



BOARD OF DIRECTORS MEETING AGENDA PACKET

Friday, January 23, 2026

8:30 - 10:30 a.m.

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

**WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY**





WORKFORCE DEVELOPMENT BOARD

OF SOLANO COUNTY

BOARD OF DIRECTORS MEETING

Wednesday, January 23, 2026

8:30 a.m. – 10:30 a.m.

500 Chadbourne Road, Suite A, Fairfield, CA 94534

AGENDA

- I. Call to Order**
- II. Introductions**
- III. Agenda Changes/Deletions**
- IV. Public Comment** – *Public comments on agenda items and items under the jurisdiction of the Board of Directors shall be made at this time and will be taken into consideration without discussion by the Board. Speakers will have a time limit of 3 minutes. No action may be taken on non-agenda items.*
- V. Informational Reports**
 - A. Committee Chairs (Verbal)
 - B. Board Chair (Verbal)
 - C. Leadership Updates (Verbal)
 - D. President/Executive Director Updates (Verbal)
 - E. Reports (Written) **1**
- VI. Consent Calendar**
 - A. Approval of November 16, 2025, Board of Directors Meeting Minutes **25**
 - B. Approve the Federal Monitoring and Compliance Oversight Policy (2026-01) as recommended by the Budget Committee **29**
 - C. Approve the revised Corporate Resolution of Designated Authorized Signatories **44**
- VII. Action Items**
 - A. Acceptance of the nomination of Heather Henry, and election to fill the 2024-2026 Board Treasurer Seat **46**
 - B. Review and approval of the Lower Living Standard Income Level (LLSIL) & Poverty Guidelines Policy for 2025 (2026-02) **47**
 - C. Review and approval of the Property Management and Inventory Policy (2026-03) **51**
 - D. Review and approval of the proposed transfer of funds from WIOA Adult to Dislocated Worker as recommended by the Budget Committee. **58**
- VIII. Closed Session**
 - A. Pursuant to §54957(b)(1) Mid-year check-in on performance objectives and first-year priorities as part of the Executive Director's employee evaluation
- IX. Open Session**
 - A. Pursuant to §54957.6 Vote and/or Report out on an Action Resulting from Closed Session
- X. Adjournment**

Note: The next Board of Director's meeting is scheduled for Friday, March 20, 2026

REPORTS





WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

INFORMATION REPORTS AGENDA ITEM V.E.
January 23, 2026

SUBJECT	ATTACHMENTS
Reports	A - C

SUMMARY

Staff have 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
 - 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.

Recent/Open Monitoring Activity:

- The EDD conducted its Solano County PY 2024-25 WIOA Annual Review, with a focus on WIOA Youth Program and Rapid Response. The monitoring took place November 17 – 21, 2025. While there is no set date as to when the draft report will be issued, EDD anticipates providing the draft response outlining any findings, if applicable, to staff in the coming weeks. Staff will share the results along with any corrective actions taken once received.

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:

Sarah Stalcup

Effective Date: December 8, 2025

Classification: Admin/Program Technician III

Position: Account Clerk

Retirement:

Marion Aiken

Effective Date: January 5, 2026

Classification: Associate Director

Position: Workforce Services Director

Shirley Topacio

Effective Date: January 23, 2026

Classification: Adult/Program Specialist II

Position: Fiscal Accountant II

Budget/Expenditure Report

The Workforce Development Board of Solano County's (WDB) report of budget/expenditures through December 31, 2025 is provided as follows:

- Attachment A-1 – WDB
- Attachment A-2 – SBDC (CIP & TAP)
- Attachment A-3 – SBDC (SBA, Local Match, Mare Island, Program Income)

WDB Fiscal Leadership Report

WDB - Solano Grant Programs FY 2025/26 through 12/31/2025

Percentage of Year Elapsed:
50%

WDB - Solano Grant Programs FY 2025/26 through 12/31/2025												
WIOA Adult		2025, 2026		WIOA Dislocated Worker		WIOA Youth ISY						
\$1,401,938		6025, 6026		\$1,349,601		Total Youth: \$1,364,377		1025, 1026				
						ISY Budget: \$341,094.25						
Direct Program Costs:	Budget	Exp+Obs	Left	% Spent	Budget	Exp + Obs	Left	% Spent	Budget	Exp+Obs	Left	% Spent
	\$ 337,833	\$90,840	\$246,993	27%	\$ 148,092	\$24,000	\$124,092	16%	\$ 10,000	\$0	\$10,000	0%
	15,000	45,045	(30,045)	300%	15,000	51,283	(36,283)	342%	0	0	0	0%
	9,000	1,820	7,180	20%	9,000	2,071	6,929	23%	6,000	0	6,000	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%
	2,250	0	2,250	0%	0	0	0	0%	2,000	0	2,000	0%
	4,167	3,860	306	93%	4,167	3,397	769	82%	101,646	0	101,646	0%
	368,250	141,565	226,685	38%	176,259	80,751	95,507	46%	119,646	0	119,646	0%
	868,898	401,088	467,810	46%	974,185	411,571	562,614	42%	95,000	39,660	55,340	42%
Other Costs:	16,507	16,638	(131)	101%	15,186	17,465	(2,278)	115%	18,448	299	18,149	2%
	2,000	0	2,000	0%	2,000	0	2,000	0%	100,000	0	0	0%
	124,654	91,075	33,579	73%	138,514	101,199	37,315	73%	100,000	6,021	93,979	6%
	3,500	1,984	1,516	57%	3,500	1,983	1,517	57%	1,000	0	0	0%
	3,000	2,437	563	81%	3,000	460	2,540	15%	1,000	130	870	13%
	1,597	2,922	(1,325)	183%	1,597	2,392	(795)	150%	1,000	0	1,000	0%
	13,201	4,000	9,201	30%	13,201	4,000	9,201	30%	2,000	0	2,000	0%
	331	9,318	(8,987)	2815%	22,159	5,958	16,201	27%	4,000	0	4,000	0%
	1,033,689	529,462	504,226	51%	1,173,343	545,027	628,315	46%	221,448	46,110	175,338	21%
	1,401,938	\$671,027	\$730,911	48%	1,349,601	\$625,778	\$723,823	46%	341,094	\$46,110	\$294,984	14%

WDB Fiscal Leadership Report

WDB - Solano Grant Programs FY 2025/26 through 12/31/2025				WIOA Youth OSY Total Youth: \$1,364,377 OSY Budget: \$1,023,282.75				WIOA Rapid Response \$136,324				WIOA RR Layoff Aversion \$61,175			
Percentage of Year Elapsed:				1125, 1126				6625, 6626				6726			
50%															
Direct Program Costs:															
	Budget	Exp+Obs	Left	% Spent		Budget	Exp+Obs	Left	% Spent		Budget	Exp+Obs	Left	% Spent	
Occupational Training	\$ 10,000	\$31,743	(21,743)	317%		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	6,000	1,003	4,997	17%		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	332,174	119,982	212,192	36%		0	0	0	0%		0	0	0	0%	
Sub-total	348,174	152,728	195,446	44%		0	0	0	0%		0	0	0	0%	
Other Costs:															
Salaries and Benefits	511,767	313,620	198,147	61%		101,514	43,691	57,823	43%		38,437	3,550	34,887	9%	
Communications / IT	15,842	15,234	608	96%		0	492	(492)	0%		0	0	0	0%	
Employee / WDB Professional Dev	2,000	0	2,000	0%		0	0	0	0%		0	0	0	0%	
Facilities	125,000	86,246	38,754	69%		14,276	10,672	3,604	75%		0	0	0	0%	
Memberships	3,500	1,983	1,517	57%		2,400	2,295	105	96%		0	0	0	0%	
Mileage / Travel	2,000	409	1,591	20%		150	138	12	92%		0	0	0	0%	
Supplies / Equipment	1,000	1,932	(932)	193%		0	0	0	0%		0	0	0	0%	
Software	10,000	2,667	7,333	27%		0	0	0	0%		0	0	0	0%	
Other Operating Costs	4,000	4,088	-88	102%		17,985	0	17,985	0%		22,738	0	22,738	0%	
Sub-total	675,109	426,178	248,931	63%		136,325	57,287	79,037	42%		61,175	3,550	57,625	6%	
Total	1,023,283	\$578,906	\$444,377	57%		136,325	\$57,287	\$79,037	42%		61,175	\$3,550	\$57,625	6%	

WDB Fiscal Leadership Report

WDB - Solano Grant Programs FY 2025/26 through 12/31/2025

Percentage of Year Elapsed:
50%

	IDOR-AJCC Collaboration Project				City of San Fran - CA Jobs First				ARPA 2a / Community Reemployment			
	Budget	Exp+Obs	Left	% Spent	Budget	Exp+Obs	Left	% Spent	Budget	Exp+Obs	Left	% Spent
Direct Program Costs:												
Occupational Training	20,000	7500	\$12,500	38%	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	3,000	200	2,800	7%	0	0	0	0%	0	0	0	0%
Program Contracts	60,000	400	59,600	1%	40,000	0	40,000	0%	53,570	33,088	20,482	62%
Sub-total	83,000	8100	74,900	10%	40,000	0	40,000	0%	53,570	33,088	20,482	62%
Other Costs:												
Salaries and Benefits	168,688	70,726	97,962	42%	20,106	1,812	18,294	9%	64	0	64	0%
Communications / IT	0	307	(307)	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	354	(354)	0%	0	0	0	0%	0	0	0	0%
Memberships	0	0	0	0%	0	0	0	0%	0	0	0	0%
Mileage / Travel	3,500	0	3,500	0%	0	0	0	0%	0	0	0	0%
Supplies / Equipment	0	433	(433)	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	12,950	0	12,950	0%	3,894	0	3,894	0%	0	0	0	0%
Sub-total	185,138	71,819	113,319	39%	24,000	1,812	22,188	100%	64	0	64	0%
Total	268,138	\$79,919	\$188,219	30%	64,000	\$1,812	\$62,188	3%	53,634	\$33,088	\$20,546	62%

ARPA 2 Totals:
Budget: 69,256
Total Spent: \$42,623

WDB Fiscal Leadership Report

WDB - Solano Grant Programs FY 2025/26 through 12/31/2025

Percentage of Year Elapsed:

50%

	ARPA 2b / Nonprofit Infrastructure				ARPA 3 / Industry Job Training				ARPA 4b / Improve Virtual Tools			
	Budget	Exp+Obs	Left	% Spent	Budget	Exp+Obs	Left	% Spent	Budget	Exp+Obs	Left	% Spent
Direct Program Costs:												
Occupational Training	0	\$0	0	0%	52,167	\$14,607	37,561	28%	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%	64,741	35,215	29,526	54%	0	0	0	0%
Program Contracts	13,077	4,172	8,905	32%	50,781	21,212	29,570	42%	0	0	0	0%
Sub-total	13,077	4,172	8,905	32%	167,690	71,033	96,657	42%	0	0	0	0%
Other Costs:												
Salaries and Benefits	2,545	4,367	(1,822)	172%	0	0	0	0%	0	0	0	0%
Communications / IT	0	0	0	0%	0	1,209	(1,209)	0%	0	0	0	0%
Employee / WDB Professional Dev	0	995	(995)	0%	0	0	0	0%	0	0	0	0%
Facilities	0	0	0	0%	0	1,887	(1,887)	0%	0	0	0	0%
Memberships	0	0	0	0%	0	1	(1)	0%	0	0	0	0%
Mileage / Travel	0	0	0	0%	0	237	(237)	0%	0	0	0	0%
Supplies / Equipment	0	0	0	0%	0	655	(655)	0%	0	0	0	0%
Software	0	0	0	0%	0	0	0	0%	30,048	500	29,548	2%
Other Operating Costs	0	0	0	0%	13,104	4,350	8,754	33%	0	0	0	0%
Sub-total	2,545	5,362	-2,817	211%	13,104	8,340	4,765	64%	30,048	500	29,548	2%
Total	15,622	\$9,535	\$6,087	61%	180,794	\$79,373	\$101,421	44%	30,048	\$500	\$29,548	2%

ARPA 4 Totals:

Budget: 227,409

Total Spent: \$56,117

WDB Fiscal Leadership Report

WDB - Solano Grant Programs FY 2025/26 through 12/31/2025

Percentage of Year Elapsed:
50%

	ARPA 4c / Vallejo AJCC Improvements				ARPA 4d / ERN				CWDB P2E 2.0			
	5922				5822				2523			
	Ends 06/2026				Ends 06/2026				Ends 12/2026			
	ARPA 4 Total: \$1,000,000				ARPA 4 Total: \$1,000,000				total budget: \$434,306			
	FY25-26 \$53,931				FY25-26 \$143,429				FY25-26 \$182,877			
	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	1	(1)	0%	0	0	0	0%
Sub-total	0	0	0	0%	0	1	-1	0%	150,898	3,656	147,242	2%
									150,898	3,656	147,242	0%
Other Costs:												
Salaries and Benefits	0	0	0	0%	121,549	46,350	75,200	38%	31,825	17,246	14,579	54%
Communications / IT	0	264	(264)	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	23,526	2,097	21,430	9%	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	511	(511)	0%	0	0	0	0%
Supplies / Equipment	0	511	(511)	0%	0	964	(964)	0%	0	0	0	0%
Software	30,404	3,938	26,467	13%	16,448	72	16,375	0%	0	0	0	0%
Other Operating Costs	0	0	0	0%	5,433	909	4,524	17%	154	0	154	0%
Sub-total	53,931	6,809	47,121	13%	143,430	48,806	94,624	34%	31,979	17,246	14,733	100%
Total	53,931	\$6,809	\$47,121	13%	143,430	\$48,808	\$94,623	34%	182,877	\$20,902	\$161,975	11%

WDB Fiscal Leadership Report

WDB - Solano Grant Programs FY 2025/26 through 12/31/2025		CWDB HIRE Grant				CWDB RERP				Irvine Capacity Building				
Percentage of Year Elapsed:		total budget: \$1,443,574		4324		total budget: \$1,150,000		2323		total budget: \$500,000		4124		
50%		FY25-26 \$477,254		Ends 03/2027		FY25-26 \$497,580		Ends 12/2026		FY25-26 \$156,610		Ends 11/2026		
		Budget	Exp+Obs	Left	% Spent	Budget	Exp+Obs	Left	% Spent	Budget	Exp+Obs	Left	% Spent	
Direct Program Costs:	Occupational Training	0	\$1,500	(1,500)	0%	65,000	\$0	\$65,000	0%	0	\$0	\$0	0%	
	Work-Based Learning	14,500	0	\$14,500	0%	0	0	0	0%	0	0	0	0%	
	Supportive Services	17,841	2,412	\$15,429	14%	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	946	(946)	0%	
	Program Contracts	444,914	231,749	\$213,164	52%	403,086	16,508	386,578	4%	66,102	0	66,102	0%	
Sub-total		477,254	235,661	241,593	49%	468,086	16,508	451,578	4%	66,102	946	65,156	1%	
Other Costs:	Salaries and Benefits	0	0	0	0%	18,633	10,991	7,642	59%	42,973	33,285	9,688	77%	
	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%	12,000	40,479	(28,479)	337%	
	Facilities	0	0	0	0%	0	0	0	0%	0	2,113	(2,113)	0%	
	Memberships	0	0	0	0%	0	0	0	0%	0	0	0	0%	
	Mileage / Travel	0	0	0	0%	0	0	0	0%	16,500	2,992	13,508	18%	
	Supplies / Equipment	0	0	0	0%	0	0	0	0%	0	64	(64)	0%	
	Software	0	0	0	0%	0	0	0	0%	4,000	0	4,000	0%	
	Other Operating Costs	0	0	0	0%	10,861	0	10,861	0%	15,035	5,692	9,343	38%	
	Sub-total		0	0	0	0%	29,494	10,991	18,503	37%	90,508	84,626	5,882	94%
	Total	477,254	\$235,661	\$241,593	49%	497,580	\$27,500	\$470,080	6%	156,610	\$85,571	\$71,039	55%	

WDB Fiscal Leadership Report

WDB - Solano		WDB Only									
Grant Programs FY 2025/26 through 12/31/2025		Irvine Flex Fund				South Bay WIB Apprenticeship				Mare Island	
Percentage of Year Elapsed:		total budget: \$15,000		4125		total budget: \$25,000		4425		Invoiced Annually	
50%		FY25-26 \$15,000		Ends 02/2026		FY25-26 \$7,223		Ends 03/2026		7824	
		Budget	Exp+Obs	Left	% Spent	Budget	Exp+Obs	Left	% Spent	Budget	Exp+Obs
Direct Program Costs:	Occupational Training	0	\$0	\$0	0%	0	\$0	\$0	0%	0	\$0
	Work-Based Learning	0	0	0	0%	0	0	0	0%	0	0
	Supportive Services	0	0	0	0%	0	0	0	0%	0	0
	Business Advisors	0	0	0	0%	0	0	0	0%	0	0
	Small Business Grants/Payments	0	0	0	0%	0	0	0	0%	0	0
	Outreach	0	42	(42)	0%	0	0	0	0%	0	0
	Program Contracts	0	537	(537)	0%	0	0	0	0%	0	0
	Sub-total	0	579	-579	0%	0	0	0	0%	0	0
	Other Costs:	Salaries and Benefits	0	0	0	0%	7,223	8,922	(1,699)	124%	10,000
Communications / IT		0	0	0	0%	0	0	0	0%	0	0
Employee / WDB Professional Dev		9,500	879	8,621	9%	0	0	0	0%	0	0
Facilities		0	98	(98)	0%	0	0	0	0%	0	0
Memberships		500	379	121	76%	0	0	0	0%	0	0
Mileage / Travel		0	1,190	(1,190)	0%	0	0	0	0%	0	136
Supplies / Equipment		2,600	2,111	489	81%	0	0	0	0%	0	0
Software		0	0	0	0%	0	0	0	0%	0	0
Other Operating Costs		2,400	364	2,036	15%	0	0	0	0%	0	0
Sub-total		15,000	5,020	9,980	33%	7,223	8,922	-1,699	124%	10,000	-1,191
Total		15,000	\$5,599	\$9,401	37%	7,223	\$8,922	(\$1,699)	124%	10,000	(\$1,191)
										\$11,191	-12%

*Recruitment

WDB - Solano
Grant Programs FY 2025/26
through 12/31/2025

TOTAL - All Programs				
Percentage of Year Elapsed:				
50%				
Direct Program Costs:				
Occupational Training	\$ 643,092	\$ 170,190	\$ 472,903	26%
Work-Based Learning	\$ 44,500	\$ 96,328	\$ (51,828)	216%
Supportive Services	\$ 47,841	\$ 7,306	\$ 40,534	15%
Business Advisors	\$ -	\$ -	\$ -	0%
Small Business Grants/Payments	\$ -	\$ -	\$ -	0%
Outreach	\$ 71,991	\$ 36,402	\$ 35,589	51%
Program Contracts	\$ 1,724,581	\$ 438,564	\$ 1,286,017	25%
Sub-total	2,532,005	748,790	1,783,215	30%
Other Costs:				
Salaries and Benefits	3,013,407	1,405,551	1,607,856	47%
Communications / IT	65,984	51,908	14,076	79%
Employee / WDB Professional Dev	27,500	42,353	(14,853)	154%
Facilities	525,970	301,761	224,208	57%
Memberships	13,400	8,625	4,775	64%
Mileage / Travel	29,150	8,640	20,510	30%
Supplies / Equipment	7,794	11,985	(4,191)	154%
Software	119,303	15,176	104,126	13%
Other Operating Costs	135,044	30,679	104,365	23%
Sub-total	3,937,551	1,876,678	2,060,873	48%
Total	6,469,557	2,625,468	3,844,089	41%

SBDC - CIP & TAP		SBDC - CIP		SBDC - TAP		8126		8226	
Grant Programs 10/01/25 - 09/30/26 through 12/31/25 *UPDATED ON: 1/16/26		Percentage of Year Elapsed: 25%							
		SBDC - CIP		SBDC - TAP		8126		8226	
		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		95,000	34,365	60,635	36%	88,920	21,318	67,602	24%
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	0	0	0%
Sub-total		95,000	34,365	60,635	36%	88,920	21,318	67,602	24%
Other Costs:									
Salaries and Benefits		0	0	0	0%	22,230	8,573	13,657	39%
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%	0	0	0	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%	22,230	8,573	13,657	39%
Total		95,000	\$34,365	60,635	36%	111,150	\$29,891	\$81,259	27%

WDB - Solano		SBDC - SBA		SBDC - Local Match	
Grant Programs 01/01/25 - 12/31/25		8025		8399	
12/31/2025					
*UPDATED ON: 1/16/26					
Percentage of Year Elapsed:					
100%					
Direct Program Costs:					
Occupational Training	0	\$0	0	0	0%
Work-Based Learning	0	0	0	0	0%
Supportive Services	0	0	0	0	0%
Business Advisors	19,460	19,460	0	0	0%
Small Business Grants/Payments	0	0	0	0	0%
Outreach	55	55	0	0	0%
Program Contracts	0	0	0	0	0%
Sub-total	19,515	19,515	0	0	0%
Other Costs:					
Salaries and Benefits	153,933	157,761	(3,828)	9,105	0%
Communications / IT	0	298	(298)	0	0%
Employee / WDB Professional Dev	0	0	0	0	0%
Facilities	0	0	0	0	0%
Memberships	1,945	500	1,445	0	0%
Mileage / Travel	4,107	1,228	2,879	0	0%
Supplies / Equipment	500	693	(193)	0	0%
Software	0	0	0	0	0%
Other Operating Costs	0	0	0	0	0%
SBA INCREASE:					
EMERGE	1,300	600			
CERTIFIED CAPITAL	1,000	1,000			
ACCREDITATION	2,000	650			
LEGISLATIVE OUTREACH	2,500				
Sub-total	160,485	160,481	4	9,105	0%
Total	180,000	179,996	4	29,860	30%

Does not include salaries & benefits in SBA for 12/29-12/31 and the grand total of emerge is not tied into grand total

Grant Programs 01/01/25 - 12/31/25
12/31/2025

***UPDATED ON: 1/16/26**

Percentage of Year Elapsed:

100%

12/31/2025		SBDC Only		7825		8530		8349	
*UPDATED ON: 1/16/26		Mare Island						SBDC Contributions	
Percentage of Year Elapsed:									
100%									
Direct Program Costs:	Budget	Exp+Obs	Left	% Spent	Budget	Exp+Obs	Left	% Spent	
	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	0	0	0%	0	0	0	0%	
	Small Business Grants/Payments	0	0	0%	0	0	0	0%	
	Outreach	0	0	0%	0	0	0	0%	
	Program Contracts	0	0	0%	0	0	0	0%	
	Sub-total	0	0	0%	0	0	0	0%	
	Other Costs:	Budget	Exp+Obs	Left	% Spent	Budget	Exp+Obs	Left	% Spent
		Salaries and Benefits	0	0	0%			0	0%
		Communications / IT	0	0	0%	0	0	0	0%
		Employee / WDB Professional Dev	0	0	0%	0	0	0	0%
Facilities		0	0	0%	0	0	0	0%	
Memberships		0	0	0%	0	0	0	0%	
Mileage / Travel		0	0	0%	0	0	0	0%	
Supplies / Equipment		0	0	0%	0	0	0	0%	
Software		0	0	0%	0	0	0	0%	
Other Operating Costs		0	0	0%	0	0	0	0%	
SBA INCREASE:									
EMERGE									
CERTIFIED CAPITAL									
ACCREDITATION									
LEGISLATIVE OUTREACH									
Sub-total	0	0	0	0%	0	0	0	0%	
Total	13,222	\$0	\$13,222	0%	5,996	\$0	\$ 2,154	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.

Recap of AJCC services:

The AJCC continues to provide a range of workshops, community-based activities, and online resources that support job seekers with employment readiness, career navigation, and economic stability. The following is a reminder of current services and offerings available to the community at no cost through in-person, virtual, outreach-based, and self-directed formats.

Professional Growth & Success Workshops

This workshop series focuses on core employment readiness skills, including resume development, job search strategies, interview preparation, goal setting, and financial literacy. The series is intended to support individuals entering the workforce, re-entering after time away, or pursuing a new career path.

Financial Wellness Workshops (Virtual).

In partnership with the Financial Foundation Educational Program, a virtual workshop series is available to strengthen financial literacy and support long-term stability. Topics include budgeting and debt management, emergency savings, protection planning, wealth building and asset accumulation, retirement and college planning, and Medicare basics/wealth preservation.

Typing Test and Certificate

Typing tests and certificates are offered to support employer and training program requirements. Appointments are not required.

Networking Series: "Handshake to Hire."

This consultant-led series supports job seekers in strengthening professional presence and connection-building strategies. Topics include self-presentation, outreach, personal branding, interviewing, and resume effectiveness.

Road to Employment

“Road to Employment” brings workforce services into the community at no cost and provides additional assistance with finding employment and navigating available programs. Support is also available to address employment barriers related to child support. Services are offered in Vacaville, Vallejo, Fairfield, and Rio Vista.

Online Career Tools

Through the Solano WDB website, job seekers can access online tools independently at no cost. *Career Coach* provides interactive assessments to identify career pathways aligned with an individual’s interests, skills, and goals, and connects users to relevant majors, in-demand careers, and education/training options. The site also includes labor market information powered by Lightcast, offering local wage data, projected job growth, in-demand skills, and employment opportunities in Solano County. Users can apply their results to plan next steps and build a resume that highlights skills employers are currently seeking.

Up to date workshops, and resources, as well the current dates and times can be found at: solanoemployment.org/workshopsandresources/ and solanoemployment.org/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 280 active clients with job search and training opportunities. We are expecting a growth in applicants and participant numbers soon for several reasons.
 - Anheuser-Busch – received a WARN Notice that 238 employees are being laid off at the Fairfield Brewery. Anheuser-Busch reports that they think 20-40% of the employees will move to other locations.
 - Mare Island Dry Dock – Closed effective 1/9/2026. Eighty-four (84) workers are being laid off.
 - Individuals receiving Social Services are now required to complete 80 hours per month of volunteering, training, education, or employment to continue receiving benefits per HR1 (OBDD). We expect that we will see new clients as this is the first quarter that participation regulations will be enforced.
 - Rio Vista – JSS Team Representative table 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 DOR. Currently, Disability Resource Specialist Rachelle Franko is working with sixteen co-enrolled participants and six applications in process.
- **HIRE Grant Activities**
 - Barbering Pre-Apprenticeship Program – Two participants are currently completing barber school training, with both receiving funding and support through the Department of Rehabilitation. Both participants have also begun working with WDS at the Workforce Development Board to receive tools and supplies needed for barbering. One additional participant will begin classes at AAA Academy in Dixon and hopes to pursue barbering in the future once he is financially able to continue his training.
- **Other Activities**
 - Career Coach – Career Coach usage during the November-December timeframe reported 206 unique users accessed the platform 237 times.
 - Gladeo Update –Completed all 4 videos. Final edits and marketing materials will be completed by Jan 31, 2026. The Bio Career Navigation Platform is available for view and trial experience.
 - VR Headsets - On Nov 14th, presentations and VR headsets were presented at Vallejo High School Healthcare CTE Program. 42 students participated.
 - Climate Curriculum Materials – SEI has completed the curriculum and is now working on branding 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.

Business Services:

- **WARN Activity:** WARN activity has increased over the past quarter, with several new notices expected to have a significant impact on the community.

In early December, Anheuser-Busch announced plans to close its Fairfield plant from February 9–22, 2026, affecting 238 employees. In response, the Workforce Development Board (WDB), EDD, Solano Community College, partner organizations, and government officials conducted four Rapid Response sessions on January 8–9, 2026, with a total of 116 employees in attendance. WDB intake staff are also scheduled to be onsite on designated days through January 26, 2026 to assist impacted employees with WIOA applications and re-employment services. In addition, an onsite employee career fair is planned for January 29, 2026 to connect Anheuser-Busch employees directly with hiring employers. Twelve

employers are currently confirmed, and recruitment remains open to additional companies through January 27, 2026.

WDB also received a WARN notice related to the closure of Mare Island Dry Docks shortly before layoffs began on December 29, 2025, impacting 84 employees. A Rapid Response session was held on January 7, 2026 in coordination with EDD, Solano Community College, partner organizations, and government officials. Participants received information on job search assistance, re-employment services, and training opportunities.

Additionally, WDB received a WARN notice for a CVS store in Fairfield scheduled to close by February 9, 2026. Staff are currently conducting outreach to coordinate Rapid Response services for affected employees.

Finally, WDB received the WARN notice from Valero on January 13, 2026 and is actively coordinating with the City of Benicia, local officials, and economic development partners to ensure impacted workers are aware of available services and resources related to the refinery shutdown.

- **NorCal Career Fair:** The Workforce Development Board's annual NorCal Career Fair will resume this year on April 2, 2026, from 10:00 a.m. to 1:00 p.m., in partnership with Solano Community College. The event will be held at the Fairfield Solano Community College campus.

WDB plans to host approximately 90 businesses at this no-cost event, providing job seekers with direct access to employers representing a wide range of industries. Staff are currently conducting outreach and registering businesses interested in participating.

This career fair remains a key workforce engagement event for the county, strengthening connections between local employers and regional talent while supporting re-employment efforts and broader economic growth.

ARPA Grants

The WDB and SBDC collectively implements 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
- 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
- Business Incubator – Incubator Trainings, Microgrants
- Services for Businesses – Business Training Series, Business Translation Services Pilot, Work-Based Mental Health Services

Reporting period highlights include:

- **Employer Resource Network:** The ERN® Success Coach continues to establish strong relationships with the leadership and employees at each ERN site. Since implementation, the following key performance indicators (KPIs) have been reported:
 - 93 clients served
 - 140 cases opened (14 cases pending, 6 opted out of services, 120 cases completed)

Site breakdown:

All Weather – 38 clients, 64 cases (22% utilization). Services included childcare, ESL, mental health, housing, and medical/dental insurance.

Harbinger – 29 clients, 40 cases (11% utilization). Services included mental health, ESL, housing, medical/dental insurance, and training.

Solano-Napa Small Business Development Center (SBDC)

- **Solano Biz Grow Loan Fund**
The Solano-Napa Small Business Development Center (SBDC) continues to advance small business support efforts in coordination with the Workforce Development Board and regional partners. Work is underway with the Solano Economic Development Corporation (EDC) and partners to support the Solano Biz Grow \$4 million revolving loan fund, delivered through Travis Credit Union, Valley Strong Credit Union, and First Northern Bank. The program includes underwriting terms of five-year loans at 6% interest, with loan amounts ranging from \$25,000 to \$125,000, and eligibility requirements including a minimum 630 credit score and at least two years in business. The SBDC conducts pre-vetting through a SWOT (strengths, weaknesses, opportunities, threats) analysis and provides a recommendation as part of the intake process; a \$377,000 tranche has been provided for the City of Vallejo.
- **AI Lunchbreak Workshops**
SBDC training and technical assistance activities also remain active. The AI Lunchbreak workshop series—led by SBDC Lead Advisor Cathy Balach—has resumed and continues to be one of the most heavily attended offerings, with participation reported at up to 200

attendees per session. The series is designed to introduce small businesses to practical, real-world uses of AI to improve efficiency, support data-informed decision-making, and strengthen competitiveness.

- **Business Roundtables**

SBDC business roundtables have been restructured to align more closely with the U.S. Small Business Administration's priority areas of Manufacturing, Rural Agriculture, and Procurement, with the intent of providing peer-learning opportunities and best-practice sharing among local business leaders.

- **Other Updates**

SBDC is also coordinating with the WDB on business resiliency and workforce displacement activities related to recent and anticipated major closures, including Valero, Anheuser-Busch, and Mare Island Dry Dock.

Recent and upcoming small business engagement includes a Launchpad event hosted in partnership with the City of Vacaville and the Vacaville Chamber of Commerce, featuring workshops on topics such as AI, access to capital, persuasive selling techniques, and online marketing.

Additionally, the Napa Cottage Food Accelerator, hosted in partnership with the City of Napa Economic Development Department, will run as a six-week cohort and includes participant grants funded by Mechanics Bank; this represents the second accelerator partnership with the City of Napa.

December SBDC Monthly Report

Key Performance Indicators	Annual Goal	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	%Goal
Total client sessions 2025 YTD	2,200	214	226	224	209	211	180	173	119	36	170	112	105	1979	90%
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	148.25	150.25	2660.23	89%
Total Active Clients (Napa)	530	445	447	455	466	465	464	461	460	464	481	488	489	489	92%
Total Active Clients (Solano)	1,450	1472	1491	1518	1531	1530	1539	1550	1555	1554	1553	1555	1,553	1553	107%
Total Active Clients (Center)	1,980	1962	1982	2018	2029	2027	2033	2040	2044	2047	2063	2072	2,071	2071	105%
Jobs Created	270	101	42	20	15	0	15	0	2	-18	7	2	13	199	74%
New Business Starts	32	12	41	4	4	0	1	2	0	3	6	1	2	76	238%
Change in Sales	\$ 21,779,114	\$ 6,113,186	\$ 5,317,114	\$ 1,849,000	\$ 1,684,000	\$ 1,565,000	\$ 5,500	\$ -	\$ 870,731	\$ 78,162	\$ 115,643	\$ 228,000	\$ 132,500	\$ 17,958,836	82%
Dollar amt of loans/equity	\$ 16,876,911	\$ 4,839,600	\$ 3,715,539	\$ 184,000	\$ 371,500	\$ 107,000	\$ 4,877,400	\$ 6,510,900	\$ 150,000	\$ 3,080,300	\$ 344,460	\$ 215,000	\$ 981,900	\$ 25,377,599	150%
Training Sessions held	72	16	16	15	11	18	18	9	5	2	6	3	0	119	165%
# of attendees	900	365	379	352	161	459	473	268	110	19	117	131	0	2834	315%

Focus Areas:

Working with Solano Biz Grow loan fund for Vallejo \$377,000
 Roundtables rebranded and restarting Jan
 Napa Cottage Food Accelerator Begins in Feb
 Four week AI Lunchbreak began in Jan
 Working with WDB for Worker Displacement and Business Resiliency Programs

PY25-26 BUSINESS SERVICES MONTHLY PLAN vs ACTUAL

Business Services Plan vs Actual

Dec-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	22	24							156
Diff +/-	13	-11	-7	3	-6	-4							-180

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	10	5							57
Diff +/-	0	1	-1	2	0	-5							-63

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	0	0							1214
Diff +/-	1190	-15	-7	-9	-15	-15							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	0	0							2107
Diff +/-	2088	-15	-15	-6	-15	-15							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	1	0							4
Diff +/-	0	0	-1	1	1	0							-4

Earn and Learn Obligations

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD
Obligated \$\$	\$4,211	\$0	\$0	\$13,572	\$5,539	\$0							\$23,322

PY 25/26 Job Seeker Deliverables by Grant Funded Program

Reporting Period: July 2025 - December 2025

WIOA Adult	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Applications	110	0	3	5	10	6	2							26	24%
Newly Enrolled	85	1	5	3	11	4	7							31	36%
Priority of Service Enrollments	64	1	5	3	7	4	6							26	41%
Occupational Training	45	0	2	4	0	5	2							13	29%
Employer-Based	4	1	0	0	2	1	0							4	100%
Credentials	30	1	1	1	1	1	0							5	17%
MSG	18	5	4	2	1	0	1							13	72%
Exited	65	20	4	11	10	1	0							46	71%
Employed At Exit	49	5	4	7	1	1	0							18	37%
Median Wage	\$ 28.00	\$24.95	\$27.50	\$ 25.00	\$ 28.00	\$ 17.00	-							\$ 24.49	87%

50%

WIOA DW	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Applications	120	0	1	3	4	4	4							16	13%
Newly Enrolled	50	3	0	2	5	3	6							19	38%
Occupational Training	22	1	2	0	1	1	2							7	32%
Employer-Based	4	0	0	0	0	0	0							0	0%
Credentials	16	0	1	4	0	0	2							7	44%
MSG	13	2	2	1	0	0	1							6	46%
Exited	40	6	2	6	3	1	2							20	50%
Employed At Exit	33	1	0	1	1	0	1							4	12%
Median Wage	\$ 31.00	\$21.09	\$ -	\$ 35.00	\$ 22.00	-	\$ 28.00							\$ 21.22	68%

WIOA Youth	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Application	60	0	0	0	1	3	1							5	8%
Enrolled	45	0	0	0	0	2	1							3	7%
Occupational Training	35	0	0	0	0	0	0							0	0%
Employer-Based	10	0	0	0	0	2	1							3	30%
Credentials	21	0	12	0	0	0	0							12	57%
MSG	23	13	0	0	0	1	1							15	65%
Exited	25	2	12	0	0	0	0							14	56%
Employed At Exit	18	0	0	0	0	0	0							0	0%
Median Wage	\$ 20.00	-	-	-	-	-	-							-	-

DOR-AJCC	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Enrolled	70	0	0	4	4	2	4							14	20%
Training (Occ / WBL)	12	0	0	0	0	1	1							2	17%
Completed Training	-	0	0	0	0	0	0							0	-
Exited	-	0	0	0	0	0	1							1	-
Employed At Exit	21	0	0	0	0	0	1							1	5%
Median Wage	-	-	-	-	-	-	\$28.00							-	-



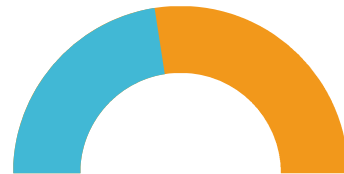
WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

FY2025-26 Q2 PROGRAMMATIC IMPACT

July 2025_December 2025



JOB CENTER TRAFFIC BY LOCATION



Vallejo (45%) Fairfield (55%)

4888 INDIVIDUAL VISITS
TO THE JOB CENTERS

7627 INDIVIDUALS
VISITED COMMUNITY SITES

29,518 SERVICES
PROVIDED

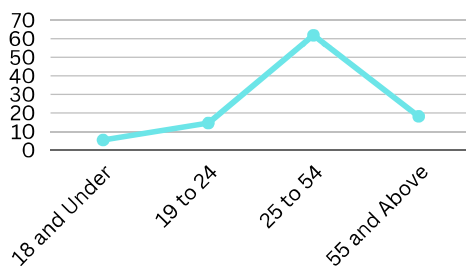
The America's Job Centers of California (AJCC) provide basic workforce services to any resident. The AJCC system consists of partners who operate the job centers including the WDB, CA Employment Development Department, and Division of Rehabilitation.



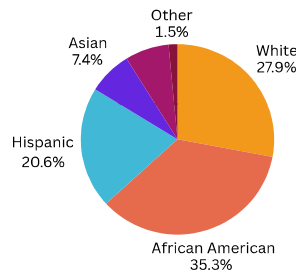
Job Seeker Demographics

The Workforce Board serves a diverse job seeker base. Numbers below represent individuals active in Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth programs.

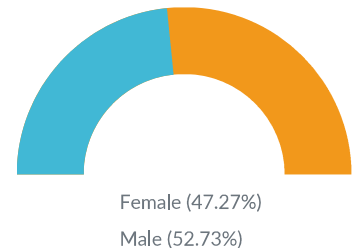
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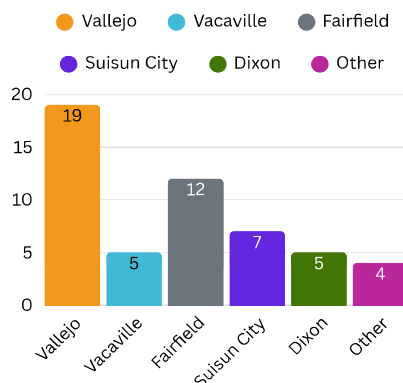
RACE/ETHNICITY



GENDER



RESIDENCE



EDUCATIONAL ATTAINMENT

HSD

34.7%

Some College

26.5%

Bachelor's

22.4%

Associate

8.2%

Beyond Bachelor's

6.1%

PRIORITY POPULATIONS

CALFRESH
RECIPIENTS **36%**

LOW INCOME **69%**

PEOPLE
W/ DISABILITY **27%**

JUSTICE-
INVOLVED **5%**

WIOA PRIORITY
POPULATIONS* **10%**

VETERANS **7%**



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.



53 Newly
Enrolled



85 Individual Barriers
Reduced



20 Individuals
Started Training



24 Individuals Received
Industry Certifications

22 Individuals
Employed

\$24.90
Average Wage



63%

Training-related
placements
14 out of 22



\$ 2.35

Avg Decrease in Wage
after using WDB
Services

Participants
secured the highest
rate of employment
in the

Transportation

industry

Industries



37%



23%



8%



Business Engagement

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

156 Active
Business
Engagements

57 New Businesses
Engaged

3321 Job Postings
through Staff

\$23,322

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 1/12/2026

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

CONSENT CALENDAR





WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

CONSENT CALENDAR AGENDA ITEM VI.A.
January 23, 2026

SUBJECT	ATTACHMENTS
Approval of November 21, 2025 Board of Directors Meeting Minutes	NONE

RECOMMENDATION

It is recommended that the Board of Directors approve the minutes of the November 21, 2025 meeting.

MEETING MINUTES

I. Call to Order

Board Chair, Chris Churchill, called the meeting to order at 8:34 a.m. Quorum was established.

Members Present: Chris Churchill, Suzanne Castano, Kelli Courson, Emery Cowan, Mary Dugbartey, Janice Fera, Heather Henry, Deanna Hurn, Chris Huxsoll, Catherine (CJ) Johnson, Idowu Koyejo, Alicia Mijares

Members Absent: Kellie Butler, Mark DeWeerd, Henry Funcke, Tim Healer, Coco House, Glenn Loveall, Summer Miguel, Margie Poulos, Jamie Powell, Chris Rico, Shannon Stack, David Tam

II. Introductions

The Board Chair welcomed all in attendance at the meeting and acknowledged new members, Heather Henry and CJ Johnson.

III. Agenda Changes/Deletions

There were no changes or deletions to the agenda.

IV. Public Comment

During public comment, Scott Null from Fairfield Adult School's Career and Technical Education Department addressed the Board to share that Fairfield Adult School is applying for the EDD Education Training Pathways Program grant. He explained that the proposed effort will focus on logistics, manufacturing, and transportation and that the school is currently seeking partners, with a particular emphasis on employment partners who can help place program participants into quality, long-term employment. He also welcomed partners who can provide a range of supportive services to clients. Scott noted they are open to meetings, shared that his contact information was available at the front desk (and could be forwarded), and added that interested parties could also connect through the Workforce Development Board to reach them.

V. Closed Session

At 8:37 a.m., the Board Chair closed the public meeting and adjourned into closed session.

A. Pursuant to §54957.6(a) Discussion Regarding Employee Matters

VI. Open Session

At 9:07 a.m., the meeting was reconvened.

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

No action was taken by the Board during Closed Session.

VII. Consent Calendar

A. Approval of September 19, 2025 Board of Directors Meeting Minutes

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

C. Approval of 2026 Board of Director's Meeting Calendar

MOTION #1

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

VIII. Informational Reports

A. Committee Chairs

During the Committee Chairs report, the Chair stated that the Board is still seeking a Treasurer who will also serve as Chair of the Budget Committee and asked for volunteers. Ms. Henry volunteered to serve in the Treasurer role, and it was noted that the Treasurer appointment will be brought to the full Board in January for a formal vote.

B. Board Chair

The Board Chair did not have any further comments.

C. Leadership Updates

An EEO monitoring review was completed with no issues or findings. The organization was on day five of a state program monitoring review, with the monitor on-site and an exit conference scheduled for the following Wednesday; additional on-site days were possible, and items identified were addressed in real time.

Job seeker services were supporting approximately 280 clients across five workforce development professionals, with multiple initiatives underway (including grants, special projects, and trainings). A food manager training served 33 participants, with 32 passing; additional trainings were planned for the spring, including Excel. A slight increase in referrals from Health and Human Services was noted, with expectations of increased volume due to new benefit-related requirements.

Partnership and coordination updates included a tour with the executive director of CAP Solano (Community Action Partnership) and plans to strengthen referral coordination through follow-up meetings. Plans were also shared to convene AJCC/WDB and EDD Workforce Services teams in early 2026 for introductions, role clarity, and planning. A one-stop operator meeting was scheduled for December, including a presentation from Health & Social Services on requirements expected to impact services in 2026. SparkPoint will provide workshops to supplement facilitator capacity, including support with resumes, interviewing, and related job search needs.

Launchpad and the AI Lunch Break series were discussed. Launchpad (hosted by the City of Vacaville and the Vacaville Chamber) had about 100 registrants and approximately 80–90 attendees, with workshops on AI, digital media marketing, persuasion/sales, and access to

capital. After beginning to charge for AI Lunch Break sessions, participation included about 110 registrations and 80+ live attendees per session. Program income through fees and sponsorships totaled about \$9,000, and weekly AI workshops were planned to begin in January.

Business services updates included activity related to the Valero closure, including information gathering and development of a grant request with dislocated worker and business grant components, and a presentation at the Benicia Industrial Park Association meeting hosted by Valero. Planning continued for the NorCal Career Fair on April 2 at Solano Community College (main campus) from 10:00 a.m. to 1:00 p.m. Manufacturing Week activities included a manufacturer-focused session and a career fair, with about 95 attendees at the career fair and participation by advanced manufacturing students, including a workshop on navigating a career fair. Businesses were described as holding back on expansion/investment, with some growth observed in logistics.

Updates also included the Employee Resource Network (ERN), with approximately 16% utilization at participating sites and common topics including immigration, childcare, and therapy. Registered apprenticeship work was expanded through outreach, regional collaboration, and participation in a “lunch and learn” session focused on apprenticeship development.

Fiscal updates included that the Budget Committee meeting did not occur as planned and is expected in the new year, particularly as the Treasurer role moves forward. A fiscal team member is retiring in January, a replacement was hired, and interviews were underway for an additional fiscal position. The expenditure report format was revised for clarity, and future Budget Committee discussion is expected to include signing authority and other fiscal transition items.

D. President/Executive Director Updates

President/Executive Director, Dave Hubble, announced the retirement of Marion Aiken effective January 2026, recognizing more than 30 years of service and significant impact in Solano County, and noted that additional communication would follow regarding how the organization will recognize and celebrate this milestone.

A detailed update was provided on the Valero refinery-related response, including submission of an Additional Assistance grant request totaling \$3 million (\$2.5 million for dislocated worker efforts and \$500,000 for small business grants/layoff aversion). The request was under review for final refinements, and coordination was underway with the City of Benicia, including establishing staff presence at the Benicia Public Library as a local access point, and ongoing communication with key city and Valero contacts. This was identified as a primary organizational effort for 2026.

Additional funding activity included participation as a subrecipient with Contra Costa WDB on a \$200,000 grant supporting related work, largely focused on training and upskilling for refinery workers, contractors, and other businesses affected by downstream impacts.

A major convening was scheduled for March 24 (8:30 a.m.–12:00 p.m.) to align high school CTE offerings across school districts for Fall 2028. The convening is intended to bring together CTE directors, employers, trade unions, adult education, the community college,

elected leaders, and other stakeholders to reduce silos and align CTE pathways with emerging/priority industries, including shipbuilding/maritime, advanced manufacturing, health care, and security. Board discussion emphasized the need for alignment with industry-recognized credentials and acknowledged challenges related to certification costs and coordination with employers.

The HIRE 1.0 grant was reported as ending in the spring, with a new opportunity announced for HIRE 2.0. Eligibility requires continuing with the same spokes/vendors, and the organization plans to apply. Vendor representatives are expected to be invited to the March Board meeting to provide a progress/performance report-out.

E. Reports

There was no further discussion on this item.

IX. Success Stories

Leadership introduced those presenting success stories and testimonials including staff, job seekers, and businesses impacted by the WDB and the SBDC, noting that this time of year is exciting as everyone has the opportunity to hear how WDB and SBDC programs have impacted people's lives.

X. Adjournment

The meeting was adjourned at 10:26 a.m.

Respectfully submitted by:

Tammy Gallentine, Executive Operations Manager



WORKFORCE DEVELOPMENT BOARD

OF SOLANO COUNTY

CONSENT CALENDAR AGENDA ITEM VI.B

January 23, 2026

SUBJECT	ATTACHMENTS
Approve the Federal Monitoring and Compliance Oversight Policy (2026-01) as recommended by the Budget Committee	A

RECOMMENDATION

Staff and the Budget Committee are recommending the Board of Directors approve WDB Policy 2026-01 Federal Monitoring and Compliance Oversight Policy.

DISCUSSION/POLICY OVERVIEW

To remain compliant with Workforce Innovation and Opportunity Act (WIOA) requirements, the Workforce Development Board (WDB) of Solano County periodically reviews and updates its policies. During Program Year (PY) 2024–25 WIOA monitoring, an EDD Monitor identified areas in the WDB’s Federal Monitoring and Compliance Oversight Policy (WDB Policy 2022-02) that needed clarification and updates.

In response, staff revised the policy to better reflect current audit, monitoring, and oversight requirements; these updates are primarily clarifying and do not change monitoring frequency or expand the scope of reviews. This policy continues to outline how the WDB conducts programmatic, fiscal, and administrative monitoring of WIOA-funded activities, subrecipients, and contractors, including monitoring responsibilities, review processes, documentation requirements, internal firewall provisions, and reporting expectations to support accountability and ensure WIOA funds are used appropriately and in compliance with applicable requirements. The Budget Committee reviewed the revised policy at its January 14, 2026 meeting.

Updates include:

- Added language requiring subrecipients and subcontractors expending \$1,000,000 or more in federal funds in a fiscal year to obtain a program-specific or single audit, consistent with WIOA and Uniform Guidance.
- Updated federal and state references to replace outdated and/or rescinded guidance supporting the policy.

ALTERNATIVE

The Budget Committee may choose not to recommend approval of the revised policy and request additional information or revisions. However, the updates address monitoring feedback and help ensure continued compliance with current federal and state requirements.

REPORT PREPARED BY

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



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

POLICY ISSUANCE

Date: ~~March 18, 2022~~ January 23, 2026

Number: ~~2022-02~~ 2026-01

FEDERAL MONITORING AND COMPLIANCE OVERSIGHT

INTRODUCTION

This policy describes the Solano County Workforce Development Board's, in partnership with the Solano County Board of Supervisors as the chief local elected official, compliance monitoring and oversight of its federally funded subrecipients and contractors, including those funded under the Workforce Innovation and Opportunity Act (WIOA) of 2014.

Any subrecipients receiving federal funding must comply with Office of Management and Budget's Uniform Guidance for applicable uniform cost principles as well as the uniform administrative requirements for grants and agreements applicable for the type of entity receiving the funds as outlined in 2 CFR Part 200 (for non-profit organizations, the applicable requirements are in Title 2 CFR Part 200.70). WIOA Final Rules additionally defines administrative and fiscal requirements in Title 20 CFR Section 683.200. Uniform Guidance also requires subrecipients to ensure that the procurement, receipt, and payment for goods and services received complies with federal and state laws, regulations, and subrecipient policies, as well as the provisions of contractors' contracts and agreements. California Employment Development Department (EDD) additionally requires local boards to conduct oversight and monitoring regarding compliance with nondiscrimination and equal opportunity requirements in contracts, job training plans, and policies and procedures.

Federal guidance and WIOA requires accountability at all levels of the workforce investment system. Monitoring is a process used to measure progress, identify areas of compliance, offer opportunities for technical assistance to help resolve non-compliance issues, and ensure that federal funds are used responsibly. Requirements for the monitoring and oversight of workforce programs are outlined in the Code of Federal Regulations (CFR) and Uniform Guidance, as well as in the WIOA Final Regulations. These provisions require that all recipients and subrecipients of federal funds must conduct regular oversight and monitoring to ensure compliance with applicable federal requirements and performance expectations.

QUESTIONS

Questions relating to this policy should be directed ~~to Heather Henry~~ Dave Hubble, President/Executive Director, at ~~hhenry@solanowdb.org~~ dhubble@solanowdb.org or at 707-863-3501.

ATTACHMENTS

- Attachment A: Definitions
- Attachment B: WDB Firewall Organizational Chart

RECISSIONS

This policy replaces and supersedes WDB 2022-02 – Federal Monitoring and Compliance Oversight.

POLICY

Each recipient and subrecipient of funds under Title I of WIOA are required to conduct regular oversight and monitoring of its WIOA programs and those of its subrecipients and contractor to:

- Determine that expenditures have been made against the proper cost categories and within the cost limitations specified in WIOA and the regulations;
- Determine whether there is compliance with other provisions of WIOA, the WIOA regulations, and other applicable laws and regulations;
- Assure compliance with 2 CFR Part 200 regarding federal fiscal and administrative requirements;
- Ensure recipients and subrecipients of WIOA Title I funding have an internal control structure and written policies in place that provide safeguards to protect personally identifiable information (PII), records, contracts, grant funds, equipment, sensitive information, tangible items, and other sensitive information, as well as protect against real or perceived conflicts of interest; and
- Determine compliance with the nondiscrimination, disability, and equal opportunity requirements of Section 188 of WIOA, including the Assistive Technology Act (ADA) of 1998 (29 USC 3003).

Note: Contractors are not subject to the scope of monitoring for subrecipients, but the WDB will ensure compliance regarding contractor transactions and terms and conditions outlined within the contract.

The WDB is committed to fostering a continuous improvement culture through transparency and collaboration that supports the success and accountability of WIOA funded activities, subrecipients, and contractors in maintaining compliance with applicable WIOA law, rules, and guidance. Continuous monitoring supports the early identification and rapid resolution of issues before they become entrenched or expand in scope. Monitors will use available information sources to assess risk for non-compliance or low performance, as well as identify trends that may indicate a need to develop and deliver technical assistance and training to address challenges. Continuous monitoring activities may include performance data review provided through the state's Management Information System (MIS); fiscal data review, such as drawdowns, single audit report, invoices; and qualitative data review, such as meeting minutes, information provided from partners, case notes, etc.

Formal and informal monitoring activities ensure:

- Programs and contractors achieve intended results and quality services;
- Technical assistance is provided on compliance as needed or requested;
- Identification of system-wide issues that require policy or program review and resolution;
- Identification of positive practices and sharing of those practices with others in the workforce development system;
- Impact assessment of workforce programs for customers within the workforce development area; and that
- Resources are efficiently and effectively used for authorized purposes and are protected from waste, fraud, and abuse.

WIOA regulations require the Local Board, in partnership with the Chief Local Elected Official (CLEO), conduct oversight of the WIOA programs and the America's Job Center of California (AJCC) to ensure the appropriate use and management of funds for workforce development activities and to maximize the performance outcomes, as well as to develop a monitoring plan for oversight. The Solano County Board of Supervisors, as the Chief Local Elected Official, and the Local Workforce Board, have delegated this oversight to the WDB. The WDB, on behalf of the Solano County Workforce Development Board, will conduct programmatic, fiscal, and administrative compliance monitoring at least annually.

For subrecipient funds awarded to the Regional Planning Unit (RPU), the WDB will, as applicable:

- Provide oversight and guidance to the region's selected Regional Organizer (RO) and Regional Training Coordinator (RTC); and
- Comply with state and federal regulations to safeguard regional, state, and federal funds allocated to the Local Area through RPU funding.

Subrecipients and contractors are required to permit the WDB, California EDD, DOL, or other authorized representatives to have access to records, financial statements, facilities, and participants.

Program Monitoring

The WDB will examine program participant files and the state's MIS records to:

- Ensure only eligible participants are enrolled and applicable eligibility documentation is collected and properly recorded;
- Ensure proper maintenance and content of participant records to include data validation requirements;
- Confirm appropriate and adequate case notes are documented ensuring continuity from time of application through completion of services;
- Verify all relevant participant data and services have been accurately and timely recorded into the state's MIS;

- Ensure programs and activities are effective in meeting the goals established in the four-year local plan;
- Verify that the training and work environment are safe for participants and staff members;
- Confirm compliance with the ADA and nondiscrimination and equal opportunity provisions of WIOA and other federal and state nondiscrimination laws;
- Ensure implementation of contractual service delivery model and performance; and
- Ensure that appropriate grant and program management policies and procedures as defined by WIOA are in place.

In addition, the WDB will conduct annual monitoring of Eligible Training Providers and On-the-Job Training (OJT) providers utilized to validate participants' data, ensure WIOA services were received as claimed by subrecipient, and verify compliance with ADA and nondiscrimination and equal opportunity requirements.

One-Stop Operator and AJCC Monitoring

The WDB will examine the AJCC facilities, activities, and the state's MIS records to:

- Ensure the one-stop operator's compliance with the requirements of WIOA, the activities per the SOW, performance reporting requirements, and the terms and conditions of the contract or agreement governing the one-stop operator;
- Facility compliance, including compliance with WIOA guidelines, ADA, and nondiscrimination laws and regulations; and
- Compliance with AJCC Memorandum of Understanding and Infrastructure Funding Agreement regulations.

Fiscal and Administrative Monitoring

The WDB must conduct and ensure each of its subrecipients and subcontractors are expending \$1,000,000 or more of federal funds in one fiscal year conducts an audit in accordance with Section 185 of WIOA Title 20 CFR Section 683.210, Title CFR Section 200 and 2900 (as applicable), and Title 31 USC Chapter 75.

Non-Federal entities must have sufficient financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used in according to the Federal statutes, regulations, and the terms and conditions of the Federal award.

The WDB will examine administrative and financial management records to:

- Verify accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with reporting requirements. (*Note: Subrecipients are not required to establish an accrual accounting system and are*

allowed to develop accrual data for its reports on the basis of an analysis of the documentation at hand.);

- Ensure records contain information pertaining to federal awards, authorizations, financial obligations, unobligated balances, assets, expenditures, income, and interest and are supported by source documentation;
- Ensure internal controls are in compliance with federal, state, and local laws and regulations, including budgeting, cost allocation, accounting and payables, financial reporting, information systems, travel, cash management, procurement and purchasing, property management, personnel and payroll, participant related payments, adequate separation of duties, and contracting and leasing;
- Ensure that the procurement, receipt, and payment for goods and services received complies with federal and state laws, regulations, and subrecipient policies, as well as the provisions of contractors' contracts;
- Confirm all WIOA-funded activities are reasonable, allowable, and necessary and that contract charges are allocated properly to appropriate cost categories;
- Verify effective control over, and accountability for, all assets and assure that they are used solely for authorized purposes; and
- Ensure appropriate financial and administrative policies and procedures are in place.

Note: *Single audit reports cannot take the place of an oversight or monitoring review.*

INTERNAL FIREWALLS

According to WIOA regulations, any organization that has been selected or designated to perform more than one principal function within a local workforce investment system must develop a written agreement with the local Workforce Development Board and Chief Local Elected Official(s) to clarify how the organization will carry out its responsibilities while demonstrating compliance with WIOA and corresponding laws and regulations. In addition, any organization who performs more than principal function must have firewalls in place between staff providing services, staff responsible for oversight of service, and the Local Board.

The principal functions of the local workforce investment system and the entity responsible for that function are as follows:

- **Fiscal Agent** - the County of Solano serves as the Fiscal Agent and grant recipient for WIOA services. The County of Solano and the WDB have an agreement in place to delineate fiscal roles and responsibilities. WDB Fiscal Staff develop the budget for the Local Workforce Development Area under direction from the Board and the CLEO.
- **Provider of WIOA Adult and Dislocated Worker career services** – WDB Program Staff serve as the provider of WIOA Adult and Dislocated Worker career services.

- **Provider of WIOA Youth career services** – WDB Program Staff, as well as a contracted subrecipient, serve as the provider of WIOA Youth career services.
- **One-Stop Operation** – WDB AJCC Staff provides daily basic career service activities and contracts one-stop operation to a subrecipient.
- **Local Board Governance** – WDB Staff to the Board provides activities related to the organization of the Board; identification and selection of one-stop operator(s), providers of workforce investment activities, and providers of training services; negotiation of local performance accountability measures; negotiation of the local area MOU among one-stop system partners; development of a budget for the Local Workforce Development Area; monitoring and oversight of all local WIOA Title I-B subrecipients; and the development of the local and regional plans.

WDB firewalls serve to separate organizational functions and staff reporting relationships between different staff functions that handle governance, policy, coordination, administration, monitoring, oversight, and program services. Firewalls are in place to ensure that monitoring and oversight staff does not have a reporting relationship with the Program or Fiscal staff that it monitors and can be seen in Attachment B.

The Executive Director is executive director of both the WDB program and fiscal activities and Staff to the Board. When overseeing policy, local board governance, and monitoring of subrecipients and program services, the Executive Director is performing functions of Staff to the Board. When overseeing program delivery, fiscal operations, and coordination, the Executive Director is performing functions of the WDB.

The Staff to the Board will annually present summary reports to the Board as follows:

- Programmatic monitoring of the Comprehensive and Affiliate AJCCs and the WDB WIOA Adult, Dislocated Worker, and Youth programs will be presented to the Planning and Oversight Committee.
- Programmatic monitoring of Eligible Training Providers and On-the-Job Training providers will be conducted by Program Staff and presented to the Planning and Oversight Committee.
- Programmatic, fiscal, and administrative monitoring of WIOA Youth subrecipients will be performed in partnership with the Program and Fiscal staff and presented to the Planning and Oversight Committee.
- Fiscal and Administrative monitoring of all internal WIOA Adult, Dislocated Worker, Youth, and AJCC programs will be presented annually to the Budget Committee.

COMPLIANCE MONITORING REVIEW PROCESS

The WDB is required to conduct on-site fiscal and programmatic monitoring of all subrecipients at least annually. Monitoring of subrecipients and the AJCCs shall follow the subsequent standardized review methodology.

The compliance monitoring review process includes the following steps:

Notification of Monitoring

The subrecipient or AJCC/WIOA Title I program shall be notified and confirmed in writing of the scheduled monitoring/review visit at least four (4) weeks prior to the date of the visit. The formal notification letter shall include the following information:

- Date and duration of the review,
- Place of review,
- Purpose of review,
- Areas and materials to be reviewed,
- Documents to be completed and returned to monitoring team prior to visit with a return due date.

The request will also include a copy of the Compliance Monitoring Guide that the WDB will use to conduct the compliance monitoring review. The contract signatory will receive all formal notifications for subrecipients, and the appropriate department head will receive all formation notification for internal monitoring.

Desk Review

Upon receipt of the preliminary information and prior to the onsite compliance monitoring review, the WDB will conduct a desk review. The desk review will help identify potential items to be addressed during the onsite compliance monitoring review.

The desk review may consist of the following:

1. Contract Terms and Conditions
2. Statement of Work and Participant Plan
3. Review of Prior Monitoring Reports
4. Current Financial Data and Program Performance
5. Memorandum of Understanding
6. In-Kind Contributions
7. Organizational policies and procedures for administrative and program administration, procurement, and nondiscrimination and equal opportunity
8. Procurement Practices
9. Supportive Service Internal Controls for Pre-paid Negotiables

Onsite Compliance Monitoring Review

The on-site review will follow a standardized guide designed to assist the monitoring team in accomplishing a comprehensive evaluation. The process will include:

- **Entrance Conference** – To include an introduction of colleagues who may be participating in the monitoring review and give an overview of the scope of the review, as well as discuss any follow-up issues from past monitoring reviews.
- **Facility Review** – To include observation of the facility and activities provided to assess the adequacy as it relates to the accessibility of the site, activities, and programs by persons with disabilities, compliance with Americans with Disabilities

Act (ADA), and determine if the center is a safe environment for customers and staff.

- **Review of Onsite Records** – To include validation of information obtained from desk review, participant files, review of how PII is protected, and review of internal controls.
- **Potential Interviews** – May include interviews with customers and/or employers to obtain information on the quality of services provided; may include interviews with randomly selected staff at various levels to obtain information on the administration and operations, verify knowledge of policies and procedures, etc.
- **Exit Conference** – During the exit conference, the monitor will disclose all issues that may be included in the draft report as their promising/best practices, potential findings, or concerns.

Draft Monitoring Report

The Staff to the Board will issue a draft monitoring report to the program or subrecipient within thirty (30) days after the exit conference. Noncompliance issues, as well as concerns that may be potential noncompliance issues, will be documented in the draft monitoring report. The draft monitoring report will identify any specific findings and provide a time period of thirty (30) calendar days to address the corrective action.

Areas of review outlined in the monitoring report will include:

- Summary of the monitoring process
- Summary of fiscal management, program management, and condition of facilities
- Review of previous monitoring findings, as appropriate
- Any findings that specify area of noncompliance, accompanied by a citation of the applicable federal, state, or local law, regulation, or policy, as well as a recommendation for corrective action
- Any concerns regarding observed conditions that could become areas of noncompliance or poor performance, accompanied by a suggestion for the program administrator's consideration to address concerns
- Any promising or best practices identified
- Monitoring disclaimer to include that the monitoring is based on a sample and should not be considered a comprehensive assessment of the program
- An attestation by the monitoring entity that it has examined compliance with the requirements of WIOA, the Uniform Guidance at 2 CFR part 200 and 2 CFR part 2900, and the terms and conditions of the contract.

If the results of a monitoring review disclose no areas of noncompliance and no concerns regarding observed conditions that could become areas of noncompliance or poor program performance, the WDB may issue a final report instead of a draft monitoring report.

Opportunity for Response

The subrecipient or program has three options in responding to the draft monitoring report:

1. If no areas of findings or concerns are identified in the monitoring report, no subrecipient response is required.
2. If the subrecipient agrees with the finding(s) or concern(s), the subrecipient should respond with the proposed correction action plan to resolve any findings, including the identification of the major tasks involved and the appropriate timelines for their implementation.
1. If the subrecipient or contractor disagrees with the recommendation(s), the subrecipient or program may provide information or documentation to substantiate the finding(s) or area(s) of concern in disagreement.

The program or subrecipient may request technical assistance in developing a correction action plan to resolve any findings.

Final Report

The WDB will issue a final monitoring report to the subrecipient within thirty (30) working days after the receipt of the response to the draft report.

The final report will differentiate:

- Findings that are resolved and closed
- Findings that are resolved and remain open until the WDB monitor can verify, during a future on-site monitoring visit, that the subrecipient has successfully implemented the corrective action plan as stated in their response.
- Findings that are not resolved, which may require the subrecipient to provide the WDB additional documentation and/or a corrective action plan.

Monitoring Follow-up

Depending on the nature of the monitoring results, the WDB may conduct a follow-up review to assess the progress made by the subrecipient or contractor resolving the identified areas of noncompliance.

A follow-up review may consist of the following activities:

- **Desk Review** – if the monitoring finding can be addressed through the submission of documentation, follow-up may be achieved through verification of back-up documentation submitted by subrecipient or program in response to a monitoring report finding.
- **Off-Cycle Visit** – if a corrective action is crucial to the operation of the program or requires immediate attention to resolve a problem involving questioned costs, a follow-up visit may be scheduled to confirm that corrective action has been implemented.

- **Review in Next Regular Monitoring** – if the corrective actions will require more time to implement or is of a less severe nature, the action will be followed-up during the next regular monitoring visit.

Note: The defined monitoring review process does not limit the WDB's ability or responsibility to conduct on-site monitoring should an issue be identified through a continuous monitoring activity.

DOCUMENTATION

Subrecipients and contractors of WIOA funding must retain all financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award for a period of three years from the date of submission of the financial reports for review by federal, state, or local officials.

WDB staff must maintain a complete monitoring log of all monitored entities and activities. The log must contain the date the review was conducted, type of review, period reviewed, staff conducting monitoring, date of draft and/or final report, findings, corrective action, location of working papers, and dates and number of attempts to subrecipient for not responding to draft and/or final report. The local area's compliance monitoring reports should be used as an assessment reference when developing future corrective action plans and for scheduled onsite monitoring reviews that may be required by authorized federal and state reviewers.

WDB staff are required to keep copies of their compliance monitoring efforts and reports on file for three years from the date of submission of the final expenditures report regarding the funding sources monitored. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the three-year period, the records must be retained until all litigation, claims or audit finding involving the records have been resolved and final action taken.

DISCLAIMER

This policy is based on WDB's interpretation of the statute, along with the Workforce Innovation and Opportunity Act; Uniform Guidance, Final Rule released by the U.S. Department of Labor and federal and state policies relating to WIOA implementation. This policy will be reviewed and updated based on any additional federal or state guidance.

REFERENCES

Law

- [Workforce Innovation and Opportunity Act of 2014 \(WIOA\).](#)

Federal Guidance

- [Workforce Innovation and Opportunity Act Labor Only Final Rule: ~~Title 20 CFR Section 200, 679.430 and 683.220 including 20 CFR parts 679 and 683 and Title 20 CFR part 200 \(Uniform Guidance\), as applicable~~](#)

- [Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(Uniform Guidance\)](#), including ~~Department of Labor exceptions outlined in 2 CFR part 2900 at 2 CFR part 200, including Department of Labor exceptions outlined in 2 CFR part 2900, as amended~~
- ~~Training and Employment Guidance Letter (TEGL) 03-15 — Operating Guidance for the Workforce Innovation and Opportunity Act~~
- TEGL 15-14 – [Implementation of the New Uniform Guidance Regulations](#)
- ~~TEGL 15-16 – [Competitive Selection of One-Stop Operators](#)~~
- ~~TEGL 05-24 – Implementation of the 2024 Revisions to the Office of Management and Budget (OMB)~~
- TEGL 19-16 – [Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act \(WIOA\) and the Wagner-Peyser Act Employment Services \(ES\)](#)
- Department of Labor, Employment and Training Administration's [Core Monitoring Guide](#)

State Guidance

- Workforce Services Directive (WSD) 17-05 – [Oversight and Monitoring of Nondiscrimination and EO Procedures](#)
- ~~WSD 18-16 — [Guidance on Regional Awards](#)~~
- ~~WSD Draft Directive — [Standards for Oversight and Instruction for Substate Monitoring](#)~~
- ~~Workforce Services Directive (WSD) 24-11 – [Oversight and Monitoring Standards for Substate Entities](#)~~

Approved by

Workforce Development Board of Solano County and the County of Solano Board of Supervisors

Definitions

Finding – a violation of a specific compliance requirement contained in law, regulations, national policies, Uniform Guidance, grant terms and conditions, WIOA policy guidance, and/or grant agreement. Findings may include non-compliance issues, questioned costs, and/or disallowed costs. A citation is readily available outlining the requirement and corrective action is required to resolve the finding.

Area of Concern – a potential issue, challenge, or situation is identified that does not yet violate one of the regulations or policies, but left unchecked could elevate to a finding or, at a minimum, negatively impact outcomes. Reports typically include a recommendation to address the situation at hand and do not require corrective action.

Best Practice – a strategy, approach, process, or product in one or more key areas of implementation: governance, administration, service design and delivery, etc. that is sufficiently effective and/or innovative to warrant highlighting in the report.

Contractor – as defined in Uniform Guidance Section 200.22 – ... Contractor characteristics include the following criteria:

1. Provides the goods and services within normal business operations.
2. Provides similar goods or services to many different purchasers.
3. Provides good or services that are supplementary to the operation of the federal program.
4. Not subject to compliance requirements of the federal program.
5. Provides good and services for the grant recipient's own use, creating a procurement relationship.
6. Funded by a procurement contract.

Corrective Action Plan (CAP) – A list of specific steps that subrecipients must take within a stated period of time in order to achieve compliance.

Non-Federal Entity – as defined in Uniform Guidance Section 2900.2 – A state, local government, Indian tribe, institution of higher education, for-profit entity, foreign public entity, foreign organization, or non-profit organization that carries out a federal award as a recipient of subrecipient.

Subrecipient – as defined in Uniform Guidance Section 200.93 – a non-federal entity that expends federal awards received from a pass-through entity to carry out a federal program. Subrecipient characteristics include the following criteria:

1. Determines who is eligible to receive what federal assistance.
2. Performance is measured by whether objectives of a federal program are met.
3. Has responsibility for programmatic decision making.
4. Responsible for adhering to applicable federal program requirements.
5. Uses federal funds to carry out a program for a public purpose.
6. Funded by a subaward.

Questioned Cost – a cost that is questioned by the monitoring as being unallowable, un-allocable, or unreasonable. Questioned costs are costs:

- That resulted from a violation or possible violation of a statute, regulation, or the terms and conditions of a federal or state award, including for funds used to match federal funds (unallowable);
- Where the costs, at the time of the monitoring visit, are not supported by adequate documentation (un-allocable); or
- Where the costs incurred appear unreasonable and do not reflect the actions a prudent person would take in the circumstances (unreasonable).

Internal Controls – as defined in 2 CFR 200.61 and 200.62 – means a process, implemented by a non-Federal entity, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations;
- Reliability of reporting for internal and external use;
- Compliance with applicable laws and regulations;
- Transactions are properly recorded and accounted for, in order to:
 - Permit the preparation of reliable financial statements and Federal reports;
 - Maintain accountability over assets; and
 - Demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;
- Transactions are executed in compliance with:
 - Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a Federal program; and
 - Any other Federal statutes and regulations that are identified in the Compliance Supplement; and
- Funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

Monitoring Log

List of Subrecipients	Dates for Review	Type of Review	Period Review Covered	Date of Draft/Final Reports	Name of Monitor	Findings and Status of Each



WORKFORCE DEVELOPMENT BOARD

OF SOLANO COUNTY

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING FOR: FEDERAL MONITORING AND COMPLIANCE OVERSIGHT

(Issued ~~March 18, 2022~~ January 23, 2026)

The Workforce Development Board (WDB) of Solano County's Federal Monitoring and Compliance Oversight policy contains important information pertaining to my employment and duties at the WDB.

A copy of this policy has been given to me to retain for future reference, and I have been provided with the location on the Shared Drive for the policy where I can obtain an electronic copy.

Since the information and policies described in the policy are necessarily subject to change, I acknowledge that revisions to the policy may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

I have received the Federal Monitoring and Compliance Oversight and I understand that it is my responsibility to read and comply with the information contained in this policy and any revisions made to it.

I understand that I should consult my supervisor if I have any questions about the information contained in the policy. I understand that failure to comply with the information contained in the policy could lead to disciplinary action or termination.

Employee's Name (printed): _____

Employee's Signature: _____ Date: _____



WORKFORCE DEVELOPMENT BOARD

OF SOLANO COUNTY

CONSENT CALENDAR AGENDA ITEM VI.C.

January 23, 2026

SUBJECT	ATTACHMENTS
Approve of the revised Corporate Resolution of Designated Authorized Signatories	A

RECOMMENDATION

Staff are recommending the Board of Directors review and approve the Corporate Resolution of Designated Authorized Signatories and give Chris Huxsoll, Secretary, authority to sign said resolution on behalf of the Board of Directors.

DISCUSSION

During the November 17, 2023 Board of Directors meeting, the Board approved an update to the Corporate Resolution of Designated Authorized Signatories that added two additional signers: the Solano-Napa SBDC Director, and the Workforce Services Director.

Since that time, Marion Aiken has retired from the Workforce Services Director role, and Lauren Bender has been promoted to the role of Deputy Director. Because the Workforce Services Director position will not be backfilled, staff are requesting an update to the resolution to remove that title and add the Deputy Director as an additional authorized signer.

This revised resolution removes the Workforce Services Director and adds the Deputy Director.

ALTERNATIVES

Board members could choose not to approve the revised resolution; however, this would leave outdated signatory titles in place and could delay time-sensitive items when an authorized signer is not available.

REPORT PREPARED BY

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

Corporate Resolution of the Private Industry Council of Solano County, Inc. Designating Authorized Signatories

WHEREAS, Private Industry Council of Solano County, Inc. (the “Corporation”) also operates under its DBA: Workforce Development Board of Solano County.

WHEREAS, the Corporation desires to designate authorized signatories and define transaction authority for the execution of agreements, instruments, and payments on behalf of the Corporation, as described below, until amended.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Corporation hereby authorizes and empowers the individuals holding the position(s) of Chairperson, Treasurer, President, Executive Director, Deputy Director, and Solano-Napa Small Business Development Center Director to make, execute, endorse, and deliver in the name of and on behalf of the Corporation any and all written instruments, agreements, documents, deeds, powers of attorney, transfers, assignments, contracts, obligations, checks, certificates and other instruments of whatever nature entered into by the Corporation.

BE IT FURTHER RESOLVED, that this Resolution shall remain in effect until amended or rescinded by the Board of Directors.

I, Chris Huxsoll, as Secretary of the Private Industry Council of Solano County, Inc. hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Private Industry Council of Solano County, Inc. DBA: Workforce Development Board of Solano County at a regular Board of Directors meeting held on January 23, 2026.

Chris Huxsoll, Secretary
Private Industry Council of Solano County, Inc.
DBA: Workforce Development Board of Solano County

ACTION ITEMS





WORKFORCE DEVELOPMENT BOARD

OF SOLANO COUNTY

ACTION AGENDA ITEM VII.A

January 23, 2026

SUBJECT	ATTACHMENTS
Acceptance of the nomination of Heather Henry, and election to fill the 2024-2026 Board Treasurer seat	NONE

RECOMMENDATION

It is recommended that the Board consider and elect Ms. Heather Henry to serve as the Workforce Development Board (WDB) of Solano County's Treasurer for the remainder of the current two-year term of office, effective immediately through June 30, 2026. All other officer seats were appointed at the July 19, 2024 Board meeting.

DISCUSSION

During the Committee Chair updates at the November 21, 2025 Board Meeting, the WDB Chair, Mr. Chris Churchill, announced the Treasurer seat remained vacant and asked if there were any members that would be interested in filling the vacancy as well as Chairing the Budget Committee. Ms. Heather Henry expressed her interest in volunteering for the officer seat. No other members expressed interest. Mr. Churchill asked that any other members interested in volunteering contact staff and if no other members were interested in volunteering, action would be taken at the January Board meeting to formally considering Ms. Henry and voting to elect her for the Treasurer position.

A new two-year term for the Slate of Officers, effective July 1, 2026 through June 30, 2028, will be brought before the Board for consideration and election at the May meeting, pending nominations and recommendations.

ALTERNATIVES

Board members could choose not to accept the nomination of Treasurer; however, this would leave the Treasurer seat vacant and require the Board to identify another nominee for election.

REPORT PREPARED BY

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



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

ACTION AGENDA ITEM VII.B
January 23, 2026

SUBJECT	ATTACHMENTS
Review and approval of the Lower Living Standard Income Level (LLSIL) & Poverty Guidelines Policy for 2025 (2026-02)	A

RECOMMENDATION

Staff recommend the review and approval of WDB Policy 2026-02 Lower Living Standard Income Level (LLSIL) & Poverty Guidelines Policy for 2025.

DISCUSSION

To remain compliant with Workforce Innovation and Opportunity Act (WIOA) regulations governing programmatic and administrative policies, the Workforce Development Board (WDB) of Solano County adds and revises policies, as needed. According to WIOA regulations, WIOA policies must be approved by the Board.

Lower Living Standard Income Level (LLSIL) & Poverty Guidelines Policy

The policy on LLSIL and poverty guidelines is to provide the low-income standard to WIOA staff and contractors for Adult and Youth eligibility purposes. Per WIOA, the guidelines must be updated annually. The poverty guidelines also provide low-income standards for American Rescue Plan Act (ARPA) programs provided to individuals.

Overview of Policy

The policy provides information on the standards for low-income eligibility under WIOA and other federal programs. The U.S. Department of Labor sets the LLSIL, and the U.S. Department of Health and Human Services sets the federal poverty guidelines that are used by all workforce boards and other programs across the country. Low-income status is determined as an individual meeting the higher of either the LLSIL or poverty guidelines.

Key Policy Elements

- Background on LLSIL and poverty guidelines
- Solano's LLSIL and poverty guideline numbers for Program Year 2025-26

ALTERNATIVES

The Board could choose not to approve this policy and request further investigation or changes. However, this policy is updated based on published Federal and State Guidelines and is used by staff for eligibility determination.

REPORT PREPARED BY

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



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

POLICY ISSUANCE

Date: January 23, 2026

Number: 2026-02

LOWER LIVING STANDARD INCOME LEVEL (LLSIL) AND POVERTY GUIDELINES

INTRODUCTION

This policy establishes standards on low-income eligibility guidelines outlined by the Workforce Innovation and Opportunity Act (WIOA) and other federal programs, such as American Rescue Plan Act (ARPA) programs. LLSIL is used for several purposes under the WIOA. Specifically, WIOA section 3(36)[B] and 3[49] defines the term “low-income individual” for eligibility purposes, and sections 127(b)(2)(C) and 132(b)(1)(B)(v)(IV) and 134(d)(1)(A)(x) define the terms “disadvantaged youth” and “disadvantaged adult” in terms of the poverty line or LLSIL for formula allotments.

The U.S. Department of Labor (DOL) establishes annual guidelines for the 70% Lower Living Standard Income Level (LLSIL) and the U.S. Department of Health and Human Services (HHS) establishes annual guidelines for levels of poverty. Both guidelines are required to be considered in WIOA eligibility determinations of low-income status. WIOA requires annual revision to both sets of data. All local Workforce Development Boards use the same federal guidelines, yet income levels for residents are separated by individuals living within Metropolitan Statistical Areas (MSAs) and individuals who live in non-metropolitan areas with populations under 50,000.

QUESTIONS

Questions relating to this policy should be directed to Tracy White, One-Stop Senior Manager, at twhite@solanowdb.org or at 707.863.3520.

SOLANO COUNTY GUIDELINES

LLSIL guidelines are established by DOL. As of 2025, Solano County is located within the DOL-defined West: Metro LLSIL. Additional information on the 2025 LLSIL, published in the Federal Register on May 13, 2025, is available at <https://www.dol.gov/agencies/eta/llsil>. Federal poverty guidelines are established by HHS and are standardized across the country. Additional information on the 2025 poverty guidelines can be found at <https://www.dol.gov/sites/dolgov/files/ETA/llsil/pdfs/HHS-Poverty-Guidelines-2025-FRN.pdf>. Income received during the six-month period immediately prior to the individual’s application for WIOA-funded services is used for income determination. The chart below shows both the annual and the six-month figures.

LLSIL and Poverty Guidelines by Family Size

	1	2	3	4	5	6	Each Add'l
LLSIL Guidelines							
100% Annual LLSIL	\$20,529	\$33,644	\$46,191	\$57,022	\$67,286	\$78,700	+\$11,414
70% Annual Income	\$14,370	\$23,551	\$32,334	\$39,915	\$47,100	\$55,090	+\$7,990
70% 6 Month Income	\$7,185	\$11,775	\$16,167	\$19,957	\$23,550	\$27,545	\$3,995
Poverty Guidelines HHS							
Annual Income	\$15,650	\$21,150	\$26,650	\$32,150	\$37,650	\$43,150	+5,500
6 Month Income	\$7,825	\$10,575	\$13,235	\$16,075	\$18,825	\$21,575	+\$2,750

ELIGIBILITY DETERMINATION

Staff must use the higher of either the LLSIL or the poverty guidelines for the appropriate family size to determine low-income status for WIOA Adult and Youth enrollment, as well as ARPA enrollment. As such, staff must use the Poverty Guidelines for a family of 1 and the 70% LLSIL guidelines for families of 2 or more for low-income eligibility, effective May 13, 2025, until new federal income guidelines are released.

DISCLAIMER

This policy is based on WDB's interpretation of the statute, along with the Workforce Innovation and Opportunity Act, Final Rule released by the U.S. Department of Labor, and federal and state policies relating to WIOA implementation, as well as the American Rescue Plan Act and the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Final Rule. This policy will be revised annually based on federal or state guidance.

REFERENCES

Law

- [Workforce Innovation and Opportunity Act of 2014 \(WIOA\)](#).
- [American Rescue Plan Act of 2021](#).

Federal Guidance

- Department of the Treasury, [Coronavirus State and Local Fiscal Recovery Funds \(SLFRF\) Final Rule](#). 31 CFR Part 35.
- Federal Register, Volume 90, Number 91, ["WIOA 2025 LLSIL"](#)
- Federal Register, Volume 90, Number 11, ["Annual Update of the HHS Poverty Guidelines"](#)

Approved by

Workforce Development Board of Solano County



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING FOR:
LOWER LIVING STANDARD INCOME LEVEL (LLSIL)
AND POVERTY GUIDELINES POLICY
(Issued January 23, 2026)

The Workforce Development Board (WDB) of Solano County's WIOA Lower Living Standard Income Level (LLSIL) and Poverty Guidelines Policy contains important information pertaining to my employment or contract with the WDB.

A copy of this policy has been given to me to retain for future reference, and I have been provided with the location on the Shared Drive for the policy where I can obtain an electronic copy, if applicable.

Since the information and policies described in the policy are necessarily subject to change, I acknowledge that revisions to the policy may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

I have received the Lower Living Standard Income Level (LLSIL) and Poverty Guidelines Policy and I understand that it is my responsibility to read and comply with the information contained in this policy and any revisions made to it.

I understand that I should consult my supervisor if I have any questions about the information contained in the policy. I understand that failure to comply with the information contained in the policy could lead to disciplinary action or termination.

Name (printed): _____

Signature: _____ Date: _____



WORKFORCE DEVELOPMENT BOARD

OF SOLANO COUNTY

ACTION AGENDA ITEM VII.C

January 23, 2026

SUBJECT	ATTACHMENTS
Review and approval of the Property Management and Inventory Policy (2026-03)	A

RECOMMENDATION

Staff recommend the review and approval of WDB Policy 2026-03 Property Management and Inventory Policy.

DISCUSSION

To remain compliant with Workforce Innovation and Opportunity Act (WIOA) regulations governing programmatic and administrative policies, the Workforce Development Board (WDB) of Solano County adds and revises policies, as needed. According to WIOA regulations, WIOA policies must be approved by the Board.

Overview of Policy

The policy provides information on the requirements for managing and maintaining inventory, and disposal of property purchased through federal funds, particularly through Department of Labor funds. Requirements for property management and inventory are outlined by the federal and state level; no information in the policy was created at the local level.

The information in this policy has been previously implemented by staff, both programmatically and fiscally. No additional parameters are outlined in this policy.

Key Policy Elements

- Guidelines on intangible and intellectual property
- Requirements for property inventory records
- Requirements for disposition of property
- Guidelines on funds received from sale of property

The policy changes are highlighted in yellow and reflect the threshold for equipment disposition updates from \$5,000 to \$10,000. The federal guidance reference that supports this policy remains the same; however, the Uniform Guidance was revised effective October 1, 2024.

ALTERNATIVES

The Board could choose not to approve this policy and request further investigation or changes. However, this policy is updated based on published Federal and State Guidelines and is used by staff for eligibility determination.

REPORT PREPARED BY

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



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

POLICY ISSUANCE

Date: January 23, 2026, Number: 2026-03

PROPERTY MANAGEMENT AND INVENTORY POLICY

INTRODUCTION

This policy provides guidance to the Workforce Development Board (WDB) of Solano County for property management and inventory. This policy applies to all subrecipients of Workforce Innovation and Opportunity Act (WIOA) funds, to ensure allowable uses of property and proper management and inventory of property funded with WIOA funds.

QUESTIONS

Questions relating to this policy should be directed to Tracy White, One Stop Manager, at twhite@solanowdb.org or (707) 863-3520.

ATTACHMENTS

N/A

RECISSIONS

This policy replaces and supersedes WDB 2019-09 – Property Management and Inventory Policy.

POLICY

The Uniform Guidance provides fiscal and administrative guidance for the administration of the WIOA program. The intent is to ensure that assets are managed according to proper inventory, maintenance, and disposition procedures.

Intangible and Intellectual Property

Subrecipients of a federal award obtain the title to intangible property once it has been acquired. The subrecipient must use the property for the originally-authorized purpose and must not encumber the property without approval from the Department of Labor (DOL). Further, DOL has the right to obtain, reproduce, publish, or otherwise use the data produced under a federal award, and authorize others to receive, reproduce, publish, or otherwise use such data for federal purposes. In addition, DOL requires intellectual property developed under a competitive federal award process to be licensed under a Creative Commons Attribution license. This license allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the recipient.

Inventory Records

The WDB and subrecipients must maintain accurate inventory records of all property purchased with federal funds. All property should have a unique identification mark to be used for inventory purposes. The inventory records must include the following information:

- A description of the property.
- Manufacturer's serial number, model number, or other identification number.
- Source of funding for the property (including the Federal Award Identification Number).
- Whether the title is held by the subrecipient or by DOL.
- Acquisition date (or date received, if the property was furnished by the federal government).
- Cost of the property.
- Percentage of federal participation in the project costs for the federal award under which the property was acquired.
- Location, use, and condition of the property.
- Ultimate disposition data including the date of disposal and the sale price.

In addition to the requirements above, WDB and subrecipient staff must take a physical property inventory and reconcile the inventory with the property records at least once every two years. Staff and subrecipients must also develop a control system to ensure adequate safeguards to prevent loss, damage, or theft of the property; any loss, damage, or theft of property must be investigated. Further, staff and subrecipients must develop adequate maintenance procedures to keep the property in good operating order. Finally, if the WDB or subrecipient is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

The WDB and subrecipients must retain all property records for three years after the date of acquisition, through final disposition and then maintain the records for three years beyond that. Subrecipients must also retain those records for a period of three years from the date of their last expenditure report submitted to the California Employment Development Department's (EDD) Central Office Workforce Services Division. If any litigation, claim, or audit is started before the expiration of the three-year period, all records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. Refer to policy "2019-08 Record Retention" for further information.

Disposition of Property

When reporting any property on the Property Closeout Inventory Certification Form required by EDD, all similar items should be grouped together by category for inventory and fair market value purposes (e.g., computers, furniture, etc.). If equipment with a per unit fair market value of \$10,000 or more, or an inventory of unused supplies with a total aggregate fair market value of \$10,000 or more, is no longer needed for the original

project or program, the WDB or subrecipient may use the property for other activities currently or previously supported through DOL funds. Otherwise, if the property is not needed for the original program/project or other DOL supported activities, the WDB or subrecipient may either retain or sell the property and reimburse the state for the WIOA federal funds' share. The amount of reimbursement is computed by applying the percentage of WIOA federal funds used to purchase these items to the current "fair market" value of the property. If only WIOA federal funds were used, then use 100 percent for the calculation. The WDB and subrecipients may deduct and retain from the WIOA share \$500 or 10 percent of the proceeds of the sale, whichever is less, for selling and handling expenses. The balance of funds must be submitted within 30 days. The name of the entity, subgrant number, year of appropriation, and the funding stream must be provided when submitting the funds. Funds received from the sale of property must be sent to the following address:

Attn: Cash Control Unit Fiscal Programs Division,
MIC 70 Employment Development Department
P.O. Box 826217
Sacramento, CA 94230-6217

If the WDB or subrecipient has no further use for the property and wishes to dispose of it (in a manner other than selling), they must request disposition instructions from the state. If the per unit cost of equipment or total aggregate inventory of unused supplies is less than \$10,000, the WDB or subrecipient may retain the property with no further obligation. Disposition records must still be kept in accordance with WIOA record retention requirements.

Calculation of "Fair Market" Value

The selling price of an item that is sold through auction, advertisement, or a dealer is the fair market value of the item regardless of any prior estimates. An item that is not sold but retained by the entity has a fair market value based on similar items that are offered for sale, using the selling price if known. Methods for determining fair market value include, but are not limited to, the following:

- Auctions
- Classified advertisements for similar used items
- Dealers
- Licensed appraisers

For automobiles, trucks, and vans, the standard authority on the value of used vehicles is the Kelley Blue Book. Depreciated value is not "fair market" value, nor a determining factor in establishing the "fair market" value.

DISCLAIMER

This policy is based on WDB's interpretation of the statute, along with the Workforce Investment and Opportunity Act; Final Rule released by the U.S. Department of Labor

and federal and state policies relating to WIOA implementation. This policy will be reviewed and updated based on any additional federal or state guidance.

REFERENCES

Law

- Workforce Innovation and Opportunity Act of 2014 (WIOA)

Federal Guidance

- Title 2 Code of Federal Regulations (CFR) Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Uniform Guidance), as revised
- Title 2 CFR Part 2900: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Department of Labor [DOL] Exceptions)

State Guidance

- California Workforce Services Directive (WSD) 16-10 – [Property Purchasing and Disposal Directive](#)

Approved by

Workforce Development Board of Solano County

Definitions

Equipment—tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$10,000 (Uniform Guidance Section 200.1).

Uniform Guidance specifies that equipment includes information technology systems, computing devices, software and services (including support services). This includes fees for licensing or subscriptions to software and software support services. Even if a monthly subscription fee is under \$5,000, if the total annual cost for the subscription exceeds \$5,000, then prior approval must be obtained.

General Purpose Equipment—equipment which is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles (Uniform Guidance Section 200.48).

Information technology systems—computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), licensing or subscriptions to software and software support services, and related services (Uniform Guidance Section 200.58).

Intangible Property—property having no physical existence, such as trademarks, copyrights, patents and patent applications and property, such as loans, notes and other debt instruments, lease agreements, stock and other instruments of property ownership (whether the property is tangible or intangible) (Uniform Guidance Section 200.59).

Personal Property—property other than real property. It may be tangible, having physical existence or intangible (Uniform Guidance Section 200.78).

Property—real property or personal property (Uniform Guidance Section 200.81).

Real Property—land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment (Uniform Guidance Section 200.85).

Subrecipient—a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency (Uniform Guidance Section 200.93).

Supplies—all tangible personal property other than equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the nonfederal entity for financial statement purposes or \$5,000, regardless of the length of its useful life (Uniform Guidance Section 200.94).



EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING FOR:
PROPERTY MANAGEMENT AND INVENTORY POLICY
(Issued January 23, 2026)

The Workforce Development Board (WDB) of Solano County's Property Management and Inventory Policy contains important information pertaining to my employment and duties at the WDB.

A copy of this policy has been given to me to retain for future reference, and I have been provided with the location on the Shared Drive for the policy where I can obtain an electronic copy.

Since the information and policies described in the policy are necessarily subject to change, I acknowledge that revisions to the policy may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

I have received the Property Management and Inventory Policy, and I understand that it is my responsibility to read and comply with the information contained in this policy and any revisions made to it.

I understand that I should consult my supervisor if I have any questions about the information contained in the policy. I understand that failure to comply with the information contained in the policy could lead to disciplinary action or termination.

Employee's Name (printed): _____

Employee's Signature: _____ Date: _____



WORKFORCE DEVELOPMENT BOARD

OF SOLANO COUNTY

ACTION AGENDA ITEM VII.D

January 23, 2026

SUBJECT	ATTACHMENTS
Review and approval of the proposed transfer of funds from WIOA Adult to Dislocated Worker as recommended by the Budget Committee	A & B

RECOMMENDATION

Staff and the Budget Committee recommend the review and approval of the proposed transfer of funds from WIOA Adult program to the Dislocated Worker program.

DISCUSSION

Solano County is currently navigating significant workforce disruption as a result of three major plant closures: Mare Island Dry Dock, Anheuser-Busch, and Valero Refinery. While these closures are occurring on different timelines, together they have a major impact on the local workforce and a growing need for Dislocated Worker services under WIOA.

Mare Island Dry Dock permanently closed on January 9, resulting in the immediate layoff of approximately 84 workers. These employees did not receive severance packages, which has created an urgent need for services. Rapid Response activities are already underway, and we are seeing, and expect to continue seeing an immediate demand for career guidance, training, and reemployment support.

Anheuser-Busch has announced that its plant closure will take place over the first couple of weeks in February. Affected employees have been given the option to transfer to another facility elsewhere in the country or to accept a severance package. We do not expect most of these workers to seek services immediately and instead anticipate increased demand later in the program year as severance and unemployment benefits are exhausted.

Valero Refinery issued a formal WARN notice on January 13, with affected employees expected to be separated from their employment March 15, 2026 through July 1, 2026. Based on this timeline, many affected workers are expected to access Dislocated Worker services later in the spring or early summer, after severance, if offered, and unemployment benefits have been exhausted.

Although the timing of service demand differs across these closures, the overall picture is clear: the number of dislocated workers needing services over the coming months exceeds the capacity of our current Dislocated Worker formula funding. At the same time, WIOA Adult training funds are under-expended relative to where we are in the program year. While staffing and operational costs are tracking as expected, training expenditures on the Adult side remain lower than anticipated, creating an opportunity to realign funds in a way that better matches current workforce needs.

Staff have discussed the anticipated need for funding transfer with Solano Workforce Development Board's (WDB) Regional Advisor at EDD, Teri Brimacombe, and received guidance on both the process and requirements for moving forward. Under EDD Directive WSD 22-09, local workforce boards may request a transfer of funds between WIOA Adult and Dislocated Worker programs with Board approval when there is documented justification, including a significant or unanticipated increase in Dislocated

Worker participants, insufficient Dislocated Worker funds to meet service demand, and the availability of Adult funds that can be redirected without negatively impacting required services. Given the immediate service demand resulting from the Mare Island Dry Dock closure and the projected increase in Dislocated Worker enrollment associated with the Anheuser-Busch and Valero closures later in the program year, these conditions are present and provide clear justification for a transfer of funds from WIOA Adult to WIOA Dislocated Worker.

This transfer would allow WDB to respond immediately to workers who are already coming through the door, while also preparing for the larger wave of dislocated workers we expect in the coming months. It also helps ensure WDB is using local formula funds appropriately, meeting training expenditure requirements, and avoiding the risk of leaving funds unspent that could otherwise support impacted workers.

The proposed transfer is designed to preserve enough WIOA Adult funding to continue regular services and support priority populations, while also leveraging other available resources such as Rapid Response additional assistance, ARPA training funds that have not yet expired, and AJCC and Department of Rehabilitation funding. As always, staff will continue to monitor enrollment and spending closely and make adjustments as needed.

For Reference:

Attachment A – Current Expenditure Report

Attachment B – Proposed Expenditure Report after Transfer of Funds

Approval of this action will allow WDB to respond quickly to the needs of workers affected by these closures and ensure services remain available as layoffs occur. Board authorization will allow staff to proceed with submitting the required request to EDD without further delays.

The proposal was reviewed by the Budget Committee at their January 14, 2026 meeting and approved based on their requested revisions to the proposed transfer of funds document. Attachment B reflects these revisions.

ALTERNATIVES

Alternatively, the Board could choose not to approve the funding transfer as presented and request additional information or revisions; however, this could delay finalizing the transfer and may affect our ability to deliver timely services to individuals impacted by the layoffs.

AGENCY BUDGET IMPACT

The WDB's FY 2025–26 budget already includes these WIOA funds. The proposed transfer would reallocate existing funding between WIOA programs and would not result in a net increase/decrease to the overall budget.

REPORT PREPARED BY

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

WDB - Solano

Percentage of Year Elapsed:

42%

WIOA Adult		WIOA Dislocated Worker	
Percentage of Year Elapsed:	2025, 2026	\$1,349,601	
42%			6025, 6026
Direct Program Costs:			
Occupational Training	Budget	Exp+Obs	Left
Work-Based Learning	\$ 337,833	\$20,940	\$316,893
Supportive Services	15,000	11,343	3,657
Business Advisors	9,000	879	8,121
Small Business Grants/Payments	0	0	0
Outreach	0	0	0
Program Contracts	2,250	0	2,250
Sub-total	4,167	3,727	440
	368,250	36,889	331,361
Other Costs:			
Salaries and Benefits	868,898	336,978	531,920
Communications / IT	16,507	14,807	1,701
Employee / WDB Professional Dev	2,000	0	2,000
Facilities	124,654	80,380	44,274
Memberships	3,500	1,984	1,516
Mileage / Travel	3,000	2,169	831
Supplies / Equipment	1,597	2,490	(893)
Software	13,201	3,000	10,201
Other Operating Costs	331	7,759	(7,428)
Sub-total	1,033,689	449,567	584,122
Total	1,401,938	\$486,456	\$915,483

WDB - Solano
Grant Programs FY 2025/26
through 12/31/2025

Percentage of Year Elapsed:

50%

	WIOA Adult			WIOA Dislocated Worker		
	2025, 2026			6025, 6026		
	Budget	Exp+Obs	Left	Budget	Exp + Obs	Left
WIOA Adult	\$1,401,938			\$1,349,601		
Direct Program Costs:						
Occupational Training	\$ 148,092	\$90,840	\$57,252	\$ 337,833	\$24,000	\$313,833
Work-Based Learning	15,000	45,045	(30,045)	15,000	51,283	(36,283)
Supportive Services	9,000	1,820	7,180	9,000	2,071	6,929
Business Advisors	0	0	0	0	0	0
Small Business Grants/Payments	0	0	0	0	0	0
Outreach	2,250	0	2,250	0	0	0
Program Contracts	4,167	3,860	306	4,167	3,397	769
Sub-total	178,509	141,565	36,944	366,000	80,751	285,248
Other Costs:						
Salaries and Benefits	868,898	401,088	467,810	974,185	411,571	562,614
Communications / IT	16,507	16,638	(131)	15,186	17,465	(2,278)
Employee / WDB Professional Dev	2,000	0	2,000	2,000	0	2,000
Facilities	124,654	91,075	33,579	138,514	101,199	37,315
Memberships	3,500	1,984	1,516	3,500	1,983	1,517
Mileage / Travel	3,000	2,437	563	3,000	460	2,540
Supplies / Equipment	1,597	2,922	(1,325)	1,597	2,392	(795)
Software	13,201	4,000	9,201	13,201	4,000	9,201
Other Operating Costs	331	9,318	(8,987)	22,159	5,958	16,201
Sub-total	1,033,689	529,462	504,226	1,173,343	545,027	628,315
Total	1,212,197	\$671,027	\$541,170	1,539,342	\$625,778	\$913,564
			55%			41%



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

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

Ad-Hoc Committees

Human Resources – meets as needed

Shannon Stack (Chair)	Idowu Koyejo
Chris Churchill	David Tam

Equity Committee – meets as needed

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

Marketing Committee – meets as needed

Chris Churchill (Chair)	Idowu Koyejo
Chris Rico	

BOARD OF DIRECTORS

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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
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Jelly Belly Candy Company
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Executive Director,
Napa-Solano Central Labor Council
Labor Representative

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

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Program Director,
Fighting Back Partnership
Community Workforce Representative

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

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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

