



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

PLANNING & OVERSIGHT COMMITTEE

Tuesday, June 25, 2024

3:00 – 5:00 p.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 April 23, 2024 Meeting Minutes **Pages**
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- V. Discussion**
 - A. Upcoming Year WIOA Requirements
 - B. Partnerships Action Plan Step
 - C. Industry-Based Solutions Action Plan Step
 - D. Planning & Oversight Committee Schedule
- VI. Adjournment**

Note: The next Planning & Oversight Committee meeting is August 27, 2024

MINUTES
PLANNING & OVERSIGHT COMMITTEE MEETING
April 23, 2024

I. Welcoming/Convening

Committee Member, Gerald Huber, called the meeting to order at 3:11 p.m. Quorum was established.

Members Present: Suzanne Castano, Gerald Huber, Glenn Loveall

Members Absent: Rhuenette Alums, Shannon Dodds, Chris Huxsoll, David Tam

Staff Present: Heather Henry, Tammy Gallentine

II. Agenda Changes and/or Deletions

There were no changes or deletions to the agenda.

III. Public Comment

There were no public comments.

IV. Action Items

A. Approval of August 22, 2023, Meeting Minutes

MOTION #1

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

(Huber/Loveall) MOTION PASSED UNANIMOUSLY

B. Review and Approval of the Contract with Irrational Labs for Behavioral Design Professional Development for an Amount not to Exceed \$55,000, Funded by the James Irvine Foundation, and for Recommendation to the Full Board

Ms. Henry gave a brief overview of agenda item IV.B, which was included as part of the agenda packet and incorporated herein, noting Irrational Labs is a group that uses behavioral science to inform services and to guide customer decisions. If approved, this contract will be presented to the Board of Directors at the May meeting for final approval.

MOTION #2

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

(Loveall/Castano) MOTION PASSED UNANIMOUSLY

V. Discussion

A. Master Plan Career Education

Ms. Henry announced her attendance at the Regional Convening for the Master Plan for Career Education. The goal is to update the master plan for education in California. The concept is education should better match careers, in general, career education is not only K-12 but also includes adult schools, community colleges, labor, four-year institutions, and community based, and workforce development funded programs. You should be able to obtain the education and skills from any of these pathways. Ms. Henry provided a handout, found at <https://careereducation.gov.ca.gov/master-plan-engage/>, “Master Plan for Career Education Core Concepts” which provided an overview and core concepts. The core concepts include creating state and regional coordinating bodies, aligning regional and state K12, postsecondary, and workforce pathways using a skills framework, work-based learning opportunities, and universal access.

Representatives from community-based organizations, all different educational levels, and workforce boards attended. The concept validated some of the work we are doing with industry-based training, industry and workforce skill building and the movement towards short term certifications. The question, does the cost of education lead to the wage, is being asked.

Regional meetings are being finalized, which will result in recommendations. Ms. Henry noted she is working on joining the Workforce Development Entities advisory committee but one of the bay area workforce board Directors will be a part of the advisory group. The goal is to disseminate the master plan sometime in October to November.

The committee requested to learn more about how to get involved.

B. Solano WDB Action Planning

Ms. Henry provided a copy of the Solano County WDB Action Plan for 2024-2026. At the March Board meeting, it was determined that the Planning & Oversight Committee will oversee two areas of the action plan; Industry based education and training section as well as the Partnerships. The committee is considering splitting up overall. The Planning & Oversight Committee has historically been predominately compliance. The committee started having more conversation around job seeker and business issues but there is still a need to review and approve contracts so it goes to the committee before being presented to the full Board. In addition to that, we are about to start a new round of compliance pieces such as the job center certification which has to happen every certain amount of number of years, career providers have to be reviewed, and the RFP that has to go out for the youth contract. These are all federal elements that still need to be done as well as the five-year plan that starts at the committee level. The overarching WIOA compliance pieces still have a need to be reviewed by the committee but from a Board perspective, the interest is focusing more on these concepts and the issues within our community.

Regarding the structure of the committee, the Planning & Oversight Committee needs to remain consistent. Splitting up the committee may create areas of concern. The composition of the Board to expand will greatly depend on the commitment and attendance of members. Separating the committees could also create a committee that oversees the compliance pieces. The planning portion is expanding while the oversight piece remains stable. Keeping the committee as it is for the time being would likely be the best option and should the oversight responsibility of the committee become more complex, then consider splitting the committee. There is already a concern of meeting quorum at some of the meetings. Focusing on both planning and oversight should be manageable.

Diving into planning and focusing on the partnerships piece of the action plan and deciding what the goal is in this area. Staff expressed when they look at the action plan for this area, they are already doing these tasks every day. What is it that we are doing differently as far as partnerships that the Board wants staff to focus on? The interpretation is that the Board would like to see a higher level of and greater engagement by identifying more stakeholders to bring to the table with more in-depth policies to carry out based on the Board's approval. For example, trying to provide a wider variety of industry stakeholders in each particular sector where those pathways are created and produce concrete recommendations back to the Board. Partnerships also develop with the general course of action based on community needs and funding. Identifying new partnerships based on industry sectors is always encouraged.

Measuring partnership and if goals are being met in this area of the action plan can be as simple as developing a partnership in various sectors, such as labor, industry, non-profit, etc., are actually convening with the Board and developing all the stages of what the Board is trying to carry out, and being a consistent partner through those stages, that would be a metric of success of that partnership. Collaborating with more stakeholders through the life of a program is the measured success of partnership. There needs to be a balance of relevancy for those coming into and coming out of programs. The opportunity needs to be created to be known but to be relevant for those that want to be involved.

The area of partnership seems to overlap into other areas. But the overall interpretation of partnership was to engage with more stakeholders through every step of the process. And include sector wide issues. If partnership is connected with other areas, it appears to be easier to identify where the goals lie and where areas need to intersect.

The meaning of cross sector representation mentioned on the action plan was clarified. The intent is to look at how sectors intersect and how they affect each other. Bringing sectors that may cross into each other together may bring more support to the industry sector and to each other.

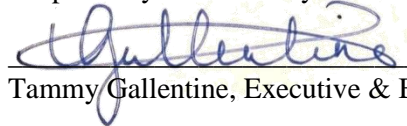
Revisions to the action plan were requested based on continued discussion of current efforts and future goals. An overview of the key industry sectors was requested to be presented at the May Board meeting.

VI. Adjournment

The meeting adjourned at 4:44 p.m.

Note: The next Planning & Oversight Committee meeting is scheduled for June 25, 2024.

Respectfully submitted by:



Tammy Gallentine, Executive & Board Support Specialist