



# WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY

## Board of Director's Meeting

Friday, July 21, 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, July 21, 2023**

**8:30 – 10:30 a.m.**

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

**MEETING AGENDA**

- |              |  |             |
|--------------|--|-------------|
| <b>I.</b>    | <b>Call to Order</b>   |             |
| <b>II.</b>   | <b>Introductions</b>   |             |
| <b>III.</b>  | <b>Agenda Additions/Deletions</b>  |             |
| <b>IV.</b>   | <b>Public Comment</b> – <i>Workforce Development Board (WDB) members, staff, or the public may address the WDB on subjects relating to employment and training in Solano County. A time limit of 3 minutes may be imposed. No action may be taken on non-agenda items.</i> |             |
| <b>V.</b>    | <b>Consent Calendar</b>  | <b>PAGE</b> |
|              | A. Approval of May 19, 2023, Meeting Minutes   | <b>1</b>    |
|              | B. Review and Acceptance of the Workforce Development Board of Solano County’s Final Sub-Monitoring Report for Adult and Dislocated Worker Programs  | <b>8</b>    |
| <b>VI.</b>   | <b>Action Items</b>  |             |
|              | A. Approval to Elect Vice Chair, Chris Churchill, to Serve as Board Chair the Duration of the Two-Year Term of Office through June 30, 2024  | <b>12</b>   |
|              | B. Approval of the New Workforce Board Appointment, Ms. Deanna Hurn of Miracle Math Coaching, as Business Representative   | <b>13</b>   |
| <b>VII.</b>  | <b>Informational Reports</b>   |             |
|              | A. Board Chair (Verbal)  |             |
|              | B. Committee Chairs (Verbal)   |             |
|              | C. President/Executive Director (Verbal)   |             |
|              | D. Reports (Written)   | <b>19</b>   |
| <b>VIII.</b> | <b>Discussion Items</b>  |             |
|              | A. FY22-23 Accomplishments and Activities and Looking Forward to FY 23-24  |             |
|              | B. Job Quality Framework   | <b>35</b>   |
| <b>IX.</b>   | <b>Adjournment</b>   |             |

Note: The next Board of Director’s meeting is scheduled for Friday, September 22, 2023

# CONSENT CALENDAR



## BOARD OF DIRECTORS MEETING MINUTES

May 19, 2023

### I. Call to Order

Board Chair, Fadi Halabi, called the meeting to order at 8:35 a.m. Quorum was established.

**Members Present:** Chris Churchill, Suzanne Castano, Kelli Courson, Mark DeWeerd, Shannon Dodds, Mario Giuliani, Fadi Halabi, Tim Healer, Gerald Huber, Chris Huxsoll, Jon Riley, Melvinia King, Thomas Stuebner, and David Tam

**Members Absent:** Danny Bernardini, Tiffany Donahue, Mary Dugbartey, Celia Esposito-Noy, Viola Lujan, Sabrina Martin, and Stephen Reese,

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

**Guests/General Public:** Megan Richards,

### II. Introductions

There were no introductions.

### III. Agenda Changes/Deletions

There were no agenda changes/deletions.

### IV. Public Comment

There were no public comments.

### V. Closed Session

At 8:39 a.m., Mr. Halabi closed the public meeting and adjourned into a closed session.

**A. Pursuant to §54957.6(b)(1) Annual Evaluation of the WDB's President/Executive Director, Heather Henry**

**B. Pursuant to §54957.6 (a) Review of Proposed Retirement Plan – 2022 Employer Contribution**

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

### VI. Reconvene Open Session

At 9:29 a.m., the public meeting was reconvened. The following report was given:

**A. Pursuant to §54957.6(b)(1) Report on any Action Resulting from Closed Session**

**B. Pursuant to §54957.6(a) Report on any Action Resulting from Closed Session**

**C. Pursuant to §54957.6(a) Report on any Action Resulting from Closed Session**

#### MOTION #1

**A motion was made and seconded to approve a salary increase to match staff's increase to be effective retroactively to October 1, 2022.**

**(DeWeerd/Riley) MOTION PASSED UNANIMOUSLY**

Mr. Halabi noted a letter had been provided to the Board from an anonymous staff member as part of Ms. Henry's evaluation and requested this letter be included as part of the minutes. A copy of the letter has been incorporated into the minutes.

#### MOTION #2

**A motion was made and seconded to approve a 5% contribution to the Discretionary Employee Retirement Fund for 2022.**

**(Riley/King) MOTION PASSED UNANIMOUSLY**

Mr. Halabi added that an ad-hoc committee would be formed to further look at performance, financial responsibility and retention planning for the Executive Director's position. Committee members are to include Mario Giuliani, Shannon Dodds, Chris Churchill, and Jerry Huber.

## **VII. Informational Reports**

### **A. Board Chair**

Board Chair, Mr. Halabi, reminded members that the annual Conflict of Interest forms are due. Ms. Gallentine confirmed the forms were available to be completed and signed so they may be submitted prior to members leaving the meeting. An announcement was made that Mr. Riley would be retiring from the Board to be effective at the end of the fiscal year. Mr. Riley's recommended replacement, Mr. Glenn Loveall, is on the agenda for approval. Further, Mr. Halabi announced his own retirement as Board Chair but will remain as a member. An ad-hoc Nominating Committee was established to include Mario Guiliani, Mark DeWeerd, Melvinia King, and David Tam. Mr. Churchill will act as interim Board Chair until a new Board Chair is elected.

### **B. Committee Chairs**

Mr. Halabi stated the Executive Committee met on May 5, 2023, where the Executive Director's performance was discussed. The committee also approved an amendment on behalf of the full Board to increase RDA's contract by \$13,000 for the remainder of the fiscal year.

Ms. King gave a recap of the Planning & Oversight Committee meeting held on April 25, 2023. The committee reviewed and approved several contracts, the local area subsequent designation and local board recertification, and a change to the Conflict of Interest and Code of Conduct Policy. These items have been included in the Board's meeting agenda. The committee also discussed the Job Quality Framework created by the North Bay workforce boards. The Board will receive a presentation of the framework at the July Board meeting.

Mr. Giuliani provided a brief recap of the Budget Committee held on May 11, 2023. The committee discussed the transitions with fiscal staffing, as well as reviewing and approving the proposed projected budget for fiscal year 2023-24. It was also discussed that the committee would meet again in July to develop policies for financial reserves and budget modifications and thresholds.

### **C. President/Executive Director Report**

Ms. Henry announced WDB is starting to highlight Solano across the state and nation. During her attendance at the National Association of Workforce Development Professionals (NAWDP) Conference in New Orleans, a presentation was given on the approach to program design and funding in Solano County. Two additional presentations will be given at the California Workforce Association Workcon Conference at the end of May. One presentation will be about how ARPA funding was utilized in partnership with the county for workforce initiatives. The second presentation will be about the incumbent worker training program for CNAs. WDB is becoming noticed for the innovative work the organization is doing while pushing the needle forward.

Spending is a little behind for this fiscal year. Part of the reason is because three of the regional grants from the state are delayed. Only one agreement has been executed that was intended to start January 1<sup>st</sup>. Funds will be spent later in the fiscal year but can be carried over into the next fiscal year. Some of the ARPA contracts had a late start but they are moving forward. There are three concerns for this fiscal year. One concern is hitting youth work experience percentage. The organization relies heavily on the youth contractor to meet that percentage. This is the first-year contract with the youth provider; however, staff have been working with the provider to help launch work experience with local businesses this summer. This will move us forward. Meeting training expenditure requirements is another concern, but we continue to move forward towards our goal. The other concern which also affects fiscal transition is admin vs. program rate. There has been a challenge to ensure admin rates stay under 10% of overall expenditures.

Programmatically, the WDB has had over 11,000 people coming into the AJCC in both the Fairfield and Vallejo locations this fiscal year. Staff has expanded the locations for Road to

Employment to Vacaville and in the last month, there have been over 50 people who have attended the AJCC Welcome to learn more about WDB's available services and programs. This, plus onsite recruitment events, is helping with enrollment numbers. The WIOA numbers for the Adult Program are on track while Dislocated Worker (DW) numbers remain minimal. Staff continue to work with the EDD to strengthen the flow of referrals that has traditionally been strong for DW programs. The first career fair since the pandemic took place on April 13<sup>th</sup>. There were 60 businesses and 14 resources for job seekers. There were over 200 attendees and over 300 interviews onsite or scheduled. The Business Services team brought in over \$11,000 in sponsorship.

The ARPA #1 contract for workforce services and SBDC is on track to be completed this fiscal year. Staff worked with the county to extend the training timeline for a portion of this contract. SBDC has been doing Solano Success which is a cohort for small businesses. It has been so successful that Napa County is interested in doing this program as well.

#### **D. Reports**

There was no discussion on this item.

### **VIII. Consent Calendar**

- A. Approval of March 23, 2023, Meeting Minutes**
- B. Approval of the Workforce Development Board Local Area Subsequent Designation and Local Board Recertification for Program Year 2023-25, and Give the Board Chair Signature Authority**
- C. Approval of the Conflict of Interest and Code of Conduct Policy, Change 1**
- D. Approval of a 3<sup>rd</sup> Year Contract Renewal with California Human Development for One Stop Operator Services Not to Exceed an Additional Contract Amount of \$23,500; Give President/Executive Director Authority to Finalize and Sign the Approved Contract, and Make Administrative Changes, as Needed**
- E. Approval for a Contract with a 2<sup>nd</sup> Workforce Innovation and Opportunity Act (WIOA) Youth Program Services Provider, On the Move (VOICES Solano), for a First Year Contract Not to Exceed \$148,022, Give President/Executive Director Authority to Finalize and Sign the Approved Contract, and Make Administrative Changes, as Needed**
- F. Approval for a Contract with NetXperts, LLC to Serve as the Managed IT Systems Service Provider for a First Year Contract not to Exceed \$56,400; Give President/Executive Director Authority to Finalize and Sign the Approved Contract, and Make Administrative Changes, as Needed**
- G. Approval for a Contract with Saavedra Fam Inc. for Janitorial, Maintenance and Facilities Support Services for a First Year Contract Not to Exceed \$65,232; Give President/Executive Director Authority to Finalize and Sign the Approved Contract, and Make Administrative Changes, as Needed**
- H. Approval of the Supportive Services and Incentive Policy, Change 1**

#### **MOTION #3**

**A motion was made and seconded to approve the consent calendar, as presented.**

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

### **IX. Action Items**

- A. Approval of the New Workforce Board Appointment, Mr. Glenn Loveall of Napa-Solano Central Labor Council, as Labor Representative**

Mr. Riley gave a brief overview of Mr. Loveall's background. He will be taking over as Executive Director at the Labor Council in September. Glenn is very active in the workforce development community arena and will be a great addition to the Board.

**MOTION #4**

**A motion was made and seconded to approve the appointment of Mr. Glenn Loveall of Napa-Solano Central Labor Council, as labor representative  
(Giuliani/DeWeerd) MOTION PASSED UNANIMOUSLY**

**B. Approval of the Proposed Preliminary Budget for Program Year 2023-24**

Ms. Henry gave a brief overview of agenda item IX.B, which was included as part of the agenda package and incorporated herein and noted the preliminary budget was based on anticipated WIOA allocations. A presentation was provided to review budget projections, types of revenue, and projected expenditures.

**MOTION #5**

**A motion was made and seconded to approve the proposed preliminary budget for program year 2023-24.  
(King/Tam) MOTION PASSED UNANIMOUSLY**

**C. Approval for a 3<sup>rd</sup> Year Contract Renewal with RDA Consulting, SPC for Regional Organizer and Regional Training Coordinator Services Not to Exceed an Additional Contract Amount of \$84,941; Give President/Executive Director Authority to Finalize and Sign the Approved Contract, and Make Administrative Changes, as Needed.**

Ms. Henry gave a brief presentation of agenda item IX.C, which was included as part of the agenda package and incorporated herein, noting the state requires the WDB to have a regional organizer and regional training coordinator. In the North Bay, the choice was made to not have this be within one specific organization but instead to have an external source that facilitates all the efforts. This is the third year of the contract with RDA Consulting and is budgeted based on grant funding for this purpose.

**MOTION #6**

**A motion was made and seconded to approve a 3<sup>rd</sup> year contract renewal with RDA Consulting SPC for Regional Organizer and Regional Training Coordinator services not to exceed an additional contract amount of \$84,941; give President/Executive Director authority to finalize and sign the approved contract, and make administrative changes, as needed.  
(Huber/Giuliani) MOTION PASSED UNANIMOUSLY**

**D. Approval for a 2<sup>nd</sup> Year Contract Renewal with First Place for Youth as the Workforce Innovation and Opportunity Act (WIOA) Youth Program Services Provider Not to Exceed an Additional Contract Amount of \$176,495; Give President/Executive Director Authority to Finalize and Sign the Approved Contract, and Make Administrative Changes, as Needed**

Ms. Henry gave a brief presentation of agenda item IX.D, which was included as part of the agenda package and incorporated herein, noting this contract represents the second year with the youth provider. From an outcome standpoint, the idea of the contract for disconnected youth is not to enroll a number youth in the program each year but to serve a number of youths instead.

**MOTION #7**

**A motion was made and seconded to approve a 2<sup>nd</sup> year contract renewal with First Place for Youth as the WIOA Youth Program services provider not to exceed an additional contract amount of \$176,495; give President/Executive Director authority to finalize and sign the approved contract, and make administrative changes, as needed.  
(King/Guiliani) MOTION PASSED UNANIMOUSLY**

**E. Approval for a Contract with Student Conservation Association, Inc. for Climate Transition Summer Youth Work Experience for an Amount Not to Exceed \$127,745.55; Give President/Executive Director Authority to Finalize and Sign the Approved Contract, and Make Administrative Changes, as Needed**



Ms. Henry gave a brief overview of agenda item IX.E, which was included as part of the agenda package and incorporated herein, highlighting staff has been working with Solano County Office of Education and Solano Land Trust to assist youth to see what climate transition careers and training are available. Solano Land Trust's goal is to help youth better connect with their natural environment. Work sites for this project are being finalized. The schedule will include Fridays to be an opportunity to have lunch with leaders.

**MOTION #8**

**A motion was made and seconded to approve a contract with Student Conservation Association, Inc. for Climate Transition Summer Youth Work Experience for an amount not to exceed \$127,745.55; give President/Executive Director authority to finalize and sign the approved contract, and make administrative changes, as needed.  
(Huber/DeWeerd) MOTION PASSED UNANIMOUSLY**

**F. Approval for a Contract with Foundation for California Community Colleges to Serve as Employer of Record for Work Experience Clients Not to Exceed \$139,279; Give President/Executive Director Authority to Finalize and Sign the Approved Contract, and Make Administrative Changes, as Needed**

Ms. Henry gave a brief overview of agenda item IX.F, which was included as part of the agenda package and incorporated herein. Since the agenda packet was published, staff received notice from the contractor that they are reviewing the overall budget section as they finalize their federally agreed upon indirect cost rate. There is essentially a 10% de minimus admin cost rate unless otherwise negotiated based on specific guidelines. The rate recently was assessed at 18.8% so this will change the budget. The total contract amount will not be exceeded however the budgeted line items may potentially change along with the potential number of work experience clients served.

**MOTION #9**

**A motion was made and seconded to approve a contract with Foundation for California Community Colleges to serve as employer of record for work experience clients not to exceed \$139,279; give President/Executive Director authority to finalize and sign the approved contract, and make administrative changes, as needed.  
(Churchill/Tam) MOTION PASSED UNANIMOUSLY**

**G. Approval for a Contract with California Employer Association for Employer Training Services, funded by the American Rescue Plan Act, for an Amount Not to Exceed \$99,820; Give President/Executive Director Authority to Finalize and Sign the Approved Contract, and Make Administrative Changes, as Needed**

Ms. Henry gave a brief overview of agenda item IX.G, which was included as part of the agenda package and incorporated herein, noting a survey of topics important to employers was conducted to assist in determining which training programs would be made available. The contractor will also be assisting with outreach to businesses. With funding, these trainings will be offered to businesses at no charge.

**MOTION #10**

**A motion was made and seconded to approve a contract with California Employer Association for Employer Training Services, funded by the American Rescue Plan Act, for an amount not to exceed \$99,820; give President/Executive Director authority to finalize and sign the approved contract, and make administrative changes, as needed.  
(Churchill/DeWeerd) MOTION PASSED UNANIMOUSLY**

**H. Recission of COVID Addendums to 2018-04 Incumbent Worker, 2018-07 On-the-Job Training, and 2020-04 Supportive Services and Incentives Policies**

Ms. Henry gave a brief overview of agenda item IX.H, which was included as part of the agenda package and incorporated herein, noting that there were three addendums to existing policies during COVID to provide better service delivery. Since WIOA funding is federal, staff was



able to keep waivers and funding expansions in place until the end of the federal state of emergency which ended May 11, 2023.

**MOTION #11**


**A motion was made and seconded to approve to rescind COVID Addendums to 2018-04 Incumbent Worker, 2018-07 On-the-Job Training, and 2020-04 Supportive Services and Incentives Policies.**

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

**IX. Adjournment**

The meeting was adjourned at 10:31 a.m.

Respectfully submitted by:

  
A handwritten signature in blue ink, appearing to read "Gallentine", is written over a horizontal line.

Tammy Gallentine, Executive & Board Support Specialist

## BENEFITS OF HAVING A GREAT BOSS WHO'S NAME IS HEATHER HENRY

I would like to say, when you have a nice boss, it makes work so much more enjoyable. Here are a few bullet points that I would like to share about her, all beginning with She-

- Makes you want to work harder.
- Is excited about the work you do.
- Makes our work more meaningful.
- Is a great leader that helps you grow in your skills too.
- Makes you feel understood and supported no matter what the situation may be.
- Provides a great example to follow.
- Very thoughtful ways to recognize you for your accomplishments.
- Makes you feel supported professionally and personally, too.

This is what it takes to be a wonderful Executive Director.

Thank you!



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

<b>SUBJECT</b> Review and Accept the Workforce Development Board of Solano County's Final Sub-Monitoring Report for Adult and Dislocated Worker Programs	<b>MEETING DATE</b> July 21, 2023	<b>AGENDA ITEM</b> V.B
<b>FROM</b> Heather Henry, President/Executive Director	<b>ACTION REQUIRED</b> YES ✓ NO	<b>ATTACHMENTS</b> A

**RECOMMENDATION**

Staff and the Planning & Oversight Committee are recommending that the Board of Directors review and accept the WDB's final sub-monitoring report for the Adult and Dislocated Worker program.

**SUMMARY**

The WDB staff conducted an internal monitoring of the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Programs during the week of March 6, 2023, per WIOA sub-recipient monitoring regulations.

The Performance and Compliance Analyst conducted a thorough review to:

- Ensure only eligible participants were enrolled and applicable eligibility documentation was collected and properly recorded;
- Ensure proper maintenance and content of participant records to include data validation requirements;
- Confirm appropriate and adequate case notes were documented ensuring continuity from time of application through completion of services;
- Verify all relevant participant data and services had been accurately and timely recorded into the state's MIS;
- Ensure programs and activities were effective in meeting the goals established in the four-year local plan;
- Verify that the training and work environment were safe for participants and staff members;
- Confirm compliance with the ADA and nondiscrimination and equal opportunity provisions of WIOA and other federal and state nondiscrimination laws; and
- Ensure that appropriate grant and program management policies and procedures as defined by WIOA were in place.

The final review of the Adult and Dislocated Worker internal monitoring report is presented, outlining the observed best practices, concerns, and potential findings.

## **DISCUSSION:**

### **Background:**

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

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

The internal Adult and Dislocated Worker monitoring process included a(n):

- Desk review of Adult and Dislocated Worker policies and procedures, training agreements, and a pre-monitoring questionnaire completed by Adult and Dislocated Worker program staff;
- On-site monitoring visit of the WIOA Adult and Dislocated Worker program files; and an
- Interview with an Adult/Dislocated Worker staff member regarding service delivery and knowledge of compliance requirements.

### **Summary of Final Monitoring Review**

In general, the Performance and Compliance Analyst found the Adult and Dislocated Worker programs in compliance. Areas of best practice, concern, and potential findings were observed during the monitoring. One finding was identified regarding entry of activities into the CalJOBS data management system.

A draft monitoring report was submitted to the Adult and Dislocated Worker staff documenting potential compliance issues and findings on April 19, 2023. The Adult and Dislocated Worker staff responded and corrected any findings noted on the report. A final monitoring report was issued on June 14, 2023, and presented to the Planning & Oversight Committee at their June 27, 2023, meeting.

**REPORT PREPARED BY:** Heather Henry, President/Executive Director. Please contact Sonam Rajbhandary at 707-863-3510 if you have any questions regarding the information in this report.



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Feather Henry

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# ACTION ITEMS







**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

<b>SUBJECT</b> Approval to Elect Vice Chair, Chris Churchill, to Serve as Board Chair the Duration of the Two-Year Term of Office through June 30, 2024	<b>MEETING DATE</b> July 21, 2023	<b>AGENDA ITEM</b> VI.A
<b>FROM</b> Heather Henry, President/Executive Director	<b>ACTION REQUIRED</b> YES✓ NO	<b>ATTACHMENTS</b> NONE

**RECOMMENDATION**

It is the recommendation of the Ad-Hoc Nominations Committee that the Board considers and elects Vice Chair, Chris Churchill, to serve as the Workforce Development Board (WDB) of Solano County's Board Chair for the remainder of the two-year term of office, to be effective immediately and expire June 30, 2024.

WIOA legislation requires that the Chair seat be filled by a business representative.

**DISCUSSION**

At the May 19, 2023, Board Meeting, the WDB Chair, Fadi Halabi, announced his resignation as Board Chair. Mr. Churchill would serve as the interim Chair until an election was held. Mr. Halabi appointed the 2023 Ad-Hoc Nominations Committee that consisted of Mario Giuliani, Mark DeWeerd, Melvinia King, and David Tam.

On July 6, 2023, the Ad-Hoc Committee met via Zoom to select a Committee Chair and identify nominee(s) for Board Chair. Mark DeWeerd, although not present at the meeting, was elected as Committee Chair. The committee identified Chris Churchill as the nominee for Board Chair. The committee requested staff to send an email to all members of the Board, asking if anyone was interested in serving as Chair and would like to be considered OR would like to nominate another Board member. Staff sent the email on July 10, 2023, requesting a response by July 13, 2023. One nomination was received however the nominated member did not meet the business category WIOA requirements.

If the Board votes to elect Mr. Churchill as Board Chair, the Vice Chair seat will become vacant. Although not required by WIOA legislation, the WDB's current Bylaws also require that the Vice Chair seat be filled by a business representative. The committee will need to meet again to nominate a member within the business category.

**ALTERNATIVES:** Board members could choose to not accept the nominated officer; however, this would create the need to identify a new nominee(s) and vote accordingly.

**REPORT PREPARED BY:** Tammy Gallentine, Executive & Board Support Specialist.  
Please contact Tammy at 707-863-3552 if you have any questions regarding the information outlined in this report.



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

<b>SUBJECT</b> Approval of New Workforce Board Appointment; Ms. Deanna Hurn of Miracle Math Coaching, as Business Representative	<b>MEETING DATE</b> July 21, 2023	<b>AGENDA ITEM</b> VI.B
<b>FROM</b> Heather Henry, President/Executive Director	<b>ACTION REQUIRED</b> YES ✓ NO	<b>ATTACHMENTS</b> A

**RECOMMENDATION**

It is recommended that the Board accept Ms. Deanna Hurn's nomination for appointment to the Workforce Development Board (WDB) of Solano County as Business Representative.

Based on the Board's action, this appointment will be forwarded to the Solano County Board of Supervisors (BOS) for their required formal ratification and final membership appointment.

**DISCUSSION**

**Ms. Deanna Hurn – Miracle Math Coaching**

For more than a decade, Ms. Hurn has built a reputation as a leading voice in brain-based learning for K-12 education. As Founder and CEO of Miracle Math Coaching Brain-Based Learning Center, she has garnered nationwide praise for her revolutionary work. Ms. Hurn's leadership and proven strategies landed her on the Top 100 Visionaries in Education list by the Global Forum for Education & Learning. The Fairfield Suisun Unified School District, the largest district in Solano County, California, ranked Miracle Math number one in its multiple highly qualified organizations roster.

Ms. Hurn is a professional speaker, thought leader, proud MESA Alumni, and CEO and founder of the Miracle Math Coaching Brain-Based Learning Center in Fairfield, California. She combines neuroscience, psychology, mathematics, statistics, and cognitive science to help children and adult students exceed academic expectations.

Ms. Hurn holds a teaching credential from the State of California, an Associate's of Science degree in Mathematics from Sacramento City College, and a Bachelor of Science degree in Actuarial Statistics from the University of California at Santa Barbara.

Before launching Miracle Math Coaching, she served as an actuary and financial analyst in the insurance industry. Her responsibilities included analyzing large data sets to make informed decisions about the future. Ms. Hurn is also the wife of her high school sweetheart, Marvin, and mother to their four beautiful daughters.

After a technical review of the application documents, the appointment brought before the Board of Directors has been found to be in compliance with the regulatory requirements governing the Business Representative category for the Workforce Development membership appointment.

Ms. Hurn's term of office will be August 8, 2023, through August 7, 2027.

Attached for review is a copy of Ms. Hurn's Membership Application, Supplemental Application and Recommendation Letter.

#### **ALTERNATIVES**

Board members could choose to not approve the appointment brought before them, and a new search for a representative could ensue. However, Ms. Hurn's appointment is considered to be an excellent candidate to serve in the business representative category on the WDB, and has been supported by Mr. Tim Murrill, Director of the Solano-Napa SBDC and endorsed by Mr. Neumayr, President/CEO of the Fairfield-Suisun Chamber of Commerce.

#### **AGENCY BUDGET IMPACT**

None

#### **REPORT PREPARED BY**

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

**WORKFORCE DEVELOPMENT BOARD**

OF SOLANO COUNTY

**APPLICATION FOR APPOINTMENT TO THE BOARD OF DIRECTORS**

Thank you for your interest in serving as a member of the Workforce Development Board (WDB) of Solano County. Please complete this application as well as the supplemental application and return them to the WDB's Corporate Affairs Unit located at 500 Chandbourne Road, Suite A, Fairfield, CA 94534.

**Name:** \_\_\_\_\_**Company/Agency:** \_\_\_\_\_**Title:** \_\_\_\_\_**Business Address:** \_\_\_\_\_

\_\_\_\_\_

**Business Phone #:** \_\_\_\_\_**Business Fax #:** \_\_\_\_\_**Home or Cell Phone #:** \_\_\_\_\_**Email Address:** \_\_\_\_\_**County Supervisory District:** \_\_\_\_\_**Length of Residence/  
Business in Solano County :**      **Years:** \_\_\_\_\_      **Months:** \_\_\_\_\_

### Previous Commission or Committee Membership

Commission/Committee	Office Held (if applicable)	Length of Participation

### Educational Background

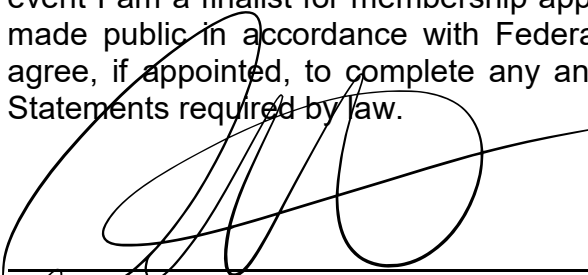
Institution	Major	Degree Yes No		Year

### Work/Volunteer Experience

Organization	City/State	Position	Year

### Certification

I certify that the information on this application and the attached application supplement is true and correct, and I authorize the verification of the information in the application in the event I am a finalist for membership appointment. I understand that the information may be made public in accordance with Federal, State and local laws. I further understand and agree, if appointed, to complete any and all required Conflict of Interest and/or Disclosure Statements required by law.

  
\_\_\_\_\_  
Applicant Signature

7/12/23  
\_\_\_\_\_  
Date



WORKFORCE DEVELOPMENT BOARD  
OF SOLANO COUNTY

SUPPLEMENTAL APPLICATION

Name: \_\_\_\_\_

Date: \_\_\_\_\_

I. Please provide the information requested below relating to the representative category of membership nomination you are seeking on the Workforce Development Board of Solano County.

1. ☐ Business (Private Sector/Non-Governmental)
2. ☐ Community Based Organization
3. ☐ Economic/Business Development Agency
4. ☐ Education (Please check the appropriate box)  
☐ Adult School ☐ Community College
5. ☐ Governmental Entity
6. ☐ Labor Organization
7. ☐ State Certified Apprenticeship Program
8. ☐ Wagner Peyser Program
9. ☐ Title I Rehabilitation Act Program
10. ☐ Youth Employment/Education Provider

II. If you checked **box 1**, please answer each of the following questions:

A. Name of Business: \_\_\_\_\_

B. Are you the Chief Executive or Owner? ☐ Yes ☐ No

C. Are you the Chief Operating Office? ☐ Yes ☐ No

D. Do you have substantial policy making or hiring authority? ☐ Yes ☐ No

E. Number of employees at the Solano Business? \_\_\_\_\_

F. Is the business minority-owned or operated? ☐ Yes ☐ No

G. Please check the box indicating which *Chamber of Commerce is nominating you. (Attach the nomination letter)*

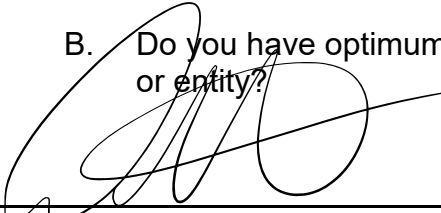
- |   |                                    |                                    |
|---|------------------------------------|------------------------------------|
| <input type="checkbox"/> Benicia          | <input type="checkbox"/> Dixon     | <input type="checkbox"/> Vallejo   |
| <input type="checkbox"/> Fairfield/Suisun | <input type="checkbox"/> Rio Vista | <input type="checkbox"/> Vacaville |

III. If you checked **box 2 through box 10**, please complete the following:

A. Name of the organization which nominated you. This organization may also be your employer. **(Attach the nomination letter)**

Organization Name: \_\_\_\_\_

B. Do you have optimum policy making authority with your organization, agency or entity? ☐ Yes ☐ No

  
Applicant Signature

7/12/2023

Date



July 13, 2023

Ms. Heather Henry

President/Executive Director

Workforce Development Board of Solano County

500 Chadbourne Rd

Fairfield, CA 94534

Dear Ms. Henry,

I am writing to officially put forth the nomination of Deanna Hurn as a prospective member of the Board of Directors on the Workforce Development Board (WDB) of Solano County. This nomination is on behalf of the Fairfield-Suisun Chamber of Commerce, and Deanna Hurn would represent the specific needs of small business owners within our local community.

Deanna Hurn has held the position of Founder/CEO at Miracle Math Coaching for the past 15 years and has been actively involved with various community-based and non-profit organizations at both local and regional levels. Given her experience with our organization and her extensive community engagement, she possesses a wealth of knowledge and expertise that would greatly contribute to the objectives outlined in the Workforce Innovation and Opportunity Act (WIOA). Therefore, I strongly believe that she would be an outstanding addition to the Workforce Development Board of Solano County.

Should you require any further information or have any inquiries regarding this nomination, please feel free to contact me directly at (707) 425-4625.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Jared Neumayr". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jared Neumayr

President/CEO

Fairfield-Suisun Chamber of Commerce



# REPORTS





**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

<b>SUBJECT</b> Reports	<b>MEETING DATE</b> July 21, 2023	<b>AGENDA ITEM</b> VII.D
<b>FROM</b> Heather Henry, President/Executive Director	<b>ACTION REQUIRED</b> YES    NO ✓	<b>ATTACHMENTS</b> 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 Service 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

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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:*

- Eide Bailly, contracted by the County of Solano, finalized the **Single Audit** for Fiscal Year 2021-22. The Audit included of the WDB's program activities funded by WIOA. *Eide Bailly issued a final report with one finding:*

Finding 1: Eide Bailly identified one (1) instance in which a required financial report was not submitted, and one (1) instance in which amounts were incomplete/inaccurately reported. The County did not have procedures in place over these reports to ensure that all required financial reports were submitted and that financial reports were complete and accurate prior to submission. No costs were identified as questioned. Eide Bailly recommends that the County review its policies and procedures with regards to the preparation and submission of reports.

WDB Response: Management agrees with the finding. The WDB had transition of fiscal directors in FY2021-22. As a result, the fiscal director at the time of the reports in question was not fully aware of the fiscal reporting requirements. However, this has been addressed and a new procedure for fiscal reporting in the state's system has been established. This new procedure has been in effect since July 1, 2022.

- 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 30<sup>th</sup>, 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.***

## Personnel Report

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The Personnel Report provides the Board with information regarding recruitments, promotions, and departures of WDB employees. Below are the staffing changes during the reporting period:

### ***Terminations:***

#### ***Jelilah Winters (Voluntary Termination)***

Effective Date: July 20, 2023

Classification: Administrative / Program Specialist II

Position: Employability Specialist

#### ***Linden Samson (Voluntary Termination)***

Effective Date: June 28, 2023

Classification: Administrative / Program Technician III

Position: Program Assistant III

#### ***Barbara Gilbert (Retired)***

Effective Date: June 27, 2023

Classification: Administrative / Program Specialist I

Position: SBDC Support Specialist

#### ***Pamela Clemmons (Lay Off due to Bumping)***

Effective Date: June 20, 2023

Classification: Administrative / Program Technician III

Position: Program Assistant III

## Expenditure Report

This is the Workforce Development Board of Solano County's (WDB) report of expenditures for the 2022-23 program year, through May 31, 2023. With 91.7% of the program year elapsed, the expenditures compared to the plan equal 63.7%.

Attachment A 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 Dislocated Worker funds are under expended to date due to low enrollments. Funds will be able to be carried into FY2023-24.
- WIOA Youth funds are under expended to date. Youth contract invoicing is currently behind schedule. In addition, funds are set aside for an additional youth contract with Voices, which began June 1, 2023. Remaining funds will be able to be carried into FY2023-24. Staff are watching to ensure that Work Experience requirements are met for FY2022-23.
- WIOA Rapid Response and Layoff Aversion are under expended to date. The state has given an extension of the funds through September 30, 2023.
- EDD – COVID National Dislocated Worker Grant (NDWG) completed on March 31, 2023 under expended due to low enrollment numbers.
- 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.
- CWDB – Regional Plan Implementation 5.0 funding was delayed due to the state contracting process. Expenditures will begin June 2023.
- City of Vacaville – Manufacturing Retention and Shop Local are slightly overexpended, which will be corrected in June's financials.
- 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.
- City of Napa – Leaf Blower is a new grant received under Napa City's ARPA funding to provide a rebate program for Napa's landscaping companies.
- County of Napa – Childcare Loan Assistance is a new grant received under Napa County's ARPA funding to provide business assistance to childcare providers in securing loans.
- 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.
- County of Solano – Microbusiness Grants are under expended as of May 31, 2023. However, staff finalized a number of additional grants in the early part of June before the grant closed, which will be reflected in June's financials.
- 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 Plan Implementation 5.0 funding was delayed due to the state contracting process. Expenditures will begin July 2023.
- CWDB – Regional Equity began in spring 2023. Remaining funds for the year will be carried into FY2023-24.

- Restaurant Resiliency – This grant received additional funding in spring 2023 and is on track to be finalized in August 2023.
- H&SS Job Skills Program is currently over expended due to high expenditure rates in the first quarter of the fiscal year. Expenditures will end within budget.
- 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. All remaining funds can be carried into FY2023-24.
- WellsFargo – Dream Incubator started in the fall of 2022. Expenditures are track and will be finalized in fall 2023.

*Significant Expenditure Discrepancies:*

- Vocational Training and Work-Based Training expenditures are significantly underspent due to low enrollments. Enrollments have been increasing and expenditures will increase but will not be fully spent this fiscal year. Remaining training funds will be carried into the next fiscal year.
- 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. Any remaining funding can be carried into FY2023-24.
- Outreach is currently under expended. These expenditures include outreach and career awareness contracts that are intended to begin in spring 2023. Any remaining funding can be carried into FY2023-24.
- Program Contracts include WIOA contracts that are generally on target, as well as ARPA contracts that had delayed invoicing in spring 2023. ARPA contracts consist of a significant piece of this line item. Any remaining funds can be carried into FY2023-24.
- Employee / WDB Development is currently under expended; however, conference attendance and trainings occurred in May, which will be reflected in June's report.
- Supplies / Equipment / Software include a significant cost to improve the technology hardware in the Vallejo AJCC. This project has been delayed. Any remaining funds can be carried into FY2023-24.
- 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. Staff are currently evaluating options for addressing the overage.

## WDB SOLANO

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	<b>BUDGET 2022-23 Mod 2 <i>Approv. 3/23</i></b>	<b>% of Budget</b>	<b>May '23 Actuals</b>	<b>% Expended <i>91.7%</i></b>
<b>REVENUE:</b>				
<b><i>State Grant Revenue</i></b>				
WIOA Adult	\$985,378	11.6%	\$817,107	82.9%
WIOA Dislocated Worker	1,004,645	11.8%	728,887	72.6%
WIOA Youth	1,110,144	13.0%	688,293	62.0%
WIOA Rapid Response	176,459	2.1%	120,427	68.2%
WIOA Layoff Aversion	49,046	0.6%	37,509	76.5%
EDD - COVID National Dislocated Worker Grant (NDWG)	68,290	0.8%	42,911	62.8%
CWDB - CNA Upskilling Program	165,296	1.9%	117,472	71.1%
CWDB - Regional Plan Implementation 5.0	17,188	0.2%	-	0.0%
<b>Grant Revenue Total</b>	<b>\$3,576,446</b>	<b>42.0%</b>	<b>\$2,552,606</b>	<b>71.4%</b>
<b><i>Other Government Grants/Contracts</i></b>				
City of Napa - Leaf Blower	\$0	<b>\$0</b>	\$272	0
City of Vacaville - Manufacturing Retention	\$13,399	0.2%	\$13,688	102.2%
City of Vacaville - Shop Local	9,068	0.1%	9,527	105.1%
City of Vallejo - ARPA Small Business Assistance	596,260	7.0%	582,526	97.7%
County of Napa - Childcare Loan Assistance	-	0.0%	1,308	0
County of Napa - Microbusiness Grants	167,773	2.0%	156,159	93.1%
County of Solano - ARPA 1: Sustain Service Delivery	715,961	8.4%	334,762	46.8%
County of Solano - ARPA 2: Community Workforce	481,234	5.7%	181,422	37.7%
County of Solano - ARPA 3: Industry Training	648,658	7.6%	216,585	33.4%
County of Solano - ARPA 4: Community Engagement	233,313	2.7%	116,312	49.9%
County of Solano - ARPA SB1: Small Business TA	171,890	2.0%	32,955	19.2%
County of Solano - ARPA SB2: Business Incubator	272,650	3.2%	216,336	79.3%
County of Solano - ARPA SB3: Services for Businesses	110,200	1.3%	18,260	16.6%
County of Solano - Microbusiness Grants	525,379	6.2%	375,051	71.4%
CWDB - Prison to Employment 2.0	18,768	0.2%	-	0.0%
CWDB - Regional Equity	125,471	1.5%	25,650	20.4%
CWDB / Sonoma WIB - Regional Implementation 4.0	39,714	0.5%	39,740	100.1%
FSUSD - Restaurant Resiliency	49,665	0.6%	22,953	46.2%
H&SS - Job Skills Program	250,000	2.9%	249,719	99.9%
H&SS - Success Track	86,558	1.0%	86,657	100.1%
NorCal SBDC - Capital Improvement Program (CIP)	31,338	0.4%	25,830	82.4%
NorCal SBDC - Small Business Administration (SBA)	199,855	2.3%	168,034	84.1%
NorCal SBDC - Technical Assistance Program (TAP)	60,972	0.7%	66,295	108.7%
SBDC Local Match	52,590	0.6%	45,737	87.0%
<b>Other Government Revenue Total</b>	<b>\$4,860,716</b>	<b>57.1%</b>	<b>\$2,985,779</b>	<b>61.4%</b>
		<b>\$0</b>		



	<b>BUDGET 2022-23 Mod 2 <i>Approv. 3/23</i></b>	<b>% of Budget</b>	<b>May '23 Actuals</b>	<b>% Expended <i>91.7%</i></b>
<b><i>Other Revenue</i></b>				
Kaiser - Restaurant Resiliency	\$2,250	0.0%	\$3,000	133.3%
Napa Valley College	\$8,000	0.1%	4,682	58.5%
SBDC Program Income	\$10,000	0.1%	6,042	60.4%
WellsFargo - Dream Incubator	\$50,000	0.6%	31,043	62.1%
<b>Other Revenue Total</b>	<b>\$70,250</b>	<b>0.8%</b>	<b>\$44,767</b>	<b>63.7%</b>
<b><i>Donations and Contributions</i></b>				
SBDC Donations and Sponsorships	\$9,953	0.1%	\$1,619	16.3%
<b>Donations and Contributions Total</b>	<b>\$9,953</b>	<b>0.1%</b>	<b>\$1,619</b>	<b>16.3%</b>
<b>TOTAL REVENUE</b>	<b>\$8,517,366</b>	<b>100%</b>	<b>\$5,584,771</b>	<b>65.6%</b>
<b>EXPENSES:</b>				
Salaries and Benefits	\$3,430,209	40.3%	\$2,816,242	82.1%
<b>Personnel Expenses</b>	<b>\$3,430,209</b>	<b>40.3%</b>	<b>\$2,816,242</b>	<b>82.1%</b>
		0.0%		
Vocational Training	\$715,120	8.4%	\$107,835	15.1%
Work-Based Training	\$202,134	2.4%	60,636	30.0%
Supportive Services	\$28,590	0.3%	23,198	81.1%
Business Advisors	\$313,892	3.7%	292,327	93.1%
Small Business Grants / Payments	\$1,714,480	20.1%	1,097,250	64.0%
Outreach	\$98,037	1.2%	12,207	12.5%
Program Contracts	\$1,062,393	12.5%	421,637	39.7%
<b>Direct Program Costs</b>	<b>\$4,134,645</b>	<b>48.5%</b>	<b>\$2,015,090</b>	<b>48.7%</b>
		0.0%		
Communications / IT	\$127,281	1.5%	\$104,653	82.2%
Employee / WDB Professional Dev	\$15,868	0.2%	8,052	50.7%
Facilities	\$544,872	6.4%	421,449	77.3%
Memberships	\$17,140	0.2%	10,975	64.0%
Mileage / Travel	\$11,483	0.1%	9,047	78.8%
Supplies / Equipment / Software	\$121,057	1.4%	63,263	52.3%
Other Operating Costs	\$114,809	1.3%	136,001	118.5%
<b>Other Costs</b>	<b>\$952,509</b>	<b>11.2%</b>	<b>\$753,440</b>	<b>79.1%</b>
<b>TOTAL EXPENSES</b>	<b>\$8,517,363</b>	<b>100%</b>	<b>\$5,584,771</b>	<b>65.6%</b>

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)

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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:*

- AJCC participates in Regional Outreach – Through collaboration with Job Corps (Treasure Island), AJCC staff was connected to a virtual IT training program for young adults in the San Francisco Bay Area called Year Up Bay Area. This program is based in San Francisco and offers a year of virtual learning, internships, and opportunity to interact with major corporations that hire graduates. AJCC staff volunteered as Interview Judge for those about to complete their programs. There were two (2) cohorts and staff interviewed 6 students, 3 per session.
- CPR, First Aid, and AED instruction – In June, the AJCC hosted 2 sessions of CPR instruction that were designed to provide opportunity for WDB and partner staff as well as the general public at no cost. The instructor was provided through the Teamsters Training Trust Fund and operates a number of OSHA safety classes in California, and across the nation. Six (6) WDB staff members took part in these sessions including young family members, strengthening AJCC principles of safety and preparedness to families and customers of the Solano County area. More classes are being planned for the fall and winter of 2023 and 2024, dates to be determined.

## WIOA Programs

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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:*

- Youth Program – The WDB and First Place for Youth (FPFY) team continue to serve qualified youth participants. During the month of June, the following major activities, achievements, and successes took place: First Place for Youth conducted the first-ever cohort of CVS Pre-Apprentices, added additional enrollees, and continued supportive services to all participants.

Partnering with CVS and Thryve Program Instructors, FPFY conducted the work experience Pharmacy Technician Pre-Apprenticeship Program. Youth engaged in a 5-week Pre-Apprenticeship, hosted by Employer Partner, CVS. This training provided coursework including in-depth understanding of the roles, responsibilities, and workflows at each of the five Pharmacy workstations. Participants received first-hand experience with the tools needed to manage the workflows and were able to identify the steps involved for each workstation interaction. “Mock Pharmacy” practice sessions along with role-plays for each module ensure exceptional customer service and patient safety. Youth's hours also count towards larger license requirements of Certified Pharmacy Technician. Youth were paid for their time and five (5) youth graduated their coursework while accomplishing measurable skills gains. FPFY are currently supporting those individuals to finish their worksite applications and get ready to start in the assigned stores for additional information and exposure to the Pharmacy Industry.

### *Business Services:*

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

WDB staff successfully completed the grant on June 16, 2023, and was able to award 179 grants. This totals \$447,500 in grant funding received by Solano County micro businesses.

## Discretionary Grants

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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)
- Pathway to Success (funded by Solano County Department of Health and Social Services)

### *Reporting period highlights include:*

- CNA Upskilling Program –During the reporting period, staff worked with Paradise Valley Estates to enroll ten (10) incumbent Certified Nursing Assistants (CNA) for the CNA Certified Preceptor microcredential developed as part of the project. Employees will begin their training in July 2023.

- Pathway to Success – Health & Social Services (H&SS) Pathway to Employment contract ended June 30, 2023. WDB staff are currently reviewing completed case files for destruction of those that are beyond the three-years retention period. To date, fifteen boxes of files have been destroyed under our current retention protocol. All remaining case files, approximately five boxes, will be returned to HSS for final review and transfer to H&SS staff for continual job-readiness training and job placement. Also, of note for this period, is the discussion among our respective organizations to begin a referral process for job-ready clients to receive WIOA specific services to obtain vocational training and individualized employment objectives.

## 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 continued to propel forward. Staff enrolled over 80 individuals into ARPA 1a by June 30, 2023. The training portion of the contract has had a much slower start. As such, the County has extended the term of the agreement to September 30, 2024. SBDC business advising has been completed under this contract.
- Industry-Based Job Training – Activities in each of the identified industries and projects have commenced for this ARPA contract. Current project progress includes:
  - Hospitality – The WDB has hosted five (5) Food Manager Certificate Workshops to date. Sixty-nine (69) individuals attended the workshops and sixty-three (63) individuals have passed the exam and earned the Food Manager Certificate. We have offered one workshop in Spanish and are scheduling three more workshops in

August with one of those being Spanish. Sixty-two (62) participants are currently working in the Accommodations & Food Services Industry.

Feedback from employers has been very positive with comments such as “my business became much more professional overnight,” and “the cost savings were important as we are a new business and could afford to send multiple staff.” Two participants have reported that the certificate “got me the job” and another reported that the certification “helped get them a promotion.”

- Climate Transition –The Climate Transition Summer Youth Program has started. On July 5th, 2023, eleven young people reported to orientation and at the time of this writing, the crew has already worked at Brannen Island and the Fairfield-Suisun Water District. One youth member is awaiting a Cal ID Card, which will allow her to start, filling the 12th slot on the crew.

### 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:*

- ARPA Solano Success Accelerator Program – SBDC completed has now completed three (w) Accelerator programs with 17 graduates who got help with refining their business plan and growth strategies.
- ARPA Culturally Competent Technical Assistance – SBDC completed the RFP process, awarding \$210,000 to organizations who provide support to business owners who are ethnically diverse. Staff made awards to two agencies: the California Hispanic Chamber and the Black Chamber of Solano County. Both have begun outreach efforts, have developed curriculum, and provided advising for 17 minority businesses
- Napa Childcare Forgivable Loan Program – The SBDC has received funding from Napa County to provide support for their ARPA funded applicants who apply for the Forgivable Childcare program offering \$250,000 - \$1,000,000 to purchase or expand facilities or homes for childcare providers. SBDC has provided support to childcare applicants; seven (7) to date have received forgivable loans totaling \$4 million.
- City of Napa Leaf Blower Program – SBDC received funding from the City of Napa to administer a Leaf Blower grant. This grant provides up to \$1,000 for purchasing electric commercial grade leaf blowers and other landscaping power tools. This grant will ease the financial impact of complying with a CA law that goes into effect next year banning the sale of gas powered landscaping equipment.

# Solano America's Job Center of California

## FY 2022-23 Service Summary

July 2022 - June 2023

Customer Traffic by Location	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
† ° K##' †													
7 °° K##													
Total Road to Employment locations *													
† ° K													6,687
† K/Mk													7,379
† ° K													342
† ° K													102
† ° K													48
† ° K													40
† ° K													0
† ° K													0
7 °° K													152
u	954	1,264	953	1,124	1,340	1,113	1,620	1,099	1,252	1,145	1,377	1,167	14,408
Jul-June													
FY21-22													
													3,924
													10,935
													184
													54
													28
													31
													--
													--
													71
													15,043

CalJOBS Statistics	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
V @ ° k													
Y @ ° k													
° ° h ° @													
FY21-22													
													7,340
													7,919

Key Services Provided	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
° K##' †													327
° K##' †													3
@ ° K # °° K##' †													0
h °° K # °° K##' †													127
† °° K # °° K##' †													0
-)) °° K##' †													0
° K##' †													45
# °° K													0
† °° K													163
# °° K													8
u °° K													111
" °° K													0
Special Events: CPR classes													203
*Combined Total:	28	69	50	76	84	72	101	88	103	118	87	111	987
FY21-22													
													0
													0
													0
													175
													0
													727
													42
													--
													155
													1
													136
													2
													77
													1,315

ATTACHMENT C-1

\*\* in person as of October 2022

PY 22/23 Job Seeker Deliverables by Grant Funded Program

k h K . K .

WIOA Adult	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
V	60														
V	35														
V	14														
-	7														
#	10														
Uo8	12														
-	20														
-	17														
U	\$ 27.00														

WIOA DW	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
V	110														
V	80														
V	31														
-	8														
#	10														
Uo8	23														
-	65														
-	55														
U	\$ 34.00														

WIOA Adult/DW	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
V	170														
V	115														
V	45														
-	15														
#	20														
Uo8	35														
-	85														
-	72														
U	\$ 31.00														

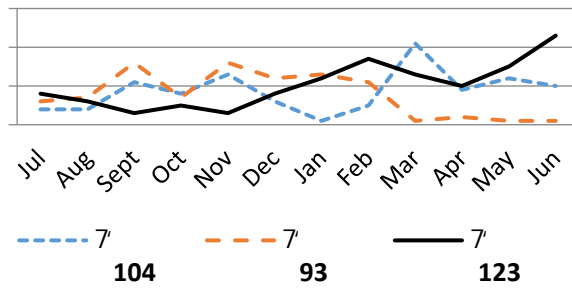
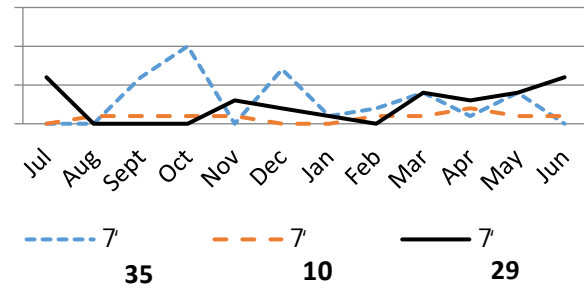
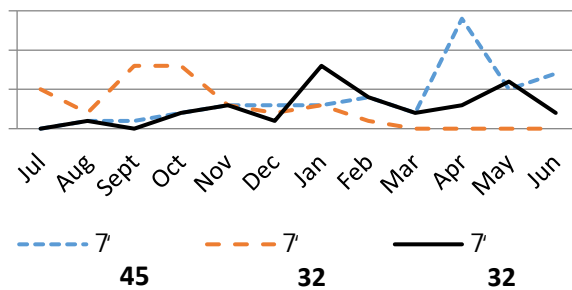
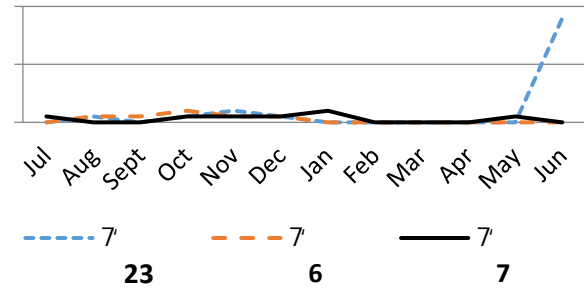
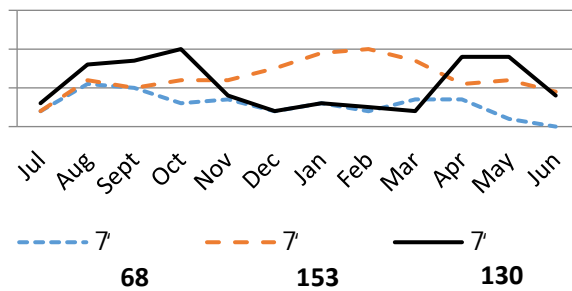
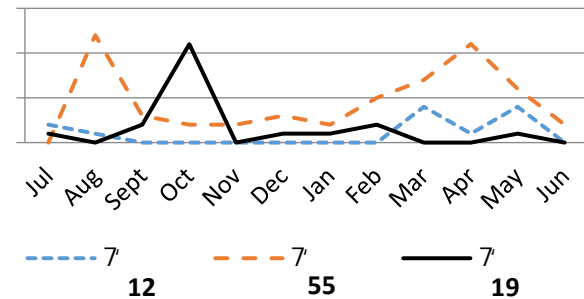
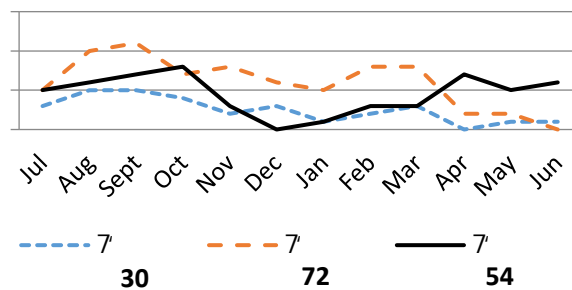
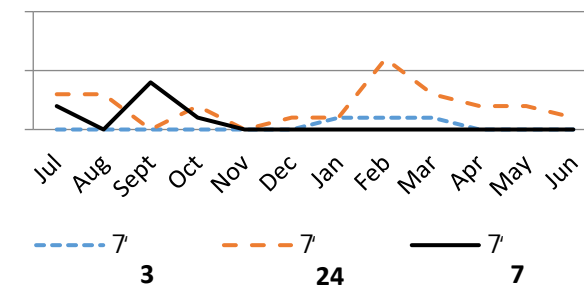
WIOA Youth	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
V	80														
V	25														
V	0														
-	20														
#	0														
Uo8	0														
-	20														
-	18														
U	\$ 18.00														



PY 22/23 Job Seeker Deliverables by Grant Funded Program

	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
NDWCG COVID	30														
-	1														
\	3														
#	2														
Uo8	3														
-	50														
-	30														
U	\$ 34.00														
CNA	80														
-	80														
#	35														
Uo8	60														
-	40														
-	35														
U	\$ 27.00														
ARPA #1	80														
-	60														
U	N/A														
#	80														
-	60														
U	\$ 27.00														

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

**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**

SBDC Monthly Report June															
Key Performance Indicators	Annual Goal	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	%Goal
Total client sessions 2023 YTD	2,200													1254	57%
Total Client Hours YTD	1,700													1991.5	117%
Total Active Clients (Napa)	750													524	69%
Total Active Clients (Solano)	1,500													1389	93%
Total Active Clients (Center)	2,250													1913	85%
Jobs Created	70													147	210%
New Business Starts	23													20	87%
Change in Sales	\$ 5,570,000.00	\$5,569,630.00	\$ 7,764,706.00	\$ 225,474.00	\$ -	\$ 100,000.00	\$ 665,311.18							\$ 14,325,121.18	257%
Dollar amt of loans/equity	\$ 15,600,000.00	\$1,263,717.00	\$ 541,237.00	\$ 544,250.00	\$ 300,000.00	\$ 73,000.00	\$ 1,222,770.50							\$ 3,944,974.50	25%
Training Sessions held	70													105	150%
# of attendees	1000													1757	176%
Focus Areas:															
O															
-															
V															
V															
O															

# DISCUSSION ITEMS





**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

<b>SUBJECT:</b> Job Quality Framework	<b>MEETING DATE</b> July 21, 2023	<b>AGENDA ITEM</b> VIII.B
<b>FROM:</b> Heather Henry President/Executive Director	<b>ACTION REQUIRED</b> YES NO✓	<b>ATTACHMENTS</b> A

**RECOMMENDATION**

It is staff and Planning & Oversight Committee's recommendation that the Board of Directors hear background information regarding job quality, as well as discuss how the WDB and the Board would like to move forward on building awareness of Job Quality elements.

**SUMMARY**

The Planning and Oversight Committee requested a discussion on key workforce topics and opportunities, with staff background information and robust discussions. A current workforce topic that was introduced to the Planning & Oversight Committee is job quality and its connection to low-wage work and the challenges businesses are currently facing in hiring and retaining low-wage workers.

**DISCUSSION**

Job quality has become a key workforce topic of conversation in the post-COVID economy and labor market. The U.S. Department of Commerce states that "job quality is not just about the job; it is a combination of key drivers that are important to each worker's overall employment experience." As a result of COVID, low-wage workers have become harder to find and engage. This has caused multiple workforce and economic leaders to reevaluate job quality and its place in the business community.

Below is a recent article series in the Harvard Business Review's May/June 2023 issue focused on low-wage workers entitled "How to Hang on to Your Frontline Workers":

- [The High Cost of Neglecting Low-Wage Workers](#)
- [The Obstacles to Creating Good Jobs](#)
- ["You've Got to Set Your People Up to Succeed"](#)

Article highlights include:

- The change companies need to make in how they perceive the recent labor shortages
- For employers, investments in training and mentorship of low-wage workers result in greater productivity, easier recruitment of critical positions, reduced turnover rates, improvement in customer service, and an increased ability to attract frontline workers
- Mistakes that Employers Make:
  - They don't realize low-wage workers want to stay with them
  - They underestimate the importance of location and stability
  - They underestimate workers' goodwill
  - They leave worker to initiate career discussion
  - They disregard low-wage workers' strategic importance
  - They fail workers on mentorship, career pathways, and guidance on learning and development

- Employers can unlock the potential of low-wage workers by:
  - Understanding the business case for investment in low-wage workers
  - Facilitate better top-down communication to low-wage workers
  - Get to know the barriers workers face
  - Collaborate with other companies
- Obstacles employers face in questioning the conventional wisdom that bad frontline jobs are necessary to compete:
  - Employers think their business model won't support higher investment in people. "Many executives have been taught that labor is just another cost to be minimized, and market pay is the right pay, even if it's not a living wage."
  - Employers believe they can't trust frontline employees. "There is a grave disconnect between what's happening on the front lines and what executives *think* is happening."
  - Employers believe the investment in frontline jobs won't pay off
  - Employers believe it is too much of a risk to change their model

*WDB Planned Solutions:*

The WDB has been working to address these solutions in the following ways:

- Dissemination of a Job Quality Framework that outlines the key job quality elements, case studies of job quality projects, highlights of local employers dedicated to job quality, and tools for stakeholders and businesses to improve job quality
- Business training series for businesses on how to improve job quality
- Development and launch of an Employer Resource Network where employers can collectively provide barrier reductions and career pathway planning to staff through a shared Success Coach

**REPORT PREPARED BY**

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



# North Bay Workforce Job Quality Framework

## *North Bay Employment Connection*

*The North Bay's  
Workforce Regional  
Planning Unit*

### **Goal:**

Promoting Jobs that  
Work for Everyone



Courtesy of Factory\_OS, Vallejo, CA





### North Bay Employers Dedicated to Job Quality

Top left: Paradise Valley  
Estates, Fairfield, CA

Top Right: Tomorrow House,  
serving the North Bay

Bottom Left: All Weather  
Architectural Aluminum,  
Vacaville, CA

Bottom Right: Petaluma  
Health Center, Petaluma, CA



## North Bay Workforce Areas



Solano  
County



Sonoma  
County



Workforce Alliance: Lake,  
Marin, Mendocino, & Lake  
Counties

## Why Job Quality?

For most of the half-century following World War II, California's economy was characterized by an expanding middle class. It was a middle class built on a range of blue collar and white collar jobs that offered some stability and middle class wages. However, the job structure began to shift in California due to a mix of factors, and incomes and wages grew more unequal as a result.

Low wage workforces in such occupations as caregiving, retail, and general laborer, continue to lag in wages and advancement opportunities. At the same time employers continue to have difficulty filling job openings in these occupations.

The emphasis on job quality can bring several values to the local and state economies:

- **For employers**, a reduction in the high turnover in many of the lower wage jobs, and development of a more stable and skilled workforce.
- **For local elected officials and local communities**, a middle class that has a stake in the economic system and can contribute through tax revenue, spending on local businesses, and social capital.
- **For workers and their households**, greater income stability, opportunities for building wealth, and pride in contributing to the workplace and broader social structure.

- Michael Bernick, CWA Research Director and Former CA EDD Director  
Heather Henry, President/ED of Solano's Workforce Board



"I never gave myself the opportunity to see what I'm worth and what I'm capable of. This job has given me that opportunity. It makes me feel whole inside, just to see my kids' faces when I come home and I'm off work."

— Matt, a framer with Factory\_OS

## Five Elements of Job Quality:

### 1 SELF SUFFICIENT WAGES

High quality jobs have wages sufficient to cover basic living expenses and provide a predictable and stable income with opportunities to build assets.

### 2 BENEFITS

High quality jobs have a package of benefits that facilitate a healthy and stable life. Typically, these include health insurance, paid time off, family/medical leave, a retirement savings plan, and disability and life insurance.

### 3 WORKING CONDITIONS

High quality jobs have working conditions that are safe with predictable hours and are free from discrimination and harassment.

### 4 POSITIVE CULTURE

High quality jobs are for employers who foster a business culture where one's work is valued and where workers can provide input in their job design and can voice their concerns and ideas for improvement.

### 5 SKILLS DEVELOPMENT

High quality jobs have opportunities for on-the-job skills development and accessible options to learn and grow as part of a career pathway.

Job quality is a continuum with multiple avenues for improving the quality of a job.

 **\$21.12**

average living wage for 1 adult with no children\*

 **49.4%**

of north bay's jobs are considered low-wage\*

 **17.2%**

of the workforce region's households are uninsured\*

 **35%**

of US HR staff believe learning and development are a strategic priority\*

California's workforce system, its 45 workforce boards and stakeholders, is giving increased attention to the issue of job quality. They are launching projects to **improve working conditions, mobility opportunities, and wages**. Businesses are partnering with workforce boards to increase skills development, take advantage of incentive programs, and develop other creative ways to improve job quality.



## Case Study: CNA Upskilling Program

Today, there are approximately 1,100 skilled nursing facilities in California, who employ 58,000 Certified Nursing Assistants (CNA). The California Association of Health Facilities (CAHF) estimated in 2022 the average CNA wage statewide at \$17.29 an hour. In 2022, CAHF also estimated turnover in CNA positions at more than 52% annually. The majority of CNAs are women of color (84% are female and 74% are minority) and few continue their career ladder, providing opportunities for increased job quality.

Beginning late 2022, the North Bay workforce region's local Workforce Development Boards have been partnering with CAHF, the National Association of Healthcare Assistants, workforce stakeholders, and long-term care facilities in the North Bay Area to pilot an initiative to improve job quality and wages for CNAs. The CNA Upskilling Program will provide three levels of CNA microcredentials tied to wage increases for CNAs at participating skilled nursing and long-term care facilities.

## Job Quality Tools:



### [Aspen Institute's Job Quality Tools](#)

A library of resources to support leaders in a variety of fields in adopting practices to strengthen job quality in their own organization and in their communities.



### [U.S. Dep't. of Commerce Job Quality Toolkit](#)

A toolkit that provides strategies and actions to help small-to-medium sized organizations recruit and retain a high-performing workforce.

## Current North Bay Workforce Job Quality Projects

01

### **NBEC Regional Dashboard**

*With support from the California Workforce Development Board's regional implementation funds, the North Bay workforce planning unit developed a dashboard to track regional Workforce Innovation and Opportunity Act (WIOA) outcomes by equity measures to ensure quality job training and placements.*

02

### **Napa Hospitality Industry Partnership**

*Napa Hospitality Industry Partnership (HIP) is led by lodging and restaurant employers and supported by a range of community partners. Napa HIP invests in the future of the Napa Hospitality Industry through collaboration, industry education, and employee sustainability to build a world-class workforce.*

03

### **Healthcare On-the-Job Training**

*Sonoma Workforce Investment Board has been partnering with Petaluma Health Center to employ vulnerable individuals into On-the-Job Training (OJT) placements across departments and provide quality training to upskill new hires. The average wage for these positions is \$23.15/hr with benefits.*

\* Sources:

- [MIT's living wage calculator](#)
- [North Bay COVID Impact Report](#)
- [Metropolitan Transportation Commission's Vital Signs](#)
- [68 Training Industry Statistics for 2023](#)



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

Compiled by the Workforce Development  
Board of Solano County, April 2023



## **WORKFORCE DEVELOPMENT BOARD**

OF SOLANO COUNTY

### **Current Committees and Members**

#### **Standing Committees**

##### **Executive – meets bi-annually**

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

##### **Planning & Oversight - meets 4<sup>th</sup> 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
Tiffany Donahue	David Tam
Dr. Rhuenette Alums (non-Board Member)	

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

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

# BOARD OF DIRECTORS

## OFFICERS

Vacant, Chair  
Business Representative

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

Glenn Loveall  
Special Projects Coordinator,  
Napa-Solano Central Labor Council  
Labor Representative

Chris Churchill, Vice Chair  
President,  
Advance Marketing  
Business Representative

Shannon Dodds  
VP of Operations,  
Paradise Valley Estates  
Business Representative

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

Dr. Melvinia Turner King, Secretary  
Executive Director,  
Fighting Back Partnership  
Community Workforce Representative

Tiffany Donahue  
Adult Education Administrator,  
Vacaville Unified School District  
Education Representative

Sabrina Martin  
Apprenticeship Coordinator,  
Operating Engineers Local 3  
Apprenticeship Program Representative

Mario Giuliani, Treasurer  
Deputy City Manager,  
City of Benicia  
Economic Development Representative

Dr. Celia Esposito-Noy  
President,  
Solano Community College  
Education Representative

Stephen Reese  
Chief Executive Officer,  
Million Services, Inc.  
Business Representative

## MEMBER-AT-LARGE

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

Fadi Halabi  
President,  
Duracite  
Business Representative

Thomas Stuebner  
Chief Executive Officer,  
California Human Development  
Community Workforce Representative

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

Tim Healer  
Vice President  
Senior Relations Manager  
Rabo AgriFinance  
Business Representative

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

Suzanne Castano  
Team Manager,  
CA State Department of Rehabilitation  
Vocational Rehabilitation Representative

Chris Huxsoll  
Senior Vice President of Operations  
Polaris Pharmaceuticals  
Business Representative



Kelli Courson  
Owner,  
Express Employment Professionals  
Business Representative

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