



# WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY

## **Planning & Oversight Committee Meeting**

Tuesday, November 1, 2022

3:00 p.m. – 5:00 p.m.

**via Zoom**

<https://us02web.zoom.us/j/82097911514?pwd=dTB3L1BzRWRMYzNTTThnZGU5Ujd2QT09>

Meeting ID: 820 9791 1514

Passcode: 319861



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**PUBLIC MEETING ANNOUNCEMENT**  
**Planning & Oversight Committee Meeting**  
**Date: Tuesday, November 1, 2022**  
**Time: 3:00 p.m. - Open Session**

**Location: Via Zoom**

On September 16, 2021, Assembly Bill No. 361 was approved by Governor Newsom and filed with Secretary of State the same day. Given that the State of California is considered to still be in a state of emergency pursuant to the California Emergency Act (CA GOV § 8625), due to the current pandemic, meetings held by the Workforce Development Board of Solano County (WDB) that fall under Brown Act requirements will continue to be held virtually as meeting in person may present imminent risks to the health or safety of attendees.

The WDB has taken steps to utilize technology to encourage full public participation during its upcoming meeting. The above scheduled meeting will be accessible through the following option:

**Join Zoom Meeting**

<https://us02web.zoom.us/j/82097911514?pwd=dTB3L1BzRWRYzNTTThnZGU5Ujd2QT09>

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Call in via Zoom: 669-900-6833

You can join the Zoom meeting from a computer, mobile device, or tablet. The Zoom meeting information will be provided in every meeting agenda. Members of the public will be given the opportunity to provide public comment remotely during the public comment period or may provide public comment in advance by email to: [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org) not later than 24 hours in advance of the scheduled meeting. All such written comments that are related to employment and training in Solano County will be read aloud at the meeting.

For more information about Assembly Bill No. 361, visit [California Legislative Information](#) or contact Tammy Gallentine at [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org) or by calling 707-863-3552.

Items Distributed to the Board less than 72 hours prior to meeting – Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Committee less than seventy-two (72) hours prior to the meeting will be available to the public inspection by contacting Tammy Gallentine at [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org) or by calling 707-863-3552 during regular business hours. When practical, these public records will also be made available on WDB's website at <https://solanoemployment.org/board-of-directors>.

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



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY  
**MEETING OF THE EXECUTIVE COMMITTEE**  
**JOINTLY WITH THE**  
**PLANNING & OVERSIGHT COMMITTEE**  
**Tuesday, November 1, 2022**  
**3:00 – 5:00 p.m.**

Join Zoom Meeting

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**MEETING AGENDA**

- |             |   |              |
|-------------|---|--------------|
| <b>I.</b>   | <b>Welcoming/Convening</b>  |              |
| <b>II.</b>  | <b>Agenda Changes and/or Deletions</b>  |              |
| <b>III.</b> | <b>Public Comment</b> – <i>Public comments on agenda items and items under the jurisdiction of the Committee shall be made at this time. Written comments submitted by the public will also be read. Please note: Instructions to submitted written comments are outlined in the Public Announcement of this meeting.</i> |              |
| <b>IV.</b>  | <b>Action Items</b>   | <b>Pages</b> |
|             | A. Approval of October 26, 2021, Planning & Oversight Committee Meeting Minutes   | <b>1</b>     |
|             | B. Review and Accept the Workforce Development Board of Solano County’s America’s Job Center of California (AJCC) Internal Monitoring Report  |              |
| <b>V.</b>   | <b>Discussion</b>   |              |
|             | A. Committee Roles and Responsibilities   |              |
|             | B. Recruiting and Retaining New Workforce Discussion  |              |
|             | C. Sector Strategies Discussion   |              |
| <b>VI.</b>  | <b>Adjournment</b>  |              |

Note: The next Planning & Oversight Committee meeting is TBD

# ACTION ITEMS



**MINUTES  
EXECUTIVE COMMITTEE  
JOINTLY WITH THE  
PLANNING & OVERSIGHT COMMITTEE MEETING  
October 26, 2021**

**I. Welcoming/Convening**

Committee Chair, Paul Castro, called the meeting to order at 3:02 p.m. Quorum was established.

**Members Present:** Paul Castro, Mario Giuliani, Fadi Halabi, Gerald Huber, Rhuenette Alums, Mary Dugbartey, Nancy Nelson

**Members Absent:** Jon Riley, Scott Reynolds

**Staff Present:** Heather Henry, Marion Aiken, Tracy White, Tammy Gallentine

**II. Agenda Changes and/or Deletions**

There were no changes to the agenda.

**III. Public Comment**

There were no public comments. Ms. Henry introduced Ms. Nancy Nelson. Ms. Nelson introduced herself as the new County Analyst for the Solano County Administrator's office. Mr. Castro asked Mr. Prieto to introduce himself and noted he will be speaking as part of the agenda. Mr. Prieto, Regional Manager for CA Human Development, gave a brief introduction.

**IV. Executive Committee Action Items**

*The Executive Committee convened on behalf of the full Board and took action on the following item:*

**A. Consider Adoption of Resolution 2021-01 to Continue Remote Meetings Pursuant to AB361**

**MOTION #1**

A motion was made and seconded to adopt the resolution.  
**(Giuliani/Halabi) MOTION PASSED UNANIMOUSLY**

*The meeting reconvened as the Joint Executive and Planning & Oversight Committee*

**V. Action Items**

**A. Approval of July 1, 2021 Meeting Minutes**

**MOTION #2**

A motion was made and seconded to approve the meeting minutes.  
**(Halabi/Huber) MOTION PASSED UNANIMOUSLY**

**B. Review and Approval of the America's Job Center of California Comprehensive and Affiliate Certification**

Ms. White gave a detailed overview of agenda item **V.B Review and Approval of the America's Job Center of California Comprehensive and Affiliate Certification**, which was included as part of the agenda package and incorporated herein. Ms. White

noted Mr. Prieto discussed the certification process during the November 2021 Board meeting. Mr. Prieto gave a detailed outline of the areas of strength and enhancements for the Fairfield and Vallejo AJCC locations, including the Fairfield AJCC staying open during the COVID pandemic, adding a bilingual staff member to assist customers coming into the job center, and continued collaboration with mandated and non-mandated partners. Enhancements include building a referral process to communicate with partners to provide additional resources for customers, providing services in areas such as Rio Vista, that do not have direct access to services, prioritizing services for Veterans and individuals with disabilities, and collaboration with training providers, colleges, and other community partners. Ms. Henry added the state is very interested in human centric design and having customer input in what the design looks like. We need to take a closer look at what that will look like over the next couple years to put together a stronger customer feedback loop.

### **MOTION #3**

A motion was made and seconded to approve the America's Job Center of California Comprehensive and Affiliate Certification application.

**(Halabi/Huber) MOTION PASSED UNANIMOUSLY**

*The Executive Committee was excused from the meeting.*

## **VI. Discussion**

### **A. Review of Program Numbers**

Ms. Henry presented and gave a detailed overview of reports to include Service Summary report of the AJCC, Job Seeker Deliverables by Grant Funded Program report, 3-Year WIOA Indicator Trends report, and FY2022 Quarter 1 Programmatic Impact report and the SBDC Monthly Report.

The Vallejo Job Center opened in September. There was a significant in foot traffic in the Fairfield Job Center once Vallejo opened. Unemployment insurance assistance remains the primary request from those that visit the job center. Road to Employment has started up again at the Vacaville Library and Fairfield Adult School. Businesses continue to be short staffed and are struggling to fill positions. There is hesitancy within the workforce due to COVID fear, vaccination status, and continued childcare shortages. The labor rate participation is still fairly low that resulted from early retirement and those waiting for school to return to in person. The unemployment rate still remains high but is not a full indicator since there are people who took themselves out of the labor market.

Enrollments have remained stable. There has been a trend of participants wanting training instead of WIOA enrolled services. There is a struggle with discretionary grants. There has been a push for outreach on these programs. WDB is also doing more industry specific targeted work with providers to do targeted training. There has been an improvement in services for individuals with disabilities.

SBDC has served almost 2000 business calendar year to date. They worked to assist businesses to secure loans and equity in almost \$13million. The City of Vacaville has contracted with WDB and Solano SBDC for manufacturing retention. SBDC will be leading manufacturing roundtables to discuss issues with supply chains, sales, and talent recruiting.

**B. Discussion of Labor Market and WDB Response**

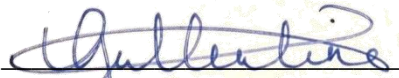
This topic was discussed with agenda item VI.A. Review of Program Numbers.

**VII. Adjournment**

The meeting adjourned at 4:08 p.m.

Note: The next Planning & Oversight Committee meeting will be determined at a later date.

Respectfully submitted by:



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Tammy Gallentine, Executive & Board Support Specialist



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**PLANNING and OVERSIGHT COMMITTEE**

<b>SUBJECT:</b> Review and Accept the Workforce Development Board of Solano County's America's Job Center of California (AJCC) Internal Monitoring Report	<b>MEETING DATE</b> November 1, 2022	<b>AGENDA ITEM</b> IV.B
<b>FROM:</b> Heather Henry President/Executive Director	<b>ACTION REQUIRED</b> YES ✓ NO	<b>ATTACHMENTS</b> NONE

**RECOMMENDATION:**

It is Board staff's recommendation that the Planning and Oversight Committee of the Workforce Development Board (WDB) of Solano County hear, review, and accept the initial review of the WDB's America's Job Center of California (AJCC) internal monitoring report.

**SUMMARY:**

The WDB staff conducted an internal monitoring of the Comprehensive and Affiliate AJCCs during the week of October 24, 2022 per WIOA sub-recipient monitoring regulations.

The Performance and Compliance Analyst conducted a thorough review of:

- One-Stop Operator compliance with the requirements of WIOA
- Facility compliance of the AJCCs with respect to WIOA guidelines, Americans with Disabilities Act (ADA) requirements, and nondiscrimination laws and regulations
- Compliance with AJCC Memorandum of Understanding (MOU) and Infrastructure Funding Agreement regulations; and
- AJCC activities

The initial review of the AJCC internal monitoring report will be presented, outlining the observed best practices, concerns, and potential findings.

**DISCUSSION:**

**Background:**

Workforce Innovation and Opportunity Act (WIOA) guidelines require adherence to subrecipient federal compliance and monitoring guidelines. As the WDB is also the provider of WIOA Title I activities, the Local Board is required to monitor its own activities. Policies and practices are in place for internal firewalls between staff providing services, staff responsible for oversight of the service, and the Local Board.



The Planning and Oversight Committee is responsible for receiving the programmatic monitoring of the Comprehensive and Affiliate AJCCs and the WDB WIOA Adult, Dislocated Worker, and Youth programs. These internal monitoring reviews occur annually.

The internal AJCC monitoring process included a(n):

- Desk review of the AJCC MOU, the One-Stop Operator contract, the website, and a pre-monitoring questionnaire completed by AJCC staff;
- On-site monitoring visit of the Comprehensive AJCC in Vallejo and of the Affiliate AJCC in Fairfield, reviewing services provided, ADA equipment and compliance, and WIOA requirements within the AJCCs; and an
- Interview with an AJCC staff member regarding service delivery and knowledge of compliance requirements

### **Summary of Initial Review**

In general, the Performance and Compliance Analyst found the AJCCs in compliance. Areas of best practice, concern, and potential findings were observed during the monitoring.

#### *Best Practices:*

- Fairfield AJCC staff were found to be very knowledgeable in a variety of tools and resources available to job seekers, as well as in areas of compliance.
- The Vallejo AJCC had visible information on AJCC success stories, as well as signs on the ADA computers with available software tools for individuals with disabilities.
- Both AJCCs are closely accessible to public transportation and have plenty of free parking spaces nearby.

#### *Concerns and Suggestions:*

- Not all co-located partners in the Comprehensive AJCC are financially participating in the Infrastructure Funding agreement.
- ADA Assisting Technology is in both AJCCs. It is suggested to having periodic staff training reminders on assistive technology at both locations to ensure effective operation of the resources.
- Most accessibility signage was compliant with ADA requirements. A few signs were either missing or could be improved to better meeting ADA signage guidelines.
- AJCCs should ensure at all times that customers and employees are able to access restrooms consistent with their gender identities. Sites should have a clear back-up plan for ensuring this access if bathrooms are out of order.

#### *Potential Findings:*

- Proper AJCC signage must be visible externally at each AJCC location. The Comprehensive Vallejo AJCC was missing external AJCC signage.
- Proper nondiscrimination and equal opportunity signage must be available in all public use permanent rooms. Some Equal Opportunity signage was missing in the Vallejo AJCC and the International Sign of TTY/TDD was missing in both AJCC locations.

**Next Steps**

A draft monitoring report will be submitted to the AJCC staff documenting potential compliance issues and findings by November 28, 2022. The AJCC staff will have thirty (30) days to respond with a proposed correction action or additional information in disagreement of the draft monitoring results. Once received, a final monitoring report will be issued within thirty (30) days. A final internal AJCC monitoring report will be given to the Planning and Oversight Committee by February 2023.

**REPORT PREPARED BY:**

Heather Henry, President / Executive Director. Please contact Sonam Rajbhandary at [srajbhandary@solanowdb.org](mailto:srajbhandary@solanowdb.org) should you have any questions regarding the information outlined in this report.



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Heather Henry, President/Executive Director

# DISCUSSION ITEMS





**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**PLANNING and OVERSIGHT COMMITTEE**

<b>SUBJECT:</b> Recruiting and Retaining New Workforce Discussion	<b>MEETING DATE</b> November 1, 2022	<b>AGENDA ITEM</b> V.B
<b>FROM:</b> Heather Henry President/Executive Director	<b>ACTION REQUIRED</b> YES NO ✓	<b>ATTACHMENTS</b> NONE

**RECOMMENDATION:**

It is Board staff's recommendation that the Planning and Oversight Committee of the Workforce Development Board (WDB) of Solano County hear background information regarding the overall economic landscape related to recruiting and retaining workforce, as well as discuss how the WDB and the Planning and Oversight Committee would like to move forward on potential solutions.

**SUMMARY:**

The Planning and Oversight Committee requested a discussion on key workforce topics and opportunities, with staff background information and robust discussions. Due to the changing COVID economic landscape, the Committee wanted background information regarding recruiting and retaining workforce.

**DISCUSSION:**

One of the number one things we hear from the business community is the current challenge in recruiting and retaining workforce. A number of factors have led to this labor market environment. Below are some key points from research and WDB and SBDC engagements with businesses.

*Recruiting and Retention Landscape:*

There has been a continuous stream of research, commentary, and news regarding the recruiting and retention landscape for businesses. Below are some key themes in the larger landscape:

- There are less job seekers in the market than there are jobs.
- Job seeker and worker priorities have shifted as a result of the pandemic.
- There has been an increased job seeker, community, and business design to focus on workplace culture, diversity and inclusion, and mental wellness as it relates to work.
- Staffing changes, including resignations and retirements, have led to a significant brain drain in many companies, leading to challenges in organizational productivity.
- There is an increased focus from external stakeholders on the elements of job quality.

*Local Observations:*

The following themes have been gleaned from the WDB's Business Services unit efforts:

- Businesses are struggling to understand why recruitment has become such a challenge.
- Businesses are finding a lack of workers skilled in their business needs.
- Businesses and industries are struggling to keep up with the hiring practice changes – faster recruitment processes, outdated job descriptions, lack of focus on skills
- Many businesses are reevaluating how they promote their jobs in the community.
- Businesses, particularly small businesses, are currently focusing on recruitment rather than retention.

*WDB Planned Solutions:*

The WDB has been working to address these solutions and have upcoming projects:

- Increased focus on recruitment events and job promotion methods
- Development of talent pipeline strategies with businesses, including just-in-time, industry-based job training programs
- Job quality framework development
- Work-based mental health services
- Employer training series
- Employer Resource Network

**REPORT PREPARED BY:**

Heather Henry, President / Executive Director. Please contact April Ziomek-Portillo at [aziomek@solanowdb.org](mailto:aziomek@solanowdb.org) should you have any questions regarding the information outlined in this report.



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Heather Henry, President/Executive Director