



WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY

Board of Director's Meeting

Friday, September 22, 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, September 22, 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.	Presentation	Page
	A. Working Waterfront Coalition - Guest Speaker, Sal Vaca	
	B. Full Capacity Marketing Outreach Project	
VI.	Informational Reports	
	A. Board Chair (Verbal)	
	B. Committee Chairs (Verbal)	
	C. President/Executive Director (Verbal)	
	D. Reports (Written)	1
VII.	Consent Calendar	
	A. Approval of July 21, 2023 Meeting Minutes	17
	B. Review and Approval of the Lower Living Standard Income Level & Poverty Guidelines Policy	40
	C. Review and Approval of the On-the-Job Training Policy, Change 2	44
VIII.	Action Items	
	A. Approval to Elect Board Member, Ms. Shannon Dodds, to Serve as Board Vice-Chair the Duration of the Two-Year Term of Office through June 30, 2024.	46
	B. Approval of New Workforce Board Appointments; Ms. Idowu Koyejo of Teme Salon LLC, and Ms. Janice Fera of Solano Adult Education Consortium	47
	C. Review and Approval of the First Modification to the Fiscal Year 2023-24 Budget	55
	D. Review and Approval of the Executive Succession Plan Policy	65
IX.	Discussion	
	A. California Workforce Association's 2023 Meeting of the Minds Conference Recap	
	B. Prioritizing Program Information Reported to the Board of Directors	
IX.	Adjournment	

Note: The next Board of Director's meeting is scheduled for Friday, November 17, 2023

REPORTS





WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT Reports	MEETING DATE September 22, 2023	AGENDA ITEM VI.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
 - Final FY2022-23 Expenditure Report
 - FY2023-24 Expenditure Report as of August 31, 2023
- Attachment B: Programmatic Highlights
- Attachment C: Programmatic Performance Reports
 - Job Seeker Services Grant Metrics
 - SBDC Service Report

Compliance and Operational Report

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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.

Personnel Report

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

New Hire: ***Matthew Moon-Bailey (Promotion from Industry Relations Manager)***

Effective Date: July 24, 2023

Classification: Manager I

Position: Job Seeker Services Senior Manager

Alfred Garrett

Effective Date: July 25, 2023

Classification: Specialist III

Position: ARPA Community Navigator

Sheila White

Effective Date: July 25, 2023

Classification: Administrative / Program Specialist I

Position: ARPA Workshop Facilitator

Adriana Balandran

Effective Date: August 14, 2023

Classification: Administrative / Program Specialist I

Position: ARPA Vallejo Job Center Specialist (Spanish)

Terminated: ***Alfred Garrett (Voluntary Termination)***

Effective Date: August 11, 2023

Classification: Specialist III

Position: ARPA Community Navigator

Expenditure Report

There are two expenditure reports presented for the reporting period: the final FY2022-23 program year, and the FY2023-24 program year through August 31, 2023.

Final FY2022-23 Expenditure Report

With 100% of the program year elapsed, the expenditures and obligations compared to the plan equal 79%.

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

Selected grants expenditure plus obligation levels summary:

- WIOA Formula Funds collectively were 83.3% spent in FY2022-23. The grant allocations were underspent primarily due to low vocational training expenditures and obligations to the youth contractor. Remaining funds will be carried over into the FY2023-24 budget.

- WIOA Rapid Response and Layoff Aversion funds were underspent; however both funds were extended through September 2023 by EDD. As such, remaining funds will be carried over into FY2023-24.
- EDD – COVID National Dislocated Worker Grant (NDWG) was 63% spent due to under enrollments of Dislocated Workers. Remaining funds were returned to the state.
- CWDB – CNA Upskilling was underspent due to delays in enrollments. Remaining funds will be carried over into FY2023-24.
- CWDB Regional Plan Implementation (RPI 5.0) funds are overspent. Expenditures for the regional organizer contractor were utilized under this funding stream instead of under the Regional Equity. Funds planned for FY2023-24 will be adjusted.
- City of Napa – Leaf Blower and County of Napa - Microgrants were grants received after the last FY2022-23 budget modification and are included in the FY2023-24 budget.
- County of Solano ARPA grants collectively were 62% spent in FY2022-23. Projects were delayed across grants, but projects are on track to meet final grant expenditure goals. Remaining funds will be carried over into FY2023-24.
- CWDB Prison to Employment was delayed in beginning activities due to delayed contracts. Funds will be carried over in FY2023-24.
- FSUSD – Restaurant Resiliency was underspent but will be completed in full by August 2023. Remaining funds will be carried over into FY2023-24.

Line-items expenditure plus obligation levels summary:

- Training Expenditures were the cost for occupational training, supportive services, and On-the-Job Training (OJT). Expenditures were collectively 56% due to low enrollments for most of FY2022-23. Remaining funds will carry over into FY2023-24.
- Remaining Direct Program Costs include business advisors, small business grants, outreach, and program contracts. Much of these costs were budgeted under the ARPA projects. Projects are now fully underway and remaining funds will be carried over into FY2023-24.
- Mileage / Travel was over expended due to higher than anticipated travel. The overage can be absorbed through other line items.
- Other Operating Costs were higher than anticipated due to County fees and other administrative costs. Budget adjustments have been made to better anticipate costs in FY2023-24.

FY2023-24 Expenditure Report

This is the Workforce Development Board of Solano County's (WDB) report of expenditures for the 2023-24 program year, through August 31, 2023. With 16.7% of the program year elapsed, the expenditures compared to the plan equal 6.6%.

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

Significant Revenue Discrepancies:

- CWDB – Regional Plan Implementation 5.0 is currently underspent due to invoicing of contracts. Expenditures should increase once contractor invoices are received.
- County of Solano – ARPA Projects are slightly underspent due to service timing and invoicing of contractors. Expenditures are anticipated to increase over the course of the year.
- CWDB – Prison to Employment and Regional Equity are currently underspent due to invoicing of contracts. Expenditures should increase once contractor invoices are received.
- FSUSD – Restaurant Resiliency is currently overspent. Reconciliation of the grant will be completed by the next expenditure report and the grant overage will be corrected.

Significant Expenditure Discrepancies:

- Work-Based Training expenditures are currently underspent; however, a number of work-based learning contracts recently launched and will be reflected in future expenditures.
- Small Business Grants / Payments are currently underspent. Nonprofit infrastructure grants will be released in the next few months, which will dramatically increase the expenditures.
- Outreach is currently underspent. The ARPA Full Capacity Marketing outreach project is nearing completion and will be reflected in future expenditure reports.
- Supplies / Equipment / Software is underspent; however, Vallejo AJCC upgrades will be completed this fiscal year and will be reflected in future expenditure reports.

WDB SOLANO

FY2022-23 Final Expenditure Report - as of June 30, 2023

	BUDGET 2022-23 Mod 2 <i>Approv. 3/23</i>	Jun '23 Actuals	% Expended	Carry-Over Funds <i>Avail. 7/23</i>
REVENUE:				
<i>State Grant Revenue</i>				
WIOA Adult	\$985,378	\$904,826	91.8%	\$80,552
WIOA Dislocated Worker	1,004,645	862,262	85.8%	142,383
WIOA Youth	1,110,144	801,360	72.2%	308,784
WIOA Rapid Response	176,459	147,244	83.4%	29,215
WIOA Layoff Aversion	49,046	41,847	85.3%	7,199
EDD - COVID National Dislocated Worker Grant (NDWG)	68,290	42,869	62.8%	-
CWDB - CNA Upskilling Program	165,296	139,508	84.4%	25,788
CWDB - Regional Plan Implementation 5.0	17,188	25,039	145.7%	-
Grant Revenue Total	\$3,576,446	\$2,964,956	82.9%	\$593,920
<i>Other Government Grants/Contracts</i>				
City of Napa - Leaf Blower	\$0	\$422	n/a	-
City of Vacaville - Manufacturing Retention	\$13,399	\$13,399	100.0%	-
City of Vacaville - Shop Local	9,068	9,068	100.0%	-
City of Vallejo - ARPA Small Business Assistance	596,260	596,260	100.0%	-
County of Napa - ARPA Childcare	\$0	\$4,407	n/a	-
County of Napa - Microbusiness Grants	167,773	155,650	92.8%	-
County of Solano - ARPA 1: Sustain Service Delivery	715,961	387,406	54.1%	328,555
County of Solano - ARPA 2: Community Workforce	481,234	318,638	66.2%	162,596
County of Solano - ARPA 3: Industry Training	648,658	297,314	45.8%	351,344
County of Solano - ARPA 4: Community Engagement	233,313	152,143	65.2%	81,170
County of Solano - ARPA SB1: Small Business TA	171,890	98,433	57.3%	73,457
County of Solano - ARPA SB2: Business Incubator	272,650	326,290	119.7%	-
County of Solano - ARPA SB3: Services for Businesses	110,200	26,661	24.2%	83,539
County of Solano - Microbusiness Grants	525,379	525,079	99.9%	-
CWDB - Prison to Employment 2.0	18,768	-	0.0%	18,768
CWDB - Regional Equity	125,471	16,448	13.1%	109,023
CWDB / Sonoma WIB - Regional Implementation 4.0	39,714	39,713	100.0%	-
FSUSD - Restaurant Resiliency	49,665	32,150	64.7%	17,515
H&SS - Job Skills Program	250,000	250,000	100.0%	-
H&SS - Success Track	86,558	86,657	100.1%	-
NorCal SBDC - Capital Improvement Program (CIP)	31,338	33,464	106.8%	-
NorCal SBDC - Small Business Administration (SBA)	199,855	210,732	105.4%	-
NorCal SBDC - Technical Assistance Program (TAP)	60,972	93,762	153.8%	-
SBDC Local Match	52,590	47,650	90.6%	2,448
Other Government Revenue Total	\$4,860,716	\$3,721,744	76.6%	\$1,228,416
<i>Other Revenue</i>				
Kaiser - Restaurant Resiliency	\$2,250	\$3,000	133.3%	\$0
Napa Valley College	\$8,000	4,682	58.5%	3,318
SBDC Program Income	\$10,000	25,272	252.7%	-
WellsFargo - Dream Incubator	\$50,000	36,026	72.1%	13,974
Other Revenue Total	\$70,250	\$68,980	98.2%	\$17,292

	BUDGET 2022-23 Mod 2 <i>Approv. 3/23</i>	Jun '23 Actuals	% Expended	Carry-Over Funds <i>Avail. 7/23</i>
<i>Donations and Contributions</i>				
SBDC Donations and Sponsorships	\$9,953	\$1,619	16.3%	\$8,334
Donations and Contributions Total	\$9,953	\$1,619	16.3%	\$8,334
TOTAL REVENUE	\$8,517,366	\$6,757,298	79%	\$1,847,962
EXPENSES:				
Salaries and Benefits	\$3,430,209	\$3,235,800	94.3%	
Personnel Expenses	\$3,430,209	\$3,235,800	94.3%	
Vocational Training	\$715,120	\$153,289	21.4%	
Work-Based Training	\$202,134	77,717	38.4%	
Supportive Services	\$28,590	31,325	109.6%	
Business Advisors	\$313,892	378,584	120.6%	
Small Business Grants / Payments	\$1,714,480	1,335,250	77.9%	
Outreach	\$98,037	14,602	14.9%	
Program Contracts	\$1,062,393	666,184	62.7%	
Direct Program Costs	\$4,134,645	\$2,656,952	64.3%	
Communications / IT	\$127,281	\$117,258	92.1%	
Employee / WDB Professional Dev	\$15,868	15,190	95.7%	
Facilities	\$544,872	455,826	83.7%	
Memberships	\$17,140	11,125	64.9%	
Mileage / Travel	\$11,483	17,194	149.7%	
Supplies / Equipment / Software	\$121,057	83,779	69.2%	
Other Operating Costs	\$114,812	164,173	143.0%	
Other Costs	\$952,512	\$864,546	90.8%	
TOTAL EXPENSES	\$8,517,366	\$6,757,298	79%	\$0

Revenue Over / (Under) Expenses

\$0

WDB SOLANO

FY2023-24 Expenditure Report - as of August 31, 2023

	BUDGET 2023-24 <i>Approv. 5/23</i>	% of Budget	Aug '23 Actuals	% Expended <i>16.7%</i>
REVENUE:				
<i>State Grant Revenue</i>				
WIOA Adult	\$1,125,407	11.1%	\$165,683	14.7%
WIOA Dislocated Worker	1,246,527	12.3%	139,878	11.2%
WIOA Youth	1,251,175	12.4%	125,388	10.0%
WIOA Rapid Response	146,715	1.5%	25,138	17.1%
WIOA Layoff Aversion	49,046	0.5%	6,042	12.3%
CWDB - CNA Upskilling Program	119,185	1.2%	8,643	7.3%
CWDB - Regional Plan Implementation 5.0	129,062	1.3%	6,380	4.9%
Grant Revenue Total	\$4,067,117	40.2%	\$477,152	11.7%
<i>Other Government Grants/Contracts</i>				
City of Napa - ARPA Leaf Blower Grant	81,000	0.8%	11,420	14.1%
County of Napa - ARPA Childcare Loan Support	-	0.0%	383	-
County of Solano - ARPA 1: Sustain Service Delivery	368,800	3.6%	23,410	6.3%
County of Solano - ARPA 2: Community Workforce	1,399,707	13.8%	81,522	5.8%
County of Solano - ARPA 3: Industry Training	1,226,615	12.1%	97,417	7.9%
County of Solano - ARPA 4: Community Engagement	804,126	7.9%	44,309	5.5%
County of Solano - ARPA SB1: Small Business TA	385,410	3.8%	37,944	9.8%
County of Solano - ARPA SB2: Business Incubator	385,650	3.8%	3,533	0.9%
County of Solano - ARPA SB3: Services for Businesses	287,704	2.8%	7,349	2.6%
CWDB - Prison to Employment 2.0	140,591	1.4%	3,498	2.5%
CWDB - Regional Equity	448,735	4.4%	3,759	0.8%
FSUSD - Restaurant Resiliency	13,200	0.1%	15,476	117.2%
NorCal SBDC - Capital Improvement Program (CIP)	81,338	0.8%	17,531	21.6%
NorCal SBDC - Small Business Administration (SBA)	180,000	1.8%	22,442	12.5%
NorCal SBDC - Technical Assistance Program (TAP)	128,104	1.3%	18,525	14.5%
SBDC Local Match	54,800	0.5%	8,264	15.1%
Other Government Revenue Total	\$5,985,780	59.2%	\$396,783	6.6%
<i>Other Revenue</i>				
Napa Valley College	\$3,645	0.0%	-	0.0%
SBDC Program Income	\$35,472	0.4%	4,635	13.1%
WellsFargo - Dream Incubator	\$16,265	0.2%	3,816	23.5%
Other Revenue Total	\$55,382	0.5%	\$8,451	15.3%

	BUDGET 2023-24 <i>Approv. 5/23</i>	% of Budget	Aug '23 Actuals	% Expended <i>16.7%</i>
<i>Donations and Contributions</i>				
Mare Island Contribution	\$0	0.0%	\$1,186	n/a
SBDC Donations and Sponsorships	\$8,153	0.1%	\$0	0.0%
Donations and Contributions Total	\$8,153	0.1%	\$1,186	14.5%
TOTAL REVENUE	\$10,116,433	100%	\$883,571	8.7%
EXPENSES:				
Salaries and Benefits	\$3,409,964	33.8%	\$428,912	12.6%
Personnel Expenses	\$3,409,964	33.8%	\$428,912	12.6%
		0.0%		
Vocational Training	\$1,105,966	11.0%	\$91,708	8.3%
Work-Based Training	\$150,000	1.5%	3,798	2.5%
Supportive Services	\$32,000	0.3%	1,913	6.0%
Business Advisors	\$412,181	4.1%	32,393	7.9%
Small Business Grants / Payments	\$1,607,016	15.9%	24,659	1.5%
Outreach	\$367,941	3.6%	1,320	0.4%
Program Contracts	\$2,027,571	20.1%	175,730	8.7%
Direct Program Costs	\$5,702,674	56.5%	\$331,521	5.8%
		0.0%		
Communications / IT	\$96,756	1.0%	\$21,475	22.2%
Employee / WDB Professional Dev	\$29,470	0.3%	1,125	3.8%
Facilities	\$538,512	5.3%	68,733	12.8%
Memberships	\$14,340	0.1%	7,350	51.3%
Mileage / Travel	\$14,296	0.1%	306	2.1%
Supplies / Equipment / Software	\$150,428	1.5%	3,349	2.2%
Other Operating Costs	\$131,927	1.3%	20,801	15.8%
Other Costs	\$975,728	9.7%	\$123,139	12.6%
TOTAL EXPENSES	\$10,088,366	100%	\$883,571	8.8%

Revenue Over / (Under) Expenses

\$28,067

\$0

Programmatic Highlights



The Programmatic Highlights Report provides a narrative of key activities for America's Job Center of CA (AJCC) activities; Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, Youth, and Rapid Response Grants; discretionary grants; 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 July to August 2023.

Reporting period highlights include:

- New – Building Fundamentals of Energy Efficiency (Industry Recognized Training) – This Energy industry-recognized class is being sponsored by Pacific Gas & Electric and Northern Energy Efficiency Counsel. The WDB is planning to collaborate with this entry level course to target ARPA qualified job seekers, as well as upskilling incumbent businesses, specifically within the healthcare and biomanufacturing sectors. The course includes 61 hours of instruction (all virtual) introducing those working in facility maintenance or related field to Energy Efficiency, HVAC, Conservation, and Sustainability. Instruction begins in early November 2023 and will be completed by January 2024 in time for those going on to take the Level 1 BOC class, which is set to begin in early spring of 2024. More information can be found at [Course Descriptions - Building Operator Certification \(theboc.info\)](#).
- Returning – Basic Computer Classes Offered in Person – The partnership between Fairfield-Suisun Adult School (FSAS) and AJCC is offering Basic Computer Skills classes in the Fairfield job center. Beginning in October, FSAS will provide an instructor using the Northstar Digital Literacy curriculum. This includes 9 hours of instruction and industry recognized completion certificates. Students will be mastering email, internet and computer basics. Classes are offered in the late afternoon on Tuesdays and Thursdays for 3 weeks total and then will repeat. More information can be found at [Home | Northstar Digital Literacy \(digitalliteracyassessment.org\)](#)

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:

- Outreach Efforts – This report period consisted of an ongoing outreach campaign to the adult and youth residents of Solano County. Full Capacity Marketing began the process of reaching out to the target population using several social media platforms, i.e., Meta (Facebook), Instagram, and Linked-In. To date, the response to the campaign has been impressive with WDB staff currently engaging in immediate contact and scheduling of informational sessions for those who are ready to move forward in the process. As staff continue contact with those who responded, they are hopeful that the efforts will result in higher enrollments for job seeker services.

Youth Services:

- CVS Pharmacy Tech Pre-Apprenticeship Program – Two students began their store placement work experience being hired directly through First Place for Youth's partnership with CVS. The remaining participants who completed the course applied for the Pharmacy Tech position, and are interviewing to be placed at a local store and begin working.
- Summer Bridge Program – First Place for Youth completed their summer bridge program, a set of activities to foster community, build skills, and prepare youth for jobs and school. During the month of August, the Summer Bridge events included CPR training, a Goodwill Job Fair, and a Back to School Event that brought in the new school year. First Place for Youth provided school supplies and met with their staff to finalize their class schedules, assuring students were prepared and felt confident.

Business Services:

- Celebrating Solano's Workforce Award Event- The WDB and the Solano-Napa Small Business Development Center (SBDC) partnered to host the Celebrating Solano's Workforce awards event. The event was sponsored by Travis Credit Union on September 13, 2023, from 5:30pm-7:30pm.

This event celebrated Solano's 'Workforce Heroes' in honor of September being National Workforce Development Month. The WDB received 34 nominees from various community members, partner agencies and businesses across six (6) categories - Adult Job Seeker, Young Adult Job Seeker, Micro business, Small Business, Large Business and Community Workforce Partner.

The Master of Ceremonies was Michael Silva, Vacaville City Councilmember, and Heather Henry, WDB Executive Director, was the Keynote speaker for the evening festivities.

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)

Reporting period highlights include:

- CNA Upskilling Program – During the reporting period, ten (10) incumbent Certified Nursing Assistants (CNA) with Paradise Valley Estates enrolled in the CNA Certified Preceptor microcredential developed as part of the project. All employees completed their training, gaining certification and a wage increase.

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. Individuals continue to enter training into in-demand occupations.
- Community Workforce Services – The WDB's two contracted grantees, working in partnership with the WDB, have now fully launched. Club Stride started working with young adults focusing on teaching Digital Marketing Training and eight (8) participants have completed enrollment. Vallejo Project will be providing Carpenter Pathway Trainings over a two-year period and currently have nine (9) young adult participants in the program.
- 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 six (6) Food Manager Certificate Workshops to date. Seventy-three (73) individuals have passed the exam and earned the Food Manager Certificate. Feedback from employers has continued to be very positive. Sixty-nine (69) participants are currently working in the Accommodations & Food Services Industry. The WDB will be offering two more certification workshops in October 2023.
Following the October trainings, staff will be looking to offer additional industry recognized certifications for the Retail and Facilities Management Industries.
- Climate Transition Summer Youth Program –The Climate Transition Summer Youth Program has been completed. Ten (10) young people started the program and nine (9) completed. The participants worked in difficult conditions and weather performing various duties. The duties included removing invasive plant species, trimming trees on farmland, planting drought resistant plants, installing a sprinkler system, and gained many valuable lessons about land conservation and the impact of climate transition. Many of the participants commented at the graduation ceremony that they learned many lessons regarding problem solving and working in diverse groups.

Alonzo Allen, a sixteen-year-old summer program participant, was awarded the Young Adult Job Seeker Award at the Celebrating Solano Workforce Event.
- Childcare Entrepreneurship Bootcamp – Solano Family and Children Services has completed two (2) sessions with 19 participants so far in various stages of obtaining a permit/license to operate a family daycare facility. Six (6) participants have completed all the requirements and are awaiting notice for approval to open for business. A new session is starting for Spanish speaking participants in the coming month.

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 Culturally Competent Technical Assistance – SBDC completed the ARPA funded RFP process awarding \$210,000 to organizations who provide support to business owners who are ethnically diverse and awarded two entities: the California Hispanic Chamber and the Solano County Black Chamber of Commerce. Outreach and program activities began in July 2023. As of August 1, 2023, the two organizations have provided advising and training to 37 minority clients resulting in 3 new jobs.
- Napa Accelerator Program – The SBDC has received funding from Napa County to provide two 6 week business success principles bootcamp in the next 6 months. The program will

culminate in providing grants of \$2,500 to 40 participants who successfully complete the program. The program is currently being finalized with the County of Napa.

- 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. As of September 12, 2023, staff have provided grants to 13 recipients with several more applications in the queue.

PY 23/24 Job Seeker Deliverables by Grant Funded Program

Reporting Period: July 2023 to August 2023

WIOA Adult/DW	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Applications*	250	6	0											6	2%
Newly Enrolled*	150	12	17											29	19%
Occupational Training*	63	13	1											14	22%
Employer-Based*	8	0	0											0	0%
Credentials*	53	5	10											15	28%
MSG*	44	14	2											16	36%
Exited*	81	0	0											0	0%
Employed At Exit*	48	2	0											2	4%
Average Wage *	\$ 28.00	\$ 21.00	-											\$ 21.00	75%
* May represent co-enrolled participant															

17%

WIOA Youth	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Application	50	0	0											0	0%
Enrolled	22	1	1											2	9%
Occupational Training	8	4	1											5	63%
Employer-Based	9	0	0											0	0%
Credentials	6	0	1											1	17%
MSG	5	1	0											1	20%
Exited	15	0	0											0	0%
Employed At Exit	7	0	0											0	0%
Median Wage	\$ 20.00	-	-											-	0%

CNA	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Enrolled	70	0	0											0	0%
Employer-Based	80	10	0											10	13%
Credentials	35	8	0											8	23%
MSG	60	8	0											8	13%
Exited	40	0	0											0	0%
Employed At Exit	35	0	0											0	0%
Median Wage	\$ 27.00	-	-											-	0%

ARPA #1 (WDB Training)	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Enrolled	n/a	16	10											26	n/a
Training (Occ / WBL)	50	5	3											8	16%
Completed Training	N/A	0	0											0	0%
Exited	80	2	0											2	3%
Employed At Exit	60	2	0											2	3%
Median Wage	\$ 27.00	\$ 21.00	-											-	78%

Key

=> 100% of Goal 16.7%
 <> 80% - 100% of Goal 13.3%
 < 80% of Goal

SBDC August Report															
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	184	165	186	244	264	211	235	250					1739	79%
Total Client Hours YTD	1,700	418	266	296	353	372.75	285.75	314	326.5					2632	155%
Total Active Clients (Napa)	750	506	515	519	524	514	504	509	519					524	69%
Total Active Clients (Solano)	1,500	1326	1354	1364	1389	1393	1391	1386	1408					1389	93%
Total Active Clients (Center)	2,250	1832	1869	1883	1913	1933	1939	1935	1966					1913	85%
Jobs Created	70	44	25	19	0	1	58	48	11					206	294%
New Business Starts	23	2	2	3	0	1	12	2	4					26	113%
Change in Sales	\$ 5,570,000.00	\$5,569,630.00	\$ 7,764,706.00	\$ 225,474.00	\$ -	\$ 100,000.00	\$ 665,311.18	\$ 3,881,226.56	\$ 92,150.00					\$ 18,298,497.74	329%
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	\$ 1,850,042.00	\$ 6,496,600.00					\$ 12,291,616.50	79%
Training Sessions held	70	17	14	13	22	28	11	10	12					127	181%
# of attendees	1000	288	207	266	424	444	128	139	245					2141	214%

CONSENT CALENDAR



BOARD OF DIRECTORS MEETING MINUTES

July 21, 2023

I. Call to Order

In the Board Chair's absence, Treasurer, Mario Giuliani, called the meeting to order at 8:34 a.m. Quorum was established.

Members Present: Danny Bernardini, Suzanne Castano, Shannon Dodds, Mario Giuliani, Tim Healer, Gerald Huber, Chris Huxsoll, , Thomas Stuebner, and David Tam

Members Absent: Chris Churchill, Kelli Courson, Mark DeWeerd, Tiffany Donahue, Mary Dugbartey, Celia Esposito-Noy, Fadi Halabi, Melvinia King, Glenn Loveall, Sabrina Martin, and Stephen Reese.

II. Introductions

There were no introductions.

III. Agenda Changes/Deletions

Staff pulled agenda item V.B from the Consent Calendar to note a change in the document presented in the packet.

IV. Public Comment

There were no public comments.

V. Consent Calendar

A. Approval of May 19, 2023, Meeting Minutes

~~B. Review and Acceptance of the Workforce Development Board of Solano County's Final Sub-Monitoring Report for Adult and Dislocated Worker Programs~~

MOTION #1

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

(Huber/Bernardini) MOTION PASSED UNANIMOUSLY

Action Item

B. Review and Acceptance of the Workforce Development Board of Solano County's Final Sub-Monitoring Report for Adult and Dislocated Worker Programs

Ms. Henry noted that during the June Planning & Oversight Committee meeting, the committee requested the final report be revised to reflect that the corrective action will continue until it is confirmed the finding has been resolved in the next monitoring. The correction was made however the correct copy of the final report was not included in the Board packet. In the "WDB Conclusion" section of the report, the sentence "The WDB accepts the Adult/Dislocated Worker program's corrective action plan. However, this finding will remain open until it can be confirmed in our next monitoring."

MOTION #2

A motion was made and seconded to accept the final Sub-Monitoring Report for Adult and Dislocated Worker Programs with the revision.

(Huber/Huxsoll) MOTION PASSED UNANIMOUSLY

VI. Action Items

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, as recommended by the Ad-Hoc Nominations Committee

Ms. Henry noted the Ad-Hoc Nominations Committee felt the fact that Mr. Churchill had expressed interest in serving as Board Chair, the nomination was strong. Staff did reach out to the Board membership to ask for nominations and to see if anyone was interested in serving

as Chair. One nomination was received but this member did not qualify to serve as Chair. WIOA law requires the Board Chair seat be filled by a business.

MOTION #3

A motion was made and seconded to approve the election of Mr. Chris Churchill to serve as Board Chair the duration of the two-year term of office through June 30, 2024.

(Stuebner/Huxsoll) MOTION PASSED UNANIMOUSLY

B. Approval of the New Workforce Board Appointment, Ms. Deanna Hurn of Miracle Math Coaching, as Business Representative

Ms. Henry announced that Ms. Hurn was present at the meeting. Ms. Hurn introduced herself and gave an overview of her background.

MOTION #4

A motion was made and seconded to approve the appointment of Ms. Hurn.

(Huber/Bernardini) MOTION PASSED UNANIMOUSLY

Ms. Henry added there are currently four vacant seats on the Board. Ms. Viola Lujan of La Clinica notified staff of her resignation the morning of the Board meeting due to scheduling conflicts. Staff will reach out to Ms. Lujan to see if there would be an appropriate representative available from the Vallejo office to join. There are two potential members that have been identified staff have been in communication with for appointment at the September Board meeting. There are four business seats vacant.

VII. Informational Reports

A. Board Chair

Ms. Henry reminded the Board that if the Conflict-of-Interest Policy forms have not been completed, Ms. Gallentine has available copies for signature. With the election of Mr. Churchill to fill the Board Chair seat, this leaves the Vice Chair seat vacant. An Ad-Hoc Nominations Committee will need to be appointed unless the current committee would like to continue their role on this committee. Mr. Giuliani announced the current committee could continue unless there were any objections. There were none.

Ms. Henry announced that an Ad-Hoc HR Committee would need to be reformed. This committee will need to review the revised employee handbook. Mr. Tam volunteered for this committee. Staff will send an email to the Board requesting volunteers. The goal is to have a minimum of three Board members on the committee.

Staff had planned to recognize Mr. Halabi and Mr. Riley for their dedicated years of service as members of the WDB Board of Directors. Both were unable to attend the meeting. Mr. Giuliani recognized the amount of time they have invested in the organization as volunteers and as members of the Board and their interaction with staff outside of scheduled Board meetings. Their tenure has been a valuable asset. Mr. Giuliani suggested the Executive Committee schedules a lunch with Mr. Halabi and Mr. Riley in appreciation for the service. Ms. Henry added Mr. Riley has been a Board member since 2008 until his recent resignation. Mr. Halabi has been a Board member since 2002 and on the Executive Committee since 2011. He remains an active member on the Board.

B. Committee Chairs

In Ms. King's absence, Ms. Henry shared the Planning & Oversight Committee met on June 27th. The Committee reviewed the final Adult/Dislocated Worker sub-monitoring letter, which was approved by the board. The committee also discussed performance reports that are presented to the Board. Staff will be making some suggested changes to these reports and reducing the number of reports presented to the Board in the agenda packet. A draft will be presented to the committee which will then be included in the agenda packets beginning in

September. The committee also determined planning topics for the fiscal year and will be focusing on job seeker related topics.

The Ad-Hoc Succession Planning Committee met on July 7th. The Committee reviewed several concepts to include in the Succession Plan. A draft policy will be finalized at the next committee meeting and will be presented to the Board at the September meeting.

Mr. Giuliani announced the Budget Committee met to discuss developing a reserve policy. The challenge has been the different funding sources the organization has and the requirements of those sources. How money can be applied that does not have the federal requirements needs to be identified for funding received that is considered undesignated dollars. The policy will help identify what can be considered reserve and how the organization applies this money. Additionally, the committee has been working with staff to develop a policy allowing Ms. Henry to make budget adjustments that do not require committee or Board approval to keep daily operations efficient and flowing without having to put things on pause to wait for approval.

C. President/Executive Director Report

Ms. Henry announced there have been no new monitoring results. There will not be a County audit this year so the summer should be fairly light with monitoring picking back up in the fall. State monitoring is generally scheduled twice a year; one for fiscal and one for program. Program monitoring usually alternated between Adult/Dislocated Worker (Adult/DW) and Youth programs. Equal Employment Opportunity (EEO) monitoring is generally scheduled as well.

The Expenditure Report, provided in the agenda packet, shows at the end of May WDB was 66% spent for the year. In June, over \$1million was spent which included small business grants and ARPA contracts. A lot of funds this year are tied to program contracts and can be carried over. The biggest grant concern is Adult/DW and Youth. The report shows 73% spent and Youth 62% spent. Youth will be okay moving forward. There was a new youth contract this fiscal year that began July 2022 which took some time to start up. The Board did approve a second youth contract with VOICES which did not start until June 2023. This coming year both providers should be off to a great start. The concern with the Youth program is meeting the goal for work experience requirements. Dislocated Worker is the other concern. There was an increase in the Adult enrollments but Dislocated Worker enrollments are still significantly struggling. Where staff used to get their biggest number for enrollments from EDD is no longer a big referral resource for WIOA programs. Staff do have the ability to reach out to the state as there is the ability for 100% transferability between Adult and Dislocated Worker programs, but this will affect future funding for Dislocated Worker. Vocational Training and Work-based Training. At the end of May there was only 15% spent. There is a requirement to spend 30% of the Adult/DW fund on training. This was intentionally not done in the past couple of years in order to help support staffing. Management is working on scaling and have plans for this but have not met these numbers. Requests for services didn't start to pick up until January, which wasn't enough time to build up training. Although there was an increase in training in June, the goal will not be met. There is funding for outreach within the ARPA contracts. WDB did a contract with Full Capacity Marketing (FCM) for outreach services. Staff is working with FCM to approve final strategies before the outreach campaign begins.

Since the last Board meeting, the Rapid Response and Layoff Aversion fund is underspent and is actually underspent across the state. There is a three-month state-wide extension of those programs which will be spent by the end of the fiscal year. This will impact the budget modification numbers. This past week the state Board reached out and is going to provide a no cost extension to the Accelerator 10.0 grant, which is the CNA Upskilling grant allowing for more time for training.

Ten grants have been closed this fiscal year. Two front line fiscal staff are being upskilled to promote within the organization. The fiscal team has done an amazing job organizing and cleaning up the fiscal department.

Lastly, the Celebrating Solano's Workforce has been scheduled for September 13th. Prior to the pandemic, this was celebrated as the Gala, held in September at Green Valley County Club. Staff is transitioning back into the celebration; however, this year it be held at the Travis Credit Union in Vacaville in space they have donated for our use. Request for nominations have been published which include Job Seeker, Business, and Community Partner categories. Staff will send the details to the Board. Staff is in need of individuals interested in reviewing nominations and selecting an awardee for each category. Mr. Bernardini, Mr. Huber and Mr. Healer volunteered to review the nominations.

D. Reports

There was no discussion on this item.

VIII. Discussion Items

A. FY22-23 Accomplishments and Activities and Looking Forward to FY 23-24

Ms. Henry gave a presentation, included as part of the minutes. Accomplishments included the youth contractor obtaining a work experience partnership with CVS, launching a second youth contract with VOICES, doubling WIOA Youth enrollments, industry-based job training, and expanding community engagement and business engagement. SBDC now includes Napa County with new projects for leaf blower rebates, childcare loan application technical assistance and complimentary office space for entrepreneurs. SBDC has served 1,900 businesses. Three small business grants will be closing with 315 grants given totaling a little over \$1million. The Restaurant Resiliency program, to provide hot meals once a week to homeless and low-income families, received another \$40,000. Restaurants receive reimbursement for making the meals provided.

Looking forward to the next fiscal year will require staff to reimagine how to rebuild in a post pandemic world. Ms. Henry highlighted some of the goals staff will focus on is advocating for, and building a base for industry recognized certifications, better utilizing WDB's office space to offer certifications and trainings, building stronger partnerships, adding workshops, reengaging in the community, and building a stronger youth program.


B. Job Quality Framework

Ms. Henry gave an overview of agenda item VIII.B. Job Quality Framework, which was included as part of the agenda package and incorporated herein. The attachment highlights North Bay Workforce Job Quality Framework. Paradise Valley Estates has been providing support with the CNA project and assisting with a method to develop job quality framework for businesses. As part of ARPA, WDB is working to offer business training series that offers credentialing, job training, and certifications. This will lead to a reduction in employee turnover, and the development of a stable and skilled workforce. Many of the small businesses within Solano County have 5 or less employees. Understanding job quality for lower wage jobs will help businesses provide an environment employees look for.

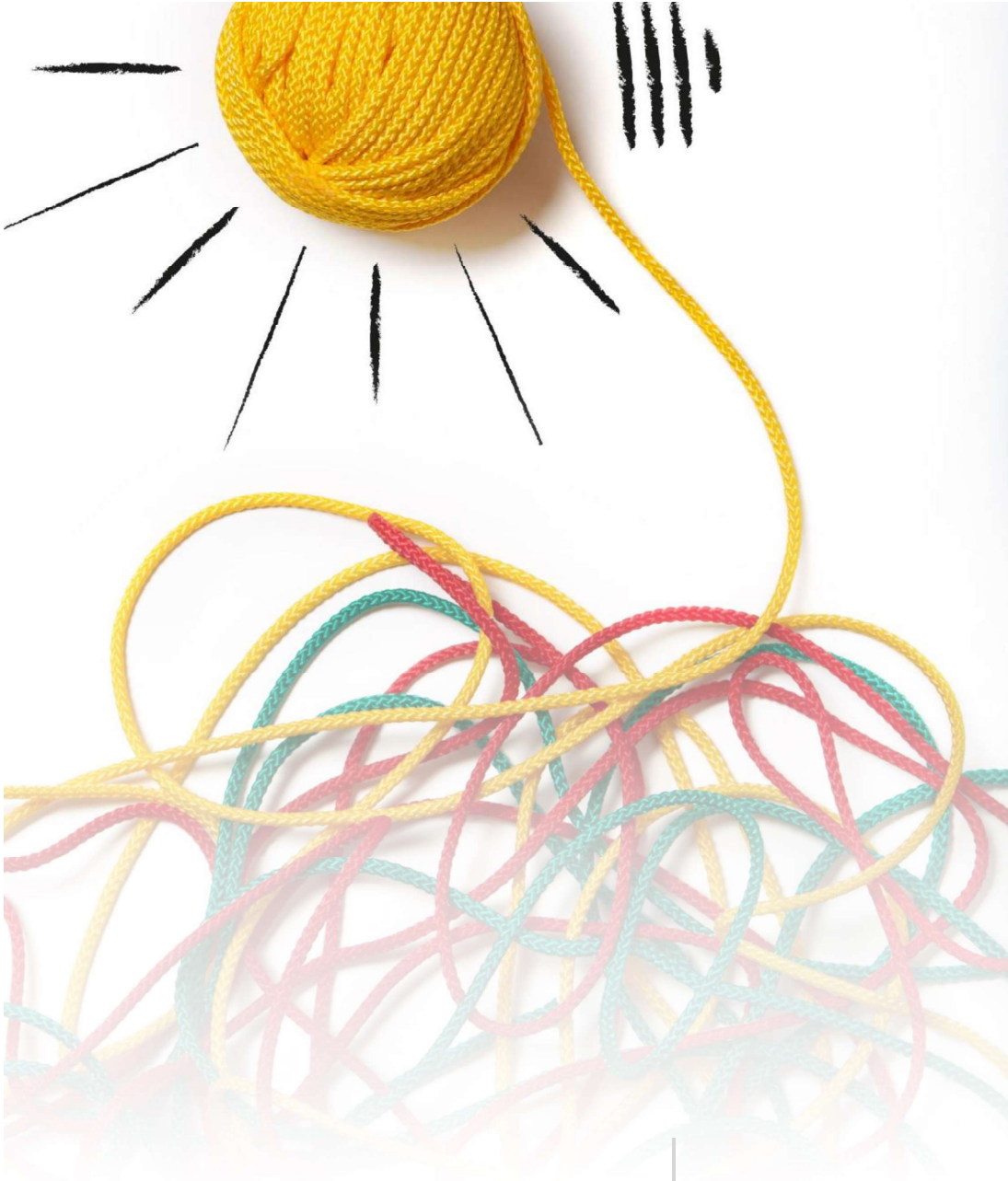
IX. Adjournment

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

Respectfully submitted by:



Tammy Gallentine, Executive & Board Support Specialist



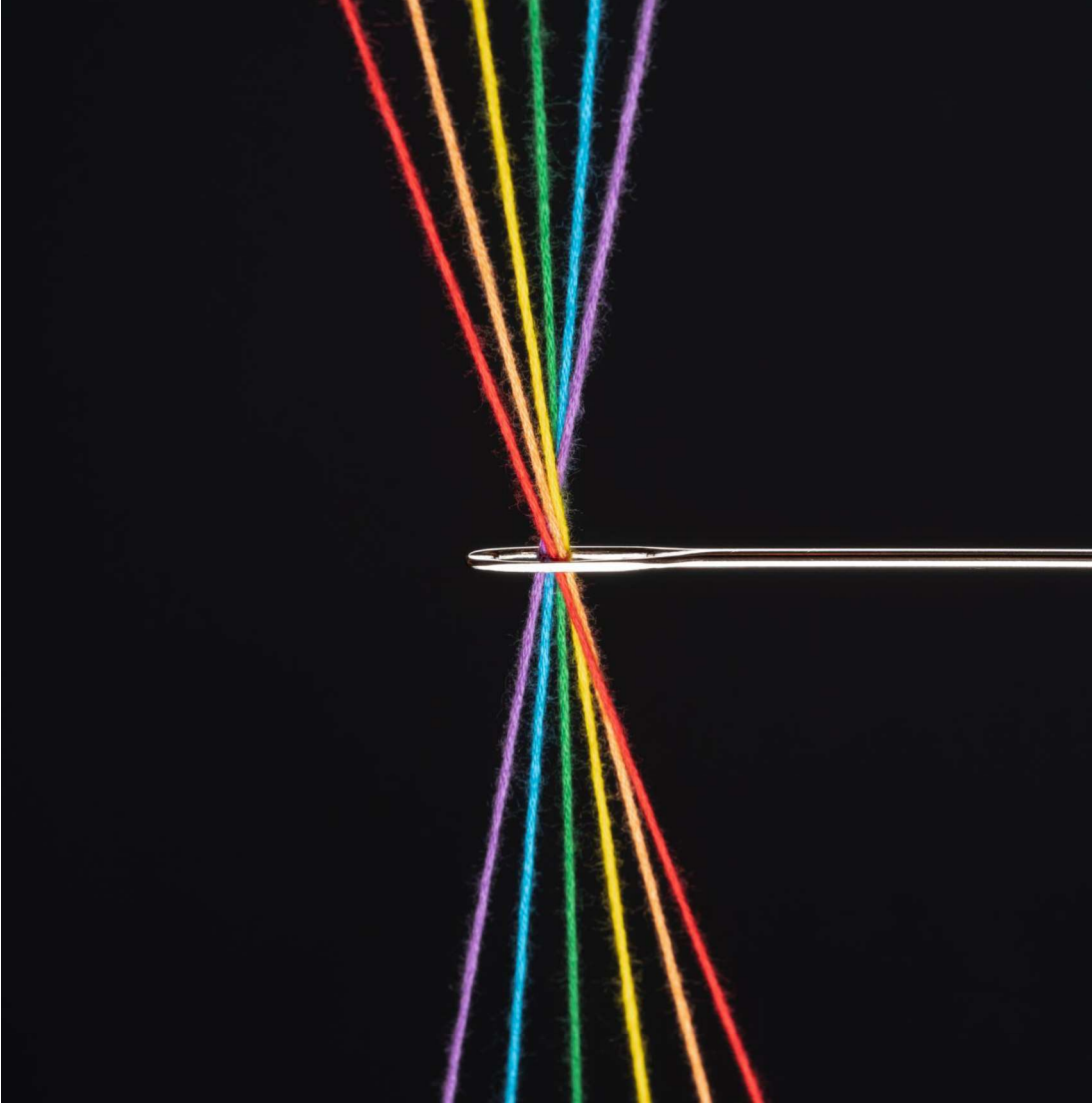
Year of Reimagining

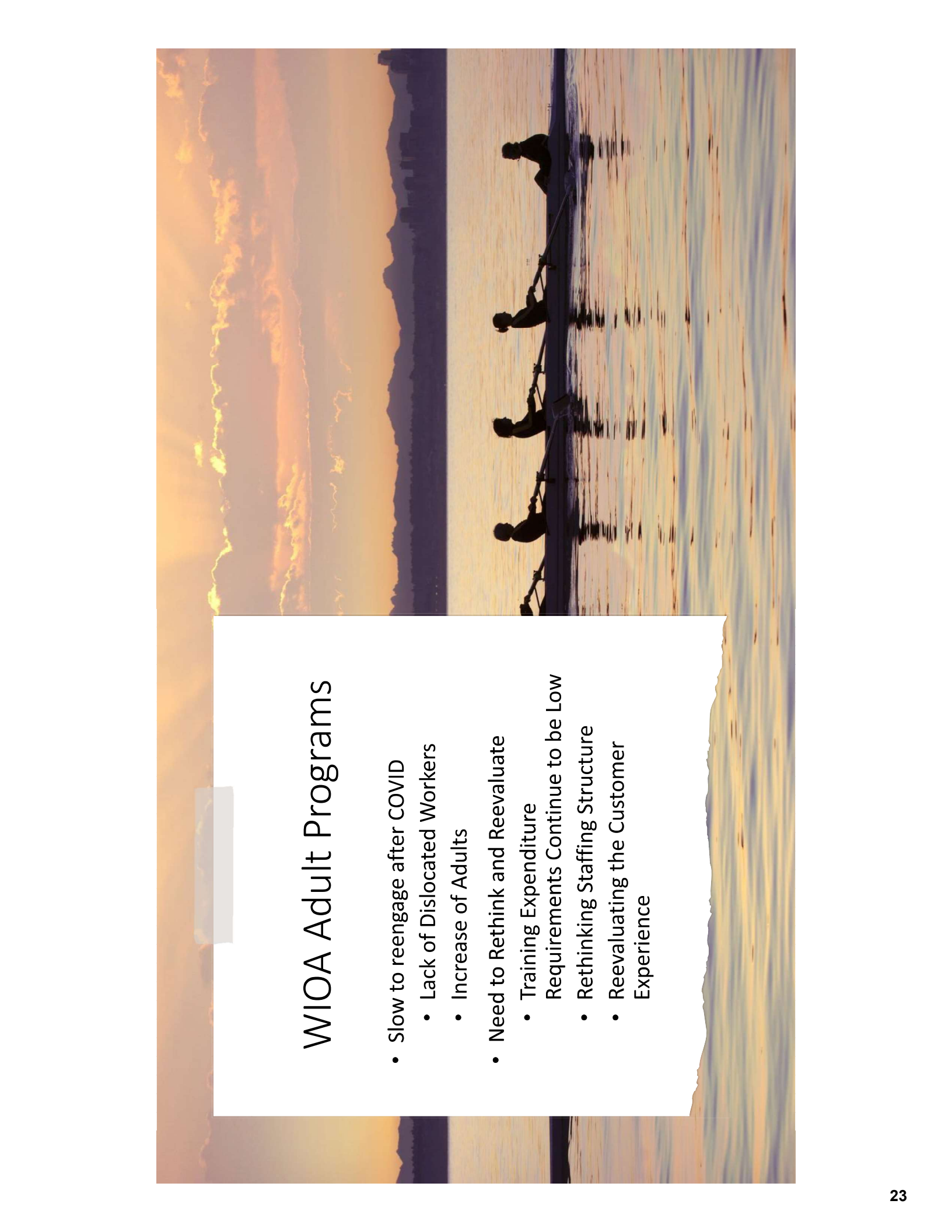
Solano Workforce Development
Board

July 21, 2023

AJCC and Community

- Rebuilding After COVID
- Building Stronger, Integrated Network of Community Workforce Partners
- Reengaging with Road to Employment
- Reevaluate Role of Brick and Mortar
- Adding Workshops for the Public





WIOA Adult Programs

- Slow to reengage after COVID
 - Lack of Dislocated Workers
 - Increase of Adults
- Need to Rethink and Reevaluate
 - Training Expenditure Requirements Continue to be Low
 - Rethinking Staffing Structure
 - Reevaluating the Customer Experience

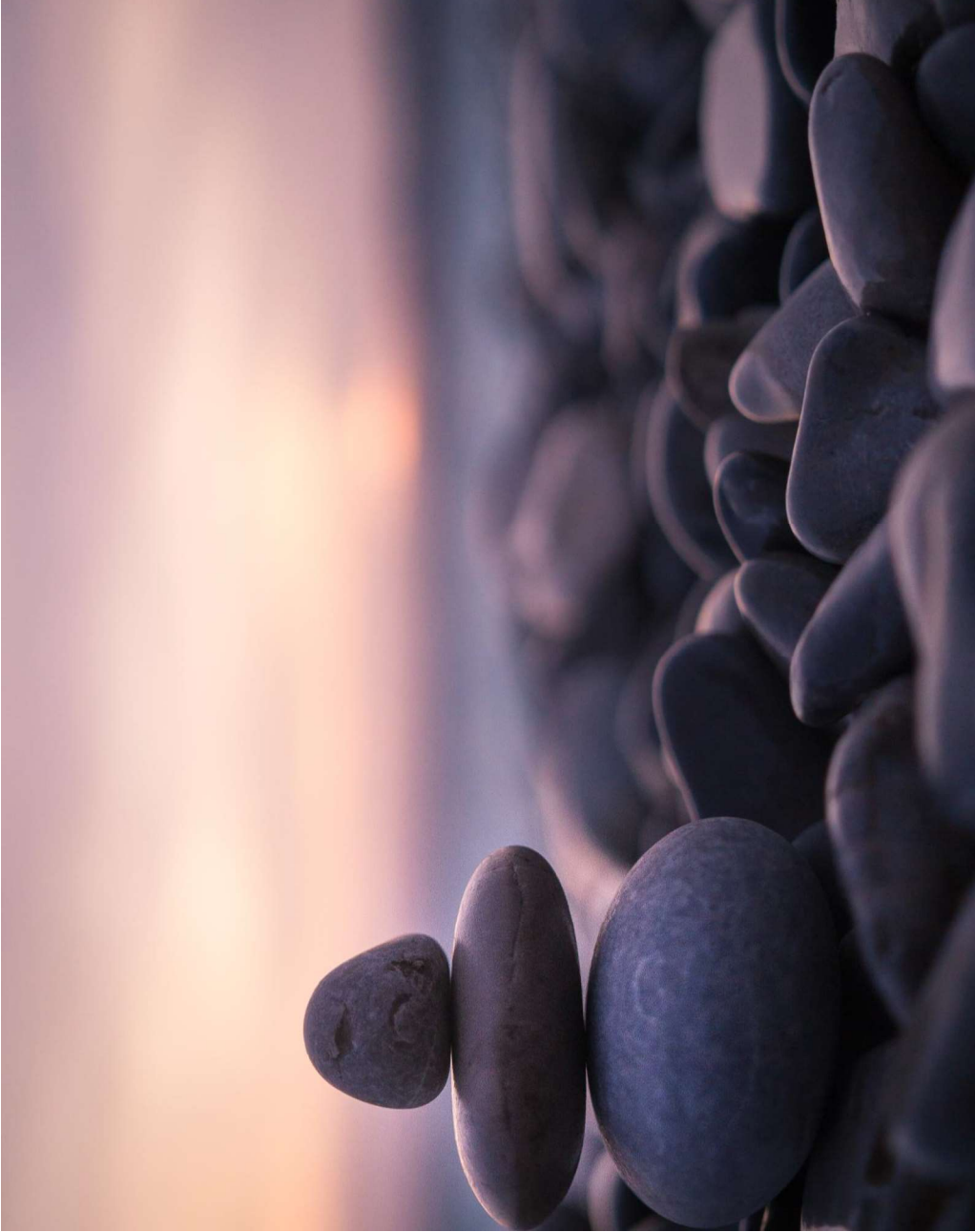
WIOA Youth

- Reimagining WIOA Youth Services
 - First Place for Youth
 - VOICES
- Won't Meet Work Experience (WEX) Requirement
- Need to Reevaluate Our Internal Strategy for WIOA Youth



Pathway to Success Program

- Contracts Finished
6.30.23
- Absorbed Staff into
Other Programs
- Reimagining
Relationship with H&SS



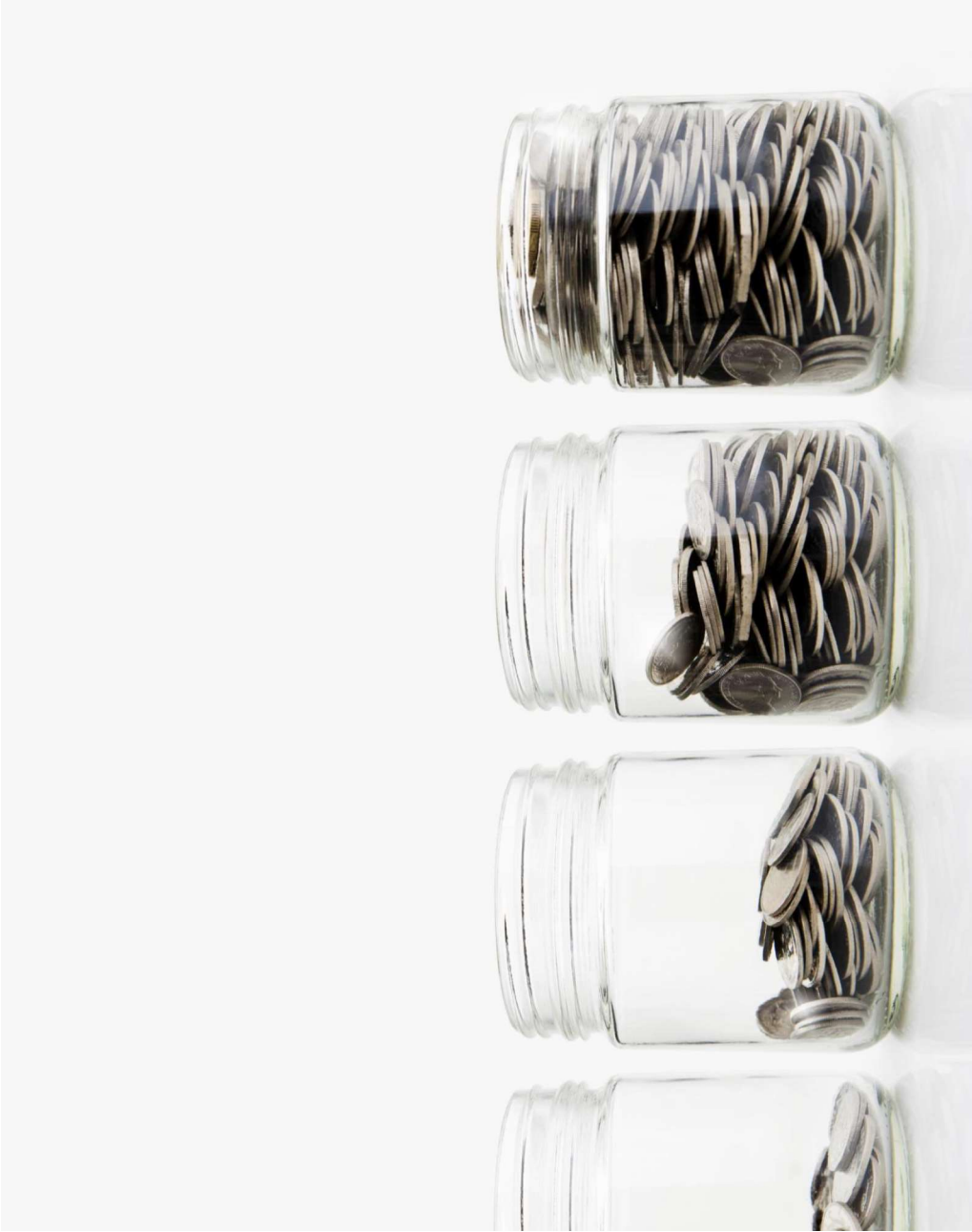
SBDC

- Broadening Geographic Scope
 - Significant increases in Napa County engagement
- Engaging Business Advisors in New Ways
- New Projects:
 - Napa Success
 - Napa Childcare Loan TA
 - City of Napa Leaf Blower Rebates
 - Dream Incubator



Small Business Grants and Funding

- State Microgrant Program
 - Solano
 - Napa
- Restaurant Resiliency
- Local Grants
 - Vallejo Small Business Grants
 - Solano Farm Grants





ARPA Projects

- WDB and SBDC Sustainability
- Community Workforce Grants
- Industry-Based Job Training
- Community Engagement
- Expanded Business Engagement
- Business Accelerator Program
- Business Services



ARPA Transformation

- Help Business Respond to New Labor Market
- Mindset Shift to Industry
- Create Accessible Pipelines
- Bolster Hard-Hit Communities
- Modernize Tools and Resources
- Entrepreneurship as a Career Path
- Worker Stability and Mobility

Community Workforce Grants

- Reimagined Grants to Small Non-profits
- Introduced Technical Assistance
- Supporting Hard-to-reach through Community Partners
- Leads to Collaborative Partnerships
- Gaining Interest throughout CA
- WDB Becoming Umbrella Workforce Organization



Industry-Based Job Training

- Food Manager Certificate Training
- Entrepreneurship Workshops
- Childcare Entrepreneurship Bootcamp

69 Completed
training to date

63 Received
certification to date



The WDB is an EO/AA/ADA
Auxiliary Aids and Services are av
notice to individuals with

FOOD MANAGER Certificate TRAINING

Dates: March 27, 2023 or March 28, 2023
Time: 9:00am to 3:00pm
Location: 500 Chadbourne Road
Fairfield, CA 94534
Cost: Free to All Participants

LIMITED SEATS AVAILABLE

TO REGISTER, CONTACT:
Matt Moon-Bailey
Industry Relations Manager
mmoonbailey@solanowdb.org
707-863-3588

**Made possible by
funding from
Solano County**

 solanoemployment.org



Youth Climate Transition

- 5-week In-School Youth Summer Program
- Key Partners:
 - Solano Land Trust
 - Solano County Office of Education
 - Student Conservation Association
- Topics:
 - Water
 - Land Restoration
 - Land Protection
 - Sustainable Agriculture



Biotechnology / Life Sciences

- Creating a Talent Pipeline Plan
- Accepted to Jobs for the Future's Workforce Communities of Action
- Reimagining Career Pathways
- Bridge Programming

Small Business Accelerator

- 6-week business success curriculum + weekly business advising
- Graduates receive \$4,000 in capital for business recovery and growth
- 3 cohorts completed (1 in Spanish)

44 Completed training to date





Hiring Right & Effective Onboarding

Wednesday, August 30
12:00 - 1:30 PM



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY



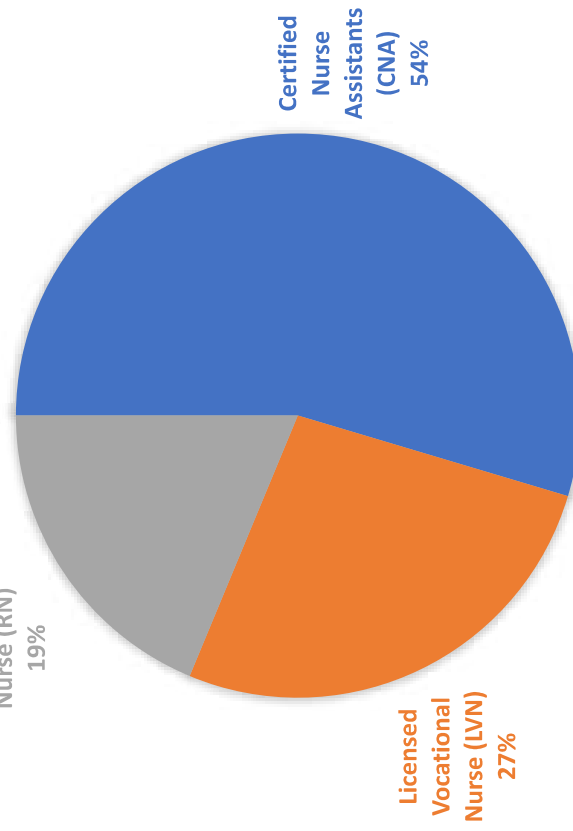
Made possible by funding from Solano County.

Business Training Series

- Partnering with California Employers Association (CEA)
- 12 Webinars on Various Topics
- 3 Virtual Training Series
 - L.E.A.D. – Leadership Excellence and Development certification
 - Wellbeing and Inclusion Series
- 3 Onsite Half-day Business Summits

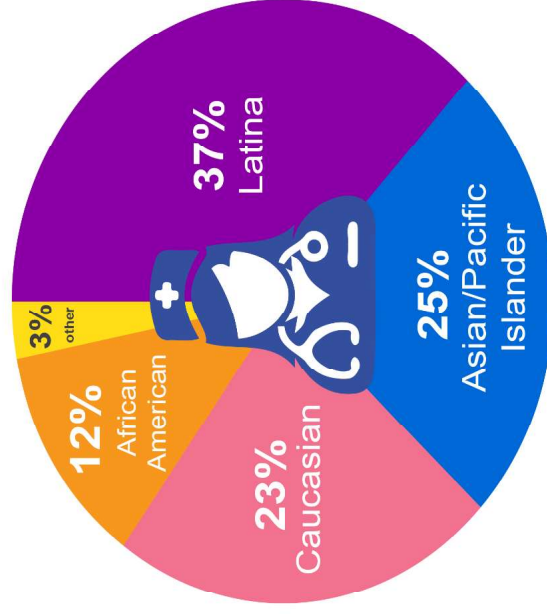
CNA Upskilling Grant

Registered Nurse (RN)
19%



Source: Lightcast - 2022 Staffing

CNA Profile



Project Goals



Establish Micro-certifications framework



Test employer-led training for CNAs tied to wage increases



Improve job quality and career mobility for CNAs



Create a seamless career path with continuous employment at one employer



Pilot initiative for a statewide roll-out of project

Job quality framework

Job quality
framework

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*

(Potential) New Grants

Regional Plan
Implementation
5.0

Prison to
Employment 2.0

Regional Equity
Partnerships

Ticket to Work

Helping Justice-
Involved Reenter
Employment (HIRE)

Community
Economic
Resiliency Fund
(CERF)



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT: Review and Approval of the Lower Living Standard Income Level (LLSIL) & Poverty Guidelines for 2023 Policy	MEETING DATE September 22, 2023	AGENDA ITEM VII.B
FROM: Heather Henry, President/Executive Director	ACTION REQUIRED YES ✓ NO	ATTACHMENTS A

RECOMMENDATION

Staff and the Planning & Oversight Committee are recommending that the Board of Directors review and approve the Lower Living Standard Income Level (LLSIL) & Poverty Guidelines for 2023 Policy.

DISCUSSION

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

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

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

Overview of Policy

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

Key Policy Elements

- Background on LLSIL and poverty guidelines
- Solano's LLSIL and poverty guideline numbers for 2023-24

ALTERNATIVES

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

REPORT PREPARED BY

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



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

POLICY ISSUANCE

Date: September 22, 2023

Number: 2023-01

LOWER LIVING STANDARD INCOME LEVEL (LLSIL) AND POVERTY GUIDELINES

INTRODUCTION

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

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

QUESTIONS

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

SOLANO COUNTY GUIDELINES

LLSIL guidelines are established by DOL. As of 2023, Solano County has been removed from the San Francisco/Oakland/San Jose MSA’s unique LLSIL. Additional information on the 2023 LLSIL, published in the Federal Register on May 8, 2023, is available at <https://www.dol.gov/agencies/eta/llsil>. Federal poverty guidelines are established by HHS and are standardized across the country. Additional information on the 2023 poverty guidelines can be found at <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>.

Income received during the six-month period immediately prior to the individual’s application for WIOA-funded services is used for income determination, the chart below shows both the annual and the six-month figures.

LLSIL and Poverty Guidelines by Family Size

	1	2	3	4	5	6	Each Add'l
LLSIL Guidelines							
100% Annual LLSIL	\$18,488	\$30,300	\$41,600	\$51,354	\$60,599	\$70,878	+\$10,279
70% Annual Income	\$12,942	\$21,210	\$29,120	\$35,948	\$42,419	\$49,615	+\$7,196
70% 6 Month Income	\$6,471	\$10,605	\$14,560	\$17,974	\$21,210	\$24,808	+\$3,598
Poverty Guidelines							
Annual Income	\$14,580	\$19,720	\$24,860	\$30,000	\$35,140	\$40,280	+\$5,140
6 Month Income	\$7,290	\$9,860	\$12,430	\$15,000	\$17,570	\$20,140	+\$2,570

ELIGIBILITY DETERMINATION

Staff must use the higher of either the LLSIL or the poverty guideline for the appropriate family size to determine low-income status for WIOA Adult and Youth enrollment, as well as ARPA enrollment. As such, staff must use the 70% LLSIL guidelines for low-income eligibility, effective May 9, 2023, until new federal income guidelines are released.

DISCLAIMER

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

REFERENCES

Law

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

Federal Guidance

- Department of the Treasury, [Coronavirus State and Local Fiscal Recovery Funds \(SLFRF\) Final Rule](#). 31 CFR Part 35.
- Federal Register, Volume 88, Number 88 – "[WIOA 2023 LLSIL](#)"
- Federal Register, Volume 88, Number 12, "[Annual Update of the HHS Poverty Guidelines](#)"

Approved by

Workforce Development Board of Solano County



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING FOR:
LOWER LIVING STANDARD INCOME LEVEL (LLSIL)
AND POVERTY GUIDELINES POLICY
(Issued September 22, 2023)

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

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

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

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

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

Employee's Name (printed): _____

Employee's Signature: _____ Date: _____



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT Review and Approval of the On-the-Job Training Policy, Change 2	MEETING DATE September 22, 2023	AGENDA ITEM VII.C
FROM Heather Henry, President/Executive Director	ACTION REQUIRED YES ✓ NO	ATTACHMENTS A

RECOMMENDATION

Staff and the Planning & Oversight Committee are recommending that the Board of Directors review and approve the policy change to the On-the-Job Training Policy.

DISCUSSION

In order to remain compliant with WIOA regulations governing programmatic and administrative policies, the Workforce Development Board (WDB) of Solano County continues to create policies and revise previous policies. According to WIOA regulations, WIOA policies must also be approved by the Board.

The State of California applied for a waiver from the Department of Labor to allow for local boards to provide up to a 90% reimbursement for On-the-Job Training (OJT) contracts. The WDB applied for, and received, this waiver. This policy change incorporates the waiver allowance of 90% reimbursement to businesses with fewer than 50 employees.

Additionally, this policy change includes an increase in the training cap from \$7,500 to \$10,000. As wages have increased in recent years, the WDB has been challenged to keep the cost reimbursement for wages to the \$7,500 level for the training needed for new employees. Increasing the OJT training cap to \$10,000 will allow for full training of the onboarded employee at a self-sufficient wage.

ALTERNATIVES

The Board could choose not to approve the policy change and request further investigation regarding wage reimbursements. However, this could keep participants from being able to reach their full training milestones as part of the OJT training.

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.



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

POLICY ISSUANCE

Date: September 22, 2023

Number: 2018-07 Change 2

ON-THE-JOB TRAINING (OJT) POLICY, CHANGE 2

INTRODUCTION

This policy change adds additional information on wage reimbursement rates and the training cap under On-the-Job Training (OJT) contracts for enrolled Workforce Innovation and Opportunity Act (WIOA) clients under the Adult and Dislocated Worker grants.

QUESTIONS

Questions relating to this policy should be directed to Marion Aiken, Workforce Services Director, at maiken@solanowdb.org or at (707) 863-3594.

POLICY CHANGES

The changes modify the following parameters of the On-the-Job Training Policy as a result of allowing exceptions to the wage reimbursement rates for businesses with 50 or fewer employees. Changes are bolded and italicized.

CONTRACT PARAMETERS

- ***Contract reimbursement rates may be increased up to 90% for businesses with 50 or fewer employees.*** Factors used in increasing the wage reimbursement level up to 90% must be documented by staff and included in the contract file. This change will remain in effect until the recently approved California Employment Development Department On-the-Job Training Waiver period has ended.
- ***OJT Training Cap may be increased from \$7,500.00 to \$10,000.00*** for businesses with 50 or fewer employees and will also remain in effect until the On-the-Job Training Waiver period has ended.

DISCLAIMER

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

Approved by

Workforce Development Board of Solano County

ACTION ITEMS





WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT Approval to Elect Board Member, Ms. Shannon Dodds, to Serve as Board Vice-Chair the Duration of the Two-Year Term of Office through June 30, 2024	MEETING DATE September 22, 2023	AGENDA ITEM VIII.A
FROM Heather Henry, President/Executive Director	ACTION REQUIRED YES✓ NO	ATTACHMENTS NONE

RECOMMENDATION

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

The WDB bylaws require that the Vice-Chair seat be filled by a business representative.

DISCUSSION

At the July 21, 2023 Board Meeting, the Board approved the election of the Vice-Chair, Mr. Chris Churchill, to serve as Chair for the duration of the two-year term of office through June 30, 2023. This left the Vice Chair seat vacant.

On August 8, 2023, an email was sent to all members of the Board, asking if anyone was interested in serving as Vice Chair and would like to be considered OR would like to nominate another Board member. Responses were requested to be received by August 18, 2023. Two nominations were received; Mr. Chris Huxsoll and Ms. Shannon Dodds. After staff had individual discussion with both nominees, Mr. Huxsoll declined the nomination in lieu of Ms. Dodds but did express interest to be considered for future vacancies. Ms. Dodds accepted the nomination.

On August 24, 2023, the Ad-Hoc Committee met via Zoom to review nominee(s) for Board Vice Chair. The committee acknowledged Ms. Dodds as the only nominee for Board Vice Chair.

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

SUBJECT Approval of New Workforce Board Appointments: Ms. Idowu Koyejo of Teme Salon LLC, and Ms. Janice Fera of Solano Adult Education Consortium	MEETING DATE September 22, 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 approve the following two (2) new nominations for appointment to the Workforce Development Board (WDB) of Solano County.

Ms. Idowu Koyejo – Business Representative (Attachment A)

Ms. Janice Fera – Education, WIOA Title II Representative (Attachment B)

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. Idowuo Koyejo – Teme Salon LLC

Raised in the Bay Area, Ms. Koyejo observed her mother dedicating herself wholeheartedly to local communities. Her mother would insist Ms. Koyejo and siblings accompany her on numerous trips to the nearby food banks. Each week for over two decades, Idowu's mother orchestrated cold and hot lunch services, and on Thanksgiving and Christmas yearly, she ensured that over 500 families received all the necessary ingredients to fulfill their holiday shopping lists. This profound expression of community care has significantly shaped the person Idowu is today.

As time has progressed, Ms. Koyejo's inherent drive to support others has grown even stronger. She has proudly embraced her specific areas of concentration. Her enthusiasm centers on equipping communities with the tools needed for financial advancement through property ownership, elevating the readiness in the workforce, and offering mentorship to emerging entrepreneurs. Ms. Koyejo views herself as an adaptable asset for community service, going beyond the limits of traditional roles. With a diverse range of interests, Ms. Koyejo regards it as an honor to contribute her knowledge, skills, and abilities to her communities, nurturing both progress and innovation as a business owner for over 20 years.

Initiating her journey as a youthful entrepreneur, Ms. Koyejo embarked on her career by owning and managing hair salons across the Bay Area. As time progressed, her affinity for Real Estate blossomed. Her aspiration is to share extensive insights into wealth creation, aiming to reshape the course of financial autonomy. Beyond this pursuit, Ms. Koyejo's commitment extends to enhancing our infrastructure and workforce. Her professional trajectory is also dedicated to furnishing individuals with the necessary resources for seeking employment and acquiring the essential skills to thrive in a competitive landscape.

The sale of homes in Solano County has generated tremendous enthusiasm, attracting families to the charming city of Vallejo. Ms. Koyejo acknowledges the pioneering spirit of Vallejo's endeavors and desires to partake in this remarkable journey.

Ms. Koyejo aims to contribute by partnering to collaborate on the following objectives; however, not limited to:

- **Enhance Workforce Readiness:** Develop programs and initiatives that equip individuals with the skills, knowledge, and attitudes required to succeed in the modern workforce.
- **Promote Lifelong Learning:** Encourage continuous learning and upskilling among workers to keep up with rapidly changing industries and technologies.
- **Foster Inclusivity:** Implement strategies to ensure that workforce opportunities are accessible and inclusive for individuals from diverse backgrounds, including underrepresented groups.
- **Strengthen Job Placement Services:** Establish robust job placement services that connect job seekers with suitable employment opportunities based on their skills and interests.
- **Facilitate Skill Development:** Offer training and workshops that focus on both technical and soft skills, enhancing the overall employability of individuals.
- **Collaborate with Employers:** Forge partnerships with local businesses and industries to tailor workforce development programs to align with their needs and expectations.
- **Support Entrepreneurship:** Provide resources and guidance for aspiring entrepreneurs to launch and manage their own businesses, contributing to economic growth.
- **Bridge the Skills Gap:** Identify skill gaps within the workforce and design targeted interventions to bridge these gaps, ensuring a competent and adaptable workforce.
- **Encourage Internships and Apprenticeships:** Promote the establishment of internship and apprenticeship programs that provide practical experience and mentorship for those entering the workforce.
- **Adapt to Remote Work Trends:** Develop strategies for remote work readiness, including remote communication skills, virtual collaboration, and time management.
- **Promote Well-being:** Incorporate well-being initiatives into workforce programs to ensure that employees are physically and mentally healthy, leading to increased productivity.
- **Monitor Labor Market Trends:** Stay updated on labor market trends and demands to adjust workforce development strategies accordingly.
- **Empower Career Advancement:** Offer pathways for career advancement through skill development, certifications, and opportunities for leadership roles.
- **Facilitate Job Transition:** Assist individuals in transitioning between industries or job roles by providing guidance, training, and support.
- **Measure and Evaluate:** Establish metrics to assess the effectiveness of workforce programs and make data-driven improvements over time.

Ms. Koyejo has expressed that contributing to the Workforce Board of Directors fills her with enthusiasm and she eagerly anticipates engaging in collaborative endeavors that will further enhance our community's well-being.

Ms. Janice Fera – Solano Adult Education Consortium

Ms. Fera will be taking over the Title II education membership seat currently held by Ms. Tiffany Donahue at the end of Ms. Donahue's term on October 21, 2023. Whereas Ms. Donahue represented one of the Title II schools in the county, Ms. Fera, as new staff to the Adult Education Consortium,

can represent all six adult schools. Staff would like to take this opportunity to thank Ms. Donahue for her 4 years of dedication and service to the Workforce Development Board.

Throughout her career, Janice Fera has focused on leveraging emerging technologies to engage and enable businesses and individuals, in industries ranging from education to speech recognition research to enterprise-scale database applications. She has held numerous management roles in the corporate world of software design and delivery, including Product Manager of Oracle Database Tools, Manager of Pre-sales Consulting Engineers, and National Technical Trainer. She is equally comfortable managing people and projects, consistently hitting sales revenue goals while maintaining a loyal group of customers.

A skilled and entertaining speaker, Ms. Fera has presented at National conferences, hosted technical panel discussions, and created top-tier user groups for inbound and outbound marketing initiatives. Ms. Fera considers herself a life-long learner, with a Bachelor of Arts in Computer Science.

Ms. Fera joined as staff to the Solano Adult Education Consortium (SAEC) in July 2023 with the broad role of helping her six Solano County schools maximize their grant revenue, develop collaborative projects with local businesses, and create educational programs that lead students to high paying, rewarding employment opportunities. She is energized in this new role and looks forward to creating new initiatives and partnering with colleagues on the Solano Workforce Development Board.

After a technical review of the application documents, the appointments brought before the Board of Directors has been found to be in compliance with the regulatory requirements governing the Business Representative and Education, WIOA Title II Representative categories for the Workforce Development membership appointments respectively. Both terms of office will be from October 24, 2023, through October 23, 2027.

Attached for review is a copy of their respective Membership Applications and Recommendation Letters.

ALTERNATIVES

Board members could choose not to approve the appointments brought before them, and a new search for a representative(s) could ensue. However, both appointments are considered to be excellent candidates to serve in their respective representative category on the WDB.

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 for consideration. In addition to the application, a nomination letter must be provided by a local business organization and/or business trade association (if within the business category) or an employee/member of your organization (if not within the business category).

Name: IDOWU KOYEJO
Title: OWNER
Business Name: TEME SALON LLC
Business Address: 460 EL CERRITO PLZ #25 EL CERRITO CA 94530
Business Phone #: 5109381065 **Fax #:**
Email Address: IDOWUKOYEJO@GMAIL.COM
of employees: 1 **Minority-owned or operated?** ☒ Yes ☐ No
Do you have substantial decision making or hiring authority? ☒ Yes ☐ No

Previous and/or Current Commission or Committee Membership

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

Educational Background

Institution	Major	Degree	Year
GOLDEN GATE UNIVERSITY	MS HUMAN RESOURCE	YES	2023
CSUEB	BS HOSPITALITY & TOURISM	YES	2016
MERRITT COLLEGE	AA REAL STATE, AA PARALEGAL STUDIES	YES	2020-2022

Work/Volunteer Experience

Organization	City/State	Position	Year
THE HIDDEN GENIUS PROJECT	OAKLAND CA	HR ASSOCIATE	2023
GOLDEN GATE UNIVERSITY	SAN FRANCISCO CA	HR ASSISTANT	2022-23
TEME SALON LLC	EL CERRITO CA	OWNER	2009-2023
COLDWELL BANKER	OAKLAND CA	REALTOR	2017-2023

I certify that the information on this application is true and correct. 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 all required Conflict of Interest and/or Disclosure Statements required by law.

DocuSigned by:

 45FC6FF3408E407...

Applicant Signature

8/30/2023 | 3:56 PM PDT

Date



August 29, 2023

Heather Henry, Executive Director/President
Workforce Development Board of Solano County
500 Chadbourne Road, Suite A
Fairfield, CA 94534

Dear Heather,

The National Association of Realtors is delighted to nominate Ms. Idowu Koyejo.

I am writing this letter to wholeheartedly recommend Idowu (Amy) Koyejo as a valuable addition to the Board of Directors for the Workforce Development Board. Having worked closely with Idowu Koyejo for over ten years, I can confidently attest to her exemplary dedication, strong leadership skills, and passion for the real estate and workforce industry to better her community.

Idowu is not only an accomplished realtor but also a person of integrity and exceptional work ethic. Her commitment to upholding the highest professional standards is truly commendable. Throughout our professional interactions, I have witnessed Idowu's commitment to fostering positive relationships with the real estate and workforce community. Her ability to collaborate effectively and communicate persuasively is a testament to her outstanding interpersonal skills.

Beyond her individual accomplishments as a salon owner for 20 years serving her community, Idowu demonstrates a genuine enthusiasm for contributing to the betterment of our communities through wealth building and employment readiness. Her insights into market trends, regulatory changes, and evolving consumer preferences have often proven invaluable. Idowu's proactive approach to addressing challenges and exploring innovative solutions reflects her deep commitment to her expertise. I am confident that Idowu will bring abundant fresh ideas, strategic thinking, and a collaborative spirit to the Workforce Development Board of Directors.

In conclusion, I wholeheartedly recommend Idowu as a candidate for the Workforce Development Board of Directors of Solano County. Her presence on the board will enrich discussions, foster productive initiatives, and contribute to the continued advancement of our profession.

Please feel free to contact me at tia@proximarealtygroup.com or 510-499-9249 should you require any further information or wish to discuss this recommendation in more detail.

Thank you for considering Idowu's candidacy, and I am excited about the positive collaborative impact she could have as a board member.

Sincerely,

Tia Hunnicutt
Broker | Founder
Proxima Realty Group
Director, National Association of Realtors
510-499-9249
Lic. #R01840070
ABR, GRN, SRES, AHWD, EPRO, MRP, PSA,
RSPS, SFR, C2EX, NARPC, PSA, GOLDEN"R"



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 for consideration. In addition to the application, a nomination letter must be provided by a local business organization and/or business trade association (if within the business category) or an employee/member of your organization (if not within the business category).

Name: Janice Fera

Title: Consortium Manager

Business Name: Solano Adult Education Consortium (SAEC)

Business Address: c/o Vallejo Regional Adult, 436 Del Sur Street, Vallejo, CA 94591

Business Phone #: 818-399-1084 **Fax #:**

Email Address: janicefera.solano@gmail.com

of employees: 7 **Minority-owned or operated?** ☒ Yes ☐ No

Do you have substantial decision making or hiring authority? ☒ Yes ☐ No

Previous and/or Current Commission or Committee Membership

Commission/Committee	Office Held (if applicable)	Length of Participation
Bowman Education Foundation	Founding Board member, Sec'y	4 years
Las Virgines Federation of Homeowners	Regional Representative, Board member	5 years

Educational Background

Institution	Major	Degree	Year
UCLA	Linguistics & Computer Sci	BA	1984
Calif State Univ Northridge	Masters Business Admin	coursework	1999

Work/Volunteer Experience

Organization	City/State	Position	Year
CASAS	San Diego, CA	Nat'l Program Specialist	2019-2023
Placer Union High School Distric	Auburn, CA	Data Manager	2015-2019
Kid Challenge Enrichment Pgms	Auburn, CA	Owner	2010-2014
EMC/Dell	Los Angeles, CA	Mgr, Sales Engr	1999-2003

I certify that the information on this application is true and correct. 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 all required Conflict of Interest and/or Disclosure Statements required by law.

Janice Fera

Digitally signed by Janice Fera
Date: 2023.09.13 17:02:25 -07'00'

Applicant Signature

9/13/2023

Date



VALLEJO CITY

UNIFIED SCHOOL DISTRICT

William Spalding, Superintendent

GOVERNING BOARD: CHRISTY GARDNER – PRESIDENT; DR. LATYNA YOUNG – VICE PRESIDENT; JOHN FOX – TRUSTEE; CARLOS FLORES – TRUSTEE; GLENN AMBOY – TRUSTEE

September 7, 2023

Workforce Development Board of Solano County
500 Chadbourne Road, Suite A
Fairfield, CA 94534

To Whom It May Concern:

Janice Fera is the amazing new manager of the Solano Adult Education Consortium. I wholeheartedly recommend her as a member of the Workforce Development Board of Directors. Janice has a wealth of experience and knowledge in the technology and adult education field in her work with CASAS. She is passionate about serving the adults of Solano County.

The Solano Adult Education Consortium is thrilled to have Janice as a part of our team. She will be a great addition to your board.

Please feel free to reach out to me if you have questions.

Sincerely,

Laura Dutch
Principal
Vallejo Adult School
436 Del Sur Street
Vallejo, CA 94591



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT Review and Approval of the First Modification to the Fiscal Yr 2023-24 Budget	MEETING DATE September 22, 2023	AGENDA ITEM VIII.C
FROM Heather Henry, President/Executive Director	ACTION REQUIRED YES ✓ NO	ATTACHMENTS A, B, C

RECOMMENDATION:

Attached is a proposed modification to the FY 2023-24 budget. The Budget Committee of the Workforce Development Board (WDB) of Solano County was unable to meet prior to the board meeting, so the proposed budget modification is being brought to the full board at the Board Meeting on September 22, 2023 meeting.

SUMMARY:

Allocations for Workforce Innovation & Opportunity Act (WIOA) Title I formula funds have been finalized from the State of California-EDD for FY2023-24 and are included in the proposed modification. This proposed modification also includes final carryover funds from FY2022-23. The difference between year-end projections versus actuals represents \$1.8 million; much of this overage compared to projections was the faster-than-anticipated movement of ARPA projects. Other factors include bringing on new staff earlier than anticipated and operating costs (mainly administrative costs) were higher than anticipated. Ultimately, the additional expenditures allowed the WDB to more closely meet their budget goals for FY2022-23.

This proposed budget modification of **\$10,226,667** represents an overall increase of \$90,235, or 1%, from the projected budget. This increase is primarily due to minor adjustments to carryover amounts and allocations.

DISCUSSION:

Opportunities and Challenges for the Agency Budget:

Significant funding is included in the FY2023-24 budget for COVID workforce and small business recovery through American Rescue Plan Act (ARPA) funding. Strong programmatic project management will continue to be imperative to achieving budget targets.

The WDB will again be unlikely to hit the 30% training expenditure for FY2022-23 WIOA Adult and Dislocated Worker requirements; however, final calculation of carry-over funds allows additional funding to be attributed to training expenditures in the Budget Modification. The budget continues to experience strain in WIOA funding streams. Of the WIOA formula funds (Adult, Dislocated Worker, and Youth), 60% of expenditures are attributed to personnel with no change from the preliminary budget. Staff were able to reduce expenditures on operating costs to 16% of expenditures in this budget modification. However, additional training funds from other sources continue to be added to the overall budget.

Revenue and Expenditure Detail:

- **Attachment A:** FY2023-24 Proposed Budget Modification #1
- **Attachment B:** FY2023-24 Proposed Budget Modification #1 by Project
- **Attachment C:** Multi-Year Revenue Detail

Revenue – FY2023-24

Unknowns

- Grant applications or funding opportunities are in the pipeline that may positively impact revenue in FY2023-24:
 - The WDB has been invited to continue to be on the ReWork the Bay Committee. A \$40,000 annual operating grant accompanies this opportunity.
 - The WDB submitted a Helping Justice-Involved Reenter Employment (HIRE) application as the hub for four local non-profit organizations in the amount of \$1,443,574, of which the WDB would receive \$193,574.
 - The WDB has been invited to submit an application for funding to the Irvine Foundation. Details are still be finalized on the purpose and amount of funding.
- The WDB finalized its application to the Social Security Administration and was accepted to become an Employment Network under their Ticket to Work program. This allows the WDB to receive milestone payments for supporting individuals receiving Social Security Disability Insurance (SSDI) in obtaining and retaining employment.
- The WDB is exploring becoming a Pearson-Vue testing site, which once up and running, will become a source of revenue. Upfront costs will be needed and are yet to be determined.
- The Solano-Napa SBDC will be receiving funding from the County of Napa to provide Napa Success business training cohorts, based on the Solano ARPA Solano Success model. Final contractual documents are currently being finalized.
- The Solano-Napa SBDC grant year is January – December. Funding levels for 2024 are currently unknown and are anticipated based on the requested budget for 2024.

Changes from FY2023-24 Preliminary Budget to Proposed Mod #1:

This discussion focuses on changes that are +/-10% or more and over \$10,000

New Revenue Sources included in FY2022-23 Mod #1:

- County of Napa, Childcare Loan Technical Assistance – the Solano-Napa SBDC was awarded \$8,350 after the preliminary budget was approved to provide technical assistance to childcare providers in Napa County in securing ARPA childcare loans.
- County of Solano, ARPA Farm Microgrants – the County of Solano Board of Supervisors determined in May 2023 to allocate funding for small business microgrants to Solano-based farms. The WDB will receive \$353,000 to be expended between November 2023 and January 2024.
- Mare Island Contribution – Through a Disposition and Development Agreement (DDA) with the City of Vallejo, the Mare Island Company is contributing \$10,000 to the WDB and \$10,000 to the Solano-Napa SBDC to support workforce and small business development related to Mare Island.

Changes in Revenue:

- WIOA Rapid Response was increased by \$31,812 as FY2022-23 Rapid Response grant term has been extended to September 2023. Unspent funds from FY2022-23 will be carried into FY2023-24.

- WIOA Layoff Aversion funding was decreased by \$19,421 (or 40%) as a result of final allocation amounts received from the State of California, Employment Development Department (EDD).
- CWDB – Prison to Employment 2.0 was increased by \$42,376. Due to delays in contracting, the WDB did not start spending on this multi-year grant in FY2022-23. As such, unspent funding has been reallocated across the grant term.
- CWDB – Regional Implementation 5.0 was decreased by \$22,851 due to higher than anticipated expenditures in FY2022-23 by the Regional Organizer and how the regional organizer funds were allocated across regional grants.
- County of Solano – ARPA 1: Sustain Service Delivery funding was reduced by \$96,213 as training expenditures in FY2022-23 were higher than anticipated, reducing the carry over amount into FY2023-24.
- County of Solano – ARPA SB1 (Small Business TA) and SB2 (Business Incubator) funding was reduced by \$52,393 and \$104,940 respectively due to higher than anticipated expenditures in FY2022-23, reducing the carry over amount into FY2023-24.
- County of Solano – ARPA SB3: Services for Businesses funding was increased by \$43,635 due to lower than anticipated expenditures in FY2022-23, increasing the carry over amount into FY2023-24.
- NorCal SBDC – Capital Improvement Program (CIP) funding is increased by \$21,448 due to lower than anticipated expenditures in FY2022-23, increasing the carry over amount into FY2023-24.
- SBDC Program Income was reduced by \$30,165 due to a reconciliation of revenue through June 2022 due to higher than anticipated expenditures in FY2022-23, reducing the carry over amount into FY2023-24.

Expenditures - 2023-24:

Changes from FY2023-24 Projected Budget to Proposed Mod #1:

This discussion focuses on changes that are +/-10% or more and over \$10,000

Changes in Expenditures:

- Work-Based Learning expenditures decreased by \$24,122 due to higher than anticipated expenditures in FY2023-24. Work-based learning expenditures, however, are interchangeable with vocational training dollars under WIOA and ARPA.
- Business Advisors expenditures were reduced by \$74,080 due to higher than anticipated expenditures in FY2023-24.
- Small Business Grants / Payments expenditures were increased by \$299,804 to cover the increased small business grant payments anticipated under the County of Solano Farm Grants.
- Supplies / Equipment / Software is decreased due to expenditure analysis of supplies, equipment, and software.
- Other Operating Costs are increased by \$47,089 due to increases in administrative expenditures.

Budget Modifications:

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

- A first modification is generally submitted, which includes final grant allotments, finalization of funds carried over from the prior year, recalculated line-item expenditure amounts to replace estimates, and changes in service delivery strategies.
- Any subsequent modifications will be the result of changes in available grant funding, program design, and/or cost of goods and services.

The WDB's budget responsibility to the County has been satisfied by the submission of a budget for program year 2023-24. The County budget cycle is timed differently than the WDB cycle and allows for changes to be made to the County budget for new grant awards to align it with the WDB-approved program operation budgets.

ALTERNATIVES:

Alternatively, the Board could choose not to approve and request additional information before approval.

REPORT PREPARED BY:

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

WDB SOLANO

FY2023-24 Budget Mod #1

Presented to the Budget Committee 8.30.23

	BUDGET 2023-24 <i>approved 7/22</i>	2022-23 Actuals <i>FINAL</i>	BUDGET 2023-24 <i>Mod #1</i>	\$ Increase / Decrease	% Increase / Decrease
REVENUE:					
<i>State Grant Revenue</i>					
WIOA Adult	\$1,188,891	\$904,708	\$1,133,204	-\$55,687	-5%
WIOA Dislocated Worker	\$1,203,872	\$862,237	\$1,171,143	-\$32,730	-3%
WIOA Youth	\$1,251,175	\$801,360	\$1,214,843	-\$36,332	-3%
WIOA Rapid Response	\$146,715	\$147,244	\$178,527	\$31,812	22%
WIOA Layoff Aversion	\$49,046	\$41,847	\$29,625	-\$19,421	-40%
CWDB - CNA Upskilling Program	\$119,185	\$139,508	\$108,480	-\$10,705	-9%
CWDB - Prison to Employment 2.0	\$140,591	\$0	\$182,967	\$42,376	30%
CWDB - Regional Equity	\$448,735	\$16,448	\$446,461	-\$2,274	-1%
CWDB - Regional Plan Implementation 5.0	\$129,062	\$25,039	\$106,211	-\$22,851	-18%
Grant Revenue Total	\$4,677,272	\$2,938,392	\$4,571,461	-\$105,811	-2%
<i>Other Government Grants/Contracts</i>					
City of Napa - ARPA Leaf Blower Grant	\$83,000	\$422	\$84,578	\$1,578	2%
County of Napa - Childcare Loan Support	\$0	\$4,407	\$3,943	\$3,943	100%
County of Solano - ARPA 1: Sustain Service Delivery	\$368,800	\$387,174	\$272,587	-\$96,213	-26%
County of Solano - ARPA 2: Community Workforce	\$1,399,707	\$318,638	\$1,399,086	-\$621	0%
County of Solano - ARPA 3: Industry Training	\$1,226,615	\$297,314	\$1,302,285	\$75,670	6%
County of Solano - ARPA 4: Community Engagement	\$804,126	\$152,143	\$733,939	-\$70,187	-9%
County of Solano - ARPA SB1: Small Business TA	\$385,410	\$98,433	\$333,017	-\$52,393	-14%
County of Solano - ARPA SB2: Business Incubator	\$385,650	\$326,290	\$280,710	-\$104,940	-27%
County of Solano - ARPA SB3: Services for Businesses	\$287,704	\$26,661	\$331,339	\$43,635	15%
County of Solano - ARPA Farm Microgrants	\$0	\$0	\$353,300	\$353,300	100%
FSUSD - Restaurant Resiliency	\$13,200	\$32,150	\$15,600	\$2,400	18%
NorCal SBDC - Capital Improvement Program	\$81,338	\$33,464	\$102,786	\$21,448	26%
NorCal SBDC - Small Business Administration	\$180,000	\$210,732	\$178,587	-\$1,413	-1%
NorCal SBDC - Technical Assistance Program	\$161,552	\$93,762	\$159,194	-\$2,358	-1%
SBDC Local Match	\$54,800	\$47,650	\$54,941	\$141	0%
Other Government Revenue Total	\$5,431,902	\$2,029,238	\$5,605,892	\$173,990	3%
<i>Other Revenue</i>					
Napa Valley College	\$3,645	\$4,682	\$3,318	-\$327	-9%
Program Income	\$35,472	\$25,272	\$5,307	-\$30,165	-85%
Wells Fargo - Dream Incubator	\$13,974	\$36,026	\$13,974	\$0	0%
Other Revenue Total	\$53,091	\$65,980	\$22,599	-\$30,492	-57%
<i>Donations and Contributions</i>					
SBDC Donations and Sponsorships	\$8,334	\$1,619	\$6,715	-\$1,619	-19%
Donations and Contributions Total	\$8,334	\$1,619	\$6,715	-\$1,619	-19%
TOTAL REVENUE	\$10,170,599	\$5,035,228	\$10,206,667	\$36,068	0%

	BUDGET 2023-24 <i>approved 7/22</i>	2022-23 Actuals <i>FINAL</i>		BUDGET 2023-24 <i>Mod #1</i>	\$ Increase / Decrease	% Increase / Decrease
EXPENSES:						
Salaries and Benefits	\$3,447,625	\$3,235,800		\$3,413,335	-\$34,290	-1%
Personnel Expenses	\$3,447,625	\$3,235,800		\$3,413,335	-\$34,290	-1%
Vocational Training	\$989,966	\$153,289		\$970,966	-\$19,000	-2%
Work-Based Training	\$150,000	\$77,717		\$125,878	-\$24,122	-16%
Supportive Services	\$32,000	\$30,950		\$31,466	-\$534	-2%
Business Advisors	\$423,367	\$378,584		\$349,288	-\$74,080	-17%
Small Business Grants / Payments	\$1,607,016	\$1,332,750		\$1,906,820	\$299,804	19%
Outreach	\$368,941	\$14,602		\$378,687	\$9,746	3%
Program Contracts	\$2,027,571	\$666,184		\$2,083,621	\$56,050	3%
Direct Program Costs	\$5,598,860	\$2,654,077		\$5,846,725	\$247,865	4%
Communications / IT	\$96,382	\$117,258		\$91,846	-\$4,536	-5%
Employee / WDB Professional Development	\$36,470	\$15,190		\$33,470	-\$3,000	-8%
Facilities	\$539,760	\$455,826		\$494,315	-\$45,446	-8%
Memberships	\$16,940	\$11,125		\$14,100	-\$2,840	-17%
Mileage / Travel	\$14,296	\$17,194		\$14,875	\$579	4%
Supplies / Equipment / Software	\$149,428	\$83,779		\$132,292	-\$17,136	-11%
Other Operating Costs	\$118,622	\$164,173		\$165,711	\$47,089	40%
Other Costs	\$971,898	\$864,546		\$946,607	-\$25,291	-3%
TOTAL EXPENSES	\$10,018,383	\$6,754,423		\$10,206,668	\$188,285	2%

Revenue Over / (Under) Expenses

\$0

WDB SOLANO
FY2023-24 Budget Mod #1 Detail

	TOTAL BUDGET	WIOA Adult	WIOA Dislocated Worker	WIOA Youth	WIOA Rapid Response	WIOA Layoff Aversion	CWDB - CNA	CWDB - Prison to Employ 2.0	CWDB - RERP	CWDB - RPI 5.0	City of Napa - Leaf Blower	County of Napa - Childcare
REVENUE STREAMS:												
EDD Grants	\$3,942,033	\$1,133,204	\$1,171,143	\$1,214,843	\$178,527	\$29,625	\$108,480	\$182,967	\$446,461	\$106,211	\$84,578	\$3,943
Other Government Grants	\$6,235,320											
Other Revenue	\$22,599											
Donations and Contributions	\$6,715											
TOTAL REVENUE	\$10,206,667	\$1,133,204	\$1,171,143	\$1,214,843	\$178,527	\$29,625	\$108,480	\$182,967	\$446,461	\$106,211	\$84,578	\$3,943
EXPENSES:												
Salaries and Benefits	\$3,413,335	\$755,260	\$774,500	\$567,695	\$100,905	\$26,737	\$15,159	\$34,023	\$31,626	\$9,471	\$7,788	\$0
Personnel Expenses	\$3,413,335	\$755,260	\$774,500	\$567,695	\$100,905	\$26,737	\$15,159	\$34,023	\$31,626	\$9,471	\$7,788	\$0
Vocational Training	\$970,966	\$180,716	\$166,250	\$44,000	\$5,000				\$50,000			
Work-Based Training	\$125,878	\$25,000	\$25,000	\$50,000								
Supportive Services	\$31,466	\$9,000	\$9,000	\$6,000								
Business Advisors	\$349,288											
Small Business Grants / Payments	\$1,906,820	\$5,000	\$5,000	\$5,000	\$500	\$500	\$4,422				\$69,000	\$3,943
Outreach	\$378,687	\$12,500	\$12,500	\$337,017			\$88,900	\$145,548	\$354,235	\$84,238	\$3,790	
Program Contracts	\$2,083,621	\$232,216	\$217,750	\$442,017	\$5,500	\$500	\$93,322	\$145,548	\$404,235	\$84,238	\$72,790	\$3,943
Direct Program Costs	\$5,846,725	\$232,216	\$217,750	\$442,017	\$5,500	\$500	\$93,322	\$145,548	\$404,235	\$84,238	\$72,790	\$3,943
Communications / IT	\$91,846	\$21,057	\$24,593	\$27,115	\$6,359	\$535		\$200				
Employee / WDB Professional Dev	\$33,470	\$8,345	\$8,000	\$6,000						\$11,125		
Facilities	\$494,315	\$75,893	\$104,534	\$131,911	\$51,303			\$1,200	\$4,000			
Memberships	\$14,100	\$1,700	\$1,700	\$1,700	\$8,000							
Mileage / Travel	\$14,874	\$3,000	\$3,000	\$3,000								
Supplies / Equipment / Software	\$132,291	\$9,097	\$9,097	\$9,269	\$3,565	\$1,000		\$1,996	\$6,600	\$1,378	\$4,000	
Other Operating Costs	\$165,711	\$26,636	\$27,969	\$26,136	\$2,895	\$853		\$3,396	\$10,600	\$12,503	\$4,000	\$0
Other Costs	\$946,606	\$145,728	\$178,893	\$205,131	\$72,122	\$2,388	\$0	\$3,396	\$10,600	\$12,503	\$4,000	\$0
TOTAL EXPENSES	\$10,206,667	\$1,133,204	\$1,171,143	\$1,214,843	\$178,527	\$29,625	\$108,481	\$182,967	\$446,461	\$106,212	\$84,578	\$3,943
Revenue Over / (Under) Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

WDB SOLANO
FY2023-24 Budget Mod #1 Detail

	TOTAL BUDGET	SOLANO ARPA - WDB Training	SOLANO ARPA - Community Workforce	SOLANO ARPA - Industry Training	SOLANO ARPA - Community Engagement	SOLANO ARPA SBI - Small Biz TA	SOLANO ARPA SB2 - Biz Incubator	SOLANO ARPA SB3 - Svcs for Biz	SOLANO ARPA Farm Microgrants	FSUSD Rest Res	SBDC CIP
REVENUE STREAMS:											
EDD Grants	\$3,942,033										
Other Government Grants	\$6,235,320										
Other Revenue	\$22,599										
Donations and Contributions	\$6,715										
TOTAL REVENUE	\$10,206,667	\$272,587	\$1,399,086	\$1,302,285	\$733,939	\$333,017	\$280,710	\$331,339	\$353,300	\$15,600	\$102,786
EXPENSES:											
Salaries and Benefits	\$3,413,335	\$ 8,471	\$69,444	\$192,733	\$449,356	\$18,009	\$8,183	\$26,611	\$35,300	\$1,500	\$0
Personnel Expenses	\$3,413,335	\$8,471	\$69,444	\$192,733	\$449,356	\$18,009	\$8,183	\$26,611	\$35,300	\$1,500	\$0
Vocational Training	\$970,966	\$ 225,000		\$300,000							
Work-Based Training	\$125,878	\$ 25,878									
Supportive Services	\$31,466	\$ 7,466									
Business Advisors	\$349,288					\$161,031	\$627		\$310,000	\$14,100	\$102,786
Small Business Grants / Payments	\$1,906,820		\$1,243,720				\$270,000				
Outreach	\$378,687			\$350,000							
Program Contracts	\$2,083,621		\$80,000	\$425,000	\$125,000	\$142,750	\$268,333				
Direct Program Costs	\$5,846,725	\$258,344	\$1,323,720	\$1,075,000	\$125,000	\$303,781	\$270,627	\$268,333	\$310,000	\$14,100	\$102,786
Communications / IT	\$91,846	\$ 972	\$500	\$2,317	\$3,800	\$200	\$300				
Employee / WDB Professional Dev	\$33,470										
Facilities	\$494,315	\$ 1,500	\$2,076	\$20,588	\$74,281	\$1,190	\$500				
Memberships	\$14,100										
Mileage / Travel	\$14,874										
Supplies / Equipment / Software	\$132,291	\$ 300	\$400	\$2,000	\$68,881	\$350	\$100	\$26,562			
Other Operating Costs	\$165,711	\$ 3,000	\$2,946	\$9,647	\$12,621	\$9,487	\$1,000	\$8,082	\$8,000		
Other Costs	\$946,606	\$5,772	\$5,922	\$34,552	\$159,583	\$11,227	\$1,900	\$36,395	\$8,000	\$0	\$0
TOTAL EXPENSES	\$10,206,667	\$272,587	\$1,399,086	\$1,302,285	\$733,939	\$333,017	\$280,710	\$331,339	\$353,300	\$15,600	\$102,786
Revenue Over / (Under) Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

WDB SOLANO
FY2023-24 Budget Mod #1 Detail

	TOTAL BUDGET	SBDC SBA	SBDC TAP	SBDC Local Match	Napa Valley College	SBDC Program Income	Wells Fargo - Dream Inc.	SBDC Donations
REVENUE STREAMS:								
EDD Grants	\$3,942,033							
Other Government Grants	\$6,235,320			\$54,941				
Other Revenue	\$22,599	\$178,587	\$159,194		\$3,318	\$5,307	\$13,974	\$6,715
Donations and Contributions	\$6,715							
TOTAL REVENUE	\$10,206,667	\$178,587	\$159,194	\$54,941	\$3,318	\$5,307	\$13,974	\$6,715
EXPENSES:								
Salaries and Benefits	\$3,413,335	\$132,007	\$81,410	\$51,808	\$3,318	\$5,307	\$0	\$6,715
Personnel Expenses	\$3,413,335	\$132,007	\$81,410	\$51,808	\$3,318	\$5,307	\$0	\$6,715
Vocational Training	\$970,966							
Work-Based Training	\$125,878							
Supportive Services	\$31,466							
Business Advisors	\$349,288	\$2,205	\$73,809				\$4,887	
Small Business Grants / Payments	\$1,906,820							
Outreach	\$378,687		\$3,975	\$500				
Program Contracts	\$2,083,621						\$7,600	
Direct Program Costs	\$5,846,725	\$2,205	\$77,784	\$500	\$0	\$0	\$12,487	\$0
Communications / IT	\$91,846	\$2,586		\$1,012				
Employee / WDB Professional Dev	\$33,470							
Facilities	\$494,315	\$22,268		\$1,621				
Memberships	\$14,100	\$1,000						
Mileage / Travel	\$14,874	\$5,874						
Supplies / Equipment / Software	\$132,291	\$1,670						
Other Operating Costs	\$165,711	\$10,977					\$1,488	
Other Costs	\$946,606	\$44,375	\$0	\$2,633	\$0	\$0	\$1,488	\$0
TOTAL EXPENSES	\$10,206,667	\$178,587	\$159,194	\$54,941	\$3,318	\$5,307	\$13,974	\$6,715
Revenue Over / (Under) Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

WDB SOLANO

FY2023-24 Budget Mod #1 Multi-Year Grant Detail

	Grant Terms	TOTAL AWARD	Expended FY20-21	Expended FY22-23	Budgeted FY23-24 Mod 1	Ant Carryover FY24-25	Ant Carryover FY25-26
MULTI-YEAR REVENUE							
Grant Revenue							
<u>WIOA Adult</u>							
AA311039 Round 2	10.1.22 - 6.30.24	\$849,710		\$684,069	\$165,641		
AA411039 Round 1	7.1.23 - 6.30.25	\$229,657			\$229,657	\$ -	
AA411039 Round 2	10.1.23 - 6.30.25	\$938,041			\$737,906	\$200,135	
Subtotal		\$1,167,698	\$ -	\$684,069	\$1,133,204	\$200,135	\$0
<u>WIOA Dislocated Worker</u>							
AA311039 Round 2	10.1.22 - 6.30.24	\$858,358		\$558,964	\$299,394		
AA411039 Round 1	7.1.23 - 6.30.25	\$213,310			\$213,310	\$ -	
AA411039 Round 2	10.1.23 - 6.30.25	\$775,810			\$658,439	\$117,372	
Subtotal		\$989,120	\$0	\$558,964	\$1,171,143	\$117,372	\$0
<u>WIOA Youth</u>							
AA311039	4.1.22 - 6.30.24	\$1,018,898	\$21,176	\$495,949	\$501,773		
AA411039	4.1.23 - 06.30.25	\$1,124,506		\$25,003	\$713,071	\$ 386,433	
Subtotal		\$2,143,404	\$21,176	\$520,952	\$1,214,843	\$386,433	\$0
<u>WIOA Rapid Response</u>							
AA311039 Round 2	7.1.22 - 9.30.23	\$133,190		\$79,699	\$53,491		
AA411039 Round 1	7.1.23 - 6.30.24	\$26,965			\$26,965		
AA411039 Round 2	10.1.23 - 6.30.24	\$98,071			\$98,071		
Subtotal		\$125,036	\$0	\$0	\$178,527	\$0	\$0
<u>WIOA Layoff Aversion</u>							
AA311039 Round 2	7.1.22 - 9.30.23	\$39,183		\$31,984	\$7,199		
AA411039 Round 1	7.1.23 - 6.30.24	\$4,836			\$4,836		
AA411039 Round 2	10.1.23 - 6.30.24	\$17,590			\$17,590		
Subtotal		\$22,426	\$0	\$0	\$29,625	\$0	\$0
CWDB - CNA Upskilling Program	6.1.22 - 12.31.23	\$250,000	\$2,011	\$139,508	\$108,480		
CWDB - Regional Equity	12.1.22 - 9.30.25	\$1,150,000		\$16,448	\$446,461	\$506,500	\$180,591
CWDB - Regional Plan Implementation 5.0	1.1.23 - 9.30.25	\$131,250		\$25,039	\$106,211		
Grant Revenue Total		\$5,978,934	\$23,187	\$1,903,493	\$3,835,822	\$703,939	\$0
Other Government Grants/Contracts							
County of Solano - ARPA #1: Sustain Service Delivery	5.1.22 - 6.30.23	\$736,445	\$20,494	\$387,174	\$272,587	\$56,200	
County of Solano - ARPA #2: Community Workforce	9.1.22 - 9.30.24	\$2,000,000		\$318,638	\$1,399,086	\$282,276	
County of Solano - ARPA #3: Industry Training	9.1.22 - 9.30.24	\$1,898,000		\$297,314	\$1,302,285	\$298,401	
County of Solano - ARPA #4: Community Engagement	10.1.22 - 9.30.24	\$1,000,000		\$152,143	\$733,939	\$113,918	
County of Solano - ARPA Small Biz #1: Biz Advising	10.1.22 - 9.30.24	\$452,000		\$98,433	\$333,017	\$20,550	
County of Solano - ARPA Small Biz #2: Biz Incubator	10.1.22 - 9.30.24	\$607,000		\$326,290	\$280,710	\$0	
County of Solano - ARPA Small Biz #3: Biz Services	10.1.22 - 9.30.24	\$358,000		\$26,661	\$331,339	\$0	
CWDB - Prison to Employment 2.0	1.1.23 - 9.30.25	\$434,306		\$0	\$182,967	\$167,082	\$84,257
<u>NorCal SBDC - Capital Improvement Program</u>							
CIP FY 22-23	10.1.22 - 9.30.23	\$65,000		\$ 33,464	\$31,536		
CIP FY 23-24	10.1.23 - 9.30.24	\$95,000			\$ 71,250	\$23,750	
Subtotal		\$160,000	\$0	\$33,464	\$102,786	\$23,750	\$0
<u>NorCal SBDC - SBA</u>							
SBA 2023	1.1.23 - 12.31.23	\$183,331		\$106,540	\$76,791		
SBA 2024	1.1.24 - 12.31.24	\$180,000			\$101,796	\$78,204	
Subtotal		\$363,331	\$0	\$106,540	\$178,587	\$78,204	\$0
<u>NorCal SBDC - TA Expansion Program</u>							
TAP FY 22-23	10.1.22 - 9.30.23	\$130,000		\$86,758	\$43,242		
TAP FY 23-24	10.1.23 - 9.30.24	\$130,000			\$115,952	\$14,048	
Subtotal		\$260,000	\$0	\$86,758	\$159,194	\$14,048	\$0
Other Government Revenue Total		\$7,098,331	\$20,494	\$1,833,414	\$5,276,497	\$1,054,429	\$84,257
Other Revenue							
Kaiser - Restaurant Resiliency	1.1.22 - 10.31.22	\$20,000	\$17,000	\$3,000			
Napa Valley College	6.1.22 - 6.30.23	\$8,000		\$4,682	\$3,318		
WellsFargo - Dream Incubator		\$50,000		\$36,026	\$13,974		
Other Revenue Total		\$78,000	\$17,000	\$43,708	\$17,292	\$0	\$0



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT: Review and Approval of the Executive Succession Planning Policy	MEETING DATE September 22, 2023	AGENDA ITEM VIII.D
FROM: Heather Henry, President/Executive Director	ACTION REQUIRED YES ✓ NO	ATTACHMENTS A

RECOMMENDATION

Staff and the Ad-Hoc Succession Planning Committee are recommending that the Board of Directors review and approve the Executive Succession Planning Policy.

DISCUSSION

Per request of the Board of Directors, an Ad-Hoc Succession Planning Committee was formed to establish a process for succession planning in the event there is a permanent change in leadership of the organization. The Ad-Hoc Succession Planning Committee reviewed guidance on succession planning strategies and examples of succession planning policies. Based on Committee direction, the following Executive Succession Planning Policy was developed.

Executive Succession Planning Policy

The policy on succession planning is to provide guidance on the structure and process of executive transition in order to be prepared for an eventual permanent change in leadership, either planned or unplanned.

Overview of Policy

The policy provides information on the goals of an effective transition in executive leadership. The policy outlines the role of the board, target timelines for board action, and general processes of an executive search.

ALTERNATIVES

The Board could choose not to approve this policy and request further investigation or changes.

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.



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

POLICY ISSUANCE

Date: September 22, 2023

Number: 2023-02

EXECUTIVE SUCCESSION PLANNING POLICY

INTRODUCTION

It is the policy of the Workforce Development Board (WDB) of Solano County to be prepared for an eventual permanent change in leadership – either planned or unplanned – to ensure the stability and accountability of the organization until such time as new permanent leadership is identified. A succession policy for the President / Executive Director position is a routine risk management and sustainability planning tool for executive leadership transitions. The Board of Directors shall be responsible for implementing this policy and its related procedures, in partnership with staff.

QUESTIONS

Questions relating to this policy should be directed to the Human Resources Senior Manager at 707-863-3548 or hr@solanowdb.org.

POLICY

The preeminent goal of a transition to a new President / Executive Director is maintaining continuity of the WDB's mission-related work. A transition also presents an opportunity for the organization to grow or shift.

In the event the President / Executive Director of the WDB is no longer able to serve in this position, the executive committee of the board of directors shall do the following:

- If a temporary change in leadership is required, appoint an interim executive director within five (5) business days that may be selected from senior management or make determination that an interim executive director be hired/contracted from outside the organization; **or**
- If a permanent change in leadership is required, appoint an Executive Transition Committee within ten (10) business days.

The optimal period for the President / Executive Director to notify the Executive Committee of the Board of their permanent departure from their role is at least three (3) months before the date of departure. The Board understands that the time required for successfully completing a planned leadership transition is generally eight (8) to twelve (12) months. The Board also understands that the Board Chair may need to step in immediately to support operational decision-making.

Transition Committee

The Board Chair shall appoint a Transition Committee in the event of a permanent departure of the President / Executive Director. The Transition Committee shall be responsible for implementing this transition plan and further developing the plan as needed.

The Transition Committee shall be comprised of three (3) members of the board of directors, with at least one (1) member representing the executive committee. Staff supporting the committee shall include the Human Resources Senior Manager and the Executive / Board Support Specialist. Members of the Senior Management team, to include representation of each organizational unit, will be substantively involved in the transition planning process and consulted, as feasible, in the selection process.

At the first meeting, the Transition Committee shall determine its role and responsibilities. The Transition Committee may appoint a separate Search Committee, while the Transition Committee manages the overall transition process for the organization.

To ensure that the organization's operations are not interrupted during the transition, the Transition Committee may appoint interim executive leadership. The interim executive director shall ensure that the organization continues to operate without disruption and that all organizational commitments previously made are adequately executed.

It shall be the responsibility of the Transition Committee to implement the following preliminary plan:

- Communicate with key stakeholders regarding actions taken by the board in naming an interim successor, appointing a transition committee, and implementing the succession policy. The organization shall maintain a current list of key stakeholders who must be contacted, to be updated annually.
- Conduct a brief assessment, supported by staff, to identify priority issues that may need to be addressed to the transition process and to identify attributes and characteristics that are important to consider in the selection of the next permanent leader;
- Determine the level of authority of the interim executive director, such as the authority to hire or release staff, sign contracts, and/or check signing responsibilities;
- Consider the need for consulting assistance based on the circumstances of the transition based on budget and timeframe. It is preferred for the executive search to be conducted internally with the support of the Human Resources Senior Manager; and
- Establish a timeframe and plan for the recruitment and selection process.

It is the policy of the board to assess the permanent leadership needs of the organization to help ensure the selection of a qualified and capable leader who is representative of the community; a good fit for the organization's mission, values, and goals; and who has the necessary skills to lead the organization.

The Board understands that the incumbent's talents and areas of specialized interest often shape the President / Executive Director's position. The incumbent's departure and the Transition Committee's assessment might necessitate other organizational changes, including the creation of new positions and/or realignment of current positions.

The departing President / Executive Director, unless otherwise directed by the Executive Transition Committee, will be involved in some transition activities. The departing President / Executive Director's role during the transition and after the new President / Executive Director begins shall be developed in consultation with the Board Chair and/or Executive Transition Committee and communicated to the Board. The optimal level of overlap between President / Executive Directors is two (2) weeks.

Executive Search

An executive search process will be determined by the Transition Committee, with support from the Human Resources Senior Manager. It is the preference of the Board to conduct the executive search internally, but the Transition Committee may consider an executive search firm depending on the circumstances of the transition.

As a matter of policy, the Board believes that the interests of the organization and its clients, as well as a responsibility for due diligence will be best served by a robust and competitive search process involving both internal and external candidates. The WDB is open to and may consider both internal and external candidates when filling the President / Executive Director position.

The WDB shall implement an external recruitment and selection process, while simultaneously encouraging the advancement of current employees. The interim executive director and other interested internal candidates will be encouraged to submit their qualifications for review and consideration by the Transition Committee according to the guidelines established for the search and recruitment process.

The selected candidate will be ratified by the Solano County Board of Supervisors before the selection of the President / Executive Director is final. The County may choose to participate in the review process and present observations, which shall be considered in determining the suitability of the President / Executive Director for continued responsibility in the position.

Approved by

Workforce Development Board of Solano County



WORKFORCE DEVELOPMENT BOARD

OF SOLANO COUNTY

Current Committee Members

Standing Committees

Executive – meets bi-annually

Chris Churchill (Chair)	Mario Giuliani (Treasurer)
Vacant (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	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	

Ad-Hoc Committees

Human Resources – meets as needed

Shannon Dodds (Chair)	Danny Bernardini
Gerald Huber	David Tam

Nominations Committee – meets as needed

Mark DeWeerd (Chair)	Mario Giuliani
Melvinia King	David Tam

Succession Planning Committee – meets as needed

Shannon Dodds (Chair)	Chris Churchill
Mario Giuliani	Gerald Huber

BOARD OF DIRECTORS

OFFICERS

Chris Churchill, Vice Chair
President,
Advance Marketing
Business Representative

Kelli Courson
Owner,
Express Employment Professionals
Business Representative

Deanna Hurn
Founder/CEO,
Miracle Math Coaching
Business Representative

Vacant, Vice Chair
TBD
TBD
Business Representative

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

Chris Huxsoll
Senior VP of Operations,
Polaris Pharmaceuticals, Inc.
Business Representative

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

Shannon Dodds
VP of Operations,
Paradise Valley Estates
Business Representative

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

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

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

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

MEMBER-AT-LARGE

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

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

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

Fadi Halabi, Chair
President,
Duracite
Business Representative

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

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

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

