



WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY

Board of Director's Meeting

Friday, March 24, 2023

8:30 a.m. – 10:30 a.m.



500 Chadbourne Road, Suite A
Fairfield, CA 94534



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

BOARD OF DIRECTORS MEETING NOTICE

Friday, March 24, 2023

8:30 – 10:30 a.m.

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

MEETING AGENDA

| | | |
|--------------|--|-------------|
| I. | Call to Order | |
| II. | Introductions | |
| III. | Agenda Additions/Deletions | |
| IV. | Public Comment – <i>Public comments on agenda items and items under the jurisdiction of the Board of Directors shall be made at this time. Written comments submitted by the public will also be read. Instructions for submitted comments are outlined in the Public Announcement of this meeting.</i> | |
| V. | Consent Calendar | Page |
| | A. Approval of January 20, 2023, Meeting Minutes | 1 |
| VI. | Presentation | |
| | A. Honoring Marion Aiken, Workforce Services Director, for 30 Years of Service | |
| VII. | Informational Reports | |
| | A. Board Chair (Verbal) | |
| | B. Committee Chairs (Verbal) | |
| | C. President/Executive Director (Verbal) | |
| | D. Reports (Written) | 5 |
| VIII. | Action Items | |
| | A. Review and Approval of the Prison to Employment 2.0 Contracts with Sonoma Workforce Investment Board for an amount not to exceed \$128,226 and with the Workforce Alliance of the North Bay for an amount not to exceed \$161,427 for the period of April 1, 2023, through December 31, 2025; Give President/Executive Director Signature Authority, and Make Administrative Changes, as Needed | 22 |
| | B. Review and Approval of the Regional Equity and Recovery Partnerships Contracts with Sonoma Workforce Investment Board for an amount not to exceed \$370,000 and with the Workforce Alliance of the North Bay for an amount not to exceed \$370,000 for the period of April 1, 2023 through September 30, 2025; give President/Executive Director Authority to Finalize and Sign the Approved Contract, and Make Administrative Changes, as Needed | 36 |
| | C. Review and Approval of the Final Workforce Innovation and Opportunity Act (WIOA) North Bay Regional and Solano County WIOA Local Plan Modifications and Give Chairperson Signature Authority | 50 |
| | D. Review and Approval to Submit Request to Operate WIOA Career Services to the State | 54 |
| | E. Review and Acceptance of Mid-Year Expenditures through December 31, 2022 | 60 |
| | F. Review and Approval of the Second Modification to the Fiscal Year 2022-23 Budget | 65 |
| IX. | Adjournment | |

Note: The next Board of Director's meeting is scheduled for Friday, May 19, 2023

CONSENT CALENDAR



MINUTES
BOARD OF DIRECTORS MEETING
January 20, 2023

I. Call to Order

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

Members Present: Chris Churchill, Mark DeWeerd, Shannon Dodds, Mario Giuliani, Fadi Halabi, Tim Healer, Gerald Huber, Melvinia King, Sabrina Martin, David Tam

Members Absent: Danny Bernardini, Suzanne Castano, Kelli Courson, Tiffany Donahue, Mary Dugbartey, Celia Esposito-Noy, Viola Lujan, Stephen Reese, Jon Riley, Thomas Stuebner

Staff Present: Heather Henry, Lauren Bender, Tammy Gallentine, Marion Aiken, Michael Pryor, Tracy White, Tifanie Morataya, April Ziomek-Portillo

Guests/General Public: Megan Richards, Erica Waterford, Juan Prieto

II. Introductions

Ms. Henry introduced Ms. Megan Richards as the new County Administrator's Liaison. Ms. Richards gave a brief introduction as the Senior Management Analyst for the County Administrator Office adding that part of her assignment is to support the Workforce Development Board.

III. Agenda Changes/Deletions

Ms. Henry made one addition to agenda item VIII.A in that during the discussion about the Local Workforce Plan Modification, the discussion will also include the NBEC Regional Plan Modification. The agenda item was modified and will be reflected in the minutes.

IV. Public Comment

There were no public comments.

V. Consent Calendar

A. Approval of November 18, 2022, Meeting Minutes

MOTION #1

**A motion was made and seconded to approve the Consent Calendar.
(King/Giuliani) MOTION PASSED UNANIMOUSLY**

VI. Informational Reports

A. Board Chair

Board Chair, Mr. Halabi, announced there will be ARPA contracts that will be approved by the Executive Committee. Ms. Henry added that due to the number of ARPA contracts and the need to approve contracts quickly, there will be some contracts that will need to be approved before March. These contracts will be presented to the Executive Committee who will review and approve them on behalf of the full Board.

Mr. Halabi also announced that succession planning will begin with Ms. Henry and Mr. Churchill to discuss the transition of Board Chair.

B. Committee Chairs

Mr. Giuliani announced there will be a Budget Committee scheduled in February.

Ms. King gave a recap of the Planning & Oversight Committee meeting held on January 10, 2023. The final AJCC Internal Monitoring Report was received, adding there was only one finding which has since been resolved. The Community Workforce contracts, and Local Plan were discussed in depth, as well as the concept of the two Culturally Competent Technical

Assistance contracts that will be presented to the Executive Committee for approval. Lastly, there was a discussion of countywide professional development opportunities.

C. President/Executive Director Report

Ms. Henry announced there are a couple of items within the Board packet that will be shared but the theme for the last couple of months has been shoring up and moving forward. There has been a lot of review of processes and structure within the organization including the administrative side. All open monitoring findings have now officially been resolved and closed as of the date of the Board meeting. There were no disallowed costs for supportive services, however the policy for supportive services will need to be changed. With regards to supportive services, it is based on how the WIOA law is interpreted. Fiscally, we want to be able to track expenditures. Pre-paid gift cards are considered cash. If a participant needs gas in order to go to work, we provide them with gas cards. The state is asking for receipts to ensure the pre-paid card was actually used for gas, and not to purchase other items like alcohol, and that the entire amount of the pre-paid card was used. If it was not fully utilized, where is the remaining balance. Our policy was originally updated to not require receipts, however the state explained that this policy will not satisfy the need to track the pre-paid cards. The policy will now be updated to require receipts for any pre-paid cards paid out of WIOA which defeats the purpose of reducing the burden to our participants and looking for ways to find work arounds, to either use different approaches or funding streams.

The internal monitoring policies are being developed. The AJCC Internal Monitoring was finalized and closed out. The Adult and Dislocated Internal Monitoring will begin in February. Youth sub-monitoring will begin sometime in April.

Staff is currently reviewing the process of contracts and procurement. This area has really expanded over the last few years. The goal is to ensure everything remains compliant and the easiest process for our contractors and subrecipients.

The new Accounting Manager, Michael Pryor, is gaining a thorough understanding of the parameters around federal and state funding and expenditures. Mr. Pryor is also building better consistency in the accounting processes.

The new norm seems to be moving at light speed on everything. Within the Board packet, the expenditure report is completed through November. Staff is ensuring that the grants that ended December 31st are closed out properly and all numbers are accurate before sharing the report with the full Board. An update will be presented to the Budget Committee in February along with the mid-year budget changes. The budget modification that was done in September did not include all of the ARPA contract funding, as some of them had not yet been finalized. The reports that will be presented to the Budget Committee and later to the full Board will reflect the approved funding streams added as well as the appropriate expenditures for each grant. November's expenditure report shows \$380,000 was spent on small business grant payments. The total is now up to \$515,000 in payments. The next six weeks will likely increase by another \$150,000. WDB has given out 227 small business grants between the Vallejo Small Business Grant project, Napa Small Business Grant project and Solano Small Business Grant project. The grant awards are between \$2,500 to \$10,000 depending on the parameters of the grant program.

There's been a lot of work over the past month on ARPA projects. Seven of the contracts for the Community Workforce Grant are part of the agenda. About 85% of the funding received is going to the grantee. There are a number of industry training projects that are starting as well. Many of the contracts related to the ARPA project are being finalized so a lot of the activities will begin in the next month as well.

There are two contracts related to outreach. Mr. Aiken is working with an organization on a campaign to assist in community outreach within Solano County. This organization has done a lot of work nationally with workforce boards to build enrollments and to do targeted digital media outreach and SEO optimization. The campaign will through social networks and search engine optimization. The other outreach contract will be focused on career awareness centered around occupation.

D. Reports

There was no discussion on this item.

VII. Action Items

A. Approval of the New Workforce Board Appointment, Mr. Chris Huxsoll of Polaris Pharmaceuticals, Inc.

Mr. Halabi introduced Ms. Courson and welcomed her to the meeting. Ms. Courson gave a brief introduction, highlighting that she will be filling the membership seat of Ms. Rosa Philips and is recently the new owner of Express Employment Professionals. Ms. Courson thanked the membership for welcoming her.

MOTION #2

A motion was made and seconded to approve the new Workforce Board appointment, Mr. Chris Huxsoll of Polaris Pharmaceuticals, Inc.

(Huber/Churchill) MOTION PASSED UNANIMOUSLY

B. Review and approve 7 Community Workforce Services contracts for a collective total amount not to exceed \$800,000 for the period of February 1, 2023, through January 31, 2024, funded by the American Rescue Plan Act; give President/Executive Director authority to finalize and sign approved contracts, and make administrative changes, as needed.

Ms. Henry gave a brief overview of agenda item VII.B, which was included as part of the agenda package and incorporated herein. Included in the overview was a presentation outlining the goals of the grant, highlighting the contracts will help provide intensive reemployment services to support Solano County's vulnerable population while also supporting Solano County's non-profits. These grantees will serve populations under 35 years of age, minority groups, BIPOC youth, justice involved individuals and the homeless population.

MOTION #3

A motion was made and seconded to approve the 7 Community Workforce Services contracts for a collective total amount not to exceed \$800,000 for the period of February 1, 2023, through January 31, 2024, funded by the American Rescue Plan Act; give President/Executive Director authority to finalize and sign approved contracts, and make administrative changes, as needed.

(DeWeerd/Churchill) MOTION PASSED UNANIMOUSLY

C. Review and approve ARPA Eligibility and Enrollment Policy, Change 1

Ms. Henry gave a brief overview of agenda item VII.C, noting the WIOA application is almost identical to the ARPA application. This change gives WDB management the authority to use a previously completed WIOA program application for ARPA eligibility instead of completing a new ARPA application as long as specific criteria are met.

MOTION #4

A motion was made and seconded to approve the APRA Eligibility and Enrollment Policy, Change 1

(King/DeWeerd) MOTION PASSED UNANIMOUSLY

VIII. Discussion

A. Concepts and Focus for the Local Workforce Plan Modification and NBEC Regional Plan Modification

Ms. Henry announced the final draft modifications to the local and regional plans are almost finalized. The idea is the concepts will be finalized and go out for public comment. A presentation will be made at the Board of Supervisors meeting which will also open up the 30-day public comment period. Per WIOA and federal requirements, an announcement will also go out in the local paper. The final modifications will be presented at the March Board meeting for approval and signature. The regional plan provides an analytical overview of the region and how the region will connect with the state's goals. The key workforce strategies for the local plan include targeted services and investments in specific areas and populations most vulnerable to disparate economic impacts, preparing businesses and residents for increased workforce digitization, enhancing career pathways and talent pipeline solutions, and building awareness and partnerships around workforce equity and job quality. Key modifications will focus on reducing economic vulnerability, ARPA activities, industry-based training, entrepreneurship and climate-based careers, job center branding and awareness, job quality, equity, and diversity.

B. Recap of December's "The Real Role of the Workforce Board's Board Retreat"

Comments about the board retreat were discussed. Members who attended enjoyed being back in person. The conversation in-person seems to be more in-depth than virtually. The need to elevate and celebrate who WDB is, making connections within the community and through partnership. April's Career Fair will have employers present that have current jobs available but there will also be resource booths in another room that will help job seekers. There is a need to focus on the community's needs and programs that support their needs instead of focusing on operations. A focus on categories like the cost of living, housing and transportation, certification and apprenticeship programs, analytics, and relevancy, are all important topics within workforce.

IX. Adjournment

The meeting was adjourned at 10:30 a.m.

Respectfully submitted by:



Tammy Gallentine, Executive & Board Support Specialist

REPORTS





WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

| | | |
|---|---------------------------------------|-----------------------------|
| SUBJECT: Reports | MEETING DATE March 24, 2023 | AGENDA ITEM VII.D |
| FROM: Heather Henry, President/Executive Director | ACTION REQUIRED YES NO ✓ | ATTACHMENTS A - C |

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

ATTACHMENT:

- Attachment A: Compliance & Operational Reports – monitoring, personnel, and expenditures
- Attachment B: Programmatic Highlights
- Attachment C: Programmatic Performance Reports
 - AJCC Service Summary
 - Job Seeker Services Grant Metrics
 - WIOA 3-Year Trends
 - SBDC Performance Report

Compliance and Operational Report

...

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

Monitoring Report

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

Definitions for the types of outcomes are:

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

Recent/Open Monitoring Activity:

- The State of California Employment Development Department (EDD) Compliance Review Unit conducted a desk review of the WDB's **Equal Employment Opportunities (EEO)** activities funded by WIOA in November 2021. ***EDD issued a final report on June 24, 2022, and determined two findings:***

Finding 1: Upon reviewing participant files, EEO Specialist identified that disability and medical related information was being collected and stored together. EDD recommends the WDB collect and store Equal Opportunity Questionnaires separately from the participant files; review all forms and assessments to ensure questions about disability and medical questions are on a separate sheet; redact disability and medical information from participant files; and store files with disability and medical information separately.

WDB Response: While the current practice is to maintain disability and medical-related information in a separate file, staff will review all participant files to ensure that such a practice is consistently adhered to. A follow-up on file reviews previously conducted will continue until all active and exited files are thoroughly reviewed and corrected. WDBSC plans for this action to be completed no later than June 30th, 2022.

EDD accepted the WDB's corrective action plan. However, the finding cannot be closed until a future on-site visit verifies successful implementation of the corrective action.

- The State of California Employment Development Department (EDD) Compliance Review Unit conducted a **programmatic review** of the WDB's program activities funded by WIOA, during the week of October 1, 2018. ***EDD issued a final report January 13, 2020 with one remaining finding:***

Finding 1: The WDB issued ARCO Pump Pass gas cards not according to their policy and had

inadequate documentation to substantiate gas purchases.

EDD Final Determination: Therefore, the WDBSC must reimburse the WIOA grant program the \$475 in disallowed supportive services using a non-federal funding source and provide documentation of the reimbursement.

On June 23, 2021, the WDBSC submitted a comprehensive response which resolved the disallowed cost finding of \$475 paid through non-WIOA funds. The EDD accepted the corrective action plan. This finding is now resolved and closed.

Personnel Report

The Personnel Report provides the Board with information regarding recruitments, promotions, and departures of WDB employees. No staffing changes occurred during the reporting period.

Expenditure Report

The mid-year expenditure report can be found as Agenda Item VIII.E.

This is the Workforce Development Board of Solano County's (WDB) report of expenditures for the 2022-23 program year, through February 28, 2023. With 66.7% of the program year elapsed, the expenditures compared to the plan equal 38.3%.

Attachment A-1 contains the expenditure report; the report format shows the funding and expenditure information from two viewpoints. The top contains grant funding vs. grant expenditures. The bottom contains line-item budget vs. line-item expenditures.

Significant Revenue Discrepancies:

- WIOA Youth funds are under expended to date. Youth contract invoicing are currently behind schedule. Not all First Place for Youth invoices are reflected in the expenditures to date. In addition, funds are set aside for an additional youth contract with Voices, which is still under negotiation.
- WIOA Rapid Response and Layoff Aversion are under expended to date; however, additional expenditures and projects are planned for the spring of 2023.
- CWDB – CNA Upskilling Program is slightly under expended in the report. Programmatic contract invoicing is slightly behind schedule, but expenditures in general are on track.
- EDD – COVID National Dislocated Worker Grant (NDWG) is under expended due to low enrollment numbers. Enrollments are picking up in 2023 and expenditures will increase in the next reporting period; however, it is anticipated that this grant will not be fully expended by the grant end date of March 31, 2023.
- City of Vacaville – Manufacturing Retention is not intended to be expended through June 30, 2023 and will be fully expended prior to the end of the fiscal year.

- City of Vallejo – ARPA Small Business Assistance is near completion of activities. All microgrants have been disseminated. The Restaurant Resiliency program is near completion and this grant is anticipated to be fully expended prior to June 30, 2023.
- County of Napa – Microbusiness Grants was completed December 31, 2022. The grant closed with 93% of funds expended.
- County of Solano – ARPA Grants are under expended to date. A number of factors influence current low expenditures, including delayed contract negotiations. Community Workforce Grants began service delivery February 2023. All projects except Sustain Service Delivery are multi-year grants and can be carried into FY2023-24 and recalculated budget projections are presented in the Budget Modification #2.
- County of Solano – Microbusiness Grants are under expended to date. Staff recently addressed invoicing challenges in January 2023, which will lead to dissemination of funds for all small business grant payments to date. A significant expenditure increase will be reported on the next expenditure report to the board.
- CWDB / Sonoma WIB – Regional Implementation 4.0 was completed December 31, 2022. WDB expenditures were fully expended, but the Regional Organizer contract was underspent at the close of the contract.
- CWDB – Regional Equity is on track to start in spring 2023. The WDB is currently waiting to enter into contract with the state. Recalculated anticipated expenditures are presented in the Budget Modification #2.
- Restaurant Resiliency – This grant is near completion, however, additional funding was received from FSUSD that is incorporated into the Budget Modification #2.
- H&SS Job Skills Program is currently over expended due to high expenditure rates in the first quarter of the fiscal year. Expenditures will even out over the remaining months.
- SBDC Funds include the Capital Improvement Program (which started in October 2022), the Small Business Administration (SBA), and the Technical Assistance Program (TAP), SBDC Local Match, and SBDC Donations and Sponsorships. Expenditures are spread across the three programs and will even out by the end of the Fiscal Year. SBDC Program Income and Donations are planned, but not required, to be spent this fiscal year. Adjustments to planned expenditures this fiscal year are presented in the Budget Modification #2.
- WellsFargo – Dream Incubator started in the fall of 2022. Expenditures are track and will even out by the end of the fiscal year.

Significant Expenditure Discrepancies:

- Vocational Training, Work-Based Training, and Supportive Services expenditures and are significantly underspent due to low enrollments. Job seeker services and AJCC staff conducted outreach and training partnership activities in December and January, which has seen results in January and February applications and enrollments. Expenditures will increase but are unlikely to be fully spent this fiscal year. Remaining training funds will be carried into the next fiscal year.

- Business Advisors expenditures are underspent to date. Most of the SBDC ARPA projects have planned launches in 2023 and rely heavily on business advisor costs. These expenditures are planned to increase over the next months. Business advisor funds will be carried into next fiscal year and are included in the presented Budget Modification #2.
- Small Business Payments include microgrant payments and nonprofit infrastructure grants. The majority of the microgrant payments are currently being finalized and the nonprofit infrastructure grants are planned for the spring of 2023. Adjustments to planned expenditures this fiscal year are presented in the Budget Modification #2.
- Outreach is currently under expended. These expenditures include outreach and career awareness contracts that are intended to begin in spring 2023. Adjustments to planned expenditures this fiscal year are presented in the Budget Modification #2.
- Program Contracts include WIOA contracts that are generally on target, as well as ARPA contracts that will begin in 2023. ARPA contracts consist of a significant piece of this line item. Due to late contracting starts, adjustments to planned expenditures this fiscal year are presented in the Budget Modification #2.
- Communications/IT is under expended and recalculation of planned expenditures are presented in the Budget Modification #2.
- Employee / WDB Development is currently under expended; however, conference attendance and trainings are planned for spring 2023 and will be reflected in future expenditure reports.
- Memberships expenditures are on target for the year and consist of payments in the fall and spring.
- Supplies / Equipment / Software include a significant cost to improve the technology hardware in the Vallejo AJCC. This project is planned for spring of 2023. Adjustments to planned expenditures this fiscal year are presented in the Budget Modification #2.
- Other Operating Costs are over expended due to higher than anticipated County administration fees, including fees for the WDB's participation in the County audit. Adjustments to planned expenditures this fiscal year are presented in the Budget Modification #2.

WDB SOLANO

FY2022-23 Expenditure Report - February 2023

| | BUDGET 2022-23 Mod 1 <i>Approv. 9/22</i> | % of Budget | Feb '23 Actuals | % Expended <i>66.7%</i> |
|---|--|----------------|--------------------|-------------------------------|
| REVENUE: | | | | |
| <i>State Grant Revenue</i> | | | | |
| WIOA Adult | \$985,378 | 9.8% | \$567,575 | 57.6% |
| WIOA Dislocated Worker | 1,046,645 | 10.4% | 540,997 | 51.7% |
| WIOA Youth | 1,167,647 | 11.6% | 515,630 | 44.2% |
| WIOA Rapid Response | 176,459 | 1.8% | 83,059 | 47.1% |
| WIOA Layoff Aversion | 49,046 | 0.5% | 28,243 | 57.6% |
| CWDB - CNA Upskilling Program | 165,296 | 1.6% | 85,217 | 51.6% |
| EDD - COVID National Dislocated Worker Grant (NDWG) | 68,290 | 0.7% | 24,516 | 35.9% |
| Grant Revenue Total | \$3,658,761 | 36.4% | \$1,845,237 | 50.4% |
| <i>Other Government Grants/Contracts</i> | | | | |
| City of Vacaville - Manufacturing Retention | \$13,399 | 0.1% | \$12,699 | 94.8% |
| City of Vacaville - Shop Local | 9,068 | 0.1% | 5,535 | 61.0% |
| City of Vallejo - ARPA Small Business Assistance | 596,260 | 5.9% | 558,994 | 93.8% |
| County of Napa - Microbusiness Grants | 167,773 | 1.7% | 156,519 | 93.3% |
| County of Solano - ARPA: Sustain Service Delivery | 715,961 | 7.1% | 233,508 | 32.6% |
| County of Solano - ARPA: Community Workforce | 845,500 | 8.4% | 39,195 | 4.6% |
| County of Solano - ARPA: Industry Training | 1,143,508 | 11.4% | 100,503 | 8.8% |
| County of Solano - ARPA: Community Engagement | 477,801 | 4.8% | 46,363 | 9.7% |
| County of Solano - ARPA: Small Business | 722,000 | 7.2% | 53,966 | 7.5% |
| County of Solano - Microbusiness Grants | 525,379 | 5.2% | 193,739 | 36.9% |
| CWDB / Sonoma WIB - Regional Implementation 4.0 | 40,719 | 0.4% | 39,713 | 97.5% |
| CWDB - Regional Equity | 176,471 | 1.8% | - | 0.0% |
| FSUSD - Restaurant Resiliency | 5,665 | 0.1% | 4,500 | 79.4% |
| H&SS - Job Skills Program | 250,000 | 2.5% | 206,884 | 82.8% |
| H&SS - Success Track | 181,660 | 1.8% | 86,811 | 47.8% |
| NorCal SBDC - Capital Improvement Program (CIP) | 95,000 | 0.9% | 19,034 | 20.0% |
| NorCal SBDC - Small Business Administration (SBA) | 203,618 | 2.0% | 145,630 | 71.5% |
| NorCal SBDC - Technical Assistance Program (TAP) | 85,402 | 0.8% | 55,419 | 64.9% |
| SBDC Local Match | 57,543 | 0.6% | 18,938 | 32.9% |
| Other Government Revenue Total | \$6,312,727 | 62.8% | \$1,977,952 | 31.3% |
| <i>Other Revenue</i> | | | | |
| Kaiser - Restaurant Resiliency | \$2,250 | 0.0% | \$2,250 | 100.0% |
| Napa Valley College | \$8,000 | 0.1% | 4,355 | 54.4% |
| SBDC Program Income | \$12,153 | 0.1% | 2,072 | 17.0% |
| WellsFargo - Dream Incubator | \$50,000 | 0.5% | 20,720 | 41.4% |
| Other Revenue Total | \$72,403 | 0.7% | \$29,396 | 40.6% |

| | BUDGET 2022-23 Mod 1 Approv. 9/22 | % of Budget | Feb '23 Actuals | % Expended 66.7% |
|---|--|------------------------|----------------------------|---------------------------------|
| <i>Donations and Contributions</i> | | | | |
| SBDC Donations and Sponsorships | \$9,953 | 0.1% | \$1,441 | 14.5% |
| Donations and Contributions Total | \$9,953 | 0.1% | \$1,441 | 14.5% |
| TOTAL REVENUE | \$10,053,845 | 100% | \$3,854,025 | 38.3% |
| EXPENSES: | | | | |
| Salaries and Benefits | \$3,755,339 | 37.4% | \$2,057,618 | 54.8% |
| Personnel Expenses | \$3,755,339 | 37.4% | \$2,057,618 | 54.8% |
| | | 0.0% | | |
| Vocational Training | \$827,381 | 8.2% | \$18,590 | 2.2% |
| Work-Based Training | \$192,438 | 1.9% | 39,086 | 20.3% |
| Supportive Services | \$31,590 | 0.3% | 4,334 | 13.7% |
| Business Advisors | \$379,497 | 3.8% | 186,205 | 49.1% |
| Small Business Grants / Payments | \$1,997,915 | 19.9% | 810,000 | 40.5% |
| Outreach | \$378,476 | 3.8% | 4,791 | 1.3% |
| Program Contracts | \$1,507,145 | 15.0% | 199,461 | 13.2% |
| Direct Program Costs | \$5,314,441 | 52.9% | \$1,262,468 | 23.8% |
| | | 0.0% | | |
| Communications / IT | \$148,901 | 1.5% | \$79,154 | 53.2% |
| Employee / WDB Professional Dev | \$13,608 | 0.1% | 5,631 | 41.4% |
| Facilities | \$498,813 | 5.0% | 301,180 | 60.4% |
| Memberships | \$12,000 | 0.1% | 10,855 | 90.5% |
| Mileage / Travel | \$12,901 | 0.1% | 7,613 | 59.0% |
| Supplies / Equipment / Software | \$217,793 | 2.2% | 23,073 | 10.6% |
| Other Operating Costs | \$80,050 | 0.8% | 106,434 | 133.0% |
| Other Costs | \$984,065 | 9.8% | \$533,940 | 54.3% |
| TOTAL EXPENSES | \$10,053,845 | 100% | \$3,854,025 | 38.33% |

Revenue Over / (Under) Expenses

\$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; CalWORKS Pathway to Success contract; discretionary grants; and the Solano Small Business Development Center (SBDC) occurring since the last board meeting.

America's Job Center of California (AJCC)

This report updates the Workforce Development Board (WDB) of Solano County on the activities conducted at the America's Job Center of California (AJCC) and other community locations. This report is for the period of January to February 2023.

Reporting period highlights include:

- Medical Fair Outreach to English Language Learners – The Fairfield-Suisun Adult School collaborated with WDB staff during an open evening session for English Language Learner students and individuals that are interested in careers in the medical field. Approximately 60 adults participated in the session WDB staff shared information about their local AJCC, about the on-campus Road to Employment sessions and how to attend a “Meet & Greet” orientation sessions. Meet and Greet attendees will receive a complete overview of AJCC Basic career services, an application with instructions of how to submit it along with any required documents to be determined eligible to receive WIOA / ARPA funded individualized career services.

WIOA Programs

The Workforce Services Division is responsible for outreach and recruitment, assessment, enrollment and exit 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:

- Training Provider Partnerships – The Job Seeker Services (JSS) team hosted Button Transportation and Security and Firearms Training Academy for information exchange to hear about training processes and how best to enroll and support students.

Business Services:

- NorCal Career Fair- Business Services and other WDB staff have been actively planning for the upcoming career fair, the first large-scale career fair since before COVID-19. This event will feature 60 businesses and 14 job seeking resources for our local community. The career fair will be hosted at Solano Community College's main campus on April 13, 2023

from 9:30am-12:30pm. Staff have secured four (4) sponsors that have donated a total of \$11,500 to cover cost of food and supplies for the event.

A new addition to the career fair is the use of the Premier Virtual platform to allow businesses to set-up booths, upload current job openings, and have access to the registered job seeker's resumes. Another part of this website is to streamline the enrollment process and allow the job seeker to have access to the businesses job openings prior to the event.

- Solano Micro Business COVID-19 Relief Grant – Solano County partnered with the Workforce Development Board of Solano County (WDB) Business Services and the Solano-Napa Small Business Development Center (SBDC) to administer this grant funding to microbusinesses in Solano County.

WDB staff has vetted all applicants and have awarded 92 business to date. This totals \$230,000 in grant funding. WDB and SBDC reopened a second round of accepting applications on December 1, 2022. The applicants will be vetted on a first come first served basis. Since this second round has opened, we have over 100 new applications to vet. This will continue until all funds are awarded or the grant period ends on June 30,2023.

- Vallejo Small Business Microgrant Program- Solano County partnered with the Workforce Development Board of Solano County (WDB) Business Services and the Solano-Napa Small Business Development Center (SBDC) to administer the microgrant program in Solano County.

During the outreach process to award the grant funds, staff have been able to verify 82 business which totaled the amount of \$440,000. Staff have now reached our grant threshold and successfully closed the grant.

- Napa Micro Business COVID-19 Relief Grant- Napa County partnered with the Workforce Development Board of Solano County (WDB) Business Services and the Solano-Napa Small Business Development Center (SBDC) to administer the MBCRG in Napa County.

Business Services and SBDC have been able to verify and award 54 business during the grant period in the amount of \$135,000. We have successfully closed this grant.

Discretionary Grants

The WDB currently implements the following discretionary grant programs for job seekers:

- CNA Upskilling Program (funded by California Workforce Development Board's Accelerator 10.0)
- National Dislocated Worker Grant – COVID Emergency Services (funded by Employment Development Department as a pass-through for the U.S. Department of Labor)

Reporting period highlights include:

- CNA Upskilling Program –During the reporting period, staff and contractors finalized an employer agreement outlining the goals of the grant. Paradise Valley Estates is the first

employer partner and plans are currently underway to launch the first incumbent worker training program for Certified Nursing Assistants (CNA).

- National Dislocated Worker Grant – EDD provided additional funding for NDWG activities through March 2023. Staff reengaged with the contract and enrolling additional individuals into the grant.

ARPA Grants

The WDB and SBDC collectively implements seventeen (17) projects across seven (7) contracts under the American Rescue Plan Act to benefit both job seekers and small businesses on behalf of the County of Solano:

- Sustain / Extend Current Services – WDB Staffing, WDB Training, SBDC Business Advising
- 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:

- Sustain / Expand Current Services – During the reporting period, activities and expenditures propelled forward. Staff have enrolled fifty-six (56) individuals in ARPA and are providing career coaching and training services. SBDC business advising has been completed and this portion of the contract will be closed at the end of March 2023.
- Community Workforce Services – Contracts for the seven (7) selected grantees were approved at the Board at the January 20, 2023. Activities began in February 2023. The WDB released a Request for Quotes (RFQ) for Technical Assistance and selected TAD Grants out of Sacramento to lead the technical assistance efforts for the community workforce grantees. The technical assistance kick-off will be held in April 2023.
- Industry-Based Job Training – Activities in each of the identified industries and projects have commenced for this ARPA contract. Current project progress includes:
 - Entrepreneurship – The 21st Century Entrepreneurship Workshop facilitated by BuildEd has started with clients attending online workshops focusing on the overall idea of an individual being the CEO of their career. The feedback from the initial

group of participants has been very positive. Clients have attended the online workshops, having been referred by WDB Job Seeker Services Staff and using social media advertising.

- Hospitality - The WDB will be hosting two Food Manager Certificate Workshops scheduled the end of March. These workshops will have a capacity of 25 attendees, and we are nearing capacity for each workshop. Attendees will test at the end of the workshop for the Food Manager Certificate and each attendee will be given a credit to take the AB1825 Sexual Harassment Training online for free. Each Food Service Business with more than five (5) employees is required to have at least one employee on the floor during open hours with these certifications. Accommodation and Food Services is the 5th largest industry in Solano County and ranks 19th out of 20 industries in annual earnings. These two certifications will assist incumbent works maintain employment and become candidates for promotion. These industry recognized certificate workshops will be facilitated by Premiere Foods.
- Climate Transition – Working collaboratively with various Solano County entities with interest in climate transition, regional park access, and education; the WDB has received a proposal to facilitate a 5-week Summer Youth Work Experience Program. The proposal includes 2 Supervisors working alongside 10 youth, working inside of Solano Land Trust sites performing duties ranging from fire prevention, park maintenance, to planting of trees and shrubs. The experience would also include vocational development and experience meeting with community leaders. Current efforts are underway to develop and launch this cohort in the summer of 2023.
- Manufacturing – Meetings have been held with regional partners discussing how the WDB can support developing pipelines to feed the projected occupational growth in the bio-technology industry. Intentional focus has been put on how the WDB creates opportunities/pathways for African American residents as they make up less than 5% of the Bio-Technology Workforce.
- Small Business Advising – Two contractors for the culturally competent business advising project have been selected: California Hispanic Chamber of Commerce and the Solano County Black Chamber of Commerce. Business advising and peer advising activities have begun and will continue through September 2024.
- Business Incubator – SBDC staff held the first Solano Success business accelerator program for existing businesses. Seventeen (17) businesses completed the course and SBDC received very positive feedback from all of the participants in terms of knowledge gained. Each of the participants completed a pitch of their business plan and received a \$4,000 microgrant. The next cohorts are planned to launch in spring, with one being offered in Spanish.

Small Business Development Center (SBDC)

The WDB is the host for the Solano Small Business Development Center (SBDC). Services for small businesses include one-on-one business advising through expert consultants and seminars and events for small businesses throughout the county.

Reporting period highlights include:

- Fairfield Restaurant Resiliency – Fairfield-Suisun Unified School District approached the SBDC to engage in another round of Restaurant Resiliency for low-income families in Fairfield and Suisun. An additional \$40,000 has been included in the budget modification #2 to start the program in April and provide another 150 free, hot meals to low-income families.
- Leaf Blower Grant in Napa – The SBDC has been selected by the City of Napa to administer a grant that will reimburse landscapers for purchases of new electric leaf blowers and other electric tools. This grant is being provided to lessen the burden on landscapers related to the new state law that will ban purchases of gas-powered equipment starting in 2024.

Solano America's Job Center of California

FY 2022-23 Service Summary

July 2022 - February 2023

| Customer Traffic by Location | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total | Jul-Feb FY21-22 |
|---|------------|--------------|------------|--------------|--------------|--------------|--------------|--------------|-----|-----|-----|-----|--------------|--------------------|
| Vallejo AJCC (Virtually and in person) | 394 | 619 | 437 | 523 | 607 | 560 | 874 | 513 | | | | | 4,527 | 3,477 |
| Fairfield AJCC | 546 | 635 | 504 | 582 | 718 | 536 | 721 | 547 | | | | | 4,789 | 9,431 |
| Total Road to Employment locations * | 14 | 10 | 12 | 19 | 15 | 17 | 25 | 39 | | | | | 151 | 129 |
| Vacaville Library Road to Employment | 6 | 4 | 8 | 9 | 5 | 9 | 7 | 17 | | | | | 65 | 43 |
| Vallejo JFK Road to Employment | 6 | 3 | 1 | 5 | 4 | 2 | 3 | 8 | | | | | 32 | 23 |
| Vallejo Springtowne Road to Employment | 2 | 3 | 1 | 5 | 4 | 4 | 6 | 6 | | | | | 31 | 24 |
| Vallejo Health & Social Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | 0 | -- |
| Vallejo First 5 Center | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | 0 | -- |
| Fairfield Suisun Adult School | 0 | 0 | 2 | 0 | 2 | 2 | 9 | 8 | | | | | 23 | 36 |
| Total | 954 | 1,264 | 953 | 1,124 | 1,340 | 1,113 | 1,620 | 1,099 | | | | | 9,467 | 13,037 |

| CalJOBS Statistics | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total | FY21-22 |
|---------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-----|-----|-----|-----|-------|---------|
| New Individuals that Registered | 230 | 614 | 385 | 477 | 624 | 605 | 1,037 | 639 | | | | | 4,611 | 6,314 |
| Unique Individuals Receiving Services | 501 | 828 | 790 | 828 | 970 | 815 | 1,303 | 1,091 | | | | | | |
| All Services Provided to Individuals | 1,294 | 2,233 | 1,947 | 2,141 | 2,680 | 2,254 | 3,927 | 3,295 | | | | | | |

| Key Services Provided | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total | FY21-22 |
|--|-----------|-----------|-----------|-----------|-----------|-----------|------------|-----------|-----|-----|-----|-----|------------|------------|
| AJCC Welcome (Orientation) | 0 | 0 | 12 | 16 | 23 | 17 | 36 | 51 | | | | | 155 | 0 |
| Youth Orientations (AJCC) Welcome | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 0 | | | | | 3 | 0 |
| Intro to Job Connect & Career Training | -- | -- | -- | -- | -- | -- | -- | -- | | | | | 0 | 0 |
| Parole and Community Team (PACT) ** | 0 | 12 | 13 | 11 | 14 | 15 | 6 | 11 | | | | | 82 | 148 |
| Working CA - TAFB | -- | -- | -- | -- | -- | -- | -- | -- | | | | | 0 | 0 |
| EDD & UI Workshops (virtual) | -- | -- | -- | -- | -- | -- | -- | -- | | | | | 0 | 332 |
| AJCC - Workshops (virtual) | 0 | 0 | 7 | 0 | 2 | 13 | 7 | 0 | | | | | 29 | 33 |
| Career Advantage Sessions - (virtual) | -- | -- | -- | -- | -- | -- | -- | -- | | | | | 0 | -- |
| Veterans Support Group - Fairfield (On Site) | 14 | 14 | 0 | 14 | 23 | 14 | 11 | 11 | | | | | 101 | 92 |
| CASAS Skills Testing | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | 0 | 0 |
| Typing Tests - Fairfield (On Site) | 11 | 17 | 4 | 10 | 10 | 5 | 7 | 8 | | | | | 72 | 99 |
| Basic Computer Skills Classes | -- | -- | -- | -- | -- | -- | -- | -- | | | | | 0 | 2 |
| <i>Special Events:</i> | 3 | 26 | 13 | 23 | 12 | 8 | 34 | 7 | | | | | 126 | 71 |
| Total: | 28 | 69 | 50 | 76 | 84 | 72 | 101 | 88 | | | | | 568 | 777 |

* Combined

** In person as of October 2022

PY 22/23 Job Seeker Deliverables by Grant Funded Program
Reporting Period: July 2022 to Feb 2023

| WIOA Adult/DW | Goal | July | August | September | October | November | December | January | February | March | April | May | June | YTD | On Target |
|------------------------|----------|----------|----------|-----------|----------|----------|----------|----------|----------|-------|-------|-----|------|----------|-----------|
| Applications* | 170 | 1 | 6 | 4 | 5 | 5 | 3 | 20 | 4 | | | | | 48 | 28% |
| Newly Enrolled* | 115 | 5 | 7 | 3 | 5 | 3 | 8 | 12 | 14 | | | | | 57 | 50% |
| Occupational Training* | 45 | 0 | 1 | 0 | 2 | 3 | 1 | 8 | 4 | | | | | 19 | 42% |
| Employer-Based* | 15 | 1 | 0 | 0 | 1 | 1 | 1 | 2 | 0 | | | | | 6 | 40% |
| Credentials* | 20 | 3 | 2 | 0 | 0 | 1 | 4 | 3 | 1 | | | | | 14 | 70% |
| MSG* | 35 | 2 | 2 | 0 | 6 | 1 | 2 | 4 | 3 | | | | | 20 | 57% |
| Exited* | 85 | 6 | 16 | 17 | 20 | 8 | 4 | 5 | 3 | | | | | 79 | 93% |
| Employed At Exit* | 72 | 5 | 6 | 7 | 6 | 3 | 0 | 1 | 0 | | | | | 28 | 39% |
| Average Wage * | \$ 31.00 | \$ 21.00 | \$ 26.68 | \$ 24.76 | \$ 32.70 | \$ 25.00 | - | \$ 25.00 | - | | | | | \$ 25.86 | 83% |

67%

* May represent co-enrolled participants

| WIOA Youth | Goal | July | August | September | October | November | December | January | February | March | April | May | June | YTD | On Target |
|-----------------------|----------|----------|--------|-----------|----------|----------|----------|---------|----------|-------|-------|-----|------|----------|-----------|
| Application Enrolled | 80 | 2 | 0 | 0 | 0 | 3 | 3 | 0 | 0 | | | | | 8 | 10% |
| Occupational Training | 25 | 6 | 0 | 0 | 0 | 3 | 2 | 1 | 0 | | | | | 12 | 48% |
| Employer-Based | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | | | | | 1 | 0% |
| Credentials | 20 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | 6 | 30% |
| MSG | 0 | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | 5 | 0% |
| Exited | 0 | 6 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | 7 | 0% |
| Employed At Exit | 20 | 1 | 0 | 2 | 11 | 0 | 0 | 0 | 2 | | | | | 16 | 80% |
| Median Wage | 18 | 2 | 0 | 4 | 1 | 0 | 0 | 0 | 0 | | | | | 7 | 39% |
| | \$ 18.00 | \$ 23.60 | - | \$ 17.04 | \$ 23.00 | \$ 17.12 | - | - | - | | | | | \$ 20.19 | 112% |

| NDWG COVID | Goal | July | August | September | October | November | December | January | February | March | April | May | June | YTD | On Target |
|-----------------------|----------|------|----------|-----------|----------|----------|----------|---------|----------|-------|-------|-----|------|----------|-----------|
| Enrolled | 30 | 0 | 0 | 0 | 6 | 1 | 0 | 1 | 5 | | | | | 13 | 43% |
| Occupational Training | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | | | | | 1 | 100% |
| Employer-Based | 3 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | | | | | 1 | 33% |
| Credentials | 2 | 2 | 0 | 0 | 0 | 1 | 2 | 0 | 0 | | | | | 5 | 250% |
| MSG | 3 | 1 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | | | | | 4 | 133% |
| Exited | 50 | 1 | 2 | 4 | 6 | 0 | 0 | 0 | 0 | | | | | 13 | 26% |
| Employed At Exit | 30 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | | | | | 4 | 13% |
| Median Wage | \$ 34.00 | - | \$ 39.50 | - | \$ 30.00 | - | - | - | - | | | | | \$ 34.75 | 102% |

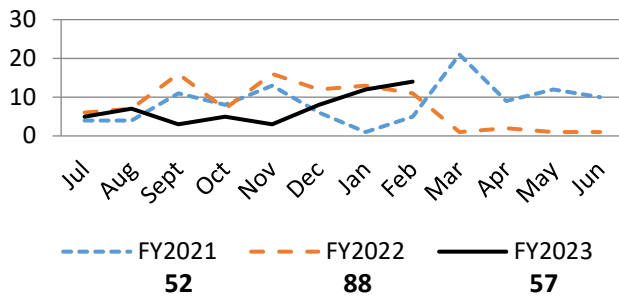
| CNA | Goal | July | August | September | October | November | December | January | February | March | April | May | June | YTD | On Target |
|------------------|----------|------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|------|-----------|
| Enrolled | 80 | | | | | | | | | | | | | 0 | 0% |
| Employer-Based | 80 | | | | | | | | | | | | | 0 | 0% |
| Credentials | 35 | | | | | | | | | | | | | 0 | 0% |
| MSG | 60 | | | | | | | | | | | | | 0 | 0% |
| Exited | 40 | | | | | | | | | | | | | 0 | 0% |
| Employed At Exit | 35 | | | | | | | | | | | | | 0 | 0% |
| Median Wage | \$ 27.00 | | | | | | | | | | | | | \$ - | 0% |

| ARPA #1 | Goal | July | August | September | October | November | December | January | February | March | April | May | June | YTD | On Target |
|-----------------------------|----------|------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|------|-----------|
| Register Enrolled | N/A | | | | | | | 30 | 19 | | | | | 0 | 0% |
| Training (Occ / WBL) | 60 | | | | | | | 14 | 2 | | | | | 16 | 20% |
| Completed Training | N/A | | | | | | | - | - | | | | | 0 | 0% |
| Exited | 80 | | | | | | | - | - | | | | | 0 | 0% |
| Employed At Exit | 60 | | | | | | | - | - | | | | | 0 | 0% |
| Training related Employment | N/A | | | | | | | - | - | | | | | - | 0% |
| Median Wage | \$ 27.00 | | | | | | | - | - | | | | | \$ - | 0% |

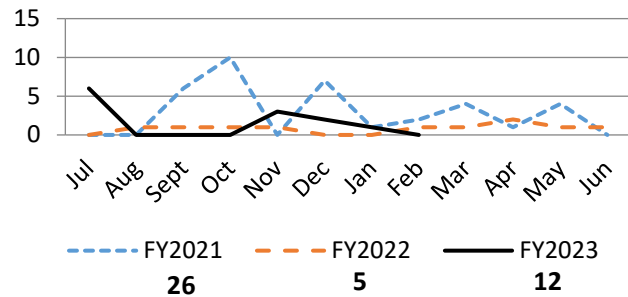
Key 3-Year WIOA Indicator Trends
PY2022/23 - July 2022 - February 2023

ATTACHMENT C-3

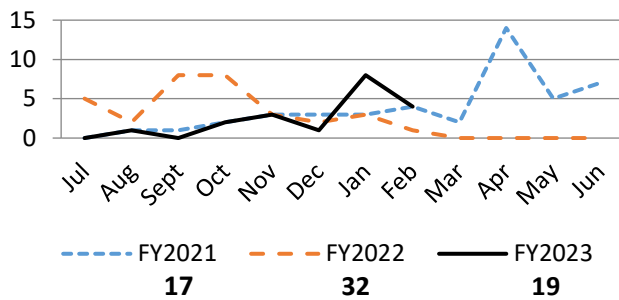
WIOA Adult/DW Enrollments



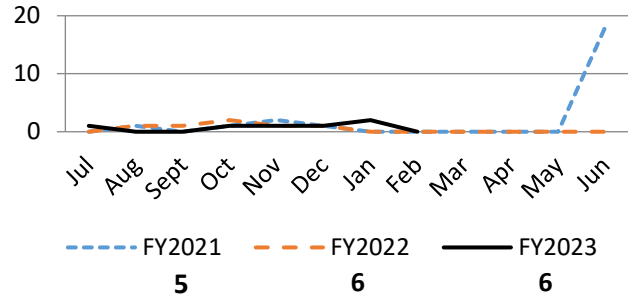
WIOA Youth Enrollments



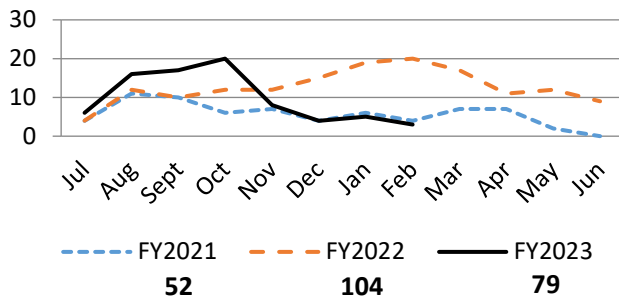
WIOA Adult/DW in Training



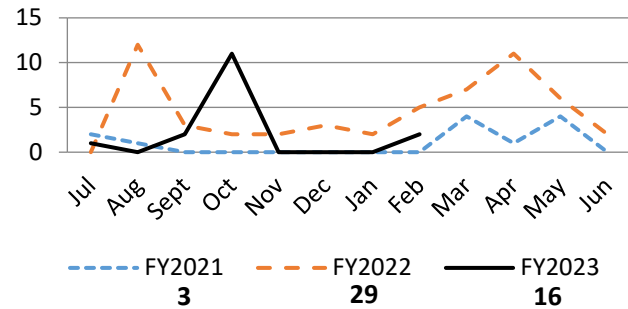
WIOA Adult/DW Earn & Learns



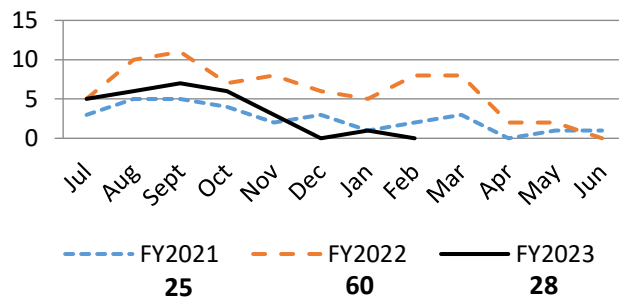
WIOA Adult/DW Completions



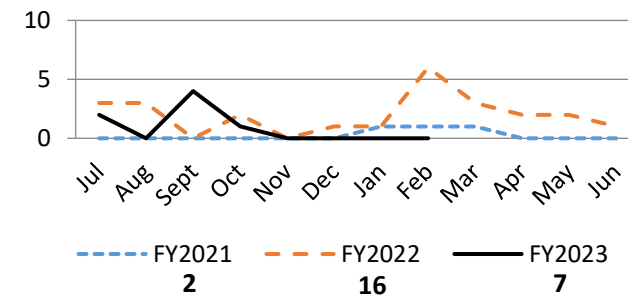
WIOA Youth Completions



WIOA Adult/DW Employment



WIOA Youth Employment



[illegible]

SBDC Monthly Report

Feb-23

| Key Performance Indicators | Annual Goal | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD | %Goal |
|--------------------------------|------------------|----------------|-----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------------------|-------|
| Total Client sessions 2022 YTD | 2,200 | 184 | 165 | | | | | | | | | | | 349 | 16% |
| Total Client Hours YTD | 1,700 | 418 | 266 | | | | | | | | | | | 684 | 40% |
| Total Active Clients (Napa) | 750 | 506 | 515 | | | | | | | | | | | 1021 | 136% |
| Total Active Clients (Solano) | 1,500 | 1326 | 1354 | | | | | | | | | | | 2680 | 179% |
| Total Active Clients (Center) | 2,250 | 1882 | 1919 | | | | | | | | | | | 3801 | 98% |
| Jobs Created | 70 | 44 | 25 | | | | | | | | | | | 69 | 99% |
| New Business Starts | 23 | 2 | 2 | | | | | | | | | | | 4 | 17% |
| Change in Sales | \$ 5,570,000.00 | \$5,569,630.00 | \$ 7,764,706.00 | | | | | | | | | | | \$ 13,334,336.00 | 239% |
| Dollar amt of loans/equity | \$ 15,600,000.00 | \$1,263,717.00 | \$ 541,237.00 | | | | | | | | | | | \$ 1,804,954.00 | 12% |
| Training Sessions held | 70 | 17 | 14 | | | | | | | | | | | 31 | 44% |
| # of attendees | 1000 | 288 | 207 | | | | | | | | | | | 495 | 50% |

Focus Areas:

Napa Microbusiness Grant Closed
 First Solano Success class completed
 Electric leaf blower grant
 ARPA language interpretation up

ACTION ITEMS





WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

| | | |
|--|---------------------------------------|------------------------------|
| SUBJECT: Review and Approval of the Prison to Employment 2.0 Contracts with Sonoma Workforce Investment Board for an amount not to exceed \$128,226 and with the Workforce Alliance of the North Bay for an amount not to exceed \$161,427 for the period of April 1, 2023 through December 31, 2025; Give President/Executive Director Signature Authority, and Make Administrative Changes, as Needed | MEETING DATE March 24, 2023 | AGENDA ITEM VIII.A |
| FROM: Heather Henry President/Executive Director | ACTION REQUIRED YES ✓ NO | ATTACHMENTS A & B |

RECOMMENDATION

It is recommended that the Board of Director's approve staff recommendation to approve two (2) Prison to Employment 2.0 contracts funded by the California Workforce Development Board (CWDB) to provide employment-related services to North Bay justice-involved individuals. As the regional fiscal agent for the North Bay workforce regional planning unit, the Workforce Development Board (WDB) of Solano County will disseminate funds to the Sonoma Workforce Investment Board and the Workforce Alliance of the North Bay for regional workforce projects per the North Bay Prison to Employment 2.0 grant plan.

It is also recommended that the Board authorize the President/Executive Director to finalize and sign these contracts after it has been reviewed by County Counsel and approved as to form, and make administrative changes, as needed. Once approved, the contracts will be submitted to the Solano County Board of Supervisors for final approval and execution.

DISCUSSION

The Workforce Development Board (WDB) of Solano County received funds from the CWDB for the regional Prison to Employment 2.0 initiative.

Prison to Employment 2.0

The CWDB partnered with the California Department of Corrections and Rehabilitation (CDCR) to improve labor market outcomes for justice-involved individuals. Funding for this initiative comes from the state general fund. Each workforce region in the state received funding to implement regional partnerships and projects.

The North Bay project includes the following goals:

- Expand capacity and increased coordination between workforce services and local corrections
- Enhance existing America's Job Center of California (AJCC) services for justice-involved individuals

- Develop consistent communication, collaboration, and information sharing systems among partners to promote sustainable and successful implementation of workforce-corrections services
- Align training opportunities for justice-involved individuals with regional labor market trends and needs
- Provide paid “Earn and Learn” training services that will accelerate career development success and advancement for justice-involved individuals
- Prioritize soft and hard skills of justice-involved individuals in the following high-demand industries:
 - Transportation and Material Moving
 - Construction and Extraction
 - Manufacturing and Production
 - Hospitality

Per state guidelines on regional awards outlined in WSD18-16, regional contracts do not need to be procured. The state considers all local areas listed in regional workforce applications as applicants for state procurement, eliminating subsequent procurements at the local level.

As part of this agenda item, each attachment for its respective organization includes the Scope of Work (Exhibit A), and Budget (Exhibit B). The contract General Terms and Conditions (Exhibit C) remains the standard Exhibit C and therefore is not included as attachments.

ALTERNATIVES: The Board could choose not to approve one or more of these contracts, overall or in part, and instead provide staff with direction to reevaluate additional proposals for consideration. However, the organizations selected are part of the regional grant application and provide the local board services in their respective geographical areas.

AGENCY BUDGET IMPACT: The necessary funding to cover the cost of this contract is included in the FY22-23 budget through Prison to Employment 2.0 funding.

REPORT PREPARED BY: Heather Henry, President/Executive Director. Please contact Heather at 707-863-3501 if you have any questions regarding the information in this report.

EXHIBIT A SCOPE OF WORK

I. SERVICE DELIVERY

A. GENERAL EXPECTATIONS OF THE SUB-RECIPIENT

1. Provide North Bay Regional Planning Unit (RPU) services under the California Workforce Development Board (CWDB)'s Prison to Employment 2.0 initiative within Sonoma County.
2. Provide an engaging, valuable service to targeted justice-involved individuals.
3. Leverage resources and collaborative partnerships and provide cross-services that will result in a decrease in the cost of services.
4. Document and communicate Prison to Employment 2.0 progress to the Workforce Development Board (WDB) of Solano County and the designated Regional Organizer for the North Bay RPU in a reliable, professional and responsible manner.

B. SERVICE ACTIVITIES

Sub-recipient will provide the service activities as defined in the categories listed below to accomplish the goal of the North Bay RPU Prison to Employment 2.0 grant.

1. Expand capacity and increased coordination between workforce services and local corrections' case managers to target services for reentry individuals, continuing integrated risk assessments and shared case management.
2. Enhance existing America's Job Center of California (AJCC) services offered at the Day Reporting Center and Sonoma AJCC.
3. Develop consistent communication, collaboration, and information sharing systems among partners to promote sustainable and successful implementation of workforce-corrections services and activities within the Subrecipient's geographic scope.
4. Increase and improve efforts to identify, recruit, enroll, and track the progress of justice-involved individuals participating in Prison to Employment 2.0, according to CWDB's grant specifications.
5. Increase the capacity of Subrecipient and local partners to better serve the justice-involved population within the Subrecipient's geographic scope.
6. Align training opportunities for justice-involved individuals with regional labor market trends and needs.
7. Align and fund services that reduce barriers for accessing employment services and maintaining employment for justice-involved individuals.
8. Provide paid "Earn and Learn" training services that will accelerate career development success and advancement for justice-involved individuals.
9. Prioritize soft and hard skills of justice-involved individuals in the following high-demand industries: Transportation and Material Moving; Construction and Extraction; Manufacturing and Production; and Hospitality.
10. Ensure case notes, appropriate service codes, and outcomes data are entered into the CWDB-specified case management system as directed by state guidelines.

II. SUB-RECIPIENT RESPONSIBILITIES

A. AVAILABILITY TO PERFORM SERVICES

1. Sub-recipient will:
 - a. Provide program sustainability for duration of the Contract;
 - b. Provides services during scheduled business days and/or hours appropriate to program participants' needs;
 - c. Provide internal monitoring and oversight of all program activities and requirements;
 - d. Guarantee that all program services provided are readily accessible to eligible individuals and meet Americans with Disabilities Act (ADA) requirements;
 - e. Enter participant data into the state defined data system and maintain a hard copy file as appropriate; and
 - f. Provide services that adhere to all applicable policies and procedures promulgated by the WDB, the State of California, and the Department of Labor relating to sub-recipient's duties and responsibilities pursuant to the terms and conditions of this contract.

B. HOURS OF OPERATIONS

Sub-recipient shall offer its services on a provided schedule from Monday through Friday or based on the need and availability of participants.

C. SUB-RECIPIENT'S RESOURCES

Sub-recipient will implement and coordinate Prison to Employment 2.0 services in its respective geographic area and shall provide all necessary instructions, supervision, and supplies for program activities and will complete individual participant evaluations. Sub-recipient shall maintain sufficient resources, including computer technology, to deliver the services and perform necessary administrative functions throughout the term of this contract.

D. LOCATION OF SERVICES

Sub-recipient will locate the facilities within the service area, where employment services activities take place within a quarter mile of a bus route providing regularly scheduled service during the hours of operation, and provide adequate, accessible free parking spaces for client use as needed. In addition, such facilities will meet accessibility standards under the Americans with Disabilities Act (ADA) and WIOA Section 188 requirements.

Sub-recipient will provide equal access for individuals with disabilities for all public areas, including reception areas, waiting rooms, interview booths, public restrooms, and public drinking fountains. These areas will be clearly marked with adequate signage related to accessibility of space and programs.

E. CONFIDENTIALITY

All correspondence, communication and reporting mechanisms will adhere to WIOA policies to safeguard the client's confidentiality, including locked cabinet or desk storage.

No information that would personally identify the individual may be included in email correspondence.

F. DOCUMENTATION AND RECORDS

The Sub-recipient must maintain WIOA documentation as mandated by federal, state, and local guidelines. Documentation includes both copies of documentation of eligibility, activities, and outcomes either in hard copy or digital form, as well as data entry of enrollment, services, and outcomes in the CalJOBS system.

The WDB shall have full and free access to such documents and records at all times during normal business hours, including the right to inspect, copy, audit, and make records from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the WDB shall have access to such records in the event an audit is required.

All reports, records, documents, and other materials prepared by the Sub-recipient in the performance of this contract shall be the property of the WDB and shall be delivered upon request of the WDB or upon the termination of this contract. Sub-recipient shall have no claim for further employment or additional compensation as a result of the exercise by the WDB of its full rights of ownership of the documents and materials hereunder. Sub-recipient may retain copies of such documents for its own use and shall have an unrestricted right to use the concepts embodied therein.

G. REPORTING REQUIREMENTS

Sub-recipient must be aware of any changes occurring during the period of a participant's enrollment and must report program activity entries, completions, placements and/or other terminations as soon as they occur and appropriately document them. Sub-recipient shall report via CalJOBS system and in participant files any documentation and information relating to participant's enrollments, activities, and outcomes.

The Sub-recipient must submit quarterly performance reports containing quantitative outcomes in a format co-designed with the Regional Organizer. In addition, Sub-recipient shall submit a summary that includes highlights of activities for the month, any success stories, and/or any challenges or technical assistance needed.

H. OUTCOMES

Sub-recipient will provide services to sixty (60) participants during the Prison to Employment 2.0 grant timeline.

| Measure | Goal |
|---|-------------|
| Number Enrolled | 60 |
| Total Supportive Services Participants Served | 60 |
| Total Earn and Learn Participants Served | 12 |

III. WDB RESPONSIBILITIES

The WDB staff will be responsible for the following:

1. Inform Sub-recipient of Federal, State, and local policies and procedures that may impact the operations of the program, and give assistance as needed to implement them accordingly;
2. Ensure fiscal reporting and monitoring is in compliance with both grant requirements and state requirements;
3. Ensure compliance with all rules, regulations, and policies issued under Prison to Employment 2.0; and
4. Process payments for services.

The roles and responsibilities of the WDB and Sub-recipient may be refined and changed due to changes in Federal, State or Local law, regulations, or policies relating to Prison to Employment 2.0 implementation.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

| BUDGET SUMMARY (Cost Categories) | TOTALS |
|--|------------------|
| PERSONNEL <i>(Includes Salary + Benefits)</i> | |
| | \$0 |
| | |
| SUBTOTAL PERSONNEL: | \$0 |
| PARTICIPANT COSTS | |
| Tuition / Vocational Training | \$15,000 |
| On-the-Job Training | \$15,000 |
| Supportive Services | \$20,000 |
| | |
| SUBTOTAL TRAINING COSTS: | \$50,000 |
| PROGRAM OPERATING COSTS | |
| Programmatic Operating Expenses | \$14,113 |
| | |
| | |
| | |
| | |
| | |
| SUBTOTAL OPERATING COSTS: | |
| ADMINISTRATIVE COSTS | |
| Administrative Costs | \$0 |
| CONTRACT TOTALS: | \$128,226 |

1. The WDB agrees to pay the Subrecipient for services upon the presentation of an appropriate invoice and documents supporting the deliverables as defined in the Scope of Work to be performed. The Subrecipient shall submit monthly invoices detailing work performed for each deliverable detailed in the Scope of Work (Exhibit A) and amount payable to the WDB's Executive Director/President, or designee. Monthly invoices for payment should be submitted to the WDB by the 15th day of the subsequent month. The payment shall be made only after the services required under this contract have been performed to the satisfaction of the Executive Director/President or designee, and the deliverables described in Exhibit A, Scope of Work have been accepted in writing by the Executive Director/President or his/her designee.
2. Subrecipient must request approval for transfers between budget line items, which are set forth in Exhibit B (Budget Summary) when the cumulative amount of such transfers exceed 10% of the budget cost category total amount. Requests for transfers between budget line items must be presented to the WDB in writing, which approval may be withheld in the sole and absolute discretion of WDB. WDB may authorize the addition of budget line items for transfers under this section, provided that the line item added does not

substantially change the scope of services to be provided under this Contract and does not increase the total contract amount.

3. Subrecipient shall provide any additional documentation as required by WDB at any time in order to substantiate Subrecipient's claims for payment. WDB may elect to withhold payment for failure by Subrecipient to provide such documentation required by WDB.
4. Subrecipient must maintain backup documentation onsite that supports the financial data submitted to the WDB. Subrecipient shall make this backup documentation available upon request of the WDB. Financial data (invoice) submitted by Subrecipient must meet the criteria set forth in section E below.
5. Allowable operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits, equipment, or payments to subcontractors. Such expenses include specific items directly charged to the project. The expenses must be grant-related (i.e., to further the program objectives as defined in the grant award) and be incurred (realized) during the grant period. County reserves the right to make the final determination if an operating expense is allowable and necessary.
6. The maximum payment under the terms of this contract shall under no circumstances, exceed **\$128,226** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.

EXHIBIT A SCOPE OF WORK

I. SERVICE DELIVERY

A. GENERAL EXPECTATIONS OF THE SUB-RECIPIENT

1. Provide North Bay Regional Planning Unit (RPU) services under the California Workforce Development Board (CWDB)’s Prison to Employment 2.0 initiative within the counties of Lake, Marin, Mendocino, and Napa counties.
2. Provide an engaging, valuable service to targeted justice-involved individuals.
3. Leverage resources and collaborative partnerships and provide cross-services that will result in a decrease in the cost of services.
4. Document and communicate Prison to Employment 2.0 progress to the Workforce Development Board (WDB) of Solano County and the designated Regional Organizer for the North Bay RPU in a reliable, professional and responsible manner.

B. SERVICE ACTIVITIES

Sub-recipient will provide the service activities as defined in the categories listed below to accomplish the goal of the North Bay RPU Prison to Employment 2.0 grant.

1. In partnership with community-based organizations within the geographic scope of services, identify resources and work to produce a comprehensive resource list for justice-involved individuals in all stages of their release.
2. Develop consistent communication, collaboration, and information sharing systems among partners to promote sustainable and successful implementation of workforce-corrections services and activities within the Subrecipient’s geographic scope.
3. Increase and improve efforts to identify, recruit, enroll, and track the progress of justice-involved individuals participating in Prison to Employment 2.0, according to CWDB’s grant specifications.
4. Increase the capacity of Subrecipient and local partners to better serve the justice-involved population within the Subrecipient’s geographic scope.
5. Align training opportunities for justice-involved individuals with regional labor market trends and needs.
6. Align and fund services that reduce barriers for accessing employment services and maintaining employment for justice-involved individuals.
7. Provide paid “Earn and Learn” training services that will accelerate career development success and advancement for justice-involved individuals.
8. Prioritize soft and hard skills of justice-involved individuals in the following high-demand industries: Transportation and Material Moving; Construction and Extraction; Manufacturing and Production; and Hospitality.
9. Ensure case notes, appropriate service codes, and outcomes data are entered into the CWDB-specified case management system as directed by state guidelines.

II. SUB-RECIPIENT RESPONSIBILITIES

A. AVAILABILITY TO PERFORM SERVICES

1. Sub-recipient will:
 - a. Provide program sustainability for duration of the Contract;
 - b. Provides services during scheduled business days and/or hours appropriate to program participants' needs;
 - c. Provide internal monitoring and oversight of all program activities and requirements;
 - d. Guarantee that all program services provided are readily accessible to eligible individuals and meet Americans with Disabilities Act (ADA) requirements;
 - e. Enter participant data into the state-defined data system and maintain a hard copy file as appropriate; and
 - f. Provide services that adhere to all applicable policies and procedures promulgated by the WDB, the State of California, and the Department of Labor relating to sub-recipient's duties and responsibilities pursuant to the terms and conditions of this contract.

B. HOURS OF OPERATIONS

Sub-recipient shall offer its services on a provided schedule from Monday through Friday or based on the need and availability of participants.

C. SUB-RECIPIENT'S RESOURCES

Sub-recipient will implement and coordinate Prison to Employment 2.0 services in its respective geographic area and shall provide all necessary instructions, supervision, and supplies for program activities and will complete individual participant evaluations. Sub-recipient shall maintain sufficient resources, including computer technology, to deliver the services and perform necessary administrative functions throughout the term of this contract.

D. LOCATION OF SERVICES

Sub-recipient will locate the facilities within the service area, where employment services activities take place within a quarter mile of a bus route providing regularly scheduled service during the hours of operation, and provide adequate, accessible free parking spaces for client use as needed. In addition, such facilities will meet accessibility standards under the Americans with Disabilities Act (ADA) and WIOA Section 188 requirements.

Sub-recipient will provide equal access for individuals with disabilities for all public areas, including reception areas, waiting rooms, interview booths, public restrooms, and public drinking fountains. These areas will be clearly marked with adequate signage related to accessibility of space and programs.

E. CONFIDENTIALITY

All correspondence, communication and reporting mechanisms will adhere to WIOA policies to safeguard the client's confidentiality, including locked cabinet or desk storage. No information that would personally identify the individual may be included in email correspondence.

F. DOCUMENTATION AND RECORDS

The Sub-recipient must maintain WIOA documentation as mandated by federal, state, and local guidelines. Documentation includes both copies of documentation of eligibility, activities, and outcomes either in hard copy or digital form, as well as data entry of enrollment, services, and outcomes in the CalJOBS system.

The WDB shall have full and free access to such documents and records at all times during normal business hours, including the right to inspect, copy, audit, and make records from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the WDB shall have access to such records in the event an audit is required.

All reports, records, documents, and other materials prepared by the Sub-recipient in the performance of this contract shall be the property of the WDB and shall be delivered upon request of the WDB or upon the termination of this contract. Sub-recipient shall have no claim for further employment or additional compensation as a result of the exercise by the WDB of its full rights of ownership of the documents and materials hereunder. Sub-recipient may retain copies of such documents for its own use and shall have an unrestricted right to use the concepts embodied therein.

G. REPORTING REQUIREMENTS

Sub-recipient must be aware of any changes occurring during the period of a participant's enrollment and must report program activity entries, completions, placements and/or other terminations as soon as they occur and appropriately document them. Sub-recipient shall report via CalJOBS system and in participant files any documentation and information relating to participant's enrollments, activities, and outcomes.

The Sub-recipient must submit quarterly performance reports containing quantitative outcomes in a format co-designed with the Regional Organizer. In addition, Sub-recipient shall submit a summary that includes highlights of activities for the month, any success stories, and/or any challenges or technical assistance needed.

H. OUTCOMES

Sub-recipient will provide services to sixty (60) participants during the Prison to Employment 2.0 grant timeline.

| Measure | Goal |
|---|------|
| Number Enrolled | 60 |
| Total Supportive Services Participants Served | 60 |
| Total Earn and Learn Participants Served | 12 |

III. WDB RESPONSIBILITIES

The WDB staff will be responsible for the following:

1. Inform Sub-recipient of Federal, State, and local policies and procedures that may impact the operations of the program, and give assistance as needed to implement them accordingly;

2. Ensure fiscal reporting and monitoring is in compliance with both grant requirements and state requirements;
3. Ensure compliance with all rules, regulations, and policies issued under Prison to Employment 2.0; and
4. Process payments for services.

The roles and responsibilities of the WDB and Sub-recipient may be refined and changed due to changes in Federal, State or Local law, regulations, or policies relating to Prison to Employment 2.0 implementation.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

| BUDGET SUMMARY (Cost Categories) | | TOTALS |
|--|--|------------------|
| PERSONNEL <i>(Includes Salary + Benefits)</i> | | |
| Program Development and Coordination | | \$12,301 |
| | | |
| SUBTOTAL PERSONNEL: | | \$12,301 |
| SUBCONTRACTORS | | |
| CareerPoint Subcontractor Services | | \$145,284 |
| | | |
| SUBTOTAL TRAINING COSTS: | | \$145,284 |
| INDIRECT COSTS | | |
| Indirect Costs | | \$3,842 |
| CONTRACT TOTALS: | | \$161,427 |

1. The WDB agrees to pay the Subrecipient for services upon the presentation of an appropriate invoice and documents supporting the deliverables as defined in the Scope of Work to be performed. The Subrecipient shall submit monthly invoices detailing work performed for each deliverable detailed in the Scope of Work (Exhibit A) and amount payable to the WDB's Executive Director/President, or designee. Monthly invoices for payment should be submitted to the WDB by the 15th day of the subsequent month. The payment shall be made only after the services required under this contract have been performed to the satisfaction of the Executive Director/President or designee, and the deliverables described in Exhibit A, Scope of Work have been accepted in writing by the Executive Director/President or his/her designee.
2. Subrecipient must request approval for transfers between budget line items, which are set forth in Exhibit B (Budget Summary) when the cumulative amount of such transfers exceed 10% of the budget cost category total amount. Requests for transfers between budget line items must be presented to the WDB in writing, which approval may be withheld in the sole and absolute discretion of WDB. WDB may authorize the addition of budget line items for transfers under this section, provided that the line item added does not substantially change the scope of services to be provided under this Contract and does not increase the total contract amount.
3. Subrecipient shall provide any additional documentation as required by WDB at any time in order to substantiate Subrecipient's claims for payment. WDB may elect to withhold payment for failure by Subrecipient to provide such documentation required by WDB.
4. Subrecipient must maintain backup documentation onsite that supports the financial data submitted to the WDB. Subrecipient shall make this backup documentation available upon request of the WDB. Financial data (invoice) submitted by Subrecipient must meet the criteria set forth in section E below.
5. Allowable operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits, equipment, or payments to subcontractors. Such expenses include specific items directly charged

to the project. The expenses must be grant-related (i.e., to further the program objectives as defined in the grant award) and be incurred (realized) during the grant period. County reserves the right to make the final determination if an operating expense is allowable and necessary.

6. The maximum payment under the terms of this contract shall under no circumstances, exceed **\$161,427** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

| | | |
|--|---------------------------------------|------------------------------|
| SUBJECT: Review and Approval of the Regional Equity and Recovery Partnerships Contracts with Sonoma Workforce Investment Board for an amount not to exceed \$370,000 and with the Workforce Alliance of the North Bay for an amount not to exceed \$370,000 for the period of April 1, 2023 through September 30, 2025; Give President/Executive Director Signature Authority, and Make Administrative Changes, as Needed | MEETING DATE March 24, 2023 | AGENDA ITEM VIII.B |
| FROM: Heather Henry President/Executive Director | ACTION REQUIRED YES ✓ NO | ATTACHMENTS A & B |

RECOMMENDATION

It is recommended that the Board of Director's approve staff recommendation to approve two (2) Regional Equity and Recovery Partnerships (RERP) contracts funded by the California Workforce Development Board (CWDB) to support and invest in partnerships attempting to add high road approaches to existing sector strategies and career pathway programs through partnerships with local community colleges. As the regional fiscal agent for the North Bay workforce regional planning unit, the Workforce Development Board (WDB) of Solano County will disseminate funds to the Sonoma Workforce Investment Board and the Workforce Alliance of the North Bay for regional workforce projects per the North Bay RERP grant plan.

It is also recommended that the Board authorize the President/Executive Director to finalize and sign these contracts after it has been reviewed by County Counsel and approved as to form, and make administrative changes, as needed. Once approved, the contracts will be submitted to the Solano County Board of Supervisors for final approval and execution.

DISCUSSION

The Workforce Development Board (WDB) of Solano County received funds from the CWDB for the Regional Equity and Recovery Projects (RERP) initiative.

Regional Equity and Recovery Projects

With RERP funding, the CWDB seeks to enhance and expand existing cross-system planning of regionally organized workforce development boards and regional consortia of community colleges. Projects are to focus on successfully leveraging and integration community college priorities such as industry-valued credentials, digital literacy, dual enrollment, credit for prior learning, and work-based learning, with workforce development priorities of economic recovery, racial justice and equity, and digital access and literacy. The North Bay region received \$1,150,000 to implement these regional partnerships and projects from December 2022 through September 2025.

Per state guidelines on regional awards outlined in WSD18-16, regional contracts do not need to be procured. The state considers all local areas listed in regional workforce applications as applicants for state procurement, eliminating subsequent procurements at the local level.

As part of this agenda item, each attachment for its respective organization includes the Scope of Work (Exhibit A), and Budget (Exhibit B). The contract General Terms and Conditions (Exhibit C) remains the standard Exhibit C and therefore is not included as attachments.

ALTERNATIVES: The Board could choose not to approve one or more of these contracts, overall or in part, and instead provide staff with direction to reevaluate additional proposals for consideration. However, the organizations selected are part of the regional grant application and provide the local board services in their respective geographical areas.

AGENCY BUDGET IMPACT: The necessary funding to cover the cost of this contract is included in the FY22-23 budget through RERP funding.

REPORT PREPARED BY: Heather Henry, President/Executive Director. Please contact Heather at 707-863-3501 if you have any questions regarding the information in this report.

EXHIBIT A SCOPE OF WORK

I. SERVICE DELIVERY

A. GENERAL EXPECTATIONS OF THE SUB-RECIPIENT

1. Provide North Bay Regional Planning Unit (RPU) services under the California Workforce Development Board (CWDB)'s Regional Equity and Recovery (RERP) initiative within Sonoma County.
2. Provide an engaging, valuable service to targeted participants of the North Bay Industry Training Initiative.
3. Leverage resources and collaborative partnerships and provide cross-services that will result in a decrease in the cost of services.
4. Document and communicate RERP progress to the Workforce Development Board (WDB) of Solano County and the designated Regional Organizer for the North Bay RPU in a reliable, professional and responsible manner.

B. SERVICE ACTIVITIES

Sub-recipient will provide the service activities as defined in the categories listed below to accomplish the goal of the North Bay RPU RERP grant.

1. ***Outreach and Enrollment*** – subrecipient shall conduct outreach and recruitment activities to attract, inform, and prepare eligible RERP participants in the program services offered through RERP.
2. ***Eligibility Determination*** – Subrecipient shall be responsible for eligibility determination for participants enrolled in RERP services.

RERP targeted populations include:

- English Language Learners
- Homeless and Housing Insecure
- Immigrants
- Justice-Involved Individuals
- Veterans
- Out-of-School Youth
- First Generation College Students
- Low-Income Households
- Dislocated Workers

3. ***Training*** – work with the Sonoma Job Link and Santa Rosa Junior College to enroll and retain students in the areas of Child Development and Advanced Manufacturing.
4. ***Career Coaching Services*** – Subrecipient will ensure provision of appropriate career coaching and case management services for RERP participants.
5. Ensure case notes, appropriate service codes, and outcomes data are entered into the CWDB-specified case management system as directed by state guidelines.

II. SUB-RECIPIENT RESPONSIBILITIES

A. AVAILABILITY TO PERFORM SERVICES

1. Sub-recipient will:
 - a. Provide program sustainability for duration of the Contract;
 - b. Provides services during scheduled business days and/or hours appropriate to program participants' needs;
 - c. Provide internal monitoring and oversight of all program activities and requirements;
 - d. Guarantee that all program services provided are readily accessible to eligible individuals and meet Americans with Disabilities Act (ADA) requirements;
 - e. Enter participant data into the state defined data system and maintain a hard copy file as appropriate; and
 - f. Provide services that adhere to all applicable policies and procedures promulgated by the WDB and the State of California relating to sub-recipient's duties and responsibilities pursuant to the terms and conditions of this contract.

B. HOURS OF OPERATIONS

Sub-recipient shall offer its services on a provided schedule from Monday through Friday or based on the need and availability of participants.

C. SUB-RECIPIENT'S RESOURCES

Sub-recipient will implement and coordinate RERP services in its respective geographic area and shall provide all necessary instructions, supervision, and supplies for program activities and will complete individual participant evaluations. Sub-recipient shall maintain sufficient resources, including computer technology, to deliver the services and perform necessary administrative functions throughout the term of this contract.

D. LOCATION OF SERVICES

Sub-recipient will locate the facilities within the service area, where employment services activities take place within a quarter mile of a bus route providing regularly scheduled service during the hours of operation, and provide adequate, accessible free parking spaces for client use as needed. In addition, such facilities will meet accessibility standards under the Americans with Disabilities Act (ADA) and WIOA Section 188 requirements.

Sub-recipient will provide equal access for individuals with disabilities for all public areas, including reception areas, waiting rooms, interview booths, public restrooms, and public drinking fountains. These areas will be clearly marked with adequate signage related to accessibility of space and programs.

E. CONFIDENTIALITY

All correspondence, communication and reporting mechanisms will adhere to WIOA policies to safeguard the client's confidentiality, including locked cabinet or desk storage. No information that would personally identify the individual may be included in email correspondence.

F. DOCUMENTATION AND RECORDS

The Sub-recipient must maintain documentation as mandated by federal, state, and local guidelines. Documentation includes both copies of documentation of eligibility, activities, and outcomes either in hard copy or digital form, as well as data entry of enrollment, services, and outcomes in the CalJOBS, or applicable, system.

The WDB shall have full and free access to such documents and records at all times during normal business hours, including the right to inspect, copy, audit, and make records from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the WDB shall have access to such records in the event an audit is required.

All reports, records, documents, and other materials prepared by the Sub-recipient in the performance of this contract shall be the property of the WDB and shall be delivered upon request of the WDB or upon the termination of this contract. Sub-recipient shall have no claim for further employment or additional compensation as a result of the exercise by the WDB of its full rights of ownership of the documents and materials hereunder. Sub-recipient may retain copies of such documents for its own use and shall have an unrestricted right to use the concepts embodied therein.

G. REPORTING REQUIREMENTS

Sub-recipient must be aware of any changes occurring during the period of a participant's enrollment and must report program activity entries, completions, placements and/or other terminations as soon as they occur and appropriately document them. Sub-recipient shall report via CalJOBS, or applicable, system and in participant files any documentation and information relating to participant's enrollments, activities, and outcomes.

The Sub-recipient must submit performance reports based on the timelines set out by the state containing quantitative outcomes in a format co-designed with the Regional Organizer. In addition, Sub-recipient shall submit a summary that includes highlights of activities for the month, any success stories, and/or any challenges or technical assistance needed.

H. OUTCOMES

Sub-recipient will provide services to sixty (60) participants during the RERP grant timeline.

| Measure | Goal |
|---|------|
| Number Enrolled | 50 |
| Individuals Trained | 50 |
| Individuals Completing Training | 37 |
| Attained Industry-Recognized Credential | 32 |
| Entered Employment | 32 |
| Training-Related Employment | 24 |

III. WDB RESPONSIBILITIES

The WDB staff will be responsible for the following:

1. Inform Sub-recipient of Federal, State, and local policies and procedures that may impact the operations of the program, and give assistance as needed to implement them accordingly;
2. Ensure fiscal reporting and monitoring is in compliance with both grant requirements and state requirements;
3. Ensure compliance with all rules, regulations, and policies issued under RERP; and
4. Process payments for services.

The roles and responsibilities of the WDB and Sub-recipient may be refined and changed due to changes in Federal, State or Local law, regulations, or policies relating to RERP implementation.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

| BUDGET SUMMARY (Cost Categories) | TOTALS |
|--|------------------|
| PERSONNEL <i>(Includes Salary + Benefits)</i> | |
| Program Coordination | \$160,000 |
| | |
| SUBTOTAL PERSONNEL: | \$160,000 |
| PARTICIPANT COSTS | |
| Participant Training | \$110,000 |
| Supportive Services | \$40,000 |
| | |
| SUBTOTAL TRAINING COSTS: | \$150,000 |
| PROGRAM OPERATING COSTS | |
| Program Operations | \$23,000 |
| | |
| SUBTOTAL OPERATING COSTS: | \$23,000 |
| ADMINISTRATIVE COSTS | |
| Administrative Costs | \$37,000 |
| | |
| CONTRACT TOTALS: | \$370,000 |

1. The WDB agrees to pay the Subrecipient for services upon the presentation of an appropriate invoice and documents supporting the deliverables as defined in the Scope of Work to be performed. The Subrecipient shall submit monthly invoices detailing work performed for each deliverable detailed in the Scope of Work (Exhibit A) and amount payable to the WDB's Executive Director/President, or designee. Monthly invoices for payment should be submitted to the WDB by the 15th day of the subsequent month. The payment shall be made only after the services required under this contract have been performed to the satisfaction of the Executive Director/President or designee, and the deliverables described in Exhibit A, Scope of Work have been accepted in writing by the Executive Director/President or his/her designee.
2. Subrecipient must request approval for transfers between budget line items, which are set forth in Exhibit B (Budget Summary) when the cumulative amount of such transfers exceed 10% of the budget cost category total amount. Requests for transfers between budget line items must be presented to the WDB in writing, which approval may be withheld in the sole and absolute discretion of WDB. WDB may authorize the addition of budget line items for transfers under this section, provided that the line item added does not substantially change the scope of services to be provided under this Contract and does not increase the total contract amount.
3. Subrecipient shall provide any additional documentation as required by WDB at any time in order to substantiate Subrecipient's claims for payment. WDB may elect to withhold payment for failure by Subrecipient to provide such documentation required by WDB.

4. Subrecipient must maintain backup documentation onsite that supports the financial data submitted to the WDB. Subrecipient shall make this backup documentation available upon request of the WDB. Financial data (invoice) submitted by Subrecipient must meet the criteria set forth in section E below.
5. Allowable operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits, equipment, or payments to subcontractors. Such expenses include specific items directly charged to the project. The expenses must be grant-related (i.e., to further the program objectives as defined in the grant award) and be incurred (realized) during the grant period. County reserves the right to make the final determination if an operating expense is allowable and necessary.
6. The maximum payment under the terms of this contract shall under no circumstances, exceed **\$370,000** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.

EXHIBIT A SCOPE OF WORK

I. SERVICE DELIVERY

A. GENERAL EXPECTATIONS OF THE SUB-RECIPIENT

1. Provide North Bay Regional Planning Unit (RPU) services under the California Workforce Development Board (CWDB)'s Regional Equity and Recovery (RERP) initiative within the geographic scope of Subrecipient.
2. Provide an engaging, valuable service to targeted participants of the North Bay Industry Training Initiative.
3. Leverage resources and collaborative partnerships and provide cross-services that will result in a decrease in the cost of services.
4. Document and communicate RERP progress to the Workforce Development Board (WDB) of Solano County and the designated Regional Organizer for the North Bay RPU in a reliable, professional and responsible manner.

B. SERVICE ACTIVITIES

Sub-recipient will provide the service activities as defined in the categories listed below to accomplish the goal of the North Bay RPU RERP grant.

1. ***Outreach and Enrollment*** – Subrecipient shall ensure outreach and recruitment activities to attract, inform, and prepare eligible RERP participants in the program services offered through RERP.
2. ***Eligibility Determination*** – Subrecipient shall be responsible for eligibility determination for participants enrolled in RERP services.

RERP targeted populations include:

- English Language Learners
- Homeless and Housing Insecure
- Immigrants
- Justice-Involved Individuals
- Veterans
- Out-of-School Youth
- First Generation College Students
- Low-Income Households
- Dislocated Workers

3. ***Training*** – partner with local community colleges to enroll and retain students in the following areas:
 - Napa Valley College – Advanced Manufacturing, Child Development, Transportation and Logistics, and Cybersecurity
 - Mendocino College – Automotive Technology, Fire Science, and Sustainable Construction
 - College of Marin – Construction Fundamentals

4. ***Career Coaching Services*** – Subrecipient will ensure provision of appropriate career coaching and case management services for RERP participants.
5. Ensure case notes, appropriate service codes, and outcomes data are entered into the CWDB-specified case management system as directed by state guidelines.

II. SUB-RECIPIENT RESPONSIBILITIES

A. AVAILABILITY TO PERFORM SERVICES

1. Sub-recipient will:
 - a. Provide program sustainability for duration of the Contract;
 - b. Provides services during scheduled business days and/or hours appropriate to program participants' needs;
 - c. Provide internal monitoring and oversight of all program activities and requirements;
 - d. Guarantee that all program services provided are readily accessible to eligible individuals and meet Americans with Disabilities Act (ADA) requirements;
 - e. Enter participant data into the state defined data system and maintain a hard copy file as appropriate; and
 - f. Provide services that adhere to all applicable policies and procedures promulgated by the WDB and the State of California relating to sub-recipient's duties and responsibilities pursuant to the terms and conditions of this contract.

B. HOURS OF OPERATIONS

Sub-recipient shall offer its services on a provided schedule from Monday through Friday or based on the need and availability of participants.

C. SUB-RECIPIENT'S RESOURCES

Sub-recipient will implement and coordinate RERP services in its respective geographic area and shall provide all necessary instructions, supervision, and supplies for program activities and will complete individual participant evaluations. Sub-recipient shall maintain sufficient resources, including computer technology, to deliver the services and perform necessary administrative functions throughout the term of this contract.

D. LOCATION OF SERVICES

Sub-recipient will locate the facilities within the service area, where employment services activities take place within a quarter mile of a bus route providing regularly scheduled service during the hours of operation, and provide adequate, accessible free parking spaces for client use as needed. In addition, such facilities will meet accessibility standards under the Americans with Disabilities Act (ADA) and WIOA Section 188 requirements.

Sub-recipient will provide equal access for individuals with disabilities for all public areas, including reception areas, waiting rooms, interview booths, public restrooms, and public drinking fountains. These areas will be clearly marked with adequate signage related to accessibility of space and programs.

E. CONFIDENTIALITY

All correspondence, communication and reporting mechanisms will adhere to WIOA policies to safeguard the client's confidentiality, including locked cabinet or desk storage. No information that would personally identify the individual may be included in email correspondence.

F. DOCUMENTATION AND RECORDS

The Sub-recipient must maintain documentation as mandated by federal, state, and local guidelines. Documentation includes both copies of documentation of eligibility, activities, and outcomes either in hard copy or digital form, as well as data entry of enrollment, services, and outcomes in the CalJOBS, or applicable, system.

The WDB shall have full and free access to such documents and records at all times during normal business hours, including the right to inspect, copy, audit, and make records from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the WDB shall have access to such records in the event an audit is required.

All reports, records, documents, and other materials prepared by the Sub-recipient in the performance of this contract shall be the property of the WDB and shall be delivered upon request of the WDB or upon the termination of this contract. Sub-recipient shall have no claim for further employment or additional compensation as a result of the exercise by the WDB of its full rights of ownership of the documents and materials hereunder. Sub-recipient may retain copies of such documents for its own use and shall have an unrestricted right to use the concepts embodied therein.

G. REPORTING REQUIREMENTS

Sub-recipient must be aware of any changes occurring during the period of a participant's enrollment and must report program activity entries, completions, placements and/or other terminations as soon as they occur and appropriately document them. Sub-recipient shall report via CalJOBS, or applicable, system and in participant files any documentation and information relating to participant's enrollments, activities, and outcomes.

The Sub-recipient must submit performance reports based on the timelines set out by the state containing quantitative outcomes in a format co-designed with the Regional Organizer. In addition, Sub-recipient shall submit a summary that includes highlights of activities for the month, any success stories, and/or any challenges or technical assistance needed.

H. OUTCOMES

Sub-recipient will provide services to sixty (60) participants during the RERP grant timeline.

| Measure | Goal |
|---|------|
| Number Enrolled | 51 |
| Individuals Trained | 51 |
| Individuals Completing Training | 42 |
| Attained Industry-Recognized Credential | 36 |
| Entered Employment | 36 |
| Training-Related Employment | 28 |

III. WDB RESPONSIBILITIES

The WDB staff will be responsible for the following:

1. Inform Sub-recipient of Federal, State, and local policies and procedures that may impact the operations of the program, and give assistance as needed to implement them accordingly;
2. Ensure fiscal reporting and monitoring is in compliance with both grant requirements and state requirements;
3. Ensure compliance with all rules, regulations, and policies issued under RERP; and
4. Process payments for services.

The roles and responsibilities of the WDB and Sub-recipient may be refined and changed due to changes in Federal, State or Local law, regulations, or policies relating to RERP implementation.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

| BUDGET SUMMARY (Cost Categories) | | TOTALS |
|--|--|------------------|
| PERSONNEL <i>(Includes Salary + Benefits)</i> | | |
| Program Development and Coordination | | \$28,194 |
| | | |
| SUBTOTAL PERSONNEL: | | \$28,194 |
| SUBCONTRACTORS | | |
| CareerPoint Subcontractor Services | | \$333,000 |
| | | |
| SUBTOTAL TRAINING COSTS: | | \$333,000 |
| INDIRECT COSTS | | |
| Indirect Costs | | \$8,806 |
| CONTRACT TOTALS: | | \$370,000 |

1. The WDB agrees to pay the Subrecipient for services upon the presentation of an appropriate invoice and documents supporting the deliverables as defined in the Scope of Work to be performed. The Subrecipient shall submit monthly invoices detailing work performed for each deliverable detailed in the Scope of Work (Exhibit A) and amount payable to the WDB's Executive Director/President, or designee. Monthly invoices for payment should be submitted to the WDB by the 15th day of the subsequent month. The payment shall be made only after the services required under this contract have been performed to the satisfaction of the Executive Director/President or designee, and the deliverables described in Exhibit A, Scope of Work have been accepted in writing by the Executive Director/President or his/her designee.
2. Subrecipient must request approval for transfers between budget line items, which are set forth in Exhibit B (Budget Summary) when the cumulative amount of such transfers exceed 10% of the budget cost category total amount. Requests for transfers between budget line items must be presented to the WDB in writing, which approval may be withheld in the sole and absolute discretion of WDB. WDB may authorize the addition of budget line items for transfers under this section, provided that the line item added does not substantially change the scope of services to be provided under this Contract and does not increase the total contract amount.
3. Subrecipient shall provide any additional documentation as required by WDB at any time in order to substantiate Subrecipient's claims for payment. WDB may elect to withhold payment for failure by Subrecipient to provide such documentation required by WDB.
4. Subrecipient must maintain backup documentation onsite that supports the financial data submitted to the WDB. Subrecipient shall make this backup documentation available upon request of the WDB. Financial data (invoice) submitted by Subrecipient must meet the criteria set forth in section E below.
5. Allowable operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits, equipment, or payments to subcontractors. Such expenses include specific items directly charged

to the project. The expenses must be grant-related (i.e., to further the program objectives as defined in the grant award) and be incurred (realized) during the grant period. County reserves the right to make the final determination if an operating expense is allowable and necessary.

6. The maximum payment under the terms of this contract shall under no circumstances, exceed **\$370,000** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

| | | |
|---|---------------------------------------|------------------------------|
| SUBJECT: Review and Approval of the Final Workforce Innovation and Opportunity Act (WIOA) North Bay Regional Plan and Solano County WIOA Local Plan and Give Chairperson Signature Authority | MEETING DATE March 24, 2023 | AGENDA ITEM VIII.C |
| FROM: Heather Henry, President/Executive Director | ACTION REQUIRED YES ✓ NO | ATTACHMENTS NONE |

SUMMARY:

It is recommended that the Board of Directors:

- 1) Review and approve the WIOA Regional Plan Modification for the North Bay
- 2) Review and approve the Solano County WIOA Local Plan Modification; and
- 3) Give Chairperson signature authority to sign the Solano County WIOA Local Plan Modification and North Bay Regional Plan Modification

The Board approved the concepts of the local and regional plan in January 2023 prior to the draft plans being opened for public comment. The Regional and Local Plans will be submitted to the State of California on March 31, 2023.

Once the Board approves the final regional and local plan, staff will submit them to the Solano Board of Supervisors for review and approval. Required signatures will be collected for final submittal to the State of California. Signed plans are due to the state by April 30, 2023.

DISCUSSION:

Link to Final Plans for Submission:

Both plans can be found on the WDB website at <https://solanoemployment.org/wioa-guidance> or through the embedded links below.

[North Bay Regional Workforce Plan Two Year Modifications – Program Year 2021-2024](#)

The North Bay regional workforce plan modifications include data from the north bay COVID-19 economics impact report conducted by Economic Forensics & Analytics, Inc. (EFA), which was released in May 2022.

EFA identified the populations most impacted by COVID and most vulnerable to disparate economic impacts. EFA defined vulnerable households as households with one of the following characteristics:

- Female head of household; or
- Household that has at least one dependent (child under 18 or adult over 65); or
- Black, Indigenous, and People of Color (BIPOC) person as the head of household;

- Household income of less than 200% of the federal poverty level; or
- At least one person in the household has no health insurance.

Based on this definition of vulnerability, Solano County has the highest percentage of vulnerable populations in the North Bay region. Solano County has the highest percentage by far of any NBEC county of BIPOC head of household family structures.

The following key elements are included in the North Bay regional plan:

- Analysis of current regional employment and industry information
- Identification of regional priority sectors: Healthcare and Social Assistance, Manufacturing, Hospitality, and Construction
- Description of regional activities that align with the state's workforce indicators: 1) Fostering Demand-Driven Skills Attainment; Enabling Upward Mobility for All Californians; and Aligning, Coordinating, and Integrating Programs and Services

[Solano Local Workforce Plan Two Year Modifications – Program Year 2021-2024](#)

Solano's vision for the future of workforce development for the Two-Year Modifications of the *Local Plan Program Year 2021 – 2024* continues to be focused on post-COVID economic recovery, while connecting to the vision and objectives outlined in the California Unified Strategic Workforce Plan and the North Bay Regional Workforce Plan. The WDB seeks to address workforce and talent challenges that arose as a result of the COVID-19 pandemic, improve the workforce service delivery system in the county for future resiliency, and take a lead in supporting inclusive economic recovery and growth.

In 2022, the Solano County Board of Supervisors allocated \$5.6 million of American Rescue Plan Act (ARPA) funds into equitable workforce recovery strategies under the stewardship of the WDB. Of the allocated funds, almost half, or \$2.6 million will be passed through to other entities conducting workforce services in the County. ARPA funding allows the WDB to lift up the local workforce network, invest in the identified workforce strategies for the county, and provide the flexibility to implement innovative and evidenced-based workforce practices beyond the strict parameters of WIOA. Therefore, many of the ARPA workforce investments are included in the plan modifications.

The WDB modified the key recovery workforce strategies that are outlined in the local plan:

1. Target services and investments in geographic areas and populations vulnerable to disparate economic impacts.
2. Prepare businesses and residents for increased workplace digitization.
3. Enhance career pathways and talent pipeline solutions in key industries.
4. Build awareness and partnerships around workforce equity and job quality to encourage an inclusive economic recovery.

Additional key and required elements are included in the local plan:

- Addition of Transportation and Logistics as a local industry priority
- America's Job Centers of California (AJCC) partner coordination
 - Co-enrollment strategies
 - Improved access to services
 - Coordinating activities with supportive services
- Coordination with state strategic partners
 - CalFresh under Health and Human Services
 - Department of Child Support Services

- Individuals with Disabilities and Competitive Integrated Employment
- English Language Learners and Foreign-Born Individuals
- Description and coordination of WIOA Title I Adult, Dislocated Worker, and Youth services
- Grant administration details

Background of Workforce Plans

Under WIOA, regional and local plans are required every five years. Mid-way through the plan, two-year modifications are required to ensure plans remain current and account for “changes in labor market and economic conditions or in other factors affecting the implementation of the local plan.” The State of California finalized their [2020-2023 California Unified Strategic Workforce Development Plan](#) that provides policy direction for the state’s workforce development system.

As outlined under WIOA Section 106, Regional Plans provide a roadmap for alignment of resources and investments to meet specific outcomes with workforce regions. Regional plans are used to articulate how workforce regions will build intentionality around industry sector engagement, drive workforce development outcomes across multiple jurisdictions, and expand on-ramps to career pathways for individuals who experience barriers to employment.

As outlined in WIOA Section 108, Local Plans provide an action plan for a local workforce area by aligning strategic objectives with the regional plan, driving coordination with local partners, and highlighting key service strategies.

These Plans are for a four-year period of July 1, 2021 through June 30, 2025, the two-year modification will cover the time period from July 1, 2023 through June 30, 2025. Requirements for regional and local plan modification submissions can be found in state directive [WSD22-05 – Regional and Local Planning Guidance for PY 21-24 Two-Year Modifications](#), released October 27, 2022.

Planning Process and Timeline

The development of the Regional Plan was led by Resource Development Associates (RDA), the regional organizer for the North Bay Region. WDB staff developed the Local Plan.

Stakeholder engagement and public notices were required as part of both the regional and planning modification process. Over twenty (20) stakeholders including employers, labor organizations, education partners, human services and housing partners, as well as community-based organizations provided feedback and input that was incorporated into the local and regional plan modifications. The WDB provided a 30-day opportunity for public comment prior to the final submission of the local and regional plans. No public comments have been received.

Plan Development Timeline:

- Stakeholder Engagement Session were held in January 2023
- *January 20, 2023* – Presentation of Draft Regional and Local Plan Modification Concepts at the Solano County Workforce Board Meeting
- *February 28, 2023* – Presentation of Draft Regional and Local Plan Modifications to the Solano County Board of Supervisors and Opening of Public Comment Period
- *March 24, 2023* – Approval of Regional and Local Plan Modifications by the Solano Workforce Development Board, pending any Public Comment changes
- *March 28, 2023* – Closing of Public Comment Period
- *March 31, 2023* – Submission of Draft Regional and Local Plan Modifications to the State

- *April 25, 2023* – Final Approval and Signature of the Local Plan by the Solano County Board of Supervisors

ALTERNATIVES:

The WDB could choose not to approve one or both of these Plan modifications and give guidance to staff on what changes are warranted. However, the Regional Plan requires consensus across all four of the service areas in the North Bay. Solano could not unilaterally make changes. Any delays on approving one or both of these Plans could jeopardize timely submittal of the Plans and approvals by the State.

AGENCY BUDGET IMPACT:

No extraordinary budget impacts are represented within this action. The work in preparing and finalizing these Plans has been accounted for with baseline WIOA allocations and regional implementation funds.

REPORT PREPARED BY:

Heather Henry, President/Executive Director. Please contact Heather at 707-863-3501 if you have any questions regarding this information outlined in this report.



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

| | | |
|--|---------------------------------------|------------------------------|
| SUBJECT: Review and Approval to Submit Request to Operate WIOA Career Services to the State | MEETING DATE March 24, 2023 | AGENDA ITEM VIII.D |
| FROM: Heather Henry President/Executive Director | ACTION REQUIRED YES ✓ NO | ATTACHMENTS A |

RECOMMENDATION: Staff is recommending that the Board of Directors review and approve the application to the State of California Workforce Development Board (CWDB) for the Workforce Development Board (WDB) of Solano County to continue providing Career Services for Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker program. The application was presented to the Planning & Oversight Committee at the February 28, 2023, meeting and was approved by the Committee for consideration by the full Board.

DISCUSSION:

Under WIOA, Title I Adult and Dislocated Worker Program career services may be operated through procured service providers or directly through the local workforce board. In order to provide direct services, the Local Board must have agreement from the Chief Elected Official and the Governor. The state requires an application to serve as the Adult and Dislocated Worker service provider. If the WDB receives approval, that approval will be valid for a maximum of four (4) years.

The application must be presented in a public meeting to both the Board of Directors and the Solano County Board of Supervisors, followed by signature by the WDB Board Chair and the Chief Local Elected Official.

The career services provider application requires the following:

- Description of the factors that guide the local board's decision to provide adult and dislocated worker career services
- Description of how participants would be better served by the local board rather than through subcontracts
- Overview of the basic and individualized WIOA services that will be provided
- Description of past experience providing direct WIOA services
- WIOA performance outcomes for the past two program years
- Testimonials that speak to the effectiveness and efficiency of services provided
- Copies of the Internal Controls, Conflict of Interest, and Firewalls policies
- Documentation of approval of the career services provider application in a public meeting of both the workforce board of directors and the chief local elected official

ALTERNATIVES: The Board could choose not to approve the application to serve as WIOA Career Services provider and provide feedback on the application content.

REPORT PREPARED BY: Heather Henry, President/Executive Director. Please contact Heather at 707-863-3501 if you have any questions regarding this report.

Request for Approval for the Workforce Development Board of Solano County to Serve as the Adult and Dislocated Worker Career Services Provider

Local Chief Elected Official Statement

This is a request by the Solano County Board of Supervisors seeking approval by the State of California for the Workforce Development Board of Solano County, Inc. to directly provide Workforce Innovation and Opportunity Act (WIOA) Career Services for Solano County's WIOA Title I Adult and Dislocated Worker grant programs.

Responses to State-Defined Questions

What factors guided the Local Board's or administrative entity's decision to submit this application to be an Adult and Dislocated Worker Career Services Provider within the Local Area?

The Workforce Development Board (WDB) of Solano County, Inc. has successfully served as both administrative entity and direct service provider of federal workforce formula funds on behalf of the County of Solano since 1982. In-house workforce provider staff has a long-term history in administering complex federal programs and directly serving the needs of job seekers and employers. Success has been achieved in both administration and direct service delivery under the federal Job Training Partnership Act (JTPA), Comprehensive Employment and Training Act (CETA), Workforce Investment Act (WIA) and now Workforce Innovation and Opportunity Act (WIOA). As a non-profit organization directly connected to the County through a fiscal agent agreement, career services are provided in concert with County priorities, community needs, and current labor market conditions.

Continuity of service provision and understanding of federal WIOA eligibility and service delivery regulations governing Adult and Dislocated Worker services allows for a robust and compliant delivery of workforce services in Solano County. The WDB has been able to show flexibility and creativity to adapt to changes in federal and State expectations for these WIOA Title I workforce development programs. Having the WDB serve as both the administrative entity and the service provider of Adult and Dislocated Worker services allows the local workforce services to remain nimble amidst labor market shifts. For example, during COVID-19, the WDB was able to act on service delivery changes immediately without engaging in contractual negotiations with a sub-recipient.

How would participants be better served by the Local Board or administrative entity acting in this role rather than through the awarding of contracts?

Eliminating the current provision of WIOA Adult and Dislocated Worker services through the WDB would prompt a significant redirection of agency fiscal resources to the detriment of job seekers and businesses and would mandate a significant reduction in staffing; staff who are skilled and experienced in providing innovative and responsive services, while remaining federally compliant. Competitive procurement of a contractor to provide such services, with limited and decreasing financial resources being available, would likely not yield local qualified/capable applicants responding from within Solano or neighboring areas. The WDB has a track record of limited or unqualified responses to federal workforce services procurement efforts. This phenomenon likely would occur if Career Services were procured. However, combining and integrating a number of key administrative and operational WIOA functions builds and sustains a basic functionality for the agency, where economies of scale and a staff fulfilling a diverse set of functions can be accounted for. Breaking functions into smaller, unique realms loses such functionality and puts the WIOA program's performance at risk.

Describe the Basic and Individualized Career Services the Local Board or administrative entity will provide as well as their past experience providing these services.

The WDB will provide the following required Basic and Individualized Career Services for applicant/participant job seekers and businesses through the Adult and Dislocated Worker grant programs:

| Basic Career Services | |
|---|---|
| <ul style="list-style-type: none"> • Eligibility for AJCC Partner Services • Outreach • Intake • Orientation • Initial Assessment • Labor Market Information • Resume Preparation • Job Search Workshops | <ul style="list-style-type: none"> • CalJOBS Registration • Resource Center for Self-Services • Supportive Service Information • Unemployment Insurance (UI) Information • Financial Aid Information • Referrals to Programs |
| Individual Career Services | |
| <ul style="list-style-type: none"> • Comprehensive Assessments • Objective Assessments • Individual Employment Plan Development • Career Exploration • Career Planning and Counseling • Case Management • Barrier Mitigation | <ul style="list-style-type: none"> • Workforce Preparation • One-on-One Resume and Interview Assistance • Work Experience • Referral to Basic Skills Development • Pre-Vocational Training • Financial Literacy • Job Development and Matching |

| | |
|--|---|
| <ul style="list-style-type: none"> • Supportive Service Funding | <ul style="list-style-type: none"> • Follow-Up Services |
| Training Services | |
| <ul style="list-style-type: none"> • Occupational Skills Training • Career Pathway Training • On-the-Job Training | <ul style="list-style-type: none"> • Transitional Jobs • Entrepreneurial Training • Incumbent Worker Training |
| Business Services | |
| <ul style="list-style-type: none"> • Career Fairs • Recruitment Events • Pre-Screening of Candidates • Talent Pipeline/Sector Strategies | <ul style="list-style-type: none"> • Talent Retention Strategies • Business Seminars and Workshops • Labor Market Information • Technical Assistance and Consultation |

The WDB staff has 34 years of experience in doing the same (or very similar) functions under several above-cited federal formula grant programs. Staff work with local workforce, training, economic development, and basic needs assistance entities to support these activities for job seekers and businesses.

Provide the Local Area's performance outcomes for each of the last two Program Years (PY 20-21 and 21-22) and evidence that the Local Board or administrative entity is qualified to provide Adult and Dislocated Worker Career Services, including testimonials that speak to the effectiveness and efficiency with which the Local Board or administrative entity has provided or can provide those services.

Using official data provided by the Employment Development Department's (EDD) performance unit, the WDB's performance for the last two Program Years are as follows:

| Performance Indicators | Performance Goal | PY2020-21 Performance | PY2021-22 Performance |
|--|-------------------------|------------------------------|------------------------------|
| <i>Adult</i> | | | |
| Employment 2 nd Quarter Post-Exit | 77.0% | 73.6% | 75.0% |
| Employment 4 th Quarter Post-Exit | 70.0% | 77.6% | 66.7% |
| Median Earnings (quarter earnings) | \$6,000 | \$6,971 | \$10,270 |
| Credential Attainment Rate | 62.0% | 73.3% | 78.6% |
| Measurable Skill Gain | 60.0% | 30.8% | 77.5% |
| <i>Dislocated Workers</i> | | | |
| Employment 2 nd Quarter Post-Exit | 71.6% | 79.1% | 80.6% |
| Employment 4 th Quarter Post-Exit | 75.0% | 81.4% | 74.5% |
| Median Earnings (quarter earnings) | \$8,244 | \$12,361 | \$13,405 |
| Credential Attainment Rate | 60.0% | 79.1% | 93.5% |
| Measurable Skill Gain | 60.0% | 45.5% | 63.3% |

The COVID-19 pandemic impacted employment and training completion performance during the past two program years, with the largest impacts in Employment 2nd Quarter and Employment 4th Quarter Post-Exit and in Measurable Skills Gain. Many individuals placed in employment were

laid off, impacting six-month and twelve-month retention indicators. The closure of training providers also significantly reduced the rate of training completion, thereby impacting measurable skill gain indicators. However, the WDB has had great success in placing individuals into family-sustaining wages, with some of the highest median earnings indicators in the state and employment retention numbers are almost back to pre-pandemic levels.

Testimonials

The WDB receives continuous feedback and appreciation from both job seekers and businesses for the services provided under the WIOA Title I Adult and Dislocated Worker programs. Below are a number of testimonials provided by the WDB's job seekers and businesses served:

Sarah



Sarah was placed in a work experience with Downtown Vacaville Eye Care. Dr. Hang T. Nhan, O.D. said of Sarah's placement: "Sarah is fantastic! She jumped right in here and has gotten this front desk and our front office neat, clean and organized. She is friendly and a fast learner and we're very excited to have her on board."

Moses

Moses came to the WDB as an immigrant seeking additional career skills. Moses said of the experience: "I would like to thank the WDB's Employability Specialists for helping out with enrollment at CSU. Thank you all for making my journey of integration into the United States enjoyable and easier. My family and I wish you all the blessings and success as you continue changing the lives of other individuals out there."



Josh

Josh has developmental disabilities but stays busy with activities at a day program run by Pace Solano, a nonprofit that provides services and support to individuals with developmental disabilities. But recently, Josh decided he wanted more out of life and came up with two goals. "I wanted to go back to school and get my GED," he says. Second, he wanted a job. At the WDB, Josh talked with Rachelle Franko, a disabilities resource specialist. For clients like Josh, Franko says the goal is to help those with disabilities to become as independent as possible. Franko



taught him how to set priorities, and she coordinated with counselors at Pace Solano to help with Josh's job search. Josh eventually got a job collecting trash outside of Pace Solano's facility for a couple of hours a day, which fit his schedule. "I like working and seeing a lot of people walking by," Josh says. Today, Josh says he is enjoying his math lessons at school and is grateful to Franko and other WDB staffers. "These ladies are very good friends of mine," he says.

Fairfield Martial Arts

In April 2020, the WDB Business Services team launched the Layoff Aversion Fund using Rapid Response funding to provide microgrants to Solano's small businesses at the beginning of COVID-19. One recipient, Fairfield Martial Arts, shared: "At a time when many small local businesses are being overlooked, the WDB has been there to help out with advice and assistance. We were thrilled to receive a grant for the purchase of necessary hardware and software so we can move forward with online classes and virtual training to maintain our current client base as well as reach new ones. The WDB is definitely doing what they can to help out and are quickly becoming an invaluable aid during this extraordinary time."

Tolenas Winery

Tolenas Winery is a craft winery located in the heart of the Suisun Valley. As second-generation farmers and winemakers, Tolenas Winery was born out of a passion for winemaking and continuation of the Tenbrink-Howard family legacy. With the onset of COVID-19, Tolenas Winery's event plans and sales were extinguished overnight.

WDB's Business Services administered a grant program that enabled Tolenas Winery to explore a cutting-edge way to market the winery and Suisun Valley region by creating "Taste of Tolenas" wine sample boxes. "Our "Taste of Tolenas" boxes are a big opportunity for us, and we're grateful to have the funds to help us make this happen. With our dedication to the success of Tolenas Winery and this financial assistance, we have the support needed to keep our small second-generation, family-owned business going during the pandemic."



Attachments

- I. Internal Controls Policy
- II. Conflict of Interest Policy
- III. Federal Monitoring Policy with Inclusion of Required Firewalls
- IV. Documentation of Approval in a Public Meeting of the Workforce Board of Directors
- V. Documentation of Approval in a Public Meeting of the Solano County Board of Supervisors



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

| | | |
|--|---------------------------------------|------------------------------|
| SUBJECT: Review and Acceptance of Mid-Year Expenditures through December 31, 2022 | MEETING DATE March 24, 2023 | AGENDA ITEM VIII.E |
| FROM: Heather Henry President/Executive Director | ACTION REQUIRED YES ✓ NO | ATTACHMENTS A |

RECOMMENDATION:

Attached is the mid-year expenditure report through December 31, 2022, presented to the full Board for review and acceptance.

SUMMARY:

This is the Workforce Development Board of Solano County's (WDB) report of expenditures for the 2022-23 program year, through December 31, 2022. With 50.0% of the program year elapsed, the expenditures compared to the plan equal 28.4%.

Attachments include:

- Attachment A: FY2022-23 Mid-Year Expenditure Report through December 31, 2022

DISCUSSION:

Much of the expenditures planned for the year include contracts and grants as part of the American Rescue Plan Act (ARPA) funding. The first part of the year was focused on completing contracts and procurement processes. Expenditures will begin to increase in the second part of the year or are planned as part of the budget modification process to be carried into FY2023-24.

Revenue Discrepancies +/- 10%:

- WIOA Youth funds are under expended to date. Youth contract invoicing are currently behind schedule. Not all First Place for Youth invoices are reflected in the expenditures to date. In addition, funds are set aside for an additional youth contract with Voices, which is still under negotiation.
- WIOA Rapid Response and Layoff Aversion are under expended to date; however, additional expenditures and projects are planned for the spring of 2023.
- CWDB – CNA Upskilling Program is slightly under expended in the report. Programmatic contract invoicing is slightly behind schedule, but expenditures in general are on track.
- EDD – COVID National Dislocated Worker Grant (NDWG) is under expended due to low enrollment numbers. Enrollments are picking up in 2023 and expenditures will increase in the next reporting period; however, it is anticipated that this grant will not be fully expended by the grant end date of March 31, 2023.

- City of Vacaville – Manufacturing Retention is not intended to be expended through June 30, 2023 and will be fully expended prior to the end of the fiscal year.
- County of Napa – Microbusiness Grants was completed December 31, 2022. The grant closed with 93% of funds expended.
- County of Solano – ARPA Grants are under expended to date. A number of factors influence current low expenditures, including delayed contract negotiations. Community Workforce Grants began service delivery February 2023. All projects except Sustain Service Delivery are multi-year grants and can be carried into FY2023-24 and recalculated budget projections are presented in the Budget Modification #2.
- County of Solano – Microbusiness Grants are under expended to date. Staff recently addressed invoicing challenges in January 2023, which will lead to dissemination of funds for all small business grant payments to date. A significant expenditure increase will be reported on the next expenditure report to the board.
- CWDB / Sonoma WIB – Regional Implementation 4.0 was completed December 31, 2022. WDB expenditures were fully expended, but the Regional Organizer contract was underspent at the close of the contract.
- CWDB – Regional Equity is on track to start in spring 2023. The WDB is currently waiting to enter into contract with the state. Recalculated anticipated expenditures are presented in the Budget Modification #2.
- Restaurant Resiliency – both the FSUSD and Kaiser Restaurant Resiliency projects are close to finalization and will be reconciled in the next reporting period. Additional funding was received from FSUSD that is incorporated into the Budget Modification #2.
- H&SS Job Skills Program is currently over expended due to high expenditure rates in the first quarter of the fiscal year. Expenditures will even out over the remaining months.
- SBDC Funds include the Capital Improvement Program (which started in October 2022), the Small Business Administration (SBA), and the Technical Assistance Program (TAP), SBDC Local Match, and SBDC Donations and Sponsorships. Expenditures are spread across the three programs and will even out by the end of the Fiscal Year. SBDC Program Income and Donations are planned, but not required, to be spent this fiscal year. Adjustments to planned expenditures this fiscal year are presented in the Budget Modification #2.
- WellsFargo – Dream Incubator started in the fall of 2022. Expenditures are track and will even out by the end of the fiscal year.

Significant Expenditure Discrepancies:

- Vocational Training, Work-Based Training, and Supportive Services expenditures and are significantly underspent due to low enrollments. Job seeker services and AJCC staff conducted outreach and training partnership activities in December and January, which has seen results in January and February applications and enrollments. Expenditures will increase but are unlikely to be fully spent this fiscal year. Remaining training funds will be carried into the next fiscal year.
- Business Advisors expenditures are underspent to date. Most of the SBDC ARPA projects have planned launches in 2023 and rely heavily on business advisor costs. These expenditures are

planned to increase over the next months. Business advisor funds will be carried into next fiscal year and are included in the presented Budget Modification #2.

- Small Business Payments include microgrant payments and nonprofit infrastructure grants. The majority of the microgrant payments are currently being finalized and the nonprofit infrastructure grants are planned for the spring of 2023. Adjustments to planned expenditures this fiscal year are presented in the Budget Modification #2.
- Outreach is currently under expended. These expenditures include outreach and career awareness contracts that are intended to begin in spring 2023. Adjustments to planned expenditures this fiscal year are presented in the Budget Modification #2.
- Program Contracts include WIOA contracts that are generally on target, as well as ARPA contracts that will begin in 2023. ARPA contracts consist of a significant piece of this line item. Due to late contracting starts, adjustments to planned expenditures this fiscal year are presented in the Budget Modification #2.
- Communications/IT is under expended and recalculation of planned expenditures are presented in the Budget Modification #2.
- Employee / WDB Development is currently under expended; however, conference attendance and trainings are planned for spring 2023 and will be reflected in future expenditure reports.
- Memberships expenditures are on target for the year and consist of payments in the fall and spring.
- Supplies / Equipment / Software include a significant cost to improve the technology hardware in the Vallejo AJCC. This project is planned for spring of 2023. Adjustments to planned expenditures this fiscal year are presented in the Budget Modification #2.
- Other Operating Costs are over expended due to higher than anticipated County administration fees, including fees for the WDB's participation in the County audit.

REPORT PREPARED BY:

Heather Henry, President / Executive. Please contact Michael Pryor, Accounting Manager, at 707-863-3514 or mpryor@solanowdb.org if you have any questions regarding the information outlined in this report.

WDB SOLANO

FY2022-23 Expenditure Report - December 2022

| | BUDGET 2022-23 Mod 1 <i>Approv. 9/22</i> | % of Budget | Dec '22 Actuals | % Expended <i>50.0%</i> |
|---|--|----------------|--------------------|-------------------------------|
| REVENUE: | | | | |
| <i>State Grant Revenue</i> | | | | |
| WIOA Adult | \$985,378 | 9.8% | \$435,317 | 44.2% |
| WIOA Dislocated Worker | 1,046,645 | 10.4% | 415,890 | 39.7% |
| WIOA Youth | 1,167,647 | 11.6% | 397,823 | 34.1% |
| WIOA Rapid Response | 176,459 | 1.8% | 62,191 | 35.2% |
| WIOA Layoff Aversion | 49,046 | 0.5% | 19,958 | 40.7% |
| CWDB - CNA Upskilling Program | 165,296 | 1.6% | 61,770 | 37.4% |
| EDD - COVID National Dislocated Worker Grant (NDWG) | 68,290 | 0.7% | 9,342 | 13.7% |
| Grant Revenue Total | \$3,658,761 | 36.4% | \$1,402,292 | 38.3% |
| <i>Other Government Grants/Contracts</i> | | | | |
| City of Vacaville - Manufacturing Retention | \$13,399 | 0.1% | \$9,019 | 67.3% |
| City of Vacaville - Shop Local | 9,068 | 0.1% | 3,915 | 43.2% |
| City of Vallejo - ARPA Small Business Assistance | 596,260 | 5.9% | 378,266 | 63.4% |
| County of Napa - Microbusiness Grants | 167,773 | 1.7% | 156,519 | 93.3% |
| County of Solano - ARPA: Sustain Service Delivery | 715,961 | 7.1% | 182,240 | 25.5% |
| County of Solano - ARPA: Community Workforce | 845,500 | 8.4% | 14,531 | 1.7% |
| County of Solano - ARPA: Industry Training | 1,143,508 | 11.4% | 31,708 | 2.8% |
| County of Solano - ARPA: Community Engagement | 477,801 | 4.8% | 20,399 | 4.3% |
| County of Solano - ARPA: Small Business | 722,000 | 7.2% | 11,550 | 1.6% |
| County of Solano - Microbusiness Grants | 525,379 | 5.2% | 156,803 | 29.8% |
| CWDB / Sonoma WIB - Regional Implementation 4.0 | 40,719 | 0.4% | 39,713 | 97.5% |
| CWDB - Regional Equity | 176,471 | 1.8% | - | 0.0% |
| FSUSD - Restaurant Resiliency | 5,665 | 0.1% | 3,750 | 66.2% |
| H&SS - Job Skills Program | 250,000 | 2.5% | 165,157 | 66.1% |
| H&SS - Success Track | 181,660 | 1.8% | 86,811 | 47.8% |
| NorCal SBDC - Capital Improvement Program (CIP) | 95,000 | 0.9% | 6,619 | 7.0% |
| NorCal SBDC - Small Business Administration (SBA) | 203,618 | 2.0% | 122,795 | 60.3% |
| NorCal SBDC - Technical Assistance Program (TAP) | 85,402 | 0.8% | 30,968 | 36.3% |
| SBDC Local Match | 57,543 | 0.6% | 12,389 | 21.5% |
| Other Government Revenue Total | \$6,312,727 | 62.8% | \$1,433,154 | 22.7% |
| <i>Other Revenue</i> | | | | |
| Kaiser - Restaurant Resiliency | \$2,250 | 0.0% | \$3,000 | 133.3% |
| Napa Valley College | \$8,000 | 0.1% | 4,355 | 54.4% |
| SBDC Program Income | \$12,153 | 0.1% | - | 0.0% |
| WellsFargo - Dream Incubator | \$50,000 | 0.5% | 12,859 | 25.7% |
| Other Revenue Total | \$72,403 | 0.7% | \$20,213 | 27.9% |

| | BUDGET 2022-23 Mod 1 Approv. 9/22 | % of Budget | Dec '22 Actuals | % Expended 50.0% |
|---|--|------------------------|----------------------------|---------------------------------|
| <i>Donations and Contributions</i> | | | | |
| SBDC Donations and Sponsorships | \$9,953 | 0.1% | \$1,441 | 14.5% |
| Donations and Contributions Total | \$9,953 | 0.1% | \$1,441 | 14.5% |
| TOTAL REVENUE | \$10,053,845 | 100% | \$2,857,099 | 28.4% |
| EXPENSES: | | | | |
| Salaries and Benefits | \$3,755,339 | 37.4% | \$1,555,471 | 41.4% |
| Personnel Expenses | \$3,755,339 | 37.4% | \$1,555,471 | 41.4% |
| | | 0.0% | | |
| Vocational Training | \$827,381 | 8.2% | \$13,440 | 1.6% |
| Work-Based Training | \$192,438 | 1.9% | 32,163 | 16.7% |
| Supportive Services | \$31,590 | 0.3% | 4,538 | 14.4% |
| Business Advisors | \$379,497 | 3.8% | 118,669 | 31.3% |
| Small Business Grants / Payments | \$1,997,915 | 19.9% | 605,000 | 30.3% |
| Outreach | \$378,476 | 3.8% | 4,356 | 1.2% |
| Program Contracts | \$1,507,145 | 15.0% | 130,908 | 8.7% |
| Direct Program Costs | \$5,314,441 | 52.9% | \$909,074 | 17.1% |
| | | 0.0% | | |
| Communications / IT | \$148,901 | 1.5% | \$56,199 | 37.7% |
| Employee / WDB Professional Dev | \$13,608 | 0.1% | 5,182 | 38.1% |
| Facilities | \$498,813 | 5.0% | 232,703 | 46.7% |
| Memberships | \$12,000 | 0.1% | 7,355 | 61.3% |
| Mileage / Travel | \$12,901 | 0.1% | 6,762 | 52.4% |
| Supplies / Equipment / Software | \$217,793 | 2.2% | 17,039 | 7.8% |
| Other Operating Costs | \$80,050 | 0.8% | 66,955 | 83.6% |
| Other Costs | \$984,065 | 9.8% | \$392,194 | 39.9% |
| TOTAL EXPENSES | \$10,053,845 | 100% | \$2,856,739 | 28.41% |

Revenue Over / (Under) Expenses

\$0



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

| | | |
|--|---------------------------------------|------------------------------|
| SUBJECT: Review and Approval of the Second Modification to the Fiscal Year 2022-23 Budget | MEETING DATE March 24, 2023 | AGENDA ITEM VIII.F |
| FROM: Heather Henry President/Executive Director | ACTION REQUIRED YES ✓ NO | ATTACHMENTS A |

RECOMMENDATION:

Attached is the proposed second modification to the budget for the Fiscal Year 2022-23 presented to the full Board for review and approval.

SUMMARY:

This budget modification accounts for midyear budgetary changes for Program Year (PY) 2022-23. It includes additional revenue and expenditure streams and incorporates final numbers from the American Rescue Plan Act (ARPA) Small Business contracts from the County of Solano. This budget modification for FY 2021-22 of \$8,517,365 represents an overall decrease in projected expenditures and revenues for the WDB of \$1,536,479, or 15.0%.

Attachments include:

- Attachment A: FY2022-23 Budget Modification #2

DISCUSSION:

FY2022-23 funding has decreased overall due to lower than anticipated WIOA enrollments, as well as delays in contractual starts. With the exception of a few funding streams outlined below, revenue reductions may be carried into FY2023-24. WIOA funding continues to be a key foundational funding for the WDB, making up 36.4% of the overall budget.

Changes in Revenue from First Modification to Second Modification:

This discussion focuses on changes that are +/-10% or more

State Grant revenue changes:

(Note: state grant revenue includes any funding streams that are received through a subgrant agreement from the California Employment Development Department (EDD), pass-through the County of Solano.)

- CWDB – Regional Equity. This funding stream was moved from other government contracts to state grant revenue, as it is now anticipated to be administered through an EDD subgrant agreement. Regional Equity funding will be focused on increasing enrollment and retention of advanced manufacturing students in partnership with Solano Community College. Funds also

include subgrants to Sonoma Workforce Investment Board and the Workforce Alliance of the North Bay. As the grant agreement from the state has been delayed, anticipated revenues for this fiscal year are reduced. Remaining funds may be carried into FY2023-24.

- CWDB – Regional Plan Implementation 5.0. The North Bay Regional Workforce Planning Unit determined in late 2022 that Solano WDB would become the new regional fiscal agent for the next round of regional grants. Regional Plan Implementation 5.0 funding will be focused on professional development for workforce staff and includes funds to subgrant to Sonoma Workforce Investment Board and the Workforce Alliance of the North Bay. Although the grant agreement is still being finalized, anticipated expenditures for this year are included in the budget modification.

Other Government Grants/Contracts revenue changes:

(Note: other government grants/contracts include any funding streams received from a local, state, or government source other than through EDD.)

- County of Solano – ARPA 2: Community Workforce. Community Workforce Grants began February 1, 2023, later than anticipated in the Budget Modification #1 approved in September 2022. As such, revenues are decreased to match anticipated expenditures. Remaining funds will be carried into FY 2023-24.
- County of Solano – ARPA 3: Industry-Based Job Training. Contractual agreements for industry-based job training began later than anticipated in the Budget Modification #1 approved in September 2022. As such, revenues are decreased to match anticipated expenditures. Remaining funds will be carried into FY 2023-24.
- County of Solano – ARPA 4: Community Engagement. This contract was finalized with the County of Solano later than anticipated and as such the start date for the contract began October 1, 2022 rather than at the beginning of the fiscal year, reducing anticipated expenditures for this fiscal year. Remaining funds will be carried into FY2023-24.
- County of Solano – ARPA Small Business 1: Business Advising. This contract was finalized with the County of Solano later than anticipated and as such the start date for the contract began October 1, 2022 rather than at the beginning of the fiscal year, reducing anticipated expenditures for this fiscal year. Remaining funds will be carried into FY2023-24. In addition, the Small Business ARPA contract was broken into three contracts. This budget modifications reflects the change.
- County of Solano – ARPA Small Business 2: Business Incubator. This contract was finalized with the County of Solano later than anticipated and as such the start date for the contract began October 1, 2022 rather than at the beginning of the fiscal year, reducing anticipated expenditures for this fiscal year. Remaining funds will be carried into FY2023-24. In addition, the Small Business ARPA contract was broken into three contracts. This budget modifications reflects the change.
- County of Solano – ARPA Small Business 3: Services for Businesses. This contract was finalized with the County of Solano later than anticipated and as such the start date for the contract began October 1, 2022 rather than at the beginning of the fiscal year, reducing anticipated expenditures for this fiscal year. Remaining funds will be carried into FY2023-24. In addition, the Small Business ARPA contract was broken into three contracts. This budget modifications reflects the change.
- CWDB – Prison to Employment 2.0. The North Bay Regional Workforce Planning Unit determined late 2022 that Solano WDB would become the new regional fiscal agent for the next round of regional grants. Prison to Employment 2.0 funding will be focused on services for justice-involved individuals and includes funds to subgrant to Sonoma Workforce

Investment Board and the Workforce Alliance of the North Bay. Although the grant agreement is still being finalized, anticipated expenditures for this year are included in the budget modification.

- FSUSD – Restaurant Resiliency. Due to the success of the Restaurant Resiliency program, Fairfield-Suisun Unified School District (FSUSD) has engaged in an additional contract in the amount of \$44,000 with SBDC to provide hot meals to low-income families at FSUSD’s Family Resource Center through local microbusiness restaurants.
- NorCal SBDC – Capital Improvement Program. To best maximize the timing of business advising funding streams, SBDC plans to intentionally decrease expenditures this fiscal year and carry over more of this funding stream into FY2023-24. This grant ends September 30, 2023.
- NorCal SBDC – TA Expansion Program. To best maximize the timing of business advising funding streams, SBDC plans to intentionally decrease expenditures this fiscal year and carry over more of this funding stream into FY2023-24. This grant ends September 30, 2023.
- Program Income. Program income represents income gained by SBDC for their NxLevel training classes. To best maximize the timing of business advising funding streams, SBDC plans to intentionally decrease expenditures this fiscal year and carry over more of this funding stream into FY2023-24.

Changes in Expenditures from First Modification to Second Modification:

This discussion focuses on changes that are +/-10% or more

Reductions in salaries and benefits are partially due to the negotiated decrease of the employer-paid healthcare coverage level during SEIU Union Negotiations completed at the end of September 2022. Additional decreases are due to delays in filling vacancies as a result of staff turnover and new grant-funded positions.

Direct program cost expenditure changes:

- Vocational Training. Two modifications impact this change in planned expenditures. Workforce Innovation and Opportunity Act (WIOA) Youth vocational training funds have been moved to work-based training to support a spring launch of a youth work experience program. Additionally, due to the delay of the Regional Equity grant, vocational funds will be carried into FY2023-24.
- Business Advisors. To best maximize the timing of business advising funding streams, SBDC plans to intentionally decrease expenditures this fiscal year and carry over more of this funding stream into FY2023-24.
- Small Business Grants / Payments. Due to the delayed start of the ARPA contracts, particularly the Community Workforce Grants contract, anticipated expenditures for this fiscal year have been recalculated and funds carried into FY2023-24.
- Outreach. Due to the delayed start of ARPA outreach activities, which includes career mapping projects, anticipated expenditures for this fiscal year have been recalculated and funds carried into FY2023-24.
- Program Contracts. Due to the delayed start of the ARPA contracts and activities, particularly the Industry-Based Job Training and Small Business Advising contracts, anticipated expenditures for this fiscal year have been recalculated and funds carried into FY2023-24.

Other costs expenditure changes:

- Communications / IT. Decreases in budgeted communications/IT costs are due partially to the closure of the Success Track contract in September 2022 and a reduction of communication needs in Vallejo as a result. The remaining reductions are due to mid-year evaluation of actual costs incurred.
- Employee Professional Development. This line item is increased due to the new professional development revenue stream of Regional Plan Implementation 5.0.
- Memberships. This line item is increased to allow the Workforce Board and the SBDC to hold individual memberships with local chambers.
- Mileage. This line item is decreased due to mid-year evaluation of actual costs incurred.
- Supplies / Equipment / Software. This decrease is mainly due to the delayed start of the ARPA 4 contract, which includes Vallejo Job Center upgrades to computer equipment and software. Remaining funds will be carried into FY2023-24.
- Other Operating Costs. This line item is increased to incorporate County administrative overhead and audit fees not originally included in the budget.

Budget Modifications:

It is typical for the agency budget to be modified throughout a program year:

- The preliminary budget includes estimates of WIOA allocations and funds that may be carried over from the prior year.
- This First Modification includes final WIOA allocations, replacement of estimated funds carried over from the prior year with the actual amounts, recalculated line-item expenditure amounts to replace estimates, new funding streams if applicable, and any changes in service delivery strategies; and
- Any subsequent modifications will be the result of changes in available grant funding, program design, and/or cost of goods and services.

Note: The WDB's budget responsibility to the County has already been satisfied by the submission of a budget and mid-year budget for program year 2022-23. The County budget cycle is timed differently than the WDB cycle and allows for changes to be made to the County budget through supplemental budgets and the mid-year budget modification process.

REPORT PREPARED BY:

Heather Henry, President / Executive. Please contact Michael Pryor, Accounting Manager, at 707-863-3514 or mpryor@solanowdb.org if you have any questions regarding the information outlined in this report.

WDB SOLANO

FY2022-23 Budget - Mod #2

Presented to the Budget Committee 3.14.23

| | check numbers | | | | | |
|--|---|--------------------------------------|------------|--------------------------------------|---------------------------|--------------------------|
| | BUDGET 2022-23 MOD #1 Approv. 9/22 | 2022-23 Actuals as of 12.31.22 | % Spent | BUDGET 2022-23 Proposed Mod #2 | \$ Increase / Decrease | % Increase / Decrease |
| REVENUE: | | | | | | |
| <i>State Grant Revenue</i> | | | | | | |
| WIOA Adult | \$985,378 | \$435,317 | 44% | \$985,378 | \$0 | 0% |
| WIOA Dislocated Worker | \$1,046,645 | \$415,890 | 40% | \$1,004,645 | -\$42,000 | -4% |
| WIOA Youth | \$1,167,647 | \$397,823 | 34% | \$1,110,144 | -\$57,503 | -5% |
| WIOA Rapid Response | \$176,459 | \$62,191 | 35% | \$176,459 | \$0 | 0% |
| WIOA Layoff Aversion | \$49,046 | \$19,958 | 41% | \$49,046 | \$0 | 0% |
| EDD - COVID National Dislocated Worker Grant (NDWG) | \$68,290 | \$9,342 | 14% | \$68,290 | \$0 | 0% |
| CWDB - CNA Upskilling Program | \$165,296 | \$61,770 | 37% | \$165,296 | \$0 | 0% |
| CWDB - Regional Equity | \$176,471 | \$0 | 0% | \$125,471 | -\$51,000 | -29% |
| CWDB - Regional Plan Implementation 5.0 | \$0 | \$0 | 0% | \$17,188 | \$17,188 | 100% |
| Grant Revenue Total | \$3,835,232 | \$1,402,291 | 37% | \$3,701,917 | -\$133,315 | -3% |
| <i>Other Government Grants/Contracts</i> | | | | | | |
| City of Vacaville - Manufacturing Retention | \$13,399 | \$9,019 | 67% | \$13,399 | \$0 | 0% |
| City of Vacaville - Shop Local | \$9,068 | \$3,915 | 43% | \$9,068 | \$0 | 0% |
| City of Vallejo - ARPA Small Bus Assistance | \$596,260 | \$378,266 | 63% | \$596,260 | \$0 | 0% |
| County of Napa - Microbusiness Grants | \$167,773 | \$156,159 | 93% | \$167,773 | \$0 | 0% |
| County of Solano - ARPA 1: Sustain Service Delivery | \$715,961 | \$182,240 | 25% | \$715,961 | \$0 | 0% |
| County of Solano - ARPA 2: Community Workforce | \$845,500 | \$14,531 | 2% | \$481,234 | -\$364,266 | -43% |
| County of Solano - ARPA 3: Industry Training | \$1,143,508 | \$31,708 | 3% | \$648,658 | -\$494,850 | -43% |
| County of Solano - ARPA 4: Community Engagement | \$477,801 | \$20,399 | 4% | \$233,313 | -\$244,488 | -51% |
| County of Solano - ARPA SB1: Business Advising | \$722,000 | \$5,608 | 2% | \$171,890 | -\$550,110 | -23% |
| County of Solano - ARPA SB2: Business Incubator | \$0 | \$1,754 | n/a | \$272,650 | \$272,650 | 100% |
| County of Solano - ARPA SB3: Services for Businesses | \$0 | \$4,188 | n/a | \$110,200 | \$110,200 | 100% |
| County of Solano - Microbusiness Grants | \$525,379 | \$156,803 | 30% | \$525,379 | \$0 | 0% |
| CWDB - Prison to Employment 2.0 | \$0 | \$0 | 0% | \$18,768 | \$18,768 | 100% |
| CWDB / Sonoma WIB - Regional Implementation 4.0 | \$40,719 | \$39,713 | 98% | \$39,714 | -\$1,005 | -2% |
| FSUSD - Restaurant Resiliency | \$5,665 | \$3,750 | 66% | \$49,665 | \$44,000 | 777% |
| H&SS - Job Skills Program | \$250,000 | \$165,157 | 66% | \$250,000 | \$0 | 0% |
| H&SS - Success Track | \$181,660 | \$86,811 | 48% | \$86,558 | -\$95,102 | -52% |
| NorCal SBDC - Capital Improvement Program | \$95,000 | \$6,619 | 7% | \$31,338 | -\$63,662 | -67% |
| NorCal SBDC - SBA | \$203,618 | \$122,795 | 60% | \$199,855 | -\$3,763 | -2% |
| NorCal SBDC - TA Expansion Program | \$85,402 | \$30,968 | 36% | \$60,972 | -\$24,430 | -29% |
| SBDC Local Match | \$57,543 | \$12,389 | 22% | \$52,590 | -\$4,953 | -9% |
| Other Government Revenue Total | \$6,136,256 | \$1,432,794 | 23% | \$4,735,245 | -\$1,401,011 | -23% |
| <i>Other Revenue</i> | | | | | | |
| Kaiser - Restaurant Resiliency | \$2,250 | \$3,000 | 133% | \$2,250 | \$0 | 0% |
| Napa Valley College | \$8,000 | \$4,355 | 54% | \$8,000 | \$0 | 0% |
| Program Income | \$12,153 | \$0 | 0% | \$10,000 | -\$2,153 | -18% |
| WellsFargo - Dream Incubator | \$50,000 | \$12,859 | 26% | \$50,000 | \$0 | 0% |
| Other Revenue Total | \$72,403 | \$20,213 | 28% | \$70,250 | -\$2,153 | -3% |
| <i>Donations and Contributions</i> | | | | | | |
| SBDC Donations and Sponsorships | \$9,953 | \$1,441 | 14% | \$9,953 | \$0 | 0% |
| Donations and Contributions Total | \$9,953 | \$1,441 | 14% | \$9,953 | \$0 | 0% |
| TOTAL REVENUE | \$10,053,845 | \$2,856,739 | 28% | \$8,517,365 | -\$1,536,479 | -15% |

| | BUDGET 2022-23 MOD #1 <i>Approv. 9/22</i> | 2022-23 Actuals <i>as of 12.31.22</i> | % Spent | BUDGET 2022-23 <i>Proposed Mod #2</i> | \$ Increase / Decrease | % Increase / Decrease |
|----------------------------------|--|--|----------------|--|-----------------------------------|----------------------------------|
| EXPENSES: | | | | | | |
| Salaries and Benefits | \$3,755,339 | \$1,555,471 | 41% | \$3,430,209 | -\$325,130 | -9% |
| Personnel Expenses | \$3,755,339 | \$1,555,471 | 41% | \$3,430,209 | -\$325,130 | -9% |
| Vocational Training | \$827,381 | \$13,440 | 2% | \$715,120 | -\$112,261 | -14% |
| Work-Based Training | \$192,438 | \$32,163 | 17% | \$202,134 | \$9,696 | 5% |
| Supportive Services | \$31,590 | \$4,538 | 14% | \$28,590 | -\$3,000 | -9% |
| Business Advisors | \$379,497 | \$118,669 | 31% | \$313,892 | -\$65,605 | -17% |
| Small Business Grants / Payments | \$1,997,915 | \$605,000 | 30% | \$1,714,480 | -\$283,435 | -14% |
| Outreach | \$378,476 | \$4,356 | 1% | \$98,037 | -\$280,439 | -74% |
| Program Contracts | \$1,507,145 | \$130,908 | 9% | \$1,062,393 | -\$444,752 | -30% |
| Direct Program Costs | \$5,314,441 | \$909,074 | 17% | \$4,134,646 | -\$1,179,795 | -22% |
| Communications / IT | \$148,901 | \$56,199 | 38% | \$127,281 | -\$21,620 | -15% |
| Employee / WDB Professional Dev | \$13,608 | \$5,182 | 38% | \$15,868 | \$2,260 | 17% |
| Facilities | \$498,813 | \$232,703 | 47% | \$544,872 | \$46,059 | 9% |
| Memberships | \$12,000 | \$7,355 | 61% | \$17,140 | \$5,140 | 43% |
| Mileage / Travel | \$12,901 | \$6,762 | 52% | \$11,483 | -\$1,418 | -11% |
| Supplies / Equipment / Software | \$217,793 | \$17,039 | 8% | \$121,057 | -\$96,736 | -44% |
| Other Operating Costs | \$80,050 | \$66,955 | 84% | \$114,809 | \$34,759 | 43% |
| Other Costs | \$984,065 | \$392,194 | 40% | \$952,510 | -\$31,555 | -3% |
| TOTAL EXPENSES | \$10,053,845 | \$2,856,739 | 28% | \$8,517,365 | -\$1,536,480 | -15% |

Revenue Over / (Under) Expenses

| | | |
|------------|-------------|------------|
| \$0 | -\$1 | \$0 |
|------------|-------------|------------|

WDB SOLANO
FY2022-23 Proposed Budget Mod #2 Budget Detail

| | TOTAL BUDGET | WIOA Adult | WIOA Dislocated Worker | WIOA Youth | WIOA Rapid Response | WIOA Layoff Aversion | NDWG COVID | CWDB CNA | CWDB RERP | CWDB RPI 5.0 | VACAVILLE Manufacture |
|--|--------------------|------------------|------------------------|--------------------|---------------------|----------------------|-----------------|------------------|------------------|-----------------|-----------------------|
| REVENUE STREAMS: | | | | | | | | | | | |
| EDD Grants | \$3,701,917 | \$985,378 | \$1,004,645 | \$1,110,144 | \$176,459 | \$49,046 | \$68,290 | \$165,296 | \$125,471 | \$17,188 | \$13,399 |
| Other Government Grants | \$4,735,245 | | | | | | | | | | |
| Other Revenue | \$70,250 | | | | | | | | | | |
| Donations and Contributions | \$9,953 | | | | | | | | | | |
| TOTAL REVENUE | \$8,517,365 | \$985,378 | \$1,004,645 | \$1,110,144 | \$176,459 | \$49,046 | \$68,290 | \$165,296 | \$125,471 | \$17,188 | \$13,399 |
| EXPENSES: | | | | | | | | | | | |
| Salaries and Benefits | \$3,430,209 | \$633,671 | \$628,104 | \$532,571 | \$112,058 | \$36,394 | \$30,278 | \$36,863 | \$12,500 | \$0 | \$13,123 |
| Personnel Expenses | \$3,430,209 | \$633,671 | \$628,104 | \$532,571 | \$112,058 | \$36,394 | \$30,278 | \$36,863 | \$12,500 | \$0 | \$13,123 |
| Vocational Training | \$715,120 | \$100,189 | \$126,877 | \$17,000 | \$6,204 | | \$14,850 | | \$0 | | |
| Work-Based Training | \$202,134 | \$40,000 | \$40,000 | \$58,000 | | | \$12,500 | | | | |
| Supportive Services | \$28,590 | \$6,000 | \$3,000 | \$6,000 | | | \$3,590 | | | | |
| Business Advisors | \$313,892 | | | | | | | | | | |
| Small Business Grants / Payments | \$1,714,480 | | | | | | | | | | |
| Outreach | \$98,037 | \$2,250 | \$2,250 | \$1,429 | \$500 | \$500 | \$3,000 | \$4,422 | | | |
| Program Contracts | \$1,062,393 | \$12,500 | \$12,500 | \$332,287 | | | | \$122,500 | \$107,971 | \$15,000 | |
| Direct Program Costs | \$4,134,646 | \$160,939 | \$184,627 | \$414,716 | \$6,704 | \$500 | \$33,940 | \$126,922 | \$107,971 | \$15,000 | \$0 |
| Communications / IT | \$127,281 | \$37,944 | \$26,288 | \$27,142 | \$4,574 | \$506 | \$660 | | | | |
| Employee / WDB Professional Dev | \$15,868 | \$5,345 | \$6,000 | \$3,500 | | | | | | | |
| Facilities | \$544,872 | \$114,853 | \$128,500 | \$104,450 | \$38,374 | \$9,241 | \$3,413 | | \$2,500 | | |
| Memberships | \$17,140 | \$1,700 | \$1,700 | \$1,700 | \$8,000 | \$240 | | | | | |
| Mileage / Travel | \$11,483 | \$3,000 | \$1,500 | \$800 | \$150 | | | | | | |
| Supplies / Equipment / Software | \$121,057 | \$9,097 | \$9,097 | \$9,269 | \$3,565 | \$1,000 | | | | | |
| Other Operating Costs | \$114,809 | \$18,829 | \$18,829 | \$15,996 | \$3,034 | \$1,165 | | \$1,511 | \$2,500 | \$2,188 | \$276 |
| Other Costs | \$952,510 | \$190,768 | \$191,914 | \$162,857 | \$57,697 | \$12,152 | \$4,073 | \$1,511 | \$5,000 | \$2,188 | \$276 |
| Total program costs | \$9,003,513 | \$894,350 | \$901,654 | \$1,029,432 | \$163,364 | \$44,141 | \$61,462 | \$149,970 | \$158,971 | \$15,000 | \$11,149 |
| Allocation of admin costs | \$836,233 | \$91,028 | \$102,991 | \$80,712 | \$13,095 | \$4,905 | \$6,828 | \$15,326 | \$17,500 | \$2,188 | \$2,250 |
| TOTAL EXPENSES | \$8,517,365 | \$985,378 | \$1,004,645 | \$1,110,144 | \$176,459 | \$49,046 | \$68,291 | \$165,296 | \$125,471 | \$17,188 | \$13,399 |
| Revenue Over / (Under) Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | -\$1 | \$0 | \$0 | \$0 | \$0 |

WDB SOLANO
FY2022-23 Proposed Budget Mod #2 Budget Detail

| | TOTAL BUDGET | VACAVILLE Shop Local | VALLEJO ARPA - Small Biz Assist | NAPA CO. Microgrants | SOLANO ARPA - Sustain Svcs | SOLANO ARPA - Community Workforce | SOLANO ARPA - Industry Training | SOLANO ARPA - Community Engagement | SOLANO ARPA SB1 - Biz Advising | SOLANO ARPA SB2 - Biz Incubator |
|--|--------------------|----------------------|---------------------------------|----------------------|----------------------------|-----------------------------------|---------------------------------|------------------------------------|--------------------------------|---------------------------------|
| REVENUE STREAMS: | | | | | | | | | | |
| EDD Grants | \$3,701,917 | | | | | | | | | |
| Other Government Grants | \$4,735,245 | | | | | | | | | |
| Other Revenue | \$70,250 | | | | | | | | | |
| Donations and Contributions | \$9,953 | | | | | | | | | |
| | | \$9,068 | \$596,260 | \$167,773 | \$715,961 | \$481,234 | \$648,658 | \$233,313 | \$171,890 | \$272,650 |
| TOTAL REVENUE | \$8,517,365 | \$9,068 | \$596,260 | \$167,773 | \$715,961 | \$481,234 | \$648,658 | \$233,313 | \$171,890 | \$272,650 |
| EXPENSES: | | | | | | | | | | |
| Salaries and Benefits | \$3,430,209 | \$8,853 | \$46,260 | \$21,119 | \$253,461 | \$90,000 | \$218,508 | \$150,000 | \$13,640 | \$14,500 |
| Personnel Expenses | \$3,430,209 | \$8,853 | \$46,260 | \$21,119 | \$253,461 | \$90,000 | \$218,508 | \$150,000 | \$13,640 | \$14,500 |
| Vocational Training | \$715,120 | | | | \$300,000 | | \$150,000 | | | |
| Work-Based Training | \$202,134 | | | | \$50,000 | | | | | |
| Supportive Services | \$28,590 | | | | \$10,000 | | | | | |
| Business Advisors | \$313,892 | | | | \$77,000 | | | | \$60,000 | \$52,300 |
| Small Business Grants / Payments | \$1,714,480 | | \$540,000 | \$140,000 | | \$336,965 | | | | \$200,000 |
| Outreach | \$98,037 | | | \$25 | | | \$75,000 | | | |
| Program Contracts | \$1,062,393 | | | \$6,000 | | \$40,000 | \$180,150 | \$5,000 | \$90,000 | |
| Direct Program Costs | \$4,134,646 | \$0 | \$540,000 | \$146,025 | \$437,000 | \$376,965 | \$405,150 | \$5,000 | \$150,000 | \$252,300 |
| Communications / IT | \$127,281 | | | | | | | | | |
| Employee / WDB Professional Dev | \$15,868 | | \$1,000 | | | \$5,000 | \$5,000 | \$8,000 | \$1,750 | \$1,000 |
| Facilities | \$544,872 | | | | | | | | | |
| Memberships | \$17,140 | | \$5,000 | | \$18,500 | \$5,000 | \$6,781 | \$20,000 | \$3,000 | \$2,500 |
| Mileage / Travel | \$11,483 | | | | | | | | | |
| Supplies / Equipment / Software | \$121,057 | | \$1,000 | \$629 | \$3,209 | \$2,000 | \$5,000 | \$40,000 | \$2,500 | \$1,700 |
| Other Operating Costs | \$114,809 | \$215 | \$3,000 | | \$3,791 | \$2,269 | \$8,219 | \$10,313 | \$1,000 | \$650 |
| Other Costs | \$952,510 | \$215 | \$10,000 | \$629 | \$25,500 | \$14,269 | \$25,000 | \$78,313 | \$8,250 | \$5,850 |
| Total program costs | \$9,003,513 | \$6,818 | \$537,534 | \$156,998 | \$643,979 | \$807,500 | \$1,047,108 | \$439,980 | \$186,140 | \$252,300 |
| Allocation of admin costs | \$836,233 | \$2,250 | \$58,726 | \$10,776 | \$71,982 | \$38,000 | \$96,400 | \$35,020 | \$15,750 | \$20,320 |
| TOTAL EXPENSES | \$8,517,365 | \$9,068 | \$596,260 | \$167,773 | \$715,961 | \$481,234 | \$648,658 | \$233,313 | \$171,890 | \$272,650 |
| Revenue Over / (Under) Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

WDB SOLANO
FY2022-23 Proposed Budget Mod #2 Budget Detail

| | TOTAL BUDGET | SOLANO ARPA SB3 - Svcs for Biz | SOLANO CO. Microgrants | CWDB Prison to Employ 2.0 | CWDB RPI 4.0 | FSUSD Restaurant | H&SS Job Skills | H&SS Success Track | SBDC CIP | SBDC SBA | SBDC TAP |
|--|--------------------|--------------------------------------|------------------------------|---------------------------------|-----------------|---------------------|--------------------|--------------------------|-----------------|------------------|-----------------|
| REVENUE STREAMS: | | | | | | | | | | | |
| EDD Grants | \$3,701,917 | | | | | | | | | | |
| Other Government Grants | \$4,735,245 | | | | | | | | | | |
| Other Revenue | \$70,250 | | | | | | | | | | |
| Donations and Contributions | \$9,953 | | | | | | | | | | |
| TOTAL REVENUE | \$8,517,365 | \$110,200 | \$525,379 | \$18,768 | \$39,714 | \$49,665 | \$250,000 | \$86,558 | \$31,338 | \$199,855 | \$60,972 |
| EXPENSES: | | | | | | | | | | | |
| Salaries and Benefits | \$3,430,209 | | | | | | | | | | |
| Personnel Expenses | \$3,430,209 | \$23,300 | \$63,420 | \$6,065 | \$8,791 | \$3,000 | \$187,225 | \$69,994 | \$4,783 | \$143,919 | \$15,843 |
| Vocational Training | \$715,120 | | | | | | | | | | |
| Work-Based Training | \$202,134 | | | | | | | | | | |
| Supportive Services | \$28,590 | | | | | | | | | | |
| Business Advisors | \$313,892 | | | | | | | | | | |
| Small Business Grants / Payments | \$1,714,480 | | \$450,000 | | | \$45,265 | | | \$26,555 | \$32,369 | \$42,668 |
| Outreach | \$98,037 | | \$1,000 | | | | | | | | \$2,161 |
| Program Contracts | \$1,062,393 | \$65,000 | \$3,300 | \$11,103 | \$29,082 | | | | | | |
| Direct Program Costs | \$4,134,646 | \$65,000 | \$454,300 | \$11,103 | \$29,082 | \$45,265 | \$0 | \$1,634 | \$26,555 | \$32,369 | \$44,829 |
| Communications / IT | \$127,281 | \$1,400 | | | \$419 | | \$1,000 | \$1,407 | | \$1,622 | |
| Employee / WDB Professional Dev | \$15,868 | | | | | | \$1,000 | \$23 | | | |
| Facilities | \$544,872 | \$2,000 | | \$800 | \$1,422 | | \$46,914 | \$12,323 | | \$12,469 | |
| Memberships | \$17,140 | | | | | | | | | \$500 | \$300 |
| Mileage / Travel | \$11,483 | | | | | | \$1,000 | | | \$5,033 | |
| Supplies / Equipment / Software | \$121,057 | \$18,000 | \$7,659 | | | | \$3,500 | \$376 | | \$2,329 | |
| Other Operating Costs | \$114,809 | \$500 | | \$800 | | \$1,400 | \$9,361 | \$801 | | \$1,614 | |
| Other Costs | \$952,510 | \$21,900 | \$7,659 | \$1,600 | \$1,841 | \$1,400 | \$62,775 | \$14,930 | \$0 | \$23,567 | \$300 |
| Total program costs | \$9,003,513 | \$146,300 | \$472,841 | \$12,338 | \$36,011 | \$45,265 | \$225,000 | \$79,184 | \$95,000 | \$188,376 | \$80,402 |
| Allocation of admin costs | \$836,233 | \$15,500 | \$52,538 | \$6,430 | \$3,703 | \$4,400 | \$25,000 | \$7,374 | \$0 | \$15,242 | \$0 |
| TOTAL EXPENSES | \$8,517,365 | \$110,200 | \$525,379 | \$18,768 | \$39,714 | \$49,665 | \$250,000 | \$86,558 | \$31,338 | \$199,855 | \$60,972 |
| Revenue Over / (Under) Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

WDB SOLANO

FY2022-23 Proposed Budget Mod #2 Budget Detail

| | TOTAL BUDGET | SBDC Local Match | KAISER Restaurant | Napa Womens' | WellsFargo Dream Incubator | SBDC Program Inc + Contributions |
|--|--------------------|---------------------|----------------------|-----------------|-------------------------------|--|
| REVENUE STREAMS: | | | | | | |
| EDD Grants | \$3,701,917 | | | | | |
| Other Government Grants | \$4,735,245 | \$52,590 | | | | |
| Other Revenue | \$70,250 | | \$2,250 | \$8,000 | \$50,000 | \$10,000 |
| Donations and Contributions | \$9,953 | | | | | \$9,953 |
| TOTAL REVENUE | \$8,517,365 | \$52,590 | \$2,250 | \$8,000 | \$50,000 | \$19,953 |
| EXPENSES: | | | | | | |
| Salaries and Benefits | \$3,430,209 | \$34,141 | \$0 | \$1,000 | \$10,000 | \$6,826 |
| Personnel Expenses | \$3,430,209 | \$34,141 | \$0 | \$1,000 | \$10,000 | \$6,826 |
| Vocational Training | \$715,120 | | | | | |
| Work-Based Training | \$202,134 | | | | | |
| Supportive Services | \$28,590 | | | | | |
| Business Advisors | \$313,892 | | | \$7,000 | \$8,000 | \$8,000 |
| Small Business Grants / Payments | \$1,714,480 | | \$2,250 | | | \$4,000 |
| Outreach | \$98,037 | \$1,500 | | | \$30,000 | |
| Program Contracts | \$1,062,393 | | | | | |
| Direct Program Costs | \$4,134,646 | \$1,500 | \$2,250 | \$7,000 | \$38,000 | \$12,000 |
| Communications / IT | \$127,281 | \$1,769 | | | \$800 | |
| Employee / WDB Professional Dev | \$15,868 | | | | | |
| Facilities | \$544,872 | \$5,832 | | | \$1,000 | |
| Memberships | \$17,140 | \$3,000 | | | | |
| Mileage / Travel | \$11,483 | | | | | |
| Supplies / Equipment / Software | \$121,057 | | | | | |
| Other Operating Costs | \$114,809 | \$6,348 | | | \$200 | \$1,127 |
| Other Costs | \$952,510 | \$16,949 | \$0 | \$0 | \$2,000 | \$1,127 |
| Total program costs | \$9,003,513 | \$37,590 | \$2,250 | \$8,000 | \$45,000 | \$22,106 |
| Allocation of admin costs | \$836,233 | \$15,000 | \$0 | \$0 | \$5,000 | \$0 |
| TOTAL EXPENSES | \$8,517,365 | \$52,590 | \$2,250 | \$8,000 | \$50,000 | \$19,953 |
| Revenue Over / (Under) Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

WDB SOLANO
FY2022-23 Projected Budget Detail

| | Grant Terms | TOTAL AWARD | Expended FY21-22 | Budgeted FY22-23 | Ant Carryover FY23-24 | Ant Carryover FY24-25 | Ant Carryover FY25-26 |
|--|--------------------|--------------------|---------------------|---------------------|-----------------------------|-----------------------------|-----------------------------|
| MULTI-YEAR REVENUE | | | | | | | |
| Grant Revenue | | | | | | | |
| <u>WIOA Adult</u> | | | | | | | |
| AA211039 Round 1 | 7.1.21 - 6.30.23 | \$162,683 | \$ 162,683 | \$ - | | | |
| AA211039 Round 2 | 10.1.21 - 6.30.23 | \$766,743 | \$ 736,245 | \$ 30,498 | | | |
| AA311039 Round 1 | 7.1.22 - 6.30.24 | \$190,141 | | \$190,141 | \$ - | | |
| AA311039 Round 2 | 10.1.22 - 6.30.24 | \$849,710 | | \$764,739 | \$84,971 | | |
| <i>Subtotal</i> | | \$1,969,277 | \$ 898,928 | \$985,378 | \$84,971 | \$0 | \$0 |
| <u>WIOA Dislocated Worker</u> | | | | | | | |
| AA211039 Round 1 | 7.1.21 - 6.30.23 | \$184,669 | \$ 184,669 | \$ - | | | |
| AA211039 Round 2 | 10.1.21 - 6.30.23 | \$785,854 | \$ 722,260 | \$ 63,594 | | | |
| AA311039 Round 1 | 7.1.22 - 6.30.24 | \$214,850 | | \$214,850 | \$ - | | |
| AA311039 Round 2 | 10.1.22 - 6.30.24 | \$853,557 | | \$726,201 | \$127,356 | | |
| <i>Subtotal</i> | | \$2,038,930 | \$ 906,929 | \$1,004,645 | \$127,356 | \$0 | \$0 |
| <u>WIOA Youth</u> | | | | | | | |
| AA211039 | 4.1.21 - 6.30.23 | \$904,819 | \$ 603,235 | \$301,584 | | | |
| AA311039 | 4.1.22 - 6.30.24 | \$1,018,898 | \$ 21,176 | \$808,560 | \$189,162 | | |
| <i>Subtotal</i> | | \$1,923,717 | \$ 624,411 | \$1,110,144 | \$189,162 | \$0 | \$0 |
| <u>WIOA Rapid Response</u> | | | | | | | |
| AA211039 Round 1 | 7.1.21 - 9.30.22 | \$21,817 | \$ 21,817 | | | | |
| AA211039 Round 2 | 10.1.21 - 9.30.22 | \$92,833 | \$ 63,089 | \$29,744 | | | |
| AA311039 Round 1 | 7.1.22 - 6.30.23 | \$33,525 | | \$33,525 | | | |
| AA311039 Round 2 | 10.1.22 - 6.30.23 | \$113,190 | | \$113,190 | | | |
| <i>Subtotal</i> | | \$261,365 | \$ 84,906 | \$176,459 | \$0 | \$0 | \$0 |
| <u>WIOA Layoff Aversion</u> | | | | | | | |
| AA211039 Round 2 | 10.1.21 - 6.30.22 | \$27,753 | \$ 27,753 | \$ - | | | |
| AA311039 Round 1 | 7.1.22 - 6.30.24 | \$9,863 | | \$9,863 | | | |
| AA311039 Round 2 | 10.1.22 - 6.30.24 | \$39,183 | | \$39,183 | | | |
| <i>Subtotal</i> | | \$76,799 | \$ 27,753 | \$49,046 | \$0 | \$0 | \$0 |
| CWDB - CNA Upskilling Program | 6.1.22 - 12.31.23 | \$250,000 | \$2,011 | \$165,296 | \$82,693 | | |
| CWDB - Regional Equity | 12.1.22 - 9.30.25 | \$1,150,000 | | \$176,471 | \$448,735 | \$423,765 | \$101,029 |
| CWDB - Regional Plan Implementation 5.0 | 1.1.23 - 6.30.24 | \$131,250 | | \$17,188 | \$114,062 | | |
| EDD - National Dislocated Worker Grant - COVID | 4.10.20 - 3.31.23 | \$273,290 | \$94,348 | \$110,652 | \$68,290 | | |
| Grant Revenue Total | | \$8,074,628 | \$2,639,286 | \$3,795,279 | \$1,115,269 | \$423,765 | \$101,029 |
| Other Government Grants/Contracts | | | | | | | |
| City of Vacaville - Manufacturing Retention | 10.4.21 - 10.4.22 | \$23,000 | \$9,601 | \$ 13,399 | | | |
| City of Vacaville - Shop Local | 6.15.21 - 6.30.22 | \$21,000 | \$11,932 | \$9,068 | | | |
| City of Vallejo - ARPA Small Bus Assistance | 4.12.22 - 6.30.23 | \$600,000 | \$3,740 | \$596,260 | | | |
| County of Napa - Microbusiness Grants | 4.1.22 - 12.30.22 | \$173,499 | \$5,725 | \$167,773 | | | |
| County of Solano - ARPA #1: Sustain Service Delivery | 5.1.22 - 6.30.23 | \$736,455 | \$20,494 | \$715,961 | | | |
| County of Solano - ARPA #2: Community Workforce | 9.1.22 - 9.30.24 | \$2,000,000 | | \$481,234 | \$1,518,766 | | |
| County of Solano - ARPA #3: Industry Training | 9.1.22 - 9.30.24 | \$1,898,000 | | \$648,658 | \$1,249,342 | | |
| County of Solano - ARPA #4: Community Engagement | 10.1.22 - 9.30.24 | \$1,000,000 | | \$233,313 | \$766,687 | | |
| County of Solano - ARPA Small Biz #1: Biz Advising | 10.1.22 - 9.30.24 | \$452,000 | | \$171,890 | \$280,110 | | |
| County of Solano - ARPA Small Biz #2: Biz Incubator | 10.1.22 - 9.30.24 | \$607,000 | | \$272,650 | \$334,350 | | |
| County of Solano - ARPA Small Biz #3: Biz Services | 10.1.22 - 9.30.24 | \$358,000 | | \$110,200 | \$247,800 | | |
| County of Solano - Microbusiness Grants | 11.29.21 - 6.30.23 | \$552,786 | \$27,406 | \$525,379 | | | |
| CWDB - Prison to Employment 2.0 | 1.1.23 - 9.30.25 | \$434,306 | | \$18,768 | \$171,517 | \$171,517 | \$72,504 |
| CWDB / Sonoma WIB - Regional Implementation 4.0 | 7.1.21 - 12.31.22 | \$94,193 | \$54,479 | \$39,714 | | | |
| FSUSD - Restaurant Resiliency | 1.3.22 - 6.15.22 | \$70,665 | \$21,000 | \$49,665 | | | |
| <u>NorCal SBDC - Capital Improvement Program</u> | | | | | | | |
| CIP FY 22-23 | 10.1.22 - 9.30.23 | \$95,000 | | \$ 31,338 | \$63,662 | | |
| <u>NorCal SBDC - SBA</u> | | | | | | | |
| SBA 2022 | 1.1.22 - 12.31.22 | \$190,000 | \$ 76,382 | \$ 113,618 | | | |
| SBA 2023 | 1.1.23 - 12.31.23 | \$180,000 | | \$ 86,237 | \$93,763 | | |
| <i>Subtotal</i> | | \$370,000 | \$ 76,382 | \$ 199,855 | \$157,425 | \$0 | \$0 |

WDB SOLANO

FY2022-23 Projected Budget Detail

| | | | | | | | |
|---------------------------------------|-------------------|--------------------|-------------------|--------------------|--------------------|------------------|-----------------|
| NorCal SBDC - TA Expansion Program | | | | | | | |
| TAEP FY 21-22 | 10.1.21 - 9.30.22 | \$143,575 | \$ 136,923 | \$ 6,652 | | | |
| TAP FY 22-23 | 10.1.22 - 9.30.23 | \$85,402 | | \$ 54,320 | \$31,082 | | |
| <i>Subtotal</i> | | \$228,977 | \$ 136,923 | \$ 60,972 | \$31,082 | \$0 | \$0 |
| Other Government Revenue Total | | \$9,714,880 | \$367,684 | \$4,346,097 | \$4,820,741 | \$171,517 | \$72,504 |
| <i>Other Revenue</i> | | | | | | | |
| Kaiser - Restaurant Resiliency | 1.1.22 - 10.31.22 | \$20,000 | \$17,750 | \$2,250 | | | |
| Napa Valley College | 6.1.22 - 6.30.23 | \$8,000 | | \$8,000 | | | |
| WellsFargo - Dream Incubator | | \$50,000 | | \$50,000 | | | |
| Other Revenue Total | | \$78,000 | \$17,750 | \$60,250 | \$0 | \$0 | \$0 |



WORKFORCE DEVELOPMENT BOARD

OF SOLANO COUNTY

Current Committees and Members

Standing Committees

Executive – meets bi-annually

| | |
|------------------------------|-----------------------------------|
| Fadi Halabi (Chair) | Mario Giuliani (Treasurer) |
| Chris Churchill (Vice-Chair) | Mary Dugbartey (Member-At-Large) |
| Melvinia King (Secretary) | Megan Richards (non-Board Member) |

Planning & Oversight - meets 4th Tuesday (non- Board months), 3:00 – 5:00 p.m.

| | |
|--------------------------|--|
| Melvinia King (Chair) | Shannon Dodds |
| Fadi Halabi (Ex-Officio) | Suzanne Castano |
| Gerald Huber | Viola Lujan |
| Jon Riley | Tiffany Donahue |
| David Tam | Dr. Rhuenette Alums (non-Board Member) |

Budget - meets quarterly, 8:30 – 10:00 a.m.

| | |
|--------------------------|-----------------------------------|
| Mario Giuliani (Chair) | Dr. Celia Esposito-Noy |
| Fadi Halabi (Ex-Officio) | Tim Healer |
| Thomas Stuebner | Megan Richards (non-Board Member) |

Ad-Hoc Committees (meets as needed)

Human Resources

Vacant (Chair)
Fadi Halabi (Ex-Officio)
Mary Dugbartey
Jon Riley

BOARD OF DIRECTORS

OFFICERS

Fadi Halabi, Chair

President,
Duracite
Business Representative

Chris Churchill, Vice Chair

President,
Advance Marketing
Business Representative

Dr. Melvinia Turner King, Secretary

Executive Director,
Fighting Back Partnership
Community Workforce Representative

Mario Giuliani, Treasurer

Deputy City Manager,
City of Benicia
Economic Development Representative

MEMBER-AT-LARGE

Mary Dugbartey

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

Danny Bernardini

Business Manager,
Napa Solano Building &
Construction Trades Council
Labor Representative

Suzanne Castano

Team Manager,
CA State Department of Rehabilitation
Vocational Rehabilitation Representative

Kelli Courson

Owner,
Express Employment Professionals
Business Representative

Mark DeWeerd

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

Shannon Dodds

VP of Operations,
Paradise Valley Estates
Business Representative

Tiffany Donahue

Adult Education Administrator,
Vacaville Unified School District
Education Representative

Dr. Celia Esposito-Noy

President,
Solano Community College
Education Representative

Tim Healer

Vice President
Senior Relations Manager
Rabo AgriFinance
Business Representative

Chris Huxsoll

Senior Vice President of Operations
Polaris Pharmaceuticals
Business Representative

Gerald Huber

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

Viola Lujan

Director of Business &
Community Relations,
La Clinica de La Raza, Inc.
Business Representative

Sabrina Martin

Apprenticeship Coordinator,
Operating Engineers Local 3
Apprenticeship Program Representative

Stephen Reese

Chief Executive Officer,
Million Services, Inc.
Business Representative

Jon Riley

Executive Director,
Napa-Solano Central Labor Council
Labor Representative

Thomas Stuebner

Chief Executive Officer,
California Human Development
Community Workforce Representative

David Tam

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

