



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

PLANNING & OVERSIGHT COMMITTEE

Friday, April 17, 2026

9:30 – 11:30 a.m.

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

MEETING AGENDA

- I. Welcoming/Convening**
- II. Agenda Changes and/or Deletions**
- III. Public Comment** – *Public comments on agenda items and items under the jurisdiction of the Committee shall be made at this time. A time limit of 3 minutes may be imposed. No action may be taken on non-agenda items.*
- IV. Action Items**
- A. Approval of the April 18, 2025 meeting minutes. **Pages**
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- V. Discussion**
- A. SBDC Program Updates
- B. EDD Partnership/Fairfield Office Presence
- C. Additional Assistance Grant Program Updates
- D. Review Key Programmatic Engagement and First Year Priorities
- E. Update on Upcoming Policies and Contracts for May Board Meeting
- VI. Adjournment**

Note: The next Planning & Oversight Committee meeting is June 20, 2025



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

ACTION AGENDA ITEM IV.A.
April 17, 2026

SUBJECT Approval of the April 18, 2025 Planning & Oversight Committee Meeting Minutes	ATTACHMENTS NONE
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RECOMMENDATION

It is recommended that the Planning & Oversight Committee approve the minutes of the April 18, 2025 meeting.

MEETING MINUTES

I. Welcoming/Convening

Committee Chair, Chris Huxsoll, called the meeting to order at 9:30 a.m. Quorum was established.

Members Present: Kellie Butler, Chris Churchill, Chris Huxsoll, Janice Fera, Glenn Loveall, David Tam

Members Absent: Suzanne Castano, Shannon Dodds, David Tam

Staff Present: Lauren Bender, Heather Henry, Matt Moon-Bailey, Candice Ward, Tracy White

II. Agenda Changes and/or Deletions

There were no changes and/or deletions to the agenda.

III. Public Comment

Meghan McSwain introduced herself to the committee as a Division Manager with San Joaquin County Workforce Development. She shared that she oversees the youth program in her region and is currently exploring the implementation of virtual reality (VR) tools, similar to those being used by the Solano County Workforce Development Board.

IV. Action Items

A. Approval of the February 21, 2025 Meeting Minutes

The committee reviewed the meeting minutes from February 21, 2025. No questions or revisions were raised.

MOTION #1

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

(Churchill/Loveall) MOTION PASSED UNANIMOUSLY

B. Review and Approval to Renew Solano County AJCC MOU for Program Years 2025-2028, and for Recommendation to the Full Board

Staff presented the renewal of the Solano County America’s Job Center of California (AJCC) Memorandum of Understanding (MOU) for Program Years 2025–2028, noting this is a required Workforce Innovation and Opportunity Act (WIOA) compliance document.

The MOU outlines coordination among all federally funded workforce partners in the county to support shared customers, services, and resources.

It was explained that the MOU structure includes a master agreement covering overall requirements and separate partner agreements that allow for individual adjustments without impacting the full group. Staff are currently in the process of engaging required partners to review the existing MOU, provide input, and submit signatures, as well as compiling required financial information that summarizes federal workforce funding across entities (not a transfer of funds).

Discussion included challenges related to partner coordination, data sharing limitations due to privacy regulations, and ongoing efforts to clarify requirements for participating agencies. Staff also noted timelines for completion, including anticipated presentation to the full board in May and submission to the Board of Supervisors in June, with final posting required by July 1, 2025.

MOTION #2

A motion was made and seconded to approve to renew the Solano County AJCC MOU for Program Years 2025-2028, for recommendation to the full Board.
(Churchill/Butler) MOTION PASSED UNANIMOUSLY

V. Discussion Items

A. Updates on WIOA Youth Program Request for Proposal

Staff provided an update on the WIOA Youth Program RFP process. Heather informed the committee that she recused herself from participating in the proposal review due to a conflict of interest, as an organization that submitted a proposal is her prospective future employer. As a result, she was not involved in the evaluation process.

A total of seven proposals were received, of which five were deemed qualified and advanced to the evaluation panel. Two proposals were disqualified, one due to late submission and the other based on past performance.

An evaluation panel consisting of three board members and two staff members is currently reviewing the proposals. Evaluations are due by April 24, with an anticipated award announcement on April 25. Staff will then begin contract development with the selected provider or providers, with final recommendations expected to be presented to the board in May.

Up to \$300,000 in funding has been allocated for youth services, with the option to award one or two contracts. Staff noted that most applicants requested funding at or near the full amount. Additionally, it was highlighted that a portion of funding must support work experience requirements in alignment with WIOA guidelines.

Initial feedback indicated that the proposals received were comprehensive and competitive.

B. Discussion and Demonstration of VR Headsets

Staff and partners provided a demonstration of virtual reality headsets used for workforce training and career exploration. A representative from Transfr explained that the platform

offers short, interactive simulations that allow users to experience a variety of careers and develop basic skills through hands on learning.

The system includes dozens of career simulations across multiple industries, with additional content planned. Users can also complete an assessment to identify career interests, learn about job requirements and salary ranges, and then engage in related simulations. The platform utilizes local labor market data to align career exploration with regional job opportunities.

Additional features include skill-based training modules with assessments, real time monitoring capabilities, and the ability to display simulations during events such as career fairs. Ongoing technical support and training are provided to ensure effective implementation.

Committee members participated in a live demonstration and discussed the potential benefits of using this technology to support youth engagement and workforce development efforts.

VI. Adjournment

The meeting was adjourned at 11:27 a.m.

Respectfully submitted by:

Tammy Gallentine, Executive Operations Manager