



BOARD OF DIRECTORS MEETING AGENDA PACKET

**Friday, November 21, 2025
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, November 21, 2025

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. Speakers will have a time limit of 3 minutes. No action may be taken on non-agenda items.*
- V. Closed Session**
 - A. Pursuant to §54957.6(a) Discussion Regarding Employee Matters
- VI. Open Session**
 - A. Pursuant to §54957.6(a) Vote and/or Report out on any Action Resulting from Closed Session
- VII. Consent Calendar**
 - A. Approval of September 19, 2025, Meeting Minutes **1**
 - B. Approve the reappointment of Board member, Shannon Stack, for a new 4-year term **8**
 - C. Approval of 2026 Board of Director's Meeting Calendar **9**
- VIII. Informational Reports**
 - A. Committee Chairs (Verbal)
 - B. Board Chair (Verbal)
 - C. Leadership Updates (Verbal)
 - D. President/Executive Director (Verbal)
 - E. Reports (Written) **10**
- IX. Presentation of Success Stories**
Testimonials from job seekers and business impacted by the WDB and the SBDC
- X. Adjournment**

Note: The next Board of Director's meeting is scheduled for Friday, January 23, 2026

CONSENT CALENDAR





WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA CONSENT CALENDAR ITEM VII.A.
November 21, 2025

SUBJECT	ATTACHMENTS
Approval of September 19, 2025, Board of Directors Meeting Minutes	NONE

RECOMMENDATION

It is recommended that the Board of Directors approve the minutes of the September 19, 2025 meeting.

MEETING MINUTES

I. Call to Order

Board Chair, Chris Churchill, called the meeting to order at 8:30 a.m. Quorum was established.

Members Present: Kellie Butler, Chris Churchill, Suzanne Castano, Kelli Courson, Mark DeWeerd, Mary Dugbartey, Janice Fera, Tim Healer, Deanna Hurn, Chris Huxsoll, Idowu Koyejo, Glenn Loveall, Jamie Powell, Chris Rico, Shannon Stack, and David Tam

Members Absent: Emery Cowan, Coco House, Summer Miguel, Alicia Mijares, Margie Poulos

Others in Attendance: Marion Aiken, Lauren Bender, Tammy Gallentine, Mike Basayne, Patricia Thompson, April Ziomek-Portilla, Tracy White, Sheryl Cutler, Adriana Aranda, Brianna Boyd

II. Introductions

The Board Chair welcomed Catherine Johnson and was invited to briefly introduce herself ahead of the Board's later action to formally approve her appointment. Ms. Johnson introduced herself as the Chief People officer at Travis Credit Union and expressed her appreciation for the opportunity to apply and serve on the Board.

Also formally welcomed was Heather Henry. Ms. Henry shared that, in her new role, she brings a perspective grounded in farmworker issues, immigration, and affordable housing.

Additionally, the Chair formally welcomed the new Executive Director, Dave Hubble, noting that the transition following the departure of Ms. Henry had gone smoothly and that the organization was in a strong position. The Chair expressed enthusiasm about having the Executive Director present in person and acknowledged that he was in the process of settling into the community, including closing on a new home.

Mr. Hubble offered brief remarks, sharing that his first weeks had been fast paced and full of activity as he familiarizes himself with the organization and the community. He noted that he has already met with numerous community leaders, including the Lieutenant Governor, county supervisors, city mayors, and other key stakeholders. He emphasized that this is an exciting and pivotal time for workforce development in Solano County, describing the moment as a significant turning point for the region. He stated that the work ahead is substantial and complex, but he looks forward to continuing the transition and engaging further with the Board as efforts move forward.

III. Agenda Changes/Deletions

There were no changes or deletions to the agenda.

IV. Public Comment

During public comment, Kenya Martinez introduced herself as a representative of the State Council on Developmental Disabilities, an independent state agency. She explained that the Council's mission is to enhance the quality of life for individuals with intellectual and developmental disabilities across California. Ms. Martinez informed the Board that the Council is currently distributing a community survey to support the development of its state plan and offered to provide the digital survey link for Board members to share with community members, families, or individuals with disabilities.

V. Consent Calendar

A. Approval of May 16, 2025 Board of Directors Meeting Minutes

B. Approve the reappointment of Board member, Mary Dugbartey, for a new 4-year term

MOTION #1

A motion was made and seconded to approve the consent calendar, as presented
(Huxsoll/Stack) MOTION PASSED Yes: 15 No: 0 Abstain: 1 (Rico)

VI. Action Items

A. Approve of the First Budget Modification for Fiscal Year (FY) 2025-26

The Board received a report from Candace Phillips, Fractional CFO, on the first budget modification for Fiscal Year 2025–26. Ms. Phillips provided an overview of the final year-end results for FY 2024–25 and explained that the reported year-end deficit of approximately \$80,000 was the result of delayed revenue associated with SBDC income and resource-keeping contracts. She noted that these funds were expected to be received in early FY 2025–26, eliminating the deficit. She further reviewed the proposed budget modification, highlighting an overall increase of approximately \$369,000 in state grant revenue and an additional increase of nearly \$500,000 in Other Government Grants, noting that updated allocations and confirmed grant awards received after the initial budget adoption resulted in higher projected revenue. The modification maintains a balanced budget with expenditures aligned to revenue.

Staff clarified that the apparent SBDC shortfall reflected in June was due to the center's non-aligned funding cycles, including a September 30 grant year-end and a calendar-year grant stream, and that additional contract modifications, program income, and local match funds resolved the shortfall by September.

Reestablishing a Budget Committee or utilizing an ad hoc committee until all Board vacancies are filled to review the budget more closely was recommended. Staff agreed with the recommendation and confirmed that standard budget review processes would resume once committee membership is formally reconstituted.

MOTION #2

A motion was made and seconded to approve the first budget modification for Fiscal Year 2025-26, as presented.

(Rico/Courson) MOTION PASSED UNANIMOUSLY

B. Approve three (3) new Board Member appointments: Henry Funcke of Sheet Metal Workers' Local 104 & Bay Area Industry Training Fund, Heather Henry of California Human Development, and Catherine Johnson (CJ) of Travis Credit Union

The Board considered the appointment of three candidates to fill existing vacancies on the Workforce Development Board of Solano County: Henry Funcke of Sheet Metal Workers' Local 104 and the Bay Area Industry Training Fund; Heather Henry of California Human Development; and Catherine Johnson (CJ) of Travis Credit Union. Staff reported that four Board vacancies currently exist and that the three candidates before the Board submitted complete applications and met all membership requirements. Staff noted that Mr. Funcke was recommended by Alicia Mojica and represents Registered Apprenticeship programs, which fulfills the WIOA requirement under TEGL 13-16 for at

least one Board member representing Registered Apprenticeship. Ms. Henry and Ms. Johnson provided brief introductions earlier in the meeting, and both have relevant experience aligned with the mission and work of the WDB. Following brief discussion, a motion was made and seconded to approve the appointments of Mr. Funcke, Ms. Henry, and Ms. Johnson to the Board of Directors. Staff confirmed the next step will be forwarding the appointments to the Solano County Board of Supervisors for ratification in November, once the Board approved the appointments.

MOTION #3

A motion was made and seconded to approve the three new Board member appointments, as presented. (Loveall/Rico) **MOTION PASSED UNANIMOUSLY**

C. Approve a contract with Harder+Company Community Research for research and publication services, for an amount not to exceed \$60,000, funded by the Employment Development Department; Give President/Executive Director authority to finalize and execute the contract, and make administrative changes, as needed

The Board considered approval of a contract with Harder+Company Community Research to provide research and publication services in support of the Workforce Development Board's Disability Employment Initiative grant, funded by the Employment Development Department (EDD), in an amount not to exceed \$60,000. Staff reported that Harder+Company had previously been procured through a competitive Request for Quotes process for a separate youth publication project, and due to tight timelines associated with the new grant, a sole-source selection was utilized to engage them for this work. Staff explained that the firm will lead the development of a publication and outreach materials designed for job seekers with disabilities and for local businesses, incorporating research, data analysis, testimonials, and input from the Department of Rehabilitation and community partners. The project is expected to span approximately six months, with iterative deliverables throughout. Board members discussed the value of outreach to the disabled community and expressed a desire to continue prioritizing local vendors for future marketing and media projects when feasible.

MOTION #4

A motion was made and seconded to approve a contract with Harder+Company Community Research for research and publication services, for an amount not to exceed \$60,000, and give the President/Executive Director authority to finalize and execute the contract, and make administrative changes, as needed (DeWeerd/Stack) **MOTION PASSED UNANIMOUSLY**

VII. Informational Reports

A. Committee Chairs

The Board Chair shared that the Transition Committee held its final meeting on August 29th. During the meeting, staff provided an update on the transition to welcome the new Executive Director, the status of interim positions, and presented a list of first-year priorities. These priorities will also serve as the foundation for the first-year evaluation, with further discussion scheduled for closed session. The committee agreed that its work was complete and that no additional meetings would be needed.

B. Board Chair

The Board Chair did not have any further comments.

C. Leadership Updates Workforce Services

Staff reported that fall is the primary monitoring season, with two state monitoring events scheduled. The first is an EEO monitoring visit on October 14, which may include a layoff related site visit. The second is a week long monitoring of WIOA adult, rapid response, and youth programs from November 17 through 21, coinciding with the next Board meeting. This is the first time in several years that two major monitoring events will occur during the same season. All required documentation has already been submitted for state review, and staff will participate in interviews throughout the monitoring period.

Job Seeker Services

Staff reported approximately 260 active WIOA participants receiving job search and training services, with about 160 in retention, and noted that caseloads remain high due to reduced staffing. ARPA funded industry based training efforts have exceeded expectations, surpassing 300 industry recognized certifications, including 48 earned this month through partnerships with adult education and local employers. Staff provided updates on life science and climate related youth initiatives, including the Explore Solano summer program and the development of a new climate curriculum expected to be available in December.

Usage of the online Career Coach tool continues to grow and may reach 200 users this month. Educators have adopted the tool more quickly than nonprofit providers, and outreach continues to expand awareness. Staff also described the new two year AJCC and Department of Rehabilitation partnership, which will co serve approximately 70 individuals with disabilities. In addition, staff noted a significant increase in requests for labor market data related to regional economic shifts, emphasizing the need to better coordinate career technical education across schools and colleges to expand access to high demand fields such as biotech, life sciences, and mechatronics.

AJCC

Staff reported strong enrollment in basic computer classes launched in partnership with local adult schools in August. Fairfield classes have been at full capacity, and Vallejo has added two well attended sections. Many participants are older workers or individuals affected by layoffs who need foundational digital skills. Staff noted that ARPA funding allowed a full computer refresh in Vallejo, but Fairfield's equipment is aging and affected by the end of life for Windows 10. Staff are exploring solutions to maintain technology parity between locations. With ARPA funding for a workshop facilitator ending in June, staff are determining how to continue offering resume, interview, and digital job search workshops. The Board expressed interest in holding a future meeting at the Vallejo AJCC and possibly convening school counselors for a site visit. Staff confirmed that flyers and class information can be easily shared with partners.

Business Services

Staff highlighted September's Workforce Development Month and a recent recognition event honoring twenty seven individuals across multiple categories. Staff also reported strong demand for employer engagement events. A July job fair in Vallejo drew thirty one employers and about 350 job seekers. Upcoming Manufacturing Week activities in mid October will include a mixer, a Future of Manufacturing panel breakfast, and a manufacturing focused career fair with participation from CTE partners. Planning has also begun for the large spring countywide job fair, which typically draws more than eighty employers and over 750 job seekers.

Staff provided an update on the Employer Resource Network, which launched its first site in June and added two more in July. The onsite success coach is supporting approximately 100 active cases with utilization rates between eight and sixteen percent, significantly higher than typical employee assistance programs. Common needs include English language support and immigration related concerns. Staff are recruiting additional employers and will host an information session with an employer representative to share experiences. Staff also reported increased WARN activity, with approximately 188 workers affected since the last meeting, and described ongoing rapid response efforts to support impacted workers.

SBDC

Staff reported that the Solano Napa SBDC remains among the top performing centers in Northern California in new business starts, sales growth, job creation, and access to capital, surpassing all annual goals. High activity levels have strained the SBDC budget, and the WDB fiscal team helped identify short term solutions. The center continues to lead the state in workshop volume, including the AI lunch break series, which drew more than 300 registrants. Staff announced a six hour virtual AI summit

scheduled for November 5. To help address funding gaps, the SBDC has begun charging modest fees for selected services and anticipates a continued need for monetization and match funding. Staff also highlighted upcoming events including a procurement certification course, a business resource fair in Napa, and the annual Launchpad event in November, which will feature workshops on business development, access to capital, AI, and digital marketing. Staff noted that federal priorities emphasize manufacturing, procurement, and rural agriculture, and programming will remain aligned with these sectors.

Fiscal and HR Update

Staff provided an update on fiscal operations, noting that the fiscal team has experienced a demanding few months and expressing appreciation for their hard work and dedication. Staff reported that the fiscal year end close was successfully completed, with only minor cleanup items remaining, which is considered normal for this stage. For nearly the entire fiscal unit, this was their first time completing a full fiscal year end process, and staff expressed pride in the team's performance.

Staff also informed the Board that the most tenured fiscal team member will be retiring in January. In preparation, staff are conducting extensive knowledge transfer and documentation efforts to preserve institutional knowledge. The recruitment for this position is already active, and staff hope to onboard the new hire in time to provide overlap before the retirement date. Staff noted that fiscal operations are an area that will require continued focus to ensure long term stability and shared that an additional fiscal position is expected to be added in the future, with more details forthcoming.

From an HR perspective, staff reported that the HR team continues to function productively and that the recent onboarding of the new Executive Director was successfully completed, with ongoing support being provided through the transition. There are no pressing HR issues to report at this time.

Lastly, during the Executive Director's meet and greet, several Board members shared how much they enjoyed interacting with staff in a more informal setting and expressed interest in having similar opportunities in the future. In response, Board members were invited to attend the November staff meeting, where Leadership will host the annual Staff Appreciation Breakfast in place of the regular meeting, on Wednesday, November 5, from 8:30 to 10:30 a.m. Staff noted that this breakfast has become a well loved tradition for both leadership and employees and provides a relaxed environment for meaningful engagement. A follow up email and flyer will be distributed with full event details.

EDD Introduction

During Leadership Updates, staff paused to provide an opportunity for Danielle Beckett, the new Deputy Division Chief for the Northern Division of the California Employment Development Department (EDD), to introduce herself. Ms. Beckett noted she was newly assigned to the region and wished to meet Board members and staff as part of building strong partnerships. She shared that her primary focus in this role is collaboration and breaking down silos, acknowledging that interagency coordination can be challenging across the state.

Ms. Beckett remarked on the positive energy and strong relationships she observed at the meeting, contrasting it with her experiences serving on multiple workforce development boards in the Central Valley. She expressed appreciation for the welcoming environment and emphasized her interest in staying connected with the Board, even though she will not be serving as its EDD representative due to existing assignments within her division.

She explained that her area of responsibility covers 15 counties and five workforce development board regions, and she welcomes opportunities to meet individually with Board members or staff to strengthen communication and Title III integration. Ms. Beckett noted that EDD is navigating significant statewide budget issues but remains committed to supporting local workforce partners, including through dislocated worker services.

She also shared that she is in the process of relocating from the Central Valley to Northern California and looks forward to becoming part of the community. Ms. Beckett closed by expressing her enthusiasm for future collaboration and her intention to remain an active, supportive partner to the WDB.

D. President/Executive Director Updates

The Executive Director began by acknowledging the strength and dedication of the WDB team and expressed appreciation for the energy, collaboration, and talent present across the organization. He then provided several high-level updates of significant importance to the Board, beginning with federal developments that may impact WIOA funding.

Staff reported that the federal fiscal year deadline of October 1 is approaching and that ongoing negotiations in Congress could have major implications for WIOA. A recent bill passed by the House proposed eliminating all WIOA funding, although it is expected to be rejected in the Senate. However, the Executive Director emphasized that budget negotiations remain unpredictable, and the possibility of a federal government shutdown also presents risks. While many WIOA programs receive forward funding that should technically carry into Program Year 2026, the current administration has previously withheld congressionally approved funds during shutdowns, meaning delays or temporary lapses in disbursements are possible. He stated that all information being shared is factual and non-political but important for the Board to understand given the potential budget impacts.

He further explained that if Congress moves forward with converting WIOA into a block grant structure, federal workforce funding could be reduced by approximately 25 percent nationally. Current WIOA funding totals slightly above \$4 billion, and block grant proposals indicate funding levels around \$3 billion. This reduction would result in significantly less funding reaching local workforce areas, including Solano County. The Executive Director noted that, depending on the final outcome, the shortfall could be in the millions and would require contingency planning, diversification of revenue sources, and increased pursuit of alternative funding streams.

The Executive Director then shifted to local economic developments, including the planned closure of the Valero refinery. Valero remains on track to close in April 2026. While the state previously explored appropriating between \$80 and \$200 million to incentivize Valero to remain operational, those efforts did not materialize. He shared that the City of Benicia is currently managing a significant water system issue, delaying some coordination meetings. Workforce impacts are expected to be substantial. Although Valero employs about 300 workers directly, second- and third-order effects could result in more than 1,000 job losses in Benicia alone and potentially up to 2,000 countywide. Solano County's unemployment rate is currently 5.9 percent and may rise to around 7 percent by next year if the closure proceeds as planned.

To prepare, there has been discussions with the Contra Costa Workforce Development Board, which received funding for oil refinery dislocation efforts that ultimately were not fully needed. Solano County is exploring becoming a subrecipient of up to \$500,000 or more to support local dislocated workers impacted by the Valero closure, with more information to be shared as discussions progress. He also referenced the recent approval by the County Board of Supervisors related to shipyard development efforts. The WDB is focused on building a workforce framework that supports long term pipelines into key industries, including life sciences, biotech, and shipbuilding. Efforts are underway to strengthen career technical education connections and to expand employer engagement. He noted that Business Services has assumed new responsibilities related to registered apprenticeships, and the WDB will begin outreach to unions and employers to explore opportunities for both traditional and non-traditional apprenticeship pathways that can serve adult workers, including those potentially dislocated from Valero.

Regarding funding diversification, the Executive Director emphasized the need to look beyond federal and state sources. He is scheduled to meet with the Irvine Foundation to explore additional

philanthropic support but noted that private philanthropy alone will not fill the potential funding gap. He stated that the region may need to pursue partnerships with larger private investors, including those connected to the California Forever initiative and other major development efforts. These entities have significant philanthropic capacity, and their projects depend on a skilled local workforce—making them potential long-term partners for workforce funding. Board members encouraged proactive outreach, noting that philanthropic investment should accompany private development. The Executive Director expressed the need to balance political sensitivities while ensuring that the WDB pursues all opportunities to secure funding that supports local workers.

Finally, the Executive Director acknowledged the ongoing work of California Jobs First (formerly the Community Economic Resilience Fund) and recent state investments supporting industry cluster development. He noted that shipbuilding has been named a statewide priority industry and that staff are reviewing successful regional models to position Solano County for future funding opportunities. Board members discussed the importance of strategic planning to align anticipated dislocations from Valero with emerging shipbuilding workforce needs, noting that displaced workers could be strong candidates for retraining and placement. The Executive Director closed by reiterating his commitment to securing resources that benefit Solano County residents and ensuring that workforce development remains aligned with both immediate and long-term economic conditions.

E. Reports

There was no further discussion on this item.

VIII. Closed Session

At 10:30 a.m., the Board Chair closed the public meeting and adjourned into closed session.

- A. **Pursuant to §54957(b)(1) Establish performance objectives and first year priorities as part of the Executive Director's employee evaluation**
- B. **Pursuant to §54957.6(a) Discussion Regarding Employee Matters**

IX. Open Session

At 10:54 a.m., the meeting was reconvened.

- A. **Pursuant to §54957.6 Vote and/or Report out on an Action Resulting from Closed Session**
- B. **Pursuant to §54957(b) Vote and/or Report out on an Action Resulting from Closed Session**

No action was taken by the Board during Closed Session.

X. Adjournment

The meeting was adjourned at 10:55 a.m.

Respectfully submitted by:
Tammy Gallentine, Executive & Board Support Specialist



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA CONSENT CALENDAR ITEM VII.B.
November 21, 2025

SUBJECT Approve the reappointment of Board member, Shannon Stack, for a new 4-year term	ATTACHMENTS NONE
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RECOMMENDATION

Staff recommend that the Board of Directors approve the reappointment of Board Member Shannon Stack for another four-year term. The approval for reappointment would then be submitted to the Solano County Board of Supervisors (BOS) for ratification.

DISCUSSION

Ms. Stack was contacted by staff to confirm her interest in continuing her participation on the Board. She expressed her interest in being reappointed for an additional four-year term.

Ms. Stack, Chief Operating Officer of Paradise Valley Estates, joined the Board of Directors December 2021. Since her appointment to the Board, she has been an active member of the HR Committee, Planning & Oversight Committee, Budget Committee, and most recently the Transition Committee, and currently serves as the Board's Vice Chair. She continues to provide invaluable insight, perspective, and support to the Board's initiatives, as well as to staff.

If approved, her new four-year term would extend her membership through December 6, 2029, pending ratification by the Board of Supervisors.

ALTERNATIVES

The Board could choose to deny Ms. Stack's reappointment; however, she has been a long-time member in good standing. Her reappointment not only preserves continuity, but also retains the valuable insight, feedback, and knowledge she brings through her active involvement across multiple committees. Denial of her reappointment would create a vacancy in the business category, require identification of a replacement candidate, and result in a significant loss of her contributions to the Board's work.

AGENCY BUDGET IMPACT

None

REPORT PREPARED BY

Tammy Gallentine/Executive & Board Support Specialist. 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

BOARD OF DIRECTORS

2026 Meeting Dates

All meetings are held from 8:30 a.m. to 10:30 a.m.

January 23, 2026

March 20, 2026

May 15, 2026

July 17, 2026

September 18, 2026

November 20, 2026

Meetings are scheduled to take place at:

**Workforce Development Board of Solano County
500 Chadbourne Road, Suite A
Fairfield, CA 94534**

Any change of location will be posted on the agenda prior to the meeting.

Agendas will be distributed and posted no less than 72 hours prior to the scheduled meeting. Meeting announcements and agendas can be found at:

<https://solanoemployment.org/board-of-directors>.

For information regarding Board meetings, contact Tammy Gallentine, Executive & Board Support Specialist, at 707.863.3552 or by email at tgallentine@solanowdb.org. If a reasonable accommodation is needed due to a disability, contact Marion Aiken, EO/AA/ADA Officer, at 707.863.3594 or by email at maiken@solanowdb.org at least two weeks prior to the meeting date.

REPORTS





WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA INFORMATION REPORTS ITEM VIII.E.
November 21, 2025

SUBJECT	ATTACHMENTS
Reports	A - C

SUMMARY

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

ATTACHMENTS:

- Attachment A: Compliance & Operational Reports – monitoring, personnel, and expenditures
- Attachment B: Programmatic Highlights
- Attachment C: Programmatic Performance Reports
 - SBDC Service Report
 - Business Services
 - Job Seeker Services Report (*new enrollment data was not available due to a CalJOBS system error*)
 - FY25-26 Quarter 1 Programmatic Impact Report

Compliance and Operational Report



The Compliance and Operational Report provides an overview of monitoring and personnel updates occurring since the last board meeting.

Monitoring Report

This report updates the Workforce Development Board (WDB) of Solano County on the outcomes of the Federal, State, and County audit and monitoring reviews of the agency operations. Open and prior audit and monitoring reports are available on request.

Definitions for the types of outcomes are:

- 1) Finding is an instance of noncompliance with grant rules that must be resolved through corrective action – findings that could lead to a disallowed cost will be noted as such; and
- 2) Concern is a condition that may become a compliance issue if not addressed.

Recent/Open Monitoring Activity:

- The EDD will be conducting its Solano County PY 2024-25 WIOA Annual Review, with a focus on WIOA Youth Program and Rapid Response. The monitoring has been scheduled to take place November 17 – 21, 2025.

Upon completion of this monitoring, EDD will provide a response outlining any findings, if applicable, and staff will share the results along with any corrective actions taken.

Personnel Report

The Personnel Report provides the Board with information regarding recruitments, promotions, and departures of WDB employees. Below are the staffing changes during the reporting period.

Hires:

Lingling Zhu

Effective Date: November 3, 2025

Classification: Admin/Program Specialist II

Position: Fiscal Accountant II

Budget/Expenditure Report

The Workforce Development Board of Solano County's (WDB) report of budget/expenditures through September 30, 2025 is provided as follows:

- Attachment A-1 – WDB
- Attachment A-2 – SBDC (CIP & TAP)
- Attachment A-3 – SBDC (SBA & Local Match)

WDB - Solano
Grant Programs FY 2025/26
through 9/30/2025

Percentage of Year Elapsed:
 25%

Youth = Budget Estimates, working meeting still to come

WIOA Youth ISY
 Total Youth: \$1,364,377
ISY Budget: \$341,094.25

WIOA Youth OSY
 Total Youth: \$1,364,377
OSY Budget: \$1,023,282.75

WIOA Rapid Response
\$136,324
 6625, 6626

	Budget	Exp+Obs	Left	% Spent
Direct Program Costs:				
Occupational Training	\$ 10,000	\$0	\$10,000	0%
Work-Based Learning	0	0	0	0%
Supportive Services	6,000	0	6,000	0%
Business Advisors	0	0	0	0%
Small Business Grants/Payments	0	0	0	0%
Outreach	2,000	0	2,000	0%
Program Contracts	101,646	0	101,646	0%
Sub-total	119,646	0	119,646	0%
Other Costs:				
Salaries and Benefits	95,000	16,259	78,741	17%
Communications / IT	18,448	0	18,448	0%
Employee / WDB Professional Dev		0	0	0%
Facilities	100,000	0	100,000	0%
Memberships		0	0	0%
Mileage / Travel	1,000	0	1,000	0%
Supplies / Equipment	1,000	0	1,000	0%
Software	2,000	0	2,000	0%
Other Operating Costs	4,000	0	4,000	0%
Sub-total	221,448	16,259	205,189	7%
Total	341,094	\$16,259	\$324,835	5%

	Budget	Exp+Obs	Left	% Spent
OSY Budget: \$1,023,282.75				
	\$ 10,000	\$31,350	(21,350)	314%
	0	0	0	0%
	6,000	727	5,273	12%
	0	0	0	0%
	0	0	0	0%
	0	0	0	0%
	0	0	0	0%
	332,174	7,647	324,527	2%
	348,174	39,724	308,450	11%
	511,767	150,285	361,482	29%
	15,842	6,602	9,240	42%
	2,000	0	2,000	0%
	125,000	39,506	85,494	32%
	3,500	1,983	1,517	57%
	2,000	87	1,913	4%
	1,000	1,077	(77)	108%
	10,000	1,667	8,333	17%
	4,000	704	3,296	18%
	675,109	201,911	473,198	30%
	1,023,283	\$241,635	\$781,648	24%

	Budget	Exp+Obs	Left	% Spent
WIOA Rapid Response				
	0	\$0	\$0	0%
	0	0	0	0%
	0	0	0	0%
	0	0	0	0%
	0	0	0	0%
	0	0	0	0%
	0	0	0	0%
	0	0	0	0%
	0	0	0	0%
	0	0	0	0%
	0	0	0	0%
	0	0	0	0%
	101,514	21,906	79,608	22%
	0	277	(277)	0%
	0	0	0	0%
	14,276	4,504	9,771	32%
	2,400	295	2,105	12%
	150	0	150	0%
	0	0	0	0%
	0	0	0	0%
	17,985	0	17,985	0%
	136,325	26,983	109,342	20%
	136,325	\$26,983	\$109,342	20%

WDB - Solano
Grant Programs FY 2025/26
through 9/30/2025

Percentage of Year Elapsed:
25%

	WIOA RR Layoff Aversion				DOR-AJCC Collaboration Project				City of San Fran - CA Jobs First			
	\$61,175	6726	4726	3026	total budget: \$501,850	Ends 04/2027	total budget: \$100,000	Ends 06/2026	total budget: \$100,000	Ends 06/2026		
					FY25-26 \$268,138		FY25-26 \$64,000		FY25-26 \$64,000			
	Budget	Exp+Obs	Left	% Spent	Budget	Exp+Obs	Left	% Spent	Budget	Exp+Obs	Left	% Spent
Direct Program Costs:												
Occupational Training	0	\$0	\$0	0%	20,000	0	\$20,000	0%	0	\$0	\$0	0%
Work-Based Learning	0	0	0	0%	0	0	0	0%	0	0	0	0%
Supportive Services	0	0	0	0%	0	0	0	0%	0	0	0	0%
Business Advisors	0	0	0	0%	0	0	0	0%	0	0	0	0%
Small Business Grants/Payments	0	0	0	0%	0	0	0	0%	0	0	0	0%
Outreach	0	0	0	0%	3,000	0	3,000	0%	0	0	0	0%
Program Contracts	0	0	0	0%	60,000	100	59,900	0%	40,000	0	40,000	0%
Sub-total	0	0	0	0%	83,000	100	82,900	0%	40,000	0	40,000	0%
Other Costs:												
Salaries and Benefits	38,437	9,661	28,776	25%	168,688	34,069	134,619	20%	20,106	0	20,106	0%
Communications / IT	0	0	0	0%	0	22	(22)	0%	0	0	0	0%
Employee / WDB Professional Dev	0	0	0	0%	0	0	0	0%	0	0	0	0%
Facilities	0	0	0	0%	0	2,123	(2,123)	0%	0	0	0	0%
Memberships	0	0	0	0%	0	0	0	0%	0	0	0	0%
Mileage / Travel	0	0	0	0%	3,500	0	3,500	0%	0	0	0	0%
Supplies / Equipment	0	0	0	0%	0	0	0	0%	0	0	0	0%
Software	0	0	0	0%	0	0	0	0%	0	0	0	0%
Other Operating Costs	22,738	0	22,738	0%	12,950	0	12,950	0%	3,894	0	3,894	0%
Sub-total	61,175	9,661	51,514	16%	185,138	36,214	148,924	20%	24,000	0	24,000	100%
Total	61,175	\$9,661	\$51,514	16%	268,138	\$36,314	\$231,824	14%	64,000	\$0	\$64,000	0%

WDB - Solano
Grant Programs FY 2025/26
through 9/30/2025

Percentage of Year Elapsed:
 25%

		ARPA 2a / Community Reemployment		ARPA 2b / Nonprofit Infrastructure	
		5422		5522	
		total budget: \$2,000,000		total budget: \$2,000,000	
		FY25-26 \$53,634		FY25-26 \$15,622	
		Ends 12/2025		Ends 12/2025	
		Budget	Exp+Obs	Left	% Spent
Direct Program Costs:					
Occupational Training		0	\$0	0	0%
Work-Based Learning		0	0	0	0%
Supportive Services		0	0	0	0%
Business Advisors		0	0	0	0%
Small Business Grants/Payments		0	0	0	0%
Outreach		0	0	0	0%
Program Contracts		53,570	8,411	45,159	16%
Sub-total		53,570	8,411	45,159	16%
Other Costs:					
Salaries and Benefits		64	0	64	0%
Communications / IT		0	0	0	0%
Employee / WDB Professional Dev		0	0	0	0%
Facilities		0	0	0	0%
Memberships		0	0	0	0%
Mileage / Travel		0	0	0	0%
Supplies / Equipment		0	0	0	0%
Software		0	0	0	0%
Other Operating Costs		0	0	0	0%
Sub-total		64	0	64	0%
Total		53,634	\$8,411	\$45,223	16%

ARPA 2 Totals:
 Budget: 69,256
 Total Spent: \$9,406

WDB - Solano
Grant Programs FY 2025/26
through 9/30/2025

Percentage of Year Elapsed:

25%

ARPA 3 / Industry Job Training		5622		ARPA 4b / Improve Virtual Tools		5923			
Percentage of Year Elapsed:		5622		ARPA 4 Total: \$1,000,000		5923			
25%		Ends 06/2026		Ends 06/2026					
total budget: \$1,898,000				FY25-26 \$1,000,000					
FY25-26 \$180,794				FY25-26 \$30,048					
		Budget	Exp+Obs	Left	% Spent	Budget	Exp+Obs	Left	% Spent
Direct Program Costs:									
Occupational Training		52,167	\$7,837	44,330	15%	0	\$0	0	0%
Work-Based Learning		0	0	0	0%	0	0	0	0%
Supportive Services		0	0	0	0%	0	0	0	0%
Business Advisors		0	0	0	0%	0	0	0	0%
Small Business Grants/Payments		0	0	0	0%	0	0	0	0%
Outreach		64,741	0	64,741	0%	0	0	0	0%
Program Contracts		50,781	25,089	25,692	49%	0	0	0	0%
Sub-total		167,690	32,926	134,764	20%	0	0	0	0%
Other Costs:									
Salaries and Benefits		0	0	0	0%	0	0	0	0%
Communications / IT		0	1,209	(1,209)	0%	0	0	0	0%
Employee / WDB Professional Dev		0	0	0	0%	0	0	0	0%
Facilities		0	1,887	(1,887)	0%	0	0	0	0%
Memberships		0	0	0	0%	0	0	0	0%
Mileage / Travel		0	0	0	0%	0	0	0	0%
Supplies / Equipment		0	620	(620)	0%	0	0	0	0%
Software		0	0	0	0%	0	0	0	0%
Other Operating Costs		13,104	2,184	10,920	17%	30,048	200	29,848	1%
Sub-total		13,104	5,900	7,204	45%	30,048	200	29,848	1%
Total		180,794	\$38,826	\$141,968	21%	30,048	\$200	\$29,848	1%

ARPA 4 Totals:

Budget: 227,409

Total Spent: \$30,956

WDB - Solano
Grant Programs FY 2025/26
through 9/30/2025

Percentage of Year Elapsed:

25%

		ARPA 4c / Vallejo AJCC Improvements				ARPA 4d / ERN			
Percentage of Year Elapsed:		5922				5822			
25%		Ends 06/2026				Ends 06/2026			
		ARPA 4 Total: \$1,000,000				ARPA 4 Total: \$1,000,000			
		FY25-26 \$53,931				FY25-26 \$143,429			
		Budget	Exp+Obs	Left	% Spent	Budget	Exp+Obs	Left	% Spent
Direct Program Costs:									
	Occupational Training	0	\$0	0	0%	0	\$0	0	0%
	Work-Based Learning	0	0	0	0%	0	0	0	0%
	Supportive Services	0	0	0	0%	0	0	0	0%
	Business Advisors	0	0	0	0%	0	0	0	0%
	Small Business Grants/Payments	0	0	0	0%	0	0	0	0%
	Outreach	0	0	0	0%	0	0	0	0%
	Program Contracts	0	0	0	0%	0	1	(1)	0%
	Sub-total	0	0	0	0%	0	1	-1	0%
Other Costs:									
	Salaries and Benefits	0	0	0	0%	121,549	24,780	96,770	20%
	Communications / IT	0	264	(264)	0%	0	0	0	0%
	Employee / WDB Professional Dev	0	0	0	0%	0	0	0	0%
	Facilities	23,526	854	22,673	4%	0	0	0	0%
	Memberships	0	0	0	0%	0	0	0	0%
	Mileage / Travel	0	0	0	0%	0	159	(159)	0%
	Supplies / Equipment	0	465	(465)	0%	0	964	(964)	0%
	Software	30,404	2,813	27,592	9%	16,448	0	16,448	0%
	Other Operating Costs	0	0	0	0%	5,433	456	4,977	8%
	Sub-total	53,931	4,395	49,536	8%	143,430	26,360	117,070	18%
Total		53,931	\$4,395	\$49,536	8%	143,430	\$26,361	\$117,069	18%

WDB - Solano
Grant Programs FY 2025/26
through 9/30/2025

Percentage of Year Elapsed:
25%

	Irvine Capacity Building				Irvine Flex Fund				South Bay WIB Apprenticeship			
	4124				4125				4125			
	Ends 11/2026				Ends 02/2026				Ends 03/2026			
	total budget: \$500,000				total budget: \$15,000				total budget: \$25,000			
	FY25-26 \$156,610				FY25-26 \$15,000				FY25-26 \$7,223			
	Budget	Exp+Obs	Left	% Spent	Budget	Exp+Obs	Left	% Spent	Budget	Exp+Obs	Left	% Spent
Direct Program Costs:												
Occupational Training	0	\$0	\$0	0%	0	\$0	\$0	0%	0	\$0	\$0	0%
Work-Based Learning	0	0	0	0%	0	0	0	0%	0	0	0	0%
Supportive Services	0	0	0	0%	0	0	0	0%	0	0	0	0%
Business Advisors	0	0	0	0%	0	0	0	0%	0	0	0	0%
Small Business Grants/Payments	0	0	0	0%	0	0	0	0%	0	0	0	0%
Outreach	0	0	0	0%	0	0	0	0%	0	0	0	0%
Program Contracts	66,102	0	66,102	0%	0	0	0	0%	0	0	0	0%
Sub-total	66,102	0	66,102	0%	0	0	0	0%	0	0	0	0%
Other Costs:												
Salaries and Benefits	42,973	15,671	27,302	36%	0	0	0	0%	7,223	7,532	(309)	104%
Communications / IT	0	0	0	0%	0	0	0	0%	0	0	0	0%
Employee / WDB Professional Dev	12,000	20,324	(8,324)	169%	9,500	1,281	8,219	13%	0	0	0	0%
Facilities	0	2,113	(2,113)	0%	0	0	0	0%	0	0	0	0%
Memberships	0	0	0	0%	500	379	121	76%	0	0	0	0%
Mileage / Travel	16,500	525	15,975	3%	0	0	0	0%	0	0	0	0%
Supplies / Equipment	0	0	0	0%	2,600	2,629	(29)	101%	0	0	0	0%
Software	4,000	0	4,000	0%	0	0	0	0%	0	0	0	0%
Other Operating Costs	15,035	2,858	12,177	19%	2,400	240	2,160	10%	0	0	0	0%
Sub-total	90,508	41,491	49,017	46%	15,000	4,529	10,471	30%	7,223	7,532	-309	104%
Total	156,610	\$41,491	\$115,119	26%	15,000	\$4,529	\$10,471	30%	7,223	\$7,532	(\$309)	104%

*Recruitment

**WDB - Solano
Grant Programs FY 2025/26
through 9/30/2025**

WDB Only

Mare Island

\$10,000

Percentage of Year Elapsed:

25%

Invoiced Annually

7824

Direct Program Costs:

Occupational Training
Work-Based Learning
Supportive Services
Business Advisors
Small Business Grants/Payments
Outreach
Program Contracts

Sub-total

Other Costs:

Salaries and Benefits
Communications / IT
Employee / WDB Professional Dev
Facilities
Memberships
Mileage / Travel
Supplies / Equipment
Software
Other Operating Costs

Sub-total

Total

TOTAL - All Programs						
Budget	Exp+Obs	Left	% Spent	Budget	Exp+Obs	Left
\$ 643,092	\$ 57,187	\$ 585,905	9%	\$ 643,092	\$ 57,187	\$ 585,905
\$ 44,500	\$ 10,111	\$ 34,389	23%	\$ 44,500	\$ 10,111	\$ 34,389
\$ 47,841	\$ 2,430	\$ 45,411	5%	\$ 47,841	\$ 2,430	\$ 45,411
\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -
\$ 71,991	\$ -	\$ 71,991	0%	\$ 71,991	\$ -	\$ 71,991
\$ 1,724,581	\$ 123,076	\$ 1,601,506	7%	\$ 1,724,581	\$ 123,076	\$ 1,601,506
2,532,005	192,803	2,339,202	8%	2,532,005	192,803	2,339,202
3,013,407	709,400	2,304,007	24%	3,013,407	709,400	2,304,007
65,984	22,952	43,032	35%	65,984	22,952	43,032
27,500	22,600	4,900	82%	27,500	22,600	4,900
525,970	129,365	396,605	25%	525,970	129,365	396,605
13,400	6,624	6,776	49%	13,400	6,624	6,776
29,150	1,560	27,590	5%	29,150	1,560	27,590
7,794	8,342	(548)	107%	7,794	8,342	(548)
119,303	9,679	109,623	8%	119,303	9,679	109,623
135,044	14,111	120,933	10%	135,044	14,111	120,933
3,937,551	924,633	3,012,919	23%	3,937,551	924,633	3,012,919
6,469,557	1,117,435	5,352,121	17%	6,469,557	1,117,435	5,352,121

SBDC - CIP & TAP
Grant Programs 10/01/24 - 09/30/25
through 9/30/2025

Percentage of Year Elapsed:
 100%

	SBDC - CIP				SBDC - TAP			
	8125				8225			
	Budget	Exp+Obs	Left	% Spent	Budget	Exp+Obs	Left	% Spent
Direct Program Costs:								
Occupational Training	0	\$0	\$0	0%	0	\$0	\$0	0%
Work-Based Learning	0	0	0	0%	0	0	0	0%
Supportive Services	0	0	0	0%	0	0	0	0%
Business Advisors	115,000	99,750	15,250	87%	59,426	59,426	0	100%
Small Business Grants/Payments	0	0	0	0%	0	0	0	0%
Outreach	0	0	0	0%	0	30	(30)	0%
Program Contracts	0	0	0	0%	0	0	0	0%
Sub-total	115,000	99,750	15,250	87%	59,426	59,456	-30	100%
Other Costs:								
Salaries and Benefits	0	0	0	0%	50,724	50,724	0	100%
Communications / IT	0	0	0	0%	0	0	0	0%
Employee / WDB Professional Dev	0	0	0	0%	0	0	0	0%
Facilities	0	0	0	0%	0	0	0	0%
Memberships	0	0	0	0%	1,000	0	1,000	0%
Mileage / Travel	0	0	0	0%	0	0	0	0%
Supplies / Equipment	0	0	0	0%	0	0	0	0%
Software	0	0	0	0%	0	0	0	0%
Other Operating Costs	0	0	0	0%	0	0	0	0%
Sub-total	0	0	0	0%	51,724	50,724	1,000	98%
Total	115,000	\$99,750	15,250	87%	111,150	\$110,180	\$970	99%

WDB - Solano
Grant Programs 01/01/25 - 12/31/25
through 9/30/2025

Percentage of Year Elapsed:
75%

SBDC - SBA		8025		SBDC - Local Match		8399	
				Balance: \$53,434.22			
	Budget	Exp+Obs	Left	% Spent	Budget	Exp+Obs	% Spent
Direct Program Costs:							
Occupational Training	0	\$0	0	0%	0	\$0	0%
Work-Based Learning	0	0	0	0%	0	0	0%
Supportive Services	0	0	0	0%	0	0	0%
Business Advisors	30,654	34,583	(3,929)	113%	0	0	0%
Small Business Grants/Payments	0	0	0	0%	0	0	0%
Outreach	0	55	(55)	0%	0	0	0%
Program Contracts	0	0	0	0%	0	0	0%
Sub-total	30,654	34,638	(3,984)	113%	0	0	0%
Other Costs:							
Salaries and Benefits	142,739	142,579	160	100%	0	0	0%
Communications / IT	0	239	(239)	0%	0	0	0%
Employee / WDB Professional Dev	0	0	0	0%	0	0	0%
Facilities	0	0	0	0%	0	0	0%
Memberships	2,000	500	1,500	25%	0	0	0%
Mileage / Travel	4,107	1,228	2,879	30%	0	0	0%
Supplies / Equipment	500	717	(217)	143%	0	0	0%
Software	0	0	0	0%	0	0	0%
Other Operating Costs	0	0	0	0%	0	0	0%
Sub-total	149,346	145,263	4,083	97%	0	0	0%
Total	180,000	179,900	100	100%	0	\$0	0%

WDB - Solano

**Grant Programs 01/01/25 - 12/31/25
through 9/30/2025**

Percentage of Year Elapsed:

75%

SBDC Only

Mare Island

Balance: \$5,049.08

7824

SBDC Program Income

Balance: \$5,943.82

8530

SBDC Contributions

Balance: \$29.97

8349

	Budget	Exp+Obs	Left	% Spent	Budget	Exp+Obs	Left	% Spent	Budget	Exp+Obs	Left	% Spent
Direct Program Costs:												
Occupational Training	0	\$0	\$0	0%	0	\$0	\$0	0%	0	\$0	\$0	0%
Work-Based Learning	0	0	0	0%	0	0	0	0%	0	0	0	0%
Supportive Services	0	0	0	0%	0	0	0	0%	0	0	0	0%
Business Advisors	0	0	0	0%	0	0	0	0%	0	0	0	0%
Small Business Grants/Payments	0	0	0	0%	0	0	0	0%	0	0	0	0%
Outreach	0	0	0	0%	0	0	0	0%	0	0	0	0%
Program Contracts	0	0	0	0%	0	0	0	0%	0	0	0	0%
Sub-total	0	0	0	0%	0	0	0	0%	0	0	0	0%
Other Costs:												
Salaries and Benefits	0	0	0	0%			0	0%	0		0	0%
Communications / IT	0	0	0	0%	0	0	0	0%	0	0	0	0%
Employee / WDB Professional Dev	0	0	0	0%	0	0	0	0%	0	0	0	0%
Facilities	0	0	0	0%	0	0	0	0%	0	0	0	0%
Memberships	0	0	0	0%	0	0	0	0%	0	0	0	0%
Mileage / Travel	0	0	0	0%	0	0	0	0%	0	0	0	0%
Supplies / Equipment	0	0	0	0%	0	0	0	0%	0	0	0	0%
Software	0	0	0	0%	0	0	0	0%	0	0	0	0%
Other Operating Costs	0	0	0	0%	0	0	0	0%	0	0	0	0%
Sub-total	0	0	0	0%	0	0	0	0%	0	0	0	0%
Total	0	\$0	\$0	0%	0	\$0	\$0	0%	0	\$0	\$-	0%

Programmatic Highlights



The Programmatic Highlights Report provides a narrative of key activities for America's Job Center of CA (AJCC) activities; Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, Youth, and Rapid Response Grants; discretionary grants; American Rescue Plan Act (ARPA) projects; and the Solano Small Business Development Center (SBDC) occurring since the last board meeting.

America's Job Center of California (AJCC)

This report provides an update on activities conducted at the America's Job Center of California (AJCC) and other community locations for the period of September to October 2025.

Reporting period highlights include:

AJCC participates with Solano County District Attorney's Event: The Solano County District Attorney's Office along with Change and New Beginnings (CAN-B), the SPCA of Solano County, the Collaborative Courts (Solano Adult Drug Court, Family Treatment Court, Parole Reentry Court, Veterans Treatment Court) and AJCC staff, joined together in Vacaville for a "Mobile Court" session. 43 individuals were seen "in court" at the Orchard Baptist Church. They were there to get old warrants cleared from their records and to remove some of their barriers for housing, employment or education applications. The SPCA was there to provide food, vaccinations, and temporary shelter for dogs while their owners were in court.

Over 30 job seekers took advantage of the homeless advocates and community resources there, including a hot breakfast and lunch. AJCC staff were on hand to assist job seekers with guidance, information, and referrals to other resources. The feedback from the DA's office was positive, and they are planning to collaborate with WDB/AJCC on more of these events.

WIOA Programs

The Workforce Services Division is responsible for employment and training services of eligible WIOA Adult, Dislocated Worker, and Youth participants. A significant percentage of the organization's participants participate in WIOA programs. Reporting period highlights are below.

Job Seeker Services:

- **Active Participants:** The JSS Team is currently serving more than 260 active clients with job search and training opportunities. We are expecting a growth in applicants and participant numbers soon for several reasons.
 - Meet & Greets have been at capacity.

- November is the first month for individuals receiving Social Services to be required to complete 80 hours per month of volunteering, training, education or employment to continue receiving benefits per the OBBB.
- Individuals impacted by the shutdown may be cut off from receiving benefits or see reduced benefits resulting in more immediate need.
- Rio Vista – JSS Team Representative continues tabling the first Wednesday of every month in Rio Vista Library to provide information and directions on how to access WDB services.
- **AJCC-DOR Collaboration Grant:** This grant seeks to build a more comprehensive partnership between the AJCC and Department of Rehabilitation. Strategy meetings have started to create better systems and streamline services through co-enrollment. Currently, Disability Resource Specialist, Rachelle Franko, is working with nine co-enrolled participants.
- **HIRE Grant Activities**
 - North Bay Building Trades Introduction Program (TIP) - Currently serving five participants who began the North Bay Building Trades Introduction Program (TIP) on September 9, 2025, with completion scheduled for December 11, 2025. The program is being held in-person at Vallejo Adult School, located at 436 Del Sur Street, Vallejo, CA 94591. The TIP program is a 128-hour Apprenticeship Readiness course that prepares individuals for entry into union apprenticeship programs and careers in the construction and building trades. Classes are held on Tuesday and Thursday evenings from 5:30 p.m. to 9:00 p.m., with three Saturday sessions from 7:30 a.m. to 4:00 p.m. Participants demonstrated strong commitment and engagement throughout the training. The cohort is scheduled to begin work at the Napa Casino project next week, gaining valuable on-the-job experience that will strengthen their transition into registered apprenticeship programs.
 - Barbering Pre-Apprenticeship Program - The Barbering Pre-Apprenticeship Program continues to provide ongoing support to five HIRE participants who successfully completed training in June 2025. Participants receive case management, mentorship, and employment support as they move toward sustainable careers in the barbering and cosmetology industry. Notably, one participant is currently completing his barber school training, which is being funded by the Department of Rehabilitation.
- **Outreach Activities**
 - Career Coach – Career Coach usage is picking up. During the September-October time frame the platform was accessed 275 times by 261 unique users.

- Gladeo Update – Two Solano Biotech Alumni videos have been completed, and one UC Davis Instructor & one UC Davis Student videos are being edited. Videos are projected to be completed and uploaded to the Bio Platform by end of November.

Business Services:

- **WARN Activity:** The Workforce Development Board is actively developing a coordinated response plan to address the upcoming **Valero Benicia Refinery closure scheduled for April 2026**. This closure will have a substantial impact not only on the refinery’s workforce but also on the broader business community that supports Valero operations, including manufacturing, logistics, fabrication, and service industries throughout Benicia and surrounding Solano County cities. In preparation, staff are engaging with city officials, county partners, and the Benicia Industrial Park Association (BIPA) to assess the potential economic effects and identify immediate needs among affected employers.

To support business resiliency, the WDB is exploring a **Business Pivot Grant Program** designed to help local employers adapt operations, retain employees, and diversify services to maintain stability through the transition. Workforce supports will be aligned to provide retraining and upskilling opportunities for displaced workers. The upcoming **BIPA meeting** will provide an opportunity to present available services, share preliminary strategies, and gather employer input on potential grant opportunities and collaborative solutions to mitigate economic disruption.

- **Manufacturing Week-Career Fair:** The Workforce Development Board (WDB) hosted a successful Manufacturing Career Fair in partnership with the City of Fairfield, Solano Economic Development Corporation, Small Business Development Center, Fairfield-Suisun Chamber of Commerce, and several other community organizations as part of National Manufacturing Month. The event, held on Thursday, October 16, 2025, at the LogistiCenter in Fairfield, brought together over 90 job seekers and multiple local employers representing the region’s growing manufacturing sector.

In addition, the WDB successfully partnered with Fairfield Economic Development and Solano Economic Development to celebrate Manufacturing Week, hosting students from Solano County’s CTE Advanced Manufacturing program. These students participated in workshops designed to provide hands-on exposure and career insight into the manufacturing industry, strengthening the connection between education, workforce, and local business opportunities.

ARPA Grants

The WDB and SBDC collectively have implemented, or are currently implementing, fifteen (15) projects across seven (7) contracts under the American Rescue Plan Act (ARPA) to benefit both job seekers and small businesses on behalf of the County of Solano:

- Sustain / Extend Current Services –WDB Training (grant funding ended June 30, 2025)

- Community Workforce Services – Community Workforce Grants, Technical Assistance and Infrastructure Grants for Nonprofits
- Industry-Based Job Training
- Expanding Community Engagement – Community Engagement and Job Readiness, Virtual Service Tools, Vallejo Job Center Improvements, Employer Resource Network
- Small Business Advising – Expanded SBDC Advising, Culturally Competent Advising, Business Peer Advisory Groups

Reporting period highlights include:

ARPA Activities:

- ARPA Job Seeker Services Activities
 - Excel Workshop - Fairfield Suisun Adult Education hosted an Excel for Business Workshop (Sept 10th) for ten participants, attendees included SBDC Clients. Nine participants passed the exam earning a credential.
 - Climate Curriculum Materials – SEI is near completion of the Climate Curriculum Outline. The Climate Curriculum will have three-part curriculum. Outlining the Challenge, Climate Solutions and Career Exploration will provide lesson plans, activities and links to exercises and resources focusing on the impact that climate has on regional economics, industry and occupations.
 - RepresentEd – The 2-day Biotech Hackathon was hosted at Solano Community College on October 23rd and 24th. This Biotech Event had very low attendance, which we attribute to multiple reasons. A debrief meeting was held to discuss the challenges that occurred with recruitment and outreach. Any Board member wishing to discuss this is welcome to reach out to Matt Bailey. The event itself was very well structured with presentations and activities that met the goal of creating interest, knowledge and promoting the varied opportunities that exist in the Bioeconomy. The highlights of the event included an opening panel presentation that included representatives from Polaris, LifeSpace Labs, Lonza and Solano College. The presentations were personal, informative, and inspirational.
- **Employer Resource Network:** The ERN® Success Coach has established strong relationships with the leadership and employees at each ERN site. Since implementation, the following key performance indicators (KPIs) have been reported:
 - 88 clients served
 - 134 cases opened
 - 10 cases pending
 - 6 opted out (Mariani)
 - 118 cases completed

Site breakdown:

All Weather – 35 clients, 60 cases (20% utilization). Services included attendance support, childcare, computer classes, ESL, housing, legal/immigration, and medical/dental insurance.

Harbinger – 28 clients, 38 cases (10% utilization). Services included childcare, ESL, financial assistance, housing, legal/immigration, medical/dental insurance, therapy, and training.

Mariani has chosen to opt out of its current contract. The company elected not to continue participation at this time, resulting in the closure of six active cases. We will continue outreach efforts should they choose to re-engage in the future.

Solano-Napa Small Business Development Center (SBDC)

- **Solano Biz Grow Loan Fund**

In partnership with Solano EDC, the SBDC continues to support the \$4 million revolving loan fund. Funds are provided through three local financial institutions, Travis Credit Union, Valley Strong Credit Union, and First Northern Bank. A \$377,000 tranche was provided for the City of Vallejo. Underwriting terms are 5-year terms, 6% interest rate, with loan amounts from \$25,000 to \$125,000. Applicants must also meet a minimum credit score of 630 and have been in business for 2 years. The SBDC pre-vets the applicants with a “SWOT” (strengths, weaknesses, opportunities, threats) analysis and makes a recommendation. Currently have 19 applications with 11 assessments completed.

- **AI Lunchbreak Workshops**

AI Lunchbreak workshops concluded in October. It is run by Lead Advisor Cathy Balach and is the most popular of our workshops with upwards of 200 attendees each week. The goal is to demystify Artificial Intelligence by explaining key concepts in simple terms. The curriculum provides real-world examples of how small businesses are leveraging AI to improve efficiency and quality and expand one’s abilities. This includes practical AI tools that can help automate routine tasks, make data driven decisions, and help the applicants stay competitive. To restart in January.

- **Business Roundtables**

Business roundtables have been rebranded and reorganized to provide curriculum more in alignment with the Small Business Administration’s key objectives of Manufacturing, Rural Agriculture and Procurement. The roundtables provide a forum for business leaders to learn best practices from fellow entrepreneurs. The roundtables will restart in January.

- **Event Updates**

SBDC Regional Directors Meeting – Attended the SBDC Regional Directors meeting and EMERGE Conference. Developed strategic planning platform for 2025-2028. Attended numerous workshops on AI and Access to Capital for Professional Development.

Business Resource Fair – SBDC participated in a Business Resource Fair on October 15 at Napa Valley College. The event was organized by the SBDC, the Napa Chamber of Commerce, the City of Napa, the Napa Hispanic Chamber, and Napa Valley College. Local businesses will benefit from resources including financial programs, and many other support services for businesses.

Manufacturing Week – October 13–16, organized in partnership with the City of Fairfield, WDB, Solano Hispanic Chamber, Solano EDC, and Fairfield-Suisun Chamber of Commerce. A Career Fair at Logistcenter Fairfield was held along with tours of local manufacturing facilities.

SBA examination and accreditation - held on October 28 which went well for NorCal region.

North Bay AI Summit – Attended the AI Summit on November 5 which was an all-day virtual event. Eight presenters, great responses! Received sponsorship from Redwood Credit Union and Travis Credit Union.

Launchpad - Preparing for Launchpad Event on November 20 which will be an in-person event with City of Vacaville and Vacaville Chamber of Commerce, featuring workshops throughout the day, including AI, Access to Capital, Persuasive Selling Techniques, and Online Marketing.

- **Program Performance**

The Solano Napa SBDC continues to exceed its programmatic goals, in spite of a budget squeeze with funding challenges and was one of the top 2 centers recognized in NorCal.

SBDC Monthly Report															
Key Performance Indicators	Annual Goal	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	%Goal	
Total client sessions 2025 YTD	2,200	214	226	224	209	211	180	173	119	36	170			1762	80%
Total Client Hours YTD	3,000	306.98	305.5	317.25	289.25	279.5	238.25	217	151.75	40.75	215.5			2361.73	79%
Total Active Clients (Napa)	530	445	447	455	466	465	464	461	460	464	481			481	91%
Total Active Clients (Solano)	1,450	1472	1491	1518	1531	1530	1539	1550	1555	1554	1553			1553	107%
Total Active Clients (Center)	1,980	1962	1982	2018	2029	2027	2033	2040	2044	2047	2063			2063	104%
Jobs Created	270	101	42	20	15	0	15	0	2	-18	7			184	68%
New Business Starts	32	12	41	4	4	0	1	2	0	3	6			73	228%
Change in Sales	\$ 21,779,114.00	\$ 6,113,186.00	\$ 5,317,113.90	\$ 1,849,000.00	\$ 1,684,000.00	\$ 1,565,000.00	\$ 5,500.00	\$ -	\$ 870,731.00	\$ 78,162.00	\$ 115,643.40			\$17,598,336.30	81%
Dollar amt of loans/equity	\$ 16,876,911.00	\$ 4,839,600.00	\$ 3,715,539.15	\$ 184,000.00	\$ 371,500.00	\$ 107,000.00	\$ 4,877,400.00	\$ 6,510,900.00	\$ 150,000.00	\$ 3,080,300.00	\$ 344,460.00			\$24,180,699.15	143%
Training Sessions held	72	16	16	15	11	18	18	9	5	2	6			116	161%
# of attendees	900	365	379	352	161	459	473	268	110	19	117			2703	300%

Focus Areas:

Working with Solano Biz Grow loan fund for Vallejo \$377,000

Roundtables rebranded and restarting Jan

EMERGE Conference/Directors Retreat 7-8-9 Oct

Business Resource Fair 15-Oct Napa

MFG Week 13-15 -Oct Fairfield

SBA Accreditation 28-Oct

Completed AI Power Day 5-Nov

Completed Economic Outlook Conference with Napa Chamber 6-Nov

Benicia Industrial Park Association Presentation for Valero Closure 18-Nov

Planning for Launchpad 20-Nov Vacaville City and Chamber

PY25-26 BUSINESS SERVICES MONTHLY PLAN vs ACTUAL

Business Services Plan vs Actual

Oct-25

Active Businesses	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Plan	28	28	28	28	28	28	28	28	28	28	28	28	336
Actual	41	17	21	31									110
Diff +/-	13	-11	-7	3									-226

New Businesses	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Plan	10	10	10	10	10	10	10	10	10	10	10	10	120
Actual	10	11	9	12									42
Diff +/-	0	1	-1	2									-78

SC Job Postings	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Plan	10	15	15	15	15	15	15	15	15	15	15	15	175
Actual	1200	0	8	6									1214
Diff +/-	1190	-15	-7	-9									1039

OC Job Postings	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Plan	10	15	15	15	15	15	15	15	15	15	15	15	175
Actual	2098	0	0	9									2107
Diff +/-	2088	-15	-15	-6									1932

Earn and Learn (OJT/TJ/ IWT)

Earn and Learn	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD
Plan	1	0	1	1	0	0	0	1	1	1	1	1	8
Actual	1	0	0	2									3
Diff +/-	0	0	-1	1									-5

Earn and Learn Obligations

Obligated \$\$	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD
	\$4,211	\$0	\$0	\$13,572									\$17,783

PY 25/26 Job Seeker Deliverables by Grant Funded Program

Reporting Period: July 2025 - October 2025

WIOA Adult/DW	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Applications*	230	0	4	8	13									25	11%
Newly Enrolled*	135	4	5	2										11	8%
Occupational Training*	67	1	4	4	1									10	15%
Employer-Based*	8	1	0	0	2									3	38%
Credentials*	46	1	2	5	0									8	17%
MSG*	31	10	9	6	5									30	97%
Exited*	105	26	5	14	6									51	49%
Employed At Exit*	82	8	4	7	2									21	26%
Average Wage *	\$ 29.50	\$23.02	\$13.75	\$27.93	\$25.00									\$ 22.43	76%

* May represent co-enrolled participant

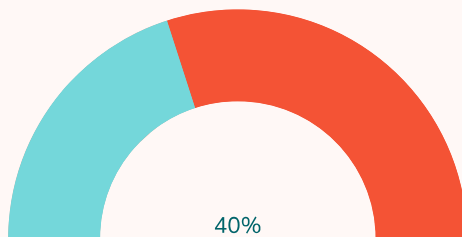
WIOA Youth	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Application	60	0	0	0	1									1	2%
Enrolled	45	0	0	0										0	0%
Occupational Training	35	0	0	0	0									0	0%
Employer-Based	10	0	0	0	0									0	0%
Credentials	21	0	12	0	0									12	57%
MSG	23	13	0	0	0									13	57%
Exited	25	2	0	0	0									2	8%
Employed At Exit	18	0	0	0	0									0	0%
Median Wage	\$ 20.00	-	-	-	-									#DIV/0!	#DIV/0!

DOR-AICC	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Enrolled	70	0	0	4	5									9	13%
Training (Occ / WBL)	12	0	0	0	0									0	0%
Completed Training	-	0	0	0	0									0	#VALUE!
Exited	-	0	0	0	0									0	#VALUE!
Employed At Exit	21	0	0	0	0									0	0%
Median Wage	-	\$ -	-	-	-									-	-



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

PY 2025 -2026 PROGRAMMATIC IMPACT REPORT JULY 2025_ SEPTEMBER 2025



■ Vallejo ■ Fairfield

8526 Individual Visits to the Job Center

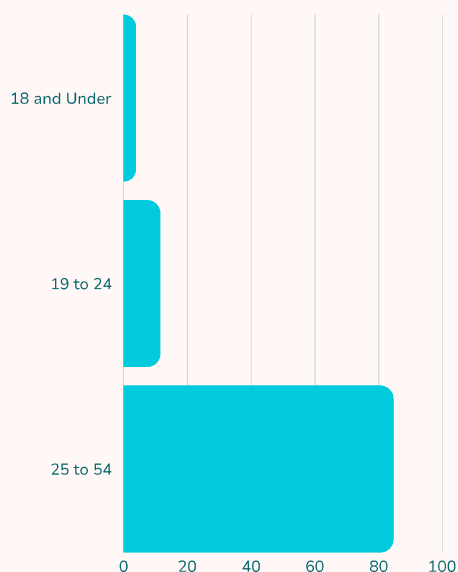
17,256 Individual Visited Community Sites

54,125 Services Provided

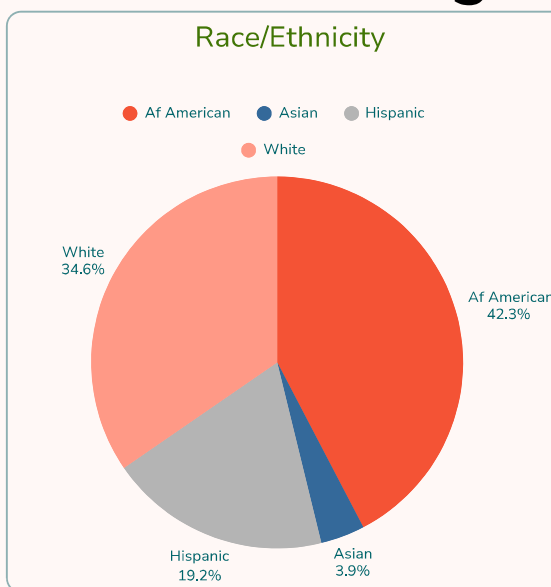
The America's Job Centers of California (AJCC) provide basic workforce services to any resident. The AJCC system consists of partners who operate the job centers including the WDB, CA Employment Development Department, and Division of Rehabilitation.

Job Seeker Demographics

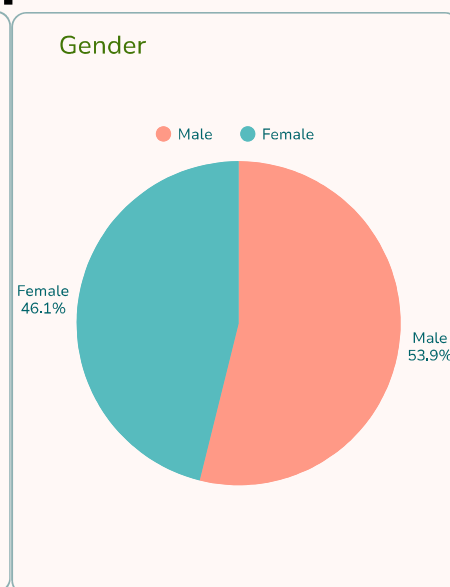
AGE



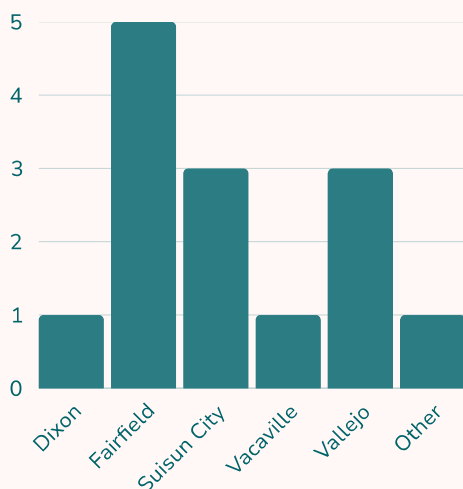
Race/Ethnicity



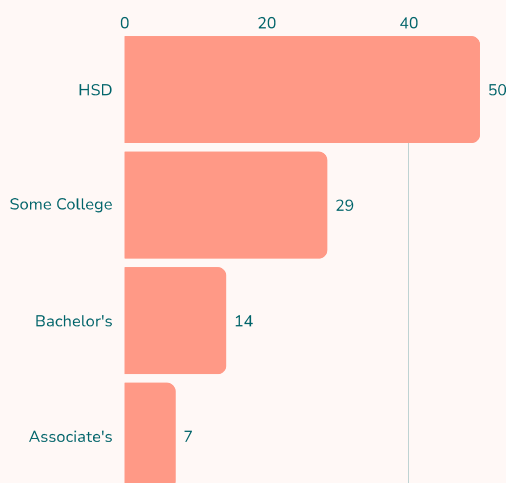
Gender



Residence



Educational Attainment



PRIORITY POPULATIONS

CALFRESH RECIPIENTS	43%
LOW INCOME	65%
PEOPLE W/ DISABILITY	8%
JUSTICE-INVOLVED	15%
WIOA PRIORITY POPULATIONS*	1%
VETERANS	0%

Intensive Services

Intensive services for enrolled individuals include occupational training, paid work experience, job search support, supportive services, and job coaching. Activities and outcomes represent WIOA and State-funded individuals.



11 Newly
Enrolled



8 Individual
Barriers Reduced



9 Individuals
Started Training



6 Individuals Received
Industry Certifications

14 Individuals
Employed



\$ 20.9
Average Wage



78% Training-related
placements
11 out of 14



\$0.81/HR
Ave. Increase
in Wages
After Using WDB
Services

Participants
secured the highest
rate of employment
in the

Transportation
Industry



38%

17%

19%

Business Engagement

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

79 Active
Business
Engagements

30 New
Businesses
Engaged

\$4,211

3306 Job Postings
through Staff
Recruitment

Invested in Solano
County Businesses
talent needs



Workforce Development Board of Solano County
500 Chadbourne Rd, Suite 100, Fairfield, CA 94534
<http://solanoemployment.org>

Compiled 11/3/2025

* Workforce Innovation and Opportunity Act (WIOA) priority populations are low-income, basis skills deficient, and receiving public assistance.



WORKFORCE DEVELOPMENT BOARD

OF SOLANO COUNTY

Current Committee Members

Standing Committees

Executive – meets bi-annually

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

Planning & Oversight - meets 3rd 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

Vacant (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

OFFICERS

Chris Churchill, Chair
President,
Advance Marketing
Business Representative

Mark DeWeerd
Consultant, Center for Organizing & Bargaining,
California Teachers Association
Labor Representative

Idowu Koyejo
Owner,
Teme Salon LLC
Business Representative

Shannon Stack, Vice Chair
VP of Operations,
Paradise Valley Estates
Business Representative

Mary Dugbartey
Director, Talent & Organizational Development,
NorthBay Healthcare Foundation
Business Representative

Summer Miguel
Human Resources Manager,
Six Flags Discovery Kingdom
Business Representative

Chris Huxsoll, Secretary
Senior VP of Operations,
Polaris Pharmaceuticals, Inc.
Business Representative

Janice Fera
Consortium Manager,
Solano Adult Education Consortium
Education Representative

Alicia Mijares
Business Representative,
Sheet Metal Workers Local 104
Labor Representative

Vacant, Treasurer

Henry Funcke
Outreach and Rotation Training Coordinator,
Sheet Metal Workers Local 104 &
Bay Area Industry Training Fund
Apprenticeship Program Representative

Margie Poulos
VP of Global Human Resources,
Jelly Belly Candy Company
Business Representative

MEMBER-AT-LARGE

Glenn Loveall
Executive Director,
Napa-Solano Central Labor Council
Labor Representative

Tim Healer
Vice Business Banking Officer
Bank of Stockton, Dixon Branch
Business Representative

Jamie Powell
Program Director,
Fighting Back Partnership
Community Workforce Representative

Dr. Kellie Butler
Superintendent-President
Solano Community College
Education Representative

Coco House
Director,
Solano County Farm Bureau
Business Representative

Chris Rico
President/CEO,
Solano Economic Development Center
Economic Development Representative

Suzanne Castano
Team Manager,
CA State Department of Rehabilitation
Vocational Rehabilitation Representative

Heather Henry
Chief Executive Officer,
California Human Development
Community Workforce Representative

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

Kelli Courson
Owner,
Express Employment Professionals
Business Representative

Deanna Hurn
Founder/CEO,
Miracle Math Coaching
Business Representative

Emery Cowan
Director,
Solano County Health & Social Services
Welfare-to-Work/Food Stamps/TANF
Community Development Representative

Catherine Johnson
SVP/Chief People Officer,
Travis Credit Union
Business Representative

