



WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY

Board of Director's Meeting

Friday, November 18, 2022

8:00 a.m. – 10:00 a.m.



via Zoom

Meeting ID 812 8694 0484

Password 37311



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

BOARD OF DIRECTORS MEETING NOTICE
Friday, November 18, 2022, 8:00 – 10:00 a.m.

Via Zoom

<https://us02web.zoom.us/j/81286940484?pwd=RkZtd1RzaDNwblNjcll1OFcxSGc1UT09>

Meeting ID: 812 8694 0484 Passcode: 373111

AGENDA

- | | | |
|--------------|--|-------------|
| I. | Call to Order | |
| II. | Introductions | |
| III. | Agenda Additions/Deletions | |
| IV. | Public Comment – <i>Public comments on agenda items and items under the jurisdiction of the Board of Directors shall be made at this time. Written comments submitted by the public will also be read. Instructions for submitted comments are outlined in the Public Announcement of this meeting.</i> | |
| V. | Consent Calendar | Page |
| | A. Adoption of Resolution 2022-07 to Continue Remote Meetings Pursuant to AB361 | 1 |
| | B. Approval of September 23, 2022, Meeting Minutes | 5 |
| VI. | Closed Session | |
| | A. Pursuant to §54957.6 (b)(1) Update of Collective Bargaining Agreement Negotiations Between SEIU 1021 and Workforce Development Board of Solano County for the period of October 1, 2022, through September 30, 2024 | |
| | B. Pursuant to §54957.6 (a) Review of Proposed Non-Represented Compensation and Salary Adjustments | |
| VII. | Reconvene Open Session | |
| | A. Pursuant to §54957.6 (b)(1) Report on any Action Resulting from Closed Session | |
| | B. Pursuant to §54957.6 (a) Report on any Action Resulting from Closed Session | |
| VIII. | Informational Reports | |
| | A. Board Chair (Verbal) | |
| | B. Committee Chairs (Verbal) | |
| | C. President/Executive Director (Verbal) | |
| | D. Reports (Written) | 9 |
| IX. | Action Items | |
| | A. Approval of the New Workforce Board Appointment, Ms. Kelli Courson of Express Employment Professionals | 25 |
| | B. Review and Approval of Negotiated WIOA Performance Measures | 31 |
| | C. Approval of Board Meeting Start Time Beginning in 2023 Based on Member Consensus | 34 |
| X. | Discussion | |
| | A. Upcoming Board Retreat | |
| XI. | Success Stories Items | |
| | <i>Testimonials from job seekers and business impacted by the WDB and the SBDC</i> | |
| XII. | Adjournment | |

Note: The next Board of Director's meeting is scheduled for Friday, January 20, 2023

CONSENT CALENDAR





WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT: Adoption of Resolution 2022-07 to Continue Remote Meetings Pursuant to AB361	MEETING DATE November 18, 2022	AGENDA ITEM V.A
FROM: Heather Henry President/Executive Director	ACTION REQUIRED YES ✓ NO	ATTACHMENTS A

RECOMMENDATION

It is recommended that the Board of Directors adopt a Resolution to continue remote meetings for the next 30 days from the date of the initial adoption as result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom, and that holding the Board of Director's and Committee meetings, that are subject to the Brown Act, in person would present imminent risks to the health or safety of attendees.

SUMMARY

On March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic. That proclamation remains in effect. As a result of the state of emergency, the Governor issued executive orders that waived the normally strict provisions of the Brown Act relating to holding and participating in meetings via teleconferencing. Executive Order N-29-20 allowed bodies subject to the Brown Act to meet without a physical meeting location, so long as various requirements were met, including providing the public the opportunity to observe and participate in the meeting telephonically or electronically. Executive Order N-08-21 extended the suspension of the Brown Act's normal teleconferencing rules through September 30, 2021.

On September 16, the Governor signed AB 361, urgency legislation which took effect immediately. AB 361 amended Government Code section 54953 to address holding meetings subject to the Brown Act via teleconferencing during a declared state of emergency. The amended section 54953 takes the place of the provisions of the prior executive orders related to teleconferencing, except that Governor Newsom has subsequently clarified that requirements related to public meetings of local legislative bodies set forth in Executive Order N-08-21 would continue to govern through September 30, 2021, so long as notice of the public meeting is provided, and the public has the opportunity to observe and participate in the meeting as required by AB 361. AB 361 allows a board, commission, or committee subject to the Brown Act, called "legislative bodies" under the Brown Act, to meet via teleconference without following the normal Brown Act teleconference rules if any of the following circumstances exist:

"A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees. [or]

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.”
(Gov’t Code §54953(e)(1) [AB 361, p. 9].)

If the meeting is held via teleconference under these provisions, the meeting body must meet certain requirements under AB 361, including providing public access to the meeting and opportunity for the public to address the members of the legislative body. AB 361 also requires periodic review of the determination to continue to meet via teleconference. If the state of emergency is still active, or if “state or local officials have imposed or recommended measures to promote social distancing,” then no later than 30 days after meeting via teleconference for the first time pursuant to AB 361, the body must make a finding that the body “has reconsidered the circumstances of the state of emergency” and further find that “[a]ny of the following circumstances exist: (i) The state of emergency continues to directly impact the ability of the members to meet safely in person. (ii) State or local officials continue to impose or recommend measures to promote social distancing.” (Gov’t Code §54953(e)(3) [AB 361, p. 11].)

Meeting in person can potentially present imminent risks to the health and safety of attendees. Having met the conditions described above, staff has prepared a resolution for the Board of Directors’ consideration. Adoption of the resolution will enable the Board of Director’s and it’s standing committees to continue to meet remotely pursuant to AB 361. If the resolution is adopted, no later than 30 days after the Board or Committee’s first meet via teleconference, the Board or Executive Committee will be required to adopt the requisite findings to continue to meet remotely if the Board or Executive Committee desired to do so and conditions warranted making the required findings.

ALTERNATIVES

Should the Board of Directors choose not to adopt this resolution, items on the agenda cannot be heard and must be postponed to a rescheduled meeting date to be held in person. This may not be ideal for the action item and/or discussion items for this or future Committee or Board meetings.

AGENCY BUDGET IMPACT: This action has no financial impact.

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



Heather Henry, President/Executive Director

Resolution No. 2022-7

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY ADOPTING A RESOLUTION REGARDING THE RALPH M BROWN ACT AND FINDING OF IMMINENT RISK TO HEALTH AND SAFETY OF IN-PERSON MEETINGS AS A RESULT OF THE CONTINUING COVID-19 PANDEMIC STATE OF EMERGENCY DECLARED BY GAVIN NEWSOM, GOVERNOR OF THE STATE OF CALIFORNIA

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic; and,

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the California Open Meeting law, Government code Section 54950 et seq. (the “Brown Act”), provided certain requirements were met and followed; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 that clarified the suspension of the teleconferencing rules set forth in the Brown Act, and further provided that those provisions would remain suspended through September 30, 2021; and,

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 that provides that a legislative body subject to the Brown Act may continue to meet without fully complying with the teleconferencing rules in the Brown Act provided the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees, and further requires that certain findings be made by the legislative body every thirty (30) days; and,

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision: (e)(1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances: (B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision: (e)(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote: (A) The legislative body has reconsidered the circumstances of the state of emergency. (B) Any of the following circumstances exist: (i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

WHEREAS, the Board of Directors for the Workforce Development Board of Solano County (WDB) is empowered to take actions necessary to protect public, health, welfare and safety within the region; and,

WHEREAS, WDB has an important governmental interest in protecting the health, safety and welfare of those who participate in meetings of WDB’s various legislative bodies subject to the Brown Act; and,

WHEREAS, all teleconferenced meetings of the WDB Board of Directors, WDB Executive Committee, as well as all subcommittees of the Board of Directors shall comply with the requirements to provide the public with access to meetings as prescribed in paragraph (2) of subdivision (e) of Government Code section 54953;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Workforce Development Board of Solano County finds that the Governor's March 4, 2020 declaration of a state of emergency due to the COVID-19 pandemic remains active.

BE IT FUTHER RESOLVED, the Board of Directors of the Workforce Development Board of Solano County finds that due to the state of emergency, meeting in person would present imminent risks to the health or safety of attendees and/or the state of emergency continues to directly impact the ability of the members to meet safely in person due to the prevalence of the COVID-19 virus, the indoor setting of meeting facilities, the potential presence of unvaccinated individuals attending meetings, the potential for noncompliance with mask wearing requirements, and desire to protect the health of immuno-compromised members, staff, and the public.

PASSED AND ADOPTED this 18th day of November 2022.

Fadi Halabi, WDB Board of Directors/Executive Committee Chair

Heather Henry, WDB President/Executive Director

**MINUTES
BOARD OF DIRECTORS MEETING
September 23, 2022**

I. Call to Order

On behalf of Board Chair, Fadi Halabi, Heather Henry called the meeting to order at 8:03 a.m. Quorum was established.

Members Present: Danny Bernardini, Suzanne Castano, Chris Churchill, Mark DeWeerd, Shannon Dodds, Tiffany Donahue, Mary Dugbartey, Mario Giuliani, Fadi Halabi, Tim Healer, Melvinia King, Thomas Stuebner, and David Tam

Members Absent: Paul Adler, Celia Esposito-Noy, Gerald Huber, Viola Lujan, Sabrina Martin, Stephen Reese, and Jon Riley

Staff Present: Heather Henry, Lauren Bender, Tammy Gallentine, Marion Aiken, Michael Pryor, Tim Murrill, Brianna Boyd, Joyce Ugweje, Tracy White, Cynthia Seals-Roper, and Sheryl Cutler

Guests/General Public: Nancy Nelson and Justine Jennings

II. Introductions

Ms. Henry announced WDB has recently filled the open position of Accounting Manager. Mr. Pryor introduced himself and gave a brief overview of his background.

III. Agenda Changes/Deletions

There were no agenda changes and/or deletions to the agenda.

IV. Public Comment

There were no public comments.

V. Consent Calendar

A. Consider Adoption of Resolution 2022-06 to Continue Remote Meetings Pursuant to AB361

B. Approval of May 20, 2022, and June 24, 2022, Meeting Minutes

MOTION #1

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

VI. Closed Session

At 8:09 a.m., Mr. Halabi closed the public meeting and adjourned into a closed session.

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

B. Pursuant to §54957.6(b)(1) Update of Collective Bargaining Agreement Negotiations

VII. Reconvene Open Session

At 8:57 a.m., the public meeting was reconvened. The following report was given:

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

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

MOTION #2

**A motion was made and seconded to approve a 3% salary increase for WDB's President/Executive Director to be effective July 1, 2022.
(Halabi/DeWeerd) MOTION PASSED UNANIMOUSLY**

No further action was taken.

VIII. Informational Reports

A. Board Chair

Board Chair, Mr. Halabi, requested that any members who have not submitted their Conflict-of-Interest forms to please do so and requested Ms. Gallentine to send a reminder email to those that are missing. Mr. Halabi also announced Mr. Paul Adler would not be renewing his membership on the Board and thanked him for his service.

B. Committee Chairs

Ms. Henry announced that the Planning & Oversight Committee had a robust conversation centered around access to information, building stronger connections within the community, and interagency partnerships. The committee plans to discuss these topics more in-depth and choose topical themes to discuss at each meeting. The next topic will focus on recruitment and retention of the new workforce.

Mr. Giuliani welcomed Mr. Pryor as the new Accounting Manager of the WDB, adding there has been a struggle in finding a good fit for the role, and expressed his excitement for him to join WDB's team. Mr. Pryor thanked Mr. Giuliani for his kind words and added he is learning a lot about the organization and looks forward to working with everyone.

C. President/Executive Director Report

Ms. Henry shared that staff finalized the WIOA performance measures negotiations with the state. This will be presented to the Board in November for review and approval. These are the official WIOA performance indicators. Ms. Henry gave a detailed overview of the negotiated performance measures.

Ms. Henry highlighted that operationally there has been a lot of fiscal review and rebuilding. From an oversight perspective, staff have been going through a lot of monitoring and oversight pieces with the state including a data validation where back up documents were checked against recorded outcomes. The fiscal audit with the county is almost completed. The Equal Employment Opportunity monitoring has been completed. The state fiscal monitoring will begin in October. WDB's first internal monitoring will begin October which will start with the job center.

Staff is currently in negotiations with the state for the lease at the Vallejo Job Center. Any leases that have been negotiated and finalized will be presented to the Board for final approval. Mr. Tam added he is working with the liaison to reduce the lease amount as there is a reduction of space needed. The lease expires September 30, 2022.

Ms. Henry announced the WDB was nominated for the Fairfield Suisun Chamber of Commerce Buzz awards as a non-profit of the year. Although the WDB did not win this award, the organization was excited to have been nominated. Ms. Henry added that one of WDB's staff, Ms. Brianna Boyd, was nominated the Ambassador of the Year award.

Because there was no July Board meeting, staff have included the both the year end performance measures and goals for FY 2021-22 as well as for July and August of this fiscal year. The Programmatic Impact report is also included. At the end of last fiscal year, there were 15,507 visited the job center with 70% of those visiting the Fairfield location. There is a higher percentage of youth enrolled in WIOA programs than in the past. A quarter of enrolled participants are low income and CalFresh recipients and 35% of enrollments being participants with disabilities. Normally the higher percentage reflects those that live in Vallejo but with the Vallejo Job Center being closed, most of the enrollments are those that live in Fairfield. Participants that received intensive services and gained employment have an average wage of \$22.93 per hour. For the first time, the WDB has provided more services to businesses than job seekers. There were 312 active job seekers and 465 active businesses last year. There were 698 job postings for the business community.

Mr. Aiken announced the Pre-apprenticeship Program opportunity for those that are 18-24 years of age was successfully completed. There were challenges with outreach and recruitment. The goal was to enroll 20 participants. Staff were able to enroll 6 participants with a commitment to attend the program but by day four, 3 individuals were not available to continue due to obtaining full time employment. This is still a positive outcome. The other 3 remaining individuals completed the program and graduated. The 3 youth actually came from WDB's current youth provider, First Place for Youth. This was the first time the laborer's training included forklift certification. It was recommended by business consultant that addressed the graduating class, that future programs be presented in early spring. This would fall in line with the trades hiring schedule for the early to mid to spring and summer. Staff plan to being outreach and recruitment for the program in January with the program beginning in March. Mr. Bernardini offered to assist with recruitment and resources.

D. Reports

There was no discussion on this item.

IX. Action Items

A. Review and Approval of Budget Modification #1 for Fiscal Year (FY) 2022-23

Ms. Henry gave a brief overview of agenda item **X.A Review and Approval of Budget Modification #1**, which was included as part of the agenda package and incorporated herein. There proposed budget modification, for the first time, is over \$10 million and is a 3% increase over the preliminary budget presented in June. The bulk of the funding is going directly to participants and/or businesses.

MOTION #3

A motion was made and seconded to approve Budget Modification #1 for fiscal year (FY) 2022-23

(King/Dodds) MOTION PASSED UNANIMOUSLY

X. Discussion

A. Board and Committee Reengagement

Ms. Henry shared that staff is working to fill the vacancies on the Board of Directors. There are a couple of positions that are already filled. Staff is working with those individuals through the application process. There have been great conversations in previous

committee meetings about how to move forward in filling existing vacancies in the private sector. Staff want to make sure there is geographic, industry, and business size diversity within Board membership. Ms. Gallentine will be reaching out to schedule one on one meetings with Board members to reengage.

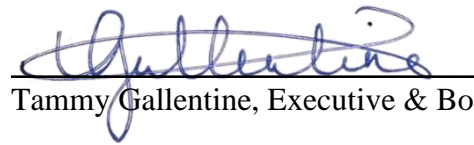
Ms. Henry encouraged new Board members to join one or both standing committees which include the Budget, and Planning & Oversight Committees. The Planning & Oversight has a lot of the programmatic discussions. The focus is generally centered around opportunities, partnerships, and community engagement. This is a great committee to share insight on specific industries and community needs. Members can join a committee by reaching out to Ms. Henry or Ms. Gallentine. Ms. Donahue requested to join the Planning & Oversight Committee.

Ms. Henry announced that staff would like to plan an in-person Board Retreat. The Executive Director of the California Workforce Association has been visiting various workforce boards and giving a presentation called The Real Work of Workforce Boards. This presentation gives insight on workforce boards being strategic and looking at larger economic and community needs of the area, not mired in the operations.

XI. Adjournment

The meeting was adjourned at 9:52 a.m.

Respectfully submitted by:

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

Tammy Gallentine, Executive & Board Support Specialist

REPORTS





WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT: Reports	MEETING DATE November 18, 2022	AGENDA ITEM VIII.D
FROM: Heather Henry, President/Executive Director	ACTION REQUIRED YES NO ✓	ATTACHMENTS A - C

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

ATTACHMENT:

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

REPORT PREPARED BY:

Heather Henry, President/Executive Director

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.

- The State of California Employment Development Department (EDD) Compliance Review Unit conducted a desk review of the WDB's **programmatic** activities funded by WIOA in August 2021. ***EDD has not yet issued a draft report.***
- The State of California Employment Development Department (EDD) Compliance Review Unit conducted a review of the WDB's **WIOA Youth program** activities funded by WIOA

the week of October 7, 2019. *EDD issued a draft report on May 19, 2021 and determined four findings:*

Finding 1: The WDB Grievance and Complaint policy is missing the required federal appeal information.

WDB Response: The WDB revised its Grievance and Complaint policy, which was approved by the Board of Directors on November 15, 2019. Staff were informed of the change in policy and AJCC references and forms were updated to include the federal appeals information.

Finding Two: The WDB does not have a formal policy and procedures reporting any fraud, abuse, or other criminal activity.

WDB Response: The 2019-10 Incident Reporting Policy was developed and approved by the Board at their November 15, 2019 board meeting. Training was provided to staff at a policy training and all staff signed acknowledgement of the policy.

Finding 3: Three of the youth case files reviewed had more incentive gift cards given out than documented.

WDB Response: The WDB was able to secure documentation showing attendance on the field trip in the form of the field trip (“Laborer’s Training Tour and Success Talk with Union Leaders”) held on July 19, 2019 and provided the attendance check-in for the leadership event.

Finding 4: Several case files were missing proper back-up documentation for the supportive services provided to the participants. EDD observed that two of the ten case files reviewed were missing back up documentation for the supportive services given to participants. Specifically, two case files were missing receipts for gas cards and a gift card from JCPenney.

WDB Response: The WDB disagrees with this finding. However, the WDB has reimbursed the total amount from a non-WIOA grant. The journal entry showing the reversal is attached.

On June 23, 2021, the WDBSC submitted a comprehensive response which resolved the disallowed cost finding of \$475 paid through non-WIOA funds. The WDB is currently awaiting final resolution and acceptance letter from EDD on the corrective action submitted.

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

Finding 1: The WDB issued ARCO Pump Pass gas cards not according to their policy and had inadequate documentation to substantiate gas purchases.

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

On June 23, 2021, the WDBSC submitted a comprehensive response which resolved the disallowed cost finding of \$475 paid through non-WIOA funds. The WDB is currently awaiting final resolution and acceptance letter from EDD on the corrective action submitted.

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***
Effective Date: November 16, 2022
Classification: Specialist III
Position: Industry Relations Manager

Terminated: ***Antoinette Smith (Voluntary Termination)***
Effective Date: October 21, 2022
Classification: Specialist III
Position: Industry Relations Manager

Expenditure Report

This is the Workforce Development Board of Solano County's (WDB) report of expenditures for the 2022-23 program year, through September 30, 2022. With 25.0% of the program year elapsed, the expenditures compared to the plan equal 11.4%.

Attachment A-1 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.

Expenditures by Grant of 10%+ Variance:

- WIOA Rapid Response funds from FY2021-22 were extended through September 2022 by EDD. FY2022-23 funds will begin to be expended as of October 1, 2022.
- WIOA Layoff Aversion funds were delayed from EDD, leading to a slow start to expenditures.
- CWDB – CNA Upskilling Program consists primarily of contractual expenditures. The work has commenced, but contractor invoices were slow to begin for the first quarter. Expenditures are expected to even out by the end of the year.
- EDD – COVID National Dislocated Worker Grant (NDWG) expenditures were slow to restart; however, the first participants were enrolled in October and expenditures are anticipated to increase beginning in November 2022.

- City of Vallejo – ARPA Small Business Assistance expenditures in the first quarter were focused on small business recruitment and vetting. The bulk of the expenditures – small business payments – will begin dissemination in October 2022.
- County of Napa – Microbusiness Grants expenditures in the first quarter were focused on small business recruitment and vetting. The bulk of the expenditures – small business payments – will begin dissemination in October 2022. Funds are not expected to fully expended due to lower-than-anticipated business applications.
- County of Solano ARPA Projects were slow to start mainly due to delayed contracting with the County of Solano. Start-up activities have begun in anticipation of final contract executions in November 2022.
- CWDB – Regional Equity grant funds will begin in December 2022.
- FSUSD – Restaurant Resiliency funds will be completed by December 2022, leading to a higher expenditure rate.
- H&SS – Success Track contract ended September 30, 2022. Unspent funds are mainly due to lack of participants for work experience placements.
- NorCal SBDC – Capital Improvement Program (CIP) funds begin October 2022.
- NorCal SBDC – Technical Assistance Program (TAP) funds for FY2022-23 begin October 2022.
- Kaiser Restaurant Resiliency is completed and fully spent.
- Napa Valley College funds have been used to support Napa business advising and is expected to be fully spent ahead of schedule.
- SBDC Program Income and Donations have been underspent due to funds available in other grants. These funding streams do not have an end date for expenditures.
- Wells Fargo – Dream Incubator costs are predominantly contractual expenditures and are anticipated to be expended in future quarters.

Expenditures by Line Item of 10%+ Variance:

- Training Expenditures are the cost for occupational training, supportive services, and On-the-Job Training (OJT). Expenditures are significantly underspent due to reduced enrollments. Efforts are currently underway to launch an outreach campaign for participants.
- Business Advisors are on target for expenditures. Planned expenditures include Solano Success cohorts under ARPA that will begin in January 2023.
- Program Contracts include significant funds for ARPA projects that will be launched in Spring 2023.
- Memberships are costs often incurred in the fall and spring due to membership timelines. Expenditures are on target.
- Mileage / Travel is expected to pick up as more in-person meetings and events occur.
- Supplies / Equipment / Software expenditures are on target. A significant cost included in this line item is upgrading of Vallejo Job Center technology equipment, which is planned for spring 2023.

WDB SOLANO

FY2022-23 Expenditure Report - September 2022

	BUDGET 2022-23 Mod 1 <i>Approv. 9/22</i>	% of Budget	Sept '22 Actuals	% Expended 25.0%
REVENUE:				
<i>State Grant Revenue</i>				
WIOA Adult	\$985,378	9.8%	\$219,655	22.3%
WIOA Dislocated Worker	1,046,645	10.4%	204,733	19.6%
WIOA Youth	1,167,647	11.6%	182,809	15.7%
WIOA Rapid Response	176,459	1.8%	25,582	14.5%
WIOA Layoff Aversion	49,046	0.5%	6,565	13.4%
CWDB - CNA Upskilling Program	165,296	1.6%	18,172	11.0%
EDD - COVID National Dislocated Worker Grant (NDWG)	68,290	0.7%	-	0.0%
Grant Revenue Total	\$3,658,761	36.4%	\$657,516	18.0%
<i>Other Government Grants/Contracts</i>				
City of Vacaville - Manufacturing Retention	\$13,399	0.1%	\$4,316	32.2%
City of Vacaville - Shop Local	9,068	0.1%	1,911	21.1%
City of Vallejo - ARPA Small Business Assistance	596,260	5.9%	10,028	1.7%
County of Napa - Microbusiness Grants	167,773	1.7%	9,089	5.4%
County of Solano - ARPA: Sustain Service Delivery	715,961	7.1%	71,761	10.0%
County of Solano - ARPA: Community Workforce	845,500	8.4%	-	0.0%
County of Solano - ARPA: Industry Training	1,143,508	11.4%	-	0.0%
County of Solano - ARPA: Community Engagement	477,801	4.8%	-	0.0%
County of Solano - ARPA: Small Business	722,000	7.2%	-	0.0%
County of Solano - Microbusiness Grants	525,379	5.2%	125,267	23.8%
CWDB / Sonoma WIB - Regional Implementation 4.0	40,719	0.4%	7,545	18.5%
CWDB - Regional Equity	176,471	1.8%	-	0.0%
FSUSD - Restaurant Resiliency	5,665	0.1%	4,500	79.4%
H&SS - Job Skills Program	250,000	2.5%	84,773	33.9%
H&SS - Success Track	181,660	1.8%	94,761	52.2%
NorCal SBDC - Capital Improvement Program (CIP)	95,000	0.9%	-	0.0%
NorCal SBDC - Small Business Administration (SBA)	203,618	2.0%	39,495	19.4%
NorCal SBDC - Technical Assistance Program (TAP)	85,402	0.8%	7,004	8.2%
SBDC Local Match	57,543	0.6%	19,522	33.9%
Other Government Revenue Total	\$6,312,727	62.8%	\$479,973	7.6%
<i>Other Revenue</i>				
Kaiser - Restaurant Resiliency	\$2,250	0.0%	\$2,250	100.0%
Napa Valley College	\$8,000	0.1%	4,355	54.4%
SBDC Program Income	\$12,153	0.1%	-	0.0%
WellsFargo - Dream Incubator	\$50,000	0.5%	3,512	7.0%
Other Revenue Total	\$72,403	0.7%	\$10,117	14.0%

	BUDGET 2022-23 Mod 1 Approv. 9/22	% of Budget	Sept '22 Actuals	% Expended 25.0%
<i>Donations and Contributions</i>				
SBDC Donations and Sponsorships	\$9,953	0.1%	\$776	7.8%
Donations and Contributions Total	\$9,953	0.1%	\$776	7.8%
TOTAL REVENUE	\$10,053,845	100%	\$1,148,381	11.4%
EXPENSES:				
Salaries and Benefits	\$3,755,339	37.4%	\$777,424	20.7%
Personnel Expenses	\$3,755,339	37.4%	\$777,424	20.7%
		0.0%		
Vocational Training	\$827,381	8.2%	\$0	0.0%
Work-Based Training	\$192,438	1.9%	4,145	2.2%
Supportive Services	\$31,590	0.3%	2,392	7.6%
Business Advisors	\$379,497	3.8%	44,519	11.7%
Small Business Grants / Payments	\$1,997,915	19.9%	97,500	4.9%
Outreach	\$378,476	3.8%	1,683	0.4%
Program Contracts	\$1,507,145	15.0%	27,432	1.8%
Direct Program Costs	\$5,314,441	52.9%	\$177,671	3.3%
		0.0%		
Communications / IT	\$148,901	1.5%	\$29,405	19.7%
Employee / WDB Professional Dev	\$13,608	0.1%	4,801	35.3%
Facilities	\$498,813	5.0%	122,402	24.5%
Memberships	\$12,000	0.1%	6,440	53.7%
Mileage / Travel	\$12,901	0.1%	823	6.4%
Supplies / Equipment / Software	\$217,793	2.2%	7,592	3.5%
Other Operating Costs	\$80,050	0.8%	21,823	27.3%
Other Costs	\$984,065	9.8%	\$193,286	19.6%
TOTAL EXPENSES	\$10,053,845	100%	\$1,148,381	11.42%

Revenue Over / (Under) Expenses

\$0

Programmatic Highlights

...

The Programmatic Highlights Report provides a narrative of key activities for America's Job Center of CA (AJCC) activities; Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, Youth, and Rapid Response Grants; CalWORKS Pathway to Success contract; discretionary grants; and the Solano Small Business Development Center (SBDC) occurring since the last board meeting.

America's Job Center of California (AJCC)

This report updates the Workforce Development Board (WDB) of Solano County on the activities conducted at the America's Job Center of California (AJCC) and other community locations during the reporting period.

Reporting period highlights include:

- New in-person "WDB Meet & Greet Information Sessions" have been added to the public events calendar for the Fairfield AJCC. At these sessions, attendees are introduced to the range of services offered at the Job Center including what the WIOA application process consists of and how to get started. Also, attendees are introduced to enrolled WIOA services and the wide range of support they can receive as an enrolled client.
- "Parole and Community Team (PACT)" meetings are now being held in person at a new location. For more than 16 years, the Fairfield AJCC has been a host site for the PACT meetings in Solano County. Meetings will now be held in person at the main campus of Solano Community College (SCC) in Fairfield. The Administrative building on campus has a much greater capacity than the Fairfield AJCC. The college Reentry student support program, "Students Overcoming Adversity and Recidivism" (SOAR) is the new host.
- LCA Annual Resource Fair in person
In October, AJCC staff participated in an outdoor community Resource Fair hosted by Leaders in Community Alternatives (LCA). LCA works in partnership with the Solano County probation department and Five Keys Schools & Programs to support mid-level risk probationers in their efforts to reintegrate into society. The fair was geared towards anyone in Solano area that is justice involved and seeking to better their situations. There were approximately 100 visitors to the 5-hour fair.

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.

Job Seeker Services:

- Expanded Outreach – The Job Seeker Services Team has focused on gearing up for ARPA and aiding in WIOA client recruitment to improve enrollment numbers. Staff have developed an outreach recruitment plan that was launched at the beginning of November 2022. The plan is multifaceted with the goal of informing potential clients, training providers, Community Based Organizations, businesses and others of the benefit and value of “enrolled” (intensive) services to ensure successful training outcomes and employment obtainment.

Here is an outline of our plans and activities for the remainder of the year and early 2023:

November 2022:

- Participate in all AJCC Meet n Greet orientation sessions
- Host all Solano County training providers, learn about changes due to COVID and any new program offerings
- Attend Community Events
- Continue Social Media Activities
- Market enrolled services to newly registered CalJobs' customers

December 2022:

- Complete training provider presentations and visits to JSS staff, those invited include, MTS, International School of Nursing, AAA Academy, Fairfield Adult, Vallejo Adult and Cal Regional

January 2023:

- WDB JSS Team will hold service presentations at area training providers to coincide with course start dates
- Visit COBs to make service presentations to their staff and clients
- Host informational tables at Community Events
- Continue social media activity and frequency

February 2023:

- Evaluate effectiveness of outreach plan, make needed adjustments, and celebrate

Business Services:

- Solano Micro Business COVID-19 Relief Grant – Due to the outreach efforts and grant partnerships conducted during the last reporting period, 679 applications were received. Over half of the applicants were minority business owners and more than 420 were female

business owners. Over 360 applicants identified as Black/African-American and nearly 100 were Hispanic/Latino. The list of 180 businesses eligible for grant funds was published on June 1st and awardees were notified in June to begin the contract process for grant payment.

WDB staff has vetted all applicants and has been able to award 92 business. This totals \$230,000 in grant funding. This will complete the first round of funding. We are waiting to hear back from Solano County on when we will open up the next round of MBCRG.

- Vallejo Small Business Microgrant Program – Due to the outreach efforts and grant partnerships conducted during the initial collection of the applications, 696 applications were received for the lottery. The City of Vallejo has approved the first 80 applicants on the lottery. Business Services and SBDC have continued to reach out to those business to start the second phase of the grant process. During our outreach process, we have been able to verify 69 business at \$370,000. We will continue this process until we reach our \$440,000 grant funding threshold.
- Napa Micro Business COVID-19 Relief Grant- Napa County partnered with the Workforce Development Board of Solano County (WDB) Business Services and the Solano-Napa Small Business Development Center (SBDC) to administer the MBCRG in Napa County.

The Solano-Napa SBDC/Solano WDB continued to work with community partners, especially the CRC Napa. CRC Napa communicated with childcare owners around the county and provided services in both Spanish and English. Altogether, CRC Napa assisted 25 childcare businesses submitting applications.

When the application window closed on Aug. 15, there were just under 100 applications submitted for the grant. Of those, 71 qualified for the randomized lottery. Business Services and SBDC are reaching out to those business to start the second phase of the grant process. During our outreach process, we have been able to verify 26 business. We will continue this process until 56 business are reached.

Discretionary Grants

The WDB currently implements three (3) discretionary grant programs for job seekers:

- CNA Upskilling Program (funded by California Workforce Development Board's Accelerator 10.0)
- National Dislocated Worker Grant – COVID Emergency Services (funded by Employment Development Department as a pass-through for the U.S. Department of Labor)
- Regional Plan Implementation 4.0 (funded by California Workforce Development Board, contracted through Sonoma Workforce Investment Board)

Reporting period highlights include:

- CNA Upskilling Program – During the reporting period, staff launched activities to engage businesses in skilled nursing facilities regarding CNA upskilling training. Paradise Valley Estates in Fairfield will be Solano's flagship employer for this project.

- National Dislocated Worker Grant – EDD provided additional funding for NDWG activities through March 2023. Staff are reengaging with the contract and should see additional enrollments in the next reporting period.
- Regional Plan Implementation 4.0 – This regional grant includes creation of a North Bay regional dashboard analyzing WIOA performance data by equity measures. Sonoma WIB presented a draft dashboard at the September 2022 regional meeting. A presentation of the dashboard is intended to be brought to the Board in January 2023.

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:

- Microbusiness Grants – Due to a high percentage of business disqualifications and low application rates across the state, the California Office of Small Business Advocates have extended these grants to June 30, 2023. The Napa Microgrant program will officially close at the end of December. The Vallejo ARPA Small Business Grants were launched in July 2022 and grants began in October 2022.
- ARPA Kick-Off – SBDC has begun planning for ARPA projects. The Accelerator program, Solano Success, will begin in January 2023 and outreach is underway.

Solano America's Job Center of California

FY 2022-23 Service Summary

July 2022 - October 2022

Customer Traffic by Location	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Jul-Oct FY21-22
Vallejo AJCC (Virtually and in person)	394	619	437	523									1,973	1,024
Fairfield AJCC	546	635	504	582									2,267	6,255
Total Road to Employment locations	14	10	12	19									55	45
Vacaville Library Road to Employment	6	4	8	9									27	19
Vallejo JFK Road to Employment	6	3	1	5									15	11
Vallejo Springtowne Road to Employment	2	3	1	5									11	4
Vallejo Health & Social Services	0	0	0	0									0	--
Vallejo First 5 Center	0	0	0	0									0	--
Fairfield Suisun Adult School (New)	0	0	2	0									2	11
Total	954	1,264	953	1,124									4,295	7,324

CalJOBS Statistics	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	FY21-22
New Individuals that Registered	230	614	385	477									1,706	4,149
Unique Individuals Receiving Services	501	828	790	828										
All Services Provided to Individuals	1,294	2,233	1,947	2,141										

Key Services Provided	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	FY21-22
AJCC Welcome (Orientation)	0	0	12	16									28	0
Youth Orientations (AJCC) Welcome	0	0	1	2									3	0
Intro to Job Connect & Career Training	--	--	--	--									0	0
Parole and Community Team (PACT) **	0	12	13	11									36	95
Working CA - TAFB	--	--	--	--									0	0
EDD & UI Workshops (virtual)	--	--	--	--									0	148
AJCC - Workshops (virtual)	0	0	7	0									7	21
Career Advantage Sessions - (virtual)	--	--	--	--									0	--
Veterans Network - Fairfield (On Site)	14	14	0	14									42	17
CASAS Skills Testing	0	0	0	0									0	0
Typing Tests - Fairfield (On Site)	11	17	4	10									42	59
Basic Computer Skills Classes - (virtual)	--	--	--	--									0	2
Special Events: LCA Reentry Fair	3	26	13	23									65	30
Total:	28	69	50	76									223	372

** in person as of October at SCC campus

PY 22/23 Job Seeker Deliverables by Grant Funded Program

Reporting Period: July 2022 to October 2022

WIOA Adult	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Applications	60	1	6	3	2									12	20%
Newly Enrolled	35	4	5	3	4									16	46%
Occupational Training	14	0	1	0	1									2	14%
Employer-Based	7	0	0	0	1									1	14%
Credentials	10	1	2	0	0									3	30%
MSG	12	1	1	0	1									3	25%
Exited	20	5	8	7	9									29	145%
Employed At Exit	17	4	3	4	1									12	71%
Median Wage	\$ 27.00	\$ 20.50	\$ 20.19	\$ 24.52	\$ 33.00									98.21	364%

33%

WIOA DW	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Applications	110	0	2	1	0									3	3%
Newly Enrolled	80	1	2	0	1									4	5%
Occupational Training	31	0	0	0	1									1	3%
Employer-Based	8	1	0	0	0									1	13%
Credentials	10	2	0	0	0									2	20%
MSG	23	0	1	0	3									4	17%
Exited	65	1	6	9	9									25	38%
Employed At Exit	55	0	3	2	3									8	15%
Median Wage	\$ 34.00	\$ -	\$ 33.17	\$ 24.52	\$ 33.00									90.69	267%

WIOA Adult/DW	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Applications	170	2	7	1	2									12	7%
Newly Enrolled	115	4	4	2	5									15	13%
Occupational Training	45	0	1	0	1									2	4%
Employer-Based	15	1	0	0	1									2	13%
Credentials	20	2	2	0	0									4	20%
MSG	35	1	1	0	3									5	14%
Exited	85	3	3	7	15									28	33%
Employed At Exit	72	1	3	1	3									8	11%
Median Wage	\$ 31.00	\$ 27.44	\$ 26.68	\$ 24.04	\$ 33.00									\$ 27.06	87%

WIOA Youth	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Application	80	4	0	0	0									4	5%
Enrolled*	25	6	0	0	0									6	24%
Occupational Training	0	0	0	0	0									0	0%
Employer-Based	20	6	0	0	0									6	30%
Credentials	0	0	5	0	0									5	0%
MSG	0	6	1	0	0									7	0%
Exited	20	1	0	2	7									10	50%
Employed At Exit	18	2	0	2	1									5	28%
Median Wage	\$ 18.00	\$ 23.60	\$ -	\$ 16.38	\$ 23.00									\$ 19.69	109%

PY 22/23 Job Seeker Deliverables by Grant Funded Program

Reporting Period: July 2022 to October 2022

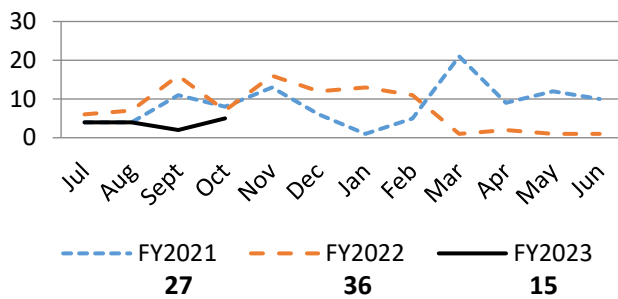
NDWG COVID	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Enrolled	30	0	0	0	6									6	20%
Occupational Training	1	0	0	0	0									0	0%
Employer-Based	3	0	0	0	0									0	0%
Credentials	2	2	0	0	0									2	100%
MSG	3	1	0	0	3									4	133%
Exited	50	1	0	3	6									10	20%
Employed At Exit	30	0	2	0	2									4	13%
Median Wage	\$ 34.00	\$ -	\$ 39.50	\$ -	\$ 30.00									\$ 15.00	44%

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

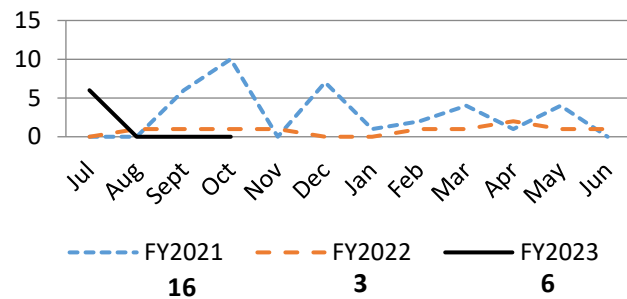
ARPA #1	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Enrolled	80													0	0%
Training (Occ / WBL)	60													0	0%
Exited	80													0	0%
Employed At Exit	60													0	0%
Median Wage	\$ 27.00													#NUM!	#NUM!

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

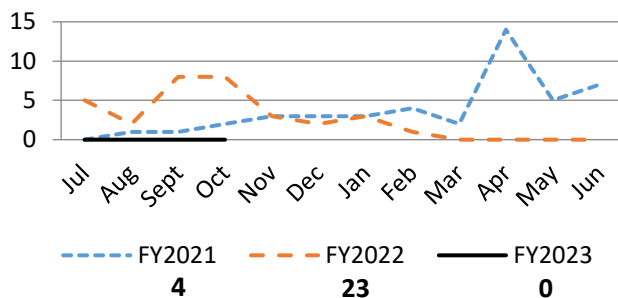
WIOA Adult/DW Enrollments



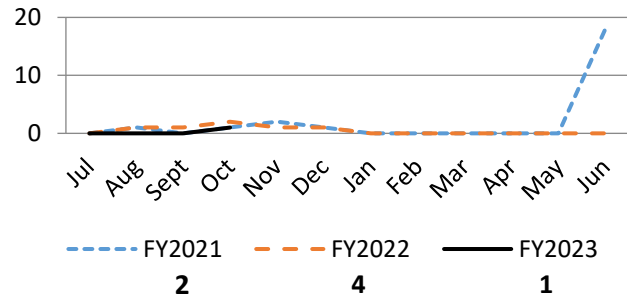
WIOA Youth Enrollments



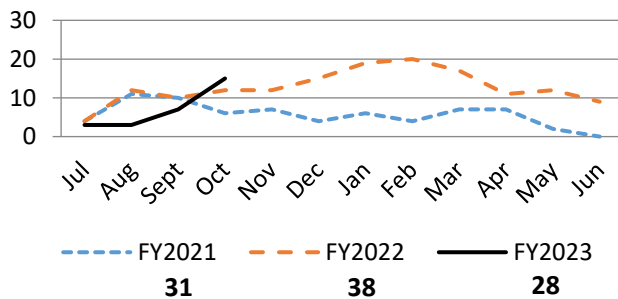
WIOA Adult/DW in Training



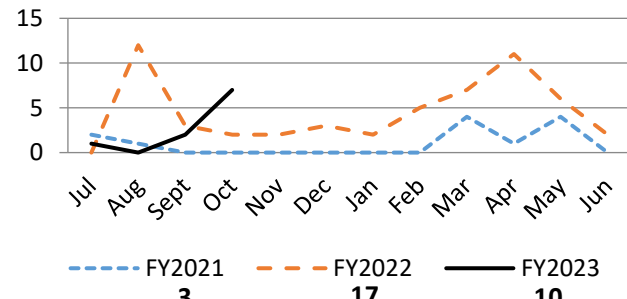
WIOA Adult/DW Earn & Learns



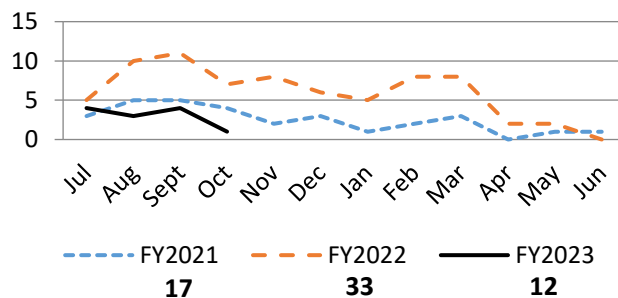
WIOA Adult/DW Completions



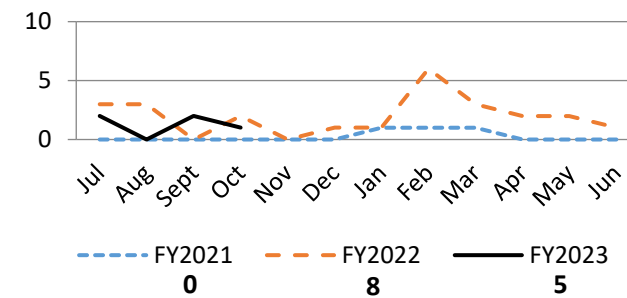
WIOA Youth Completions



WIOA Adult/DW Employment



WIOA Youth Employment



SBDC Leadership Board Report															Oct-22				
Key Performance Indicators		Annual Goal	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	%Goal			
Total client sessions 2022 YTD		2,200	220	303	304	228	159	124	145	149	181	193			2006	91%			
Total Client Hours YTD		1,700	205	316	328	257	213	273	305	271	177	208			2553	150%			
Total Active Clients (Napa)		750	740	733	545	549	527	539	533	537	536	545			733	98%			
Total Active Clients (Solano)		1,500	1334	1428	1175	1206	1107	1125	1172	1187	1198	1265			1428	95%			
Total Active Clients (Center)		2,250	2074	2161	1631	1662	1695	1722	1758	1774	1785	1861			2161	98%			
Jobs Created		70	0	21	53	4	0	9	11	14	30	5			147	210%			
New Business Starts		20	0	7	5	1	0	8	5	7	13	0			46	230%			
Change in Sales		\$ 7,000,000.00	\$0.00	\$ 3,891,101.00	\$ 5,609,862.00	\$ 195,000.00	\$ 16,000.00	\$ 4,100.00	\$ 88,020.00	\$ 319,150.00	\$ 1,255,432.00	\$ -			\$ 11,378,665.00	163%			
Dollar amt of loans/equity		\$ 8,000,000.00	\$1,763,600.00	\$ 14,000.00	\$ 1,543,879.00	\$ 10,000.00	\$ 50,000.00	\$ 76,000.00	\$ 294,083.00	\$ 309,882.00	\$ 7,761,926.00	\$ 192,500.00			\$ 12,015,870.00	150%			
Training Sessions held		60	10	10	9	7	4	7	5	7	7	8			74	123%			
# of attendees		600	85	179	136	107	90	145	50	62	95	90			1039	173%			
Focus Areas:																			
Napa Microbusiness Grant re-opened until Dec 1																			
Vallejo ARPA grants (SB & RR) in process																			
Solano ARPA Grant (Accelerator) kicks off in January 2023																			
Wells Fargo Grant (Co-working Space and advising in process																			

ACTION ITEMS





WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY
AGENDA SUBMITTAL

SUBJECT: Approval of New Workforce Board Appointment; Ms. Kelli Courson of Express Employment Professionals	MEETING DATE November 18, 2022	AGENDA ITEM IX.A
FROM: Heather Henry, President/Executive Director	ACTION REQUIRED YES ✓ NO	ATTACHMENTS A

RECOMMENDATION

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

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

DISCUSSION

Ms. Kelli Courson – Express Employment Professionals

Ms. Kelli Courson will be taking over the membership seat of Ms. Rosa Phillips, who resigned February 2022 due to retirement. Staff would like to take this opportunity to thank Ms. Phillips for her dedication and service to the Workforce Development Board.

Ms. Courson is the new owner of Express Employment Professionals in Fairfield, CA. Express Employment Professionals has been operating in Solano County since 1986 and is one of the top staffing companies in the U.S. Every day, Express helps people find jobs and provide workforce solutions to businesses.

Ms. Courson grew up in Solano County and graduated from Armijo High. She went to California Polytechnic State University in San Luis Obispo and graduated with a BS in Business Administration with a concentration in Marketing. She began her career working for Great-West Insurance as an Account Executive and was there for seven years before working for Blue Shield of CA as a Senior Account Executive.

Prior to taking over Express Employment Professionals, Ms. Courson was the Business Developer for Express and qualified as a Top 50 Sales Rep for four consecutive years. Her most fundamental asset is her strong culture of values and integrity. This is the cornerstone to her company's incredible growth.

Ms. Courson is an active member of the Fairfield-Suisun, Vacaville, Dixon, Vallejo and American Canyon Chambers of Commerce. She also is an Ambassador for both Fairfield-Suisun and Vacaville Chambers and has most recently joined the Travis Regional Armed Forces Committee (TRAFC). Beside working within the community, Ms. Courson enjoys spending time with her husband, and German Shepherd. She is also an avid traveler, gardener and loves to cook.

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


Ms. Courson's term of office will be from December 6, 2022, through December 5, 2026.

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

ALTERNATIVES: Board members could choose to not approve the appointment brought before them, and a new search for a representative could ensue. However, Ms. Courson's appointment is considered to be an excellent candidate to serve in the Business representative category on the WDB.

AGENCY BUDGET IMPACT: None

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



Heather Henry, President/Executive Director



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

SUPPLEMENTAL APPLICATION

Name: Kelli Courson

Date: 10.26.22

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

1. ☒ Business (Private Sector/Non-Governmental)
2. ☐ Community Based Organization
3. ☐ Economic/Business Development Agency
4. ☐ Education (Please check the appropriate box)

☐ Adult School
 ☐ Community College
5. ☐ Governmental Entity
6. ☐ Labor Organization
7. ☐ State Certified Apprenticeship Program
8. ☐ Wagner Peyser Program
9. ☐ Title I Rehabilitation Act Program
10. ☐ Youth Employment/Education Provider

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

A. Name of Business: Express Employment Professionals

- | | | |
|--|---|---|
| B. Are you the Chief Executive or Owner? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| C. Are you the Chief Operating Office? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| D. Do you have substantial policy making or hiring authority? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| E. Number of employees at the Solano Business? | <u>9 internal/200+ associates</u> | |
| F. Is the business minority-owned or operated? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| G. Please check the box indicating which <i>Chamber of Commerce</i> is nominating you. (Attach the nomination letter) | | |
| <input type="checkbox"/> Benicia | <input type="checkbox"/> Dixon | <input type="checkbox"/> Vallejo |
| <input type="checkbox"/> Fairfield/Suisun | <input type="checkbox"/> Rio Vista | <input checked="" type="checkbox"/> Vacaville |

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

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

Organization Name: _____

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

Kelli Courson
Applicant Signature

10.26.22
Date



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

APPLICATION FOR APPOINTMENT TO THE BOARD OF DIRECTORS

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

Name:

Kelli Courson

Company/Agency:

Express Employment Professionals

Title:

Owner

Business Address:

1411 Oliver Road, Suite 100

Fairfield, CA 94534

Business Phone #:

707.863.8200

Business Fax #:

707.864.2786

Home or Cell Phone #:

707.372.0910

Email Address:

kelli.courson@expresspros.com

County Supervisory District:

District 3

**Length of Residence/
Business in Solano County :**

Years: 7 Months: 7

Previous Commission or Committee Membership

Commission/Committee	Office Held (if applicable)	Length of Participation
Vacaville Chamber - Ambassador		2 years
Fairfield Chamber - Ambassador		1 year
American Canyon & Vallejo Economic Development Committee		

Educational Background

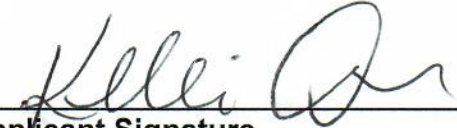
Institution	Major	Degree Yes No	Year
California Polytechnic State University-SLO	Business Marketing	Yes	1993-1997
Armijo High School		Yes	1993

Work/Volunteer Experience

Organization	City/State	Position	Year
Humane Society of Rome	Rome, NY	fundraising volunteer	2012-14
Express - Brand it Blue	Fairfield, CA	volunteer	2016-19

Certification

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


 Applicant Signature

10.26.22
 Date



October 17, 2022

Ms. Heather Henry, President/Executive Director
Workforce Development Board of Solano County
500 Chadbourne Rd
Fairfield, CA 94534

Dear Ms. Henry:

On behalf of the Vacaville Chamber of Commerce, I am pleased to nominate Kelli Courson to serve as a member of the Board of Directors on the Workforce Development Board (WDB) of Solano County representing the needs of the business community.

Kelli has been the owner of Express Employment Professionals, a long-time Vacaville Chamber member, since July 2021. Prior to that, she managed business development for Express for seven years, serving our area businesses by ensuring a qualified workforce to fill needed positions. Kelli understands the importance of being involved in her community which is evidenced by her active participation on the Chamber's Ambassador Committee, volunteering her time to help the Chamber succeed. She completed the Chamber's Leadership Today program in 2019 and is also active in a variety of other community based and non-profit organizations that benefit Solano County. Kelli's experience with our organization and our community has given her much to contribute to the goals of the Workforce Innovation and Opportunity Act (WIOA) and she will make an excellent addition to the Workforce Development Board of Solano County.

Please do not hesitate to contact me directly at 707-448-6424 or debbie@vacavillechamber.com if you have any questions or would like to receive additional information regarding this nomination.

Sincerely,

A handwritten signature in blue ink that reads 'Debbie Egidio'. The signature is written in a cursive, flowing style.

Debbie Egidio
President/CEO
Vacaville Chamber of Commerce



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT: Review and Approval of Negotiated WIOA Performance Measures	MEETING DATE November 18, 2022	AGENDA ITEM IX.B
FROM: Heather Henry, President/Executive Director	ACTION REQUIRED YES ✓ NO	ATTACHMENTS A

SUMMARY:

It is recommended by staff that the Board review and approve the Workforce Innovation and Opportunity Act (WIOA) Negotiated Performance Measures for PY2022 - 2024.

Attachments included:

- Attachment A: Negotiated Measures PY2022-24

DISCUSSION:

WIOA outlines common measures with which to measure activities for enrolled Adults, Dislocated Workers, and Youth. WIOA Section 116(b) requires the state to reach an agreement with the Department of Labor (DOL), Employment and Training Administration (ETA) on state-level performance goals for the Wagner-Peyser, and WIOA Title IB Adult, Dislocated Worker, and Youth programs every two years. Once these measures are established, the state then negotiates performance goals for each local area. The Board and the County Board of Supervisors must approve local negotiated performance measures.

The California Workforce Development Board (CWDB) negotiated Title IB WIOA primary indicators of performance for PY 2020-24 with Local Areas through a negotiation process with representatives of the North Bay Regional Planning Unit on September 20, 2022.

Primary Indicators of Performance to Negotiate

Each Local Area must negotiate performance goals for the Title I Adult, Dislocated Worker, and Youth programs for each of the following primary indicators of performance:

1. Employment Rate – 2nd Quarter After Exit: The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program (for Title I Youth, the indicator is the percentage of participants in education or training activities, or unsubsidized employment during the 2nd quarter after exit).
2. Employment Rate – 4th Quarter After Exit: The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program (for Title I Youth, the indicator is the percentage of participants in education or training activities, or unsubsidized employment during the 4th quarter after exit).

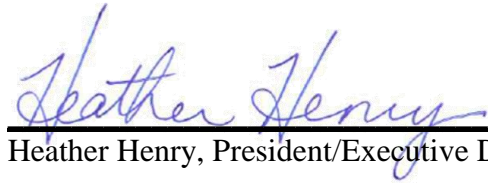
3. Median Earnings – 2nd Quarter After Exit: The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.
4. Credential Attainment: The percentage of program participants enrolled in an education or training program (excluding those in OJT) who attain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during participation in, or within 1 year after exit from the program.
5. Measurable Skill Gains (MSG): The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment, and who are achieving an MSG, defined as documented academic, technical, occupational, or other forms of progress, toward such a credential or employment.

ALTERNATIVES

The Board could decide to have the WDB renegotiate performance measures with the California Workforce Development Board. This would require a request for extension for completed negotiations from the state.

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.



Heather Henry, President/Executive Director

Local Workforce Development Area: Solano							
Performance Indicators	PY2019	PY2019	PY2020	PY 2022-23			FINAL
	<i>Final Nego Levels</i>	<i>Actual</i>	<i>Actual</i>	State Negotiated	SAM Estimate	Solano Proposed	PY22-23 / PY23-24
Adult							
Employment 2nd Quarter after exit	66.0%	83.7%	73.6%	64.0%	59.0%	67.0%	72.0%
Employment 4th Quarter after exit	62.5%	87.5%	77.6%	61.0%	63.4%	65.0%	70.0%
Median Earnings 2nd Quarter after exit	\$5,600	\$9,820	\$6,971	\$7,000	\$ 5,444	\$ 6,800	\$ 8,000
Credential Attainment Rate within 1 year of exit	54.0%	80.0%	73.3%	65.5%	68.9%	68.9%	73.0%
Measureable Skill Gain	baseline	43.3%	30.8%	55.0%	44.3%	54.3%	60.0%
Dislocated Worker							
Employment 2nd Quarter after exit	69.5%	86.7%	79.1%	68.0%	70.6%	73.0%	78.0%
Employment 4th Quarter after exit	65.0%	92.7%	81.4%	66.5%	64.7%	71.0%	79.0%
Median Earnings 2nd Quarter after exit	\$ 7,600	\$ 10,423	\$ 12,361	\$ 8,508	\$ 7,436	\$ 8,800	\$ 11,500
Credential Attainment Rate within 1 year of exit	58.0%	66.7%	79.1%	68.6%	71.0%	71.0%	73.0%
Measureable Skill Gain	baseline	53.7%	45.5%	55.0%	59.8%	55.0%	60.0%
Youth							
In Education, Training or Employment 2nd Q after exit	66.9%	76.7%	76.9%	67.7%	65.4%	68.0%	76.0%
In Education, Training or Employment 4th Q after exit	64.0%	83.3%	75.0%	65.7%	68.4%	67.0%	67.0%
Median Earnings 2nd Quarter after exit	baseline	\$ 6,834	\$ 5,314	\$ 3,870	\$ 4,102	\$ 4,500	\$ 5,400
Credential Attainment Rate within 1 year of exit	54.0%	50.0%	80.0%	60.4%	70.0%	65.0%	65.0%
Measureable Skill Gain	baseline	37.5%	15.8%	57.8%	64.6%	30.0%	45.0%



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY
AGENDA SUBMITTAL

SUBJECT: Approval of Board Meeting Start Time Beginning in 2023 Based on Member Consensus	MEETING DATE November 18, 2022	AGENDA ITEM IX.C
FROM: Heather Henry, President/Executive Director	ACTION REQUIRED YES NO ✓	ATTACHMENTS NONE

RECOMMENDATION

It is recommended that the Board adopt a start time based on membership consensus for Board meetings beginning in 2023.

DISCUSSION

In previous Board and Committee meetings throughout the last few years, staff have occasionally asked if the membership would like to adjust the start time of Board meetings to begin at a later time or to keep the 8:00 a.m. start time.

With the January 2023 Board meeting scheduled to return to in-person meetings, staff would like to poll the members and set a start time for meetings moving forward. Staff will be setting up an anonymous poll through the Zoom during the meeting for members to vote on one of three options; 8:00 a.m., 8:30 a.m., or 9:00 a.m. Regardless of the start time, meetings will still be scheduled for a two hour block.

ALTERNATIVES: Board members could choose to not move the current start time and continue Board meetings to begin at 8:00 a.m.

AGENCY BUDGET IMPACT: None

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


Heather Henry, President/Executive Director



WORKFORCE DEVELOPMENT BOARD

OF SOLANO COUNTY

Current Committees and Members

Standing Committees

Executive – meets bi-annually

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

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

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

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

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

Ad-Hoc Committees (meets as needed)

Human Resources

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

Negotiations

Mark DeWeerd
Mario Giuliani
Fadi Halabi
Chris Churchill

BOARD OF DIRECTORS

OFFICERS

Fadi Halabi, Chair
President,
Duracite
Business Representative

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

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

Chris Churchill, Vice Chair
President,
Advance Marketing
Business Representative

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

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

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

Shannon Dodds
VP of Operations,
Paradise Valley Estates
Business Representative

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

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

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

Jon Riley
Executive Director,
Napa-Solano Central Labor Council
Labor 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

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

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

