistance funding received to support dislocated workers impacted by recent layoffs and business closures, including Valero Refinery, Anheuser-Busch, Mare Island Dry Dock, and Harbinger.

WDB’s Adult and Dislocated Worker Training Contracts Policy identifies Individual Training Accounts (ITAs) and the Eligible Training Provider List (ETPL) as the preferred training delivery model under WIOA; however, the policy also permits the use of direct contract training services under specified exceptions consistent with 20 CFR 680.320, including circumstances where there are insufficient eligible training providers available or where specialized and cohort-based training is determined to be the most effective training delivery model. Due to the limited availability of ETPL providers offering specialized training aligned with targeted industry sectors and employment opportunities, staff explored additional training options capable of providing industry-recognized credentials, hands-on occupational skills training, and direct employment pathway opportunities for WIOA participants.

Working Waterfront Coalition offers a Marine Skills Training program focused on preparing participants for careers in the maritime and marine trades industry through instruction in areas such as OSHA safety, welding, rigging, ship maintenance, marine painting, machinist engineering, and related hands-on shop training and industry exposure opportunities. The program is designed to support direct employment pathways into the maritime and skilled trades sectors and includes partnerships and employment connections with regional marine and waterfront industry employers. The training model emphasizes

hands-on occupational skills development, industry-recognized certifications, and placement into employment opportunities within the marine trades industry.

California Biomanufacturing Center (CBC) offers the Rapid Advanced Manufacturing Program (RAMP), a cohort-based training model designed to transition displaced and underserved workers into careers in biomanufacturing and advanced manufacturing industries through foundational biotechnology instruction, career coaching, industry-recognized certifications, and connections to apprenticeship and employment opportunities. Participants may earn Solano Community College credit, multiple International Society for Pharmaceutical Engineering (ISPE) certificates of completion, and the opportunity to obtain an American Society for Quality (ASQ) Certified Quality Improvement Associate (CQIA) certification. Previous RAMP cohorts have resulted in 260 certificates of completion issued through foundational coursework, 385 ISPE certificates issued, and 11 participants successfully obtaining the ASQ CQIA national certification.

Staff utilized a non-competitive procurement (sole source) process consistent with the WDB Procurement Policy due to the specialized and unique nature of the proposed training programs and the limited availability of comparable training providers offering similar services within the region. The Procurement Policy permits noncompetitive procurement where the type of service is available from only one source or is not readily available from other providers within the general geographical area.

The proposed Training Services Agreements would establish the formal relationship between the WDB and the training providers and outline the approved training services, responsibilities of both parties, reporting requirements, participant documentation requirements, and federally required provisions applicable to WIOA-funded activities. Agreements would utilize participant-based and/or cohort-based compensation models rather than traditional fixed amount service contracts. Attached are draft exhibits, Attachment A and B, developed to assist in the creation of the proposed agreements and provide an overview of each provider's training program, anticipated participant outcomes, training structure, and the responsibilities of both parties related to WIOA-funded training activities. As part of the contract negotiation and finalization process, staff will incorporate required WIOA and federal contract provisions, reporting and documentation requirements, training cost structures, payment terms, and participant refund provisions consistent with the WDB's policies.

#### **AGENCY BUDGET IMPACT**

The WDB's FY2025-26 and FY2026-27 budget includes the necessary funding to cover the cost of participant training.

#### **ALTERNATIVES**

The Board may choose not to approve the development of the proposed Training Services Agreements. However, this would continue to limit the WDB's ability to provide occupational skills training opportunities needed to support eligible participants re-entering the workforce and reduce the availability of training opportunities aligned with high-demand industries and regional workforce needs, including cohort-based training models designed to support rapid workforce transition and employment placement.

#### **REPORT PREPARED BY:**

Tammy Gallentine, Executive Operations Manager. Please contact Dave Hubble at 707-863-3501 should you have any questions regarding the information outlined in this report.

# **Working Waterfront Coalition Marine Skills Course Training Outline**

## **TRAINING SERVICES**

Contractor shall provide specialized occupational skills training services to Workforce Innovation and Opportunity Act (WIOA) eligible participants referred and authorized by the Workforce Development Board (WDB) of Solano County. Training services provided under this Agreement are funded through WIOA Adult and Dislocated Worker funding and are provided pursuant to the WDB's Procurement Policy and Adult and Dislocated Worker Training Policy allowing direct contract training services under exceptions to the Individual Training Account (ITA) and Eligible Training Provider List (ETPL) requirements.

## **TRAINING OVERVIEW**

The Contractor shall provide Marine Trades Training designed to prepare participants for entry-level employment opportunities within the maritime and marine trades industry. Training may include classroom instruction, hands-on learning, job readiness preparation, field trips, industry guest speakers, and worksite exposure opportunities.

- First Aid/CPR
- OSHA 10 Construction Safety
- Marine Shipwright
- Marine Rigging
- Marine Welding
- Marine Painting
- Marine Machinist Engineering
- Personal and Professional Development (Soft Skills)
- Resume Development and Interview Preparation
- Financial Literacy
- Career Pathway Development and Placement Assistance

## **TRAINING PROVIDER RESPONSIBILITIES**

- Provide qualified instructional staff and training personnel necessary to deliver the approved training services.
- Provide training facilities, equipment, tools, safety equipment, and instructional materials necessary for successful completion of the training.
- Coordinate and provide transportation to alternate training locations, when applicable.
- Provide participant progress updates to the WDB, including attendance, participation, certifications earned, accomplishments, concerns, and completion status.
- Provide job placement assistance and career pathway guidance to participants.
- Maintain participant attendance records and supporting documentation related to training services.
- Notify the WDB promptly of participant issues that may impact successful completion of training.
- Provide copies of certifications, credentials, and/or completion documents earned by participants.
- Maintain compliance with all applicable federal, state, and local laws and regulations.

## **WDB RESPONSIBILITIES**

- Determine WIOA eligibility and enroll participants into WIOA services.
- Conduct outreach, recruitment, intake, and case management activities.
- Refer approved participants to the Contractor for training services.
- Provide supportive services to participants, as appropriate and allowable.
- Monitor contractor performance and compliance with WIOA requirements.
- Provide technical assistance and coordination related to WIOA requirements and reporting.

**REPORTING REQUIREMENTS**

Contractor shall provide reports and documentation requested by the WDB related to participant enrollment, attendance, progress, certifications, completion status, and employment outcomes, if available. Documentation shall be maintained in accordance with applicable WIOA and contract requirements and made available upon request for monitoring and audit purposes.

**COMPENSATION STRUCTURE**

Compensation under this Agreement shall be based upon actual WDB-authorized participant enrollments and/or approved cohort-based training services provided by the Contractor.

<b>Training Service</b>	<b>Cost</b>
Marine Trades Training	\$10,000 per participant

**PAYMENT TERMS**

- Payment shall be made only for participants approved and referred by the WDB.
- Contractor shall submit invoices with supporting documentation, including participant rosters, attendance records, and any applicable certification or completion documentation.
- Invoices shall clearly identify the participants served, training dates, and amounts being billed.
- The WDB may request additional documentation necessary to support payment requests.
- Payment shall be contingent upon satisfactory performance of services and receipt of all required documentation.

**FUNDING LIMITATIONS**

- The Agreement does not guarantee participant referrals, cohort scheduling, minimum utilization, or compensation amounts
- Total compensation shall not exceed available and approved WIOA funding allocations authorized by the WDB

# **California Biomanufacturing Center Rapid Advanced Manufacturing Program (RAMP)**

## **TRAINING SERVICES**

Contractor shall provide specialized occupational skills training services through the Rapid Advanced Manufacturing Program (RAMP) designed to prepare displaced workers and other eligible participants for careers in biomanufacturing, biotechnology, quality control, process technology, advanced manufacturing, and related industries.

## **TRAINING OVERVIEW**

The RAMP program is designed as a rapid-entry cohort-based training model that combines industry-aligned technical education, foundational manufacturing and biotechnology training, career readiness preparation, and pathways to employment and apprenticeship opportunities. Training may include classroom instruction, laboratory experiences, online learning, career coaching, mock interviews, industry-recognized certifications, and hands-on exposure to regulated manufacturing environments.

- Biomanufacturing fundamentals and regulated manufacturing environments
- Safety training and retraining for the biotechnology industry
- Good Manufacturing Practices (GMP) and documentation procedures
- Biomanufacturing technician and operator skills
- Quality control and production support
- Regulatory compliance and operations support
- Career coaching, resume development, and interview preparation
- Industry-recognized certificates and certifications
- Connections to apprenticeship and employment opportunities
- Online and hybrid instructional modules
- Hands-on laboratory and manufacturing exposure

## **COURSE OUTCOMES**

- Participants may receive one (1) Solano Community College credit through Bio65.
- Participants may receive up to eleven (11) ISPE Certificates of Completion.
- Participants may prepare for and complete the ASQ Certified Quality Improvement Associate (CQIA) certification examination.
- Participants may receive career coaching and job readiness support.
- Participants may receive connections to apprenticeship and employment opportunities.

## **CONTRACTOR RESPONSIBILITIES**

- Provide qualified instructional staff and personnel necessary to deliver approved training services.
- Provide training curriculum, instructional materials, laboratory access, and equipment necessary for training delivery.
- Maintain participant attendance records and supporting documentation.
- Provide participant progress updates to the WDB, including attendance, certifications earned, completion status, and participant concerns.
- Provide copies of certificates, certifications, and/or completion documentation earned by participants.
- Coordinate career coaching, resume assistance, interview preparation, and job readiness activities.
- Coordinate with apprenticeship and employment partners, as appropriate.
- Comply with all applicable federal, state, and local laws, regulations, and contract requirements.

## **WDB RESPONSIBILITIES**

- Determine WIOA eligibility and enroll participants into WIOA services.

- Conduct outreach, recruitment, intake, and case management activities.
- Refer approved participants to the Contractor for training services.
- Provide supportive services to participants, as appropriate and allowable.
- Monitor contractor performance and compliance with WIOA requirements.
- Provide technical assistance related to WIOA program requirements and reporting.

**REPORTING REQUIREMENTS**

Contractor shall provide reports and documentation requested by the WDB related to participant enrollment, attendance, certifications, completion status, and employment outcomes, if available. Documentation shall be maintained in accordance with applicable WIOA and contract requirements and made available upon request for monitoring and audit purposes.

**COMPENSATION STRUCTURE**

Compensation under this Agreement shall be based upon actual WDB-authorized cohort-based training services provided by the Contractor.

Training Program	Cohort Size	Cost
RAMP Program (Non-ASQ)	Cohort of up to 10 participants	\$62,500
RAMP Program (Non-ASQ)	Full cohort of 20 participants	\$71,500
RAMP Program (Including ASQ CQIA Exam)	Cohort of up to 10 participants	\$73,500
RAMP Program (Including ASQ CQIA Exam)	Full cohort of 20 participants	\$93,500

**PAYMENT TERMS**

- Payment shall be made only for WDB-authorized participants and/or approved cohorts.
- Contractor shall submit invoices with supporting documentation, including participant rosters, attendance records, and any applicable certification or completion documentation.
- Invoices shall clearly identify cohort dates, participants served, training activities provided, and amounts billed.
- The WDB may request additional documentation necessary to support payment requests.
- Payment shall be contingent upon satisfactory performance of services and receipt of all required documentation.

**TRAINING DELIVERY**

Course instruction shall be delivered in a hybrid format over approximately eight (8) instructional days with continued online instruction focused on career preparation and certification examination preparation. Training shall primarily take place at the Vacaville Campus of Solano Community College unless otherwise approved by the WDB.

**FUNDING LIMITATIONS**

- The Agreement does not guarantee participant referrals, cohort scheduling, minimum utilization, or compensation amounts
- Total compensation shall not exceed available and approved WIOA funding allocations authorized by the WDB



## **WORKFORCE DEVELOPMENT BOARD**

OF SOLANO COUNTY

### **Current Committee Members**

#### **Standing Committees**

##### **Executive – meets bi-annually**

Chris Churchill (Chair)	Heather Henry (Treasurer)
Shannon Stack (Vice-Chair)	Glenn Loveall (Member-At-Large)
Chris Huxsoll (Secretary)	Megan Richards (non-Board Member)

##### **Planning & Oversight - meets 3<sup>rd</sup> Friday (non- Board months), 9:30 – 11:30 a.m.**

Chris Huxsoll (Chair)	Chris Churchill
Suzanne Castano	Shannon Stack
Janice Fera	Glenn Loveall
David Tam	Dr. Rhuenette Alums (non-Board Member)

##### **Budget - meets quarterly**

Heather Henry (Chair)	Chris Churchill
Shannon Stack	Tim Healer
Chris Rico	Megan Richards (non-Board Member)

#### **Ad-Hoc Committees**

##### **Human Resources – meets as needed**

Shannon Stack (Chair)	Idowu Koyejo
Chris Churchill	David Tam

##### **Equity Committee – meets as needed**

Chris Churchill	Coco House
Deanna Hurn	Glenn Loveall
Chris Rico	David Tam

##### **Marketing Committee – meets as needed**

Chris Churchill (Chair)	Idowu Koyejo
Chris Rico	

# BOARD OF DIRECTORS

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Business Representative

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### **Chris Huxsoll, Secretary**

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Chief Executive Officer,  
California Human Development  
Community Workforce Representative

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Napa-Solano Central Labor Council  
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Bay Area Industry Training Fund  
Apprenticeship Program Representative

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Bank of Stockton, Dixon Branch  
Business Representative

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Solano County Farm Bureau  
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Miracle Math Coaching  
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Business Representative

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Business Representative

### **Alicia Mijares**

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Sheet Metal Workers Local 104  
Labor Representative

### **Jamie Powell**

Program Director,  
Fighting Back Partnership  
Community Workforce Representative

### **Chris Rico**

President/CEO,  
Solano Economic Development Center  
Economic Development Representative

### **David Tam**

Cluster Manager – EPM III,  
Employment Development Department  
Wagner-Peyser Representative

