



WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY

Board of Director's Meeting

Friday, March 22, 2024

8:30 a.m. – 10:30 a.m.



500 Chadbourne Road, Suite A
Fairfield, CA 94534



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

BOARD OF DIRECTORS MEETING NOTICE

Friday, March 22, 2024

8:30 a.m. – 10:30 a.m.

500 Chadbourne Road, Suite A

Fairfield, CA 94534

AGENDA

- | | | |
|--------------|--|-------------|
| I. | Call to Order | |
| II. | Introductions | |
| III. | Agenda 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> | Page |
| V. | Consent Calendar | |
| | A. Approval of January 19, 2024, Meeting Minutes | 1 |
| | B. Approval of the Contract with the Student Conservation Association, Inc. for Climate Transition Summer Youth Work Experience for an Amount Not to Exceed \$130,484.03, Funded by the American Rescue Plan Act; Give President/Executive Director Authority to Finalize and Sign the Approved Contract, and Make Administrative Changes, as Needed | 4 |
| | C. Approval of the Contract with Lightcast for Career Mapping Services for an Amount Not to Exceed \$90,000, Funded by the American Rescue Plan Act; Give Authority to the Executive Director to Finalize and Sign the Approved Contract, and Make Administrative Changes, as Needed | 12 |
| VI. | Informational Reports | |
| | A. Committee Chairs (Verbal) | |
| | B. President/Executive Director (Verbal) | |
| | C. Board Chair (Verbal) | |
| | D. Reports (Written) | 20 |
| VII. | Presentation | |
| | A. Presentation on Workforce Communities of Action – Bioeconomy Research and Action Plan | |
| VIII. | Action Items | |
| | A. Approval of New Workforce Board Appointment: Ms. Summer Miguel of Six Flags Discovery Kingdom | 33 |
| | B. Receive a Presentation by LifeSpace Labs on the Proposed Research Associate Training; Review and Approve a Contract with LifeSpace Labs to Develop and Launch a Research Associate Training for an Amount Not to Exceed \$155,278, Funded by the American Rescue Plan Act; Give President/Executive Director Authority to Finalize and Sign the Approved Contract, and Make Administrative Changes, as Needed | 36 |
| | C. Review and Approve of the Nonprofit Infrastructure Grant Program Funding Agreement Template and Awarded Entities for a Collective Amount Not to Exceed \$200,000, Funded by the American Rescue Plan Act; Give President/Executive Director Authority to Finalize and Sign the Approved Agreements, and Make Administrative Changes, as Needed | 43 |
| IX. | Discussion | |
| | A. California Workforce Association Action Planning Session Debrief, Feedback, and Next Steps | |
| X. | Adjournment | |

Note: The next Board of Director’s meeting is scheduled for Friday, May 17, 2024

CONSENT CALENDAR



BOARD OF DIRECTORS MEETING MINUTES
January 19, 2024

I. Call to Order

Board Chair, Chris Churchill called the meeting to order at 9:00 a.m. Quorum was established.

Members Present: Chris Churchill, Kelli Courson, Mark DeWeerd, Shannon Dodds, Mary Dugbartey, Celia Esposito-Noy, Janice Fera, Fadi Halabi, Coco House, Gerald Huber, Deanna Hurn, Chris Huxsoll, Idowu Koyejo, Margie Poulos, Thomas Stuebner, David Tam

Members Absent: Danny Bernardini, Suzanne Castano, Mario Giuliani, Tim Healer, Glenn Loveall, Sabrina Martin, Stephen Reese

II. Introductions

Ms. Margie Poulos gave a brief introduction, as the newest WDB Board member. Board Members present introduced themselves and welcomed Ms. Poulos to the Board.

III. Agenda Changes/Deletions

There were no agenda changes or deletions.

IV. Public Comment

There were no public comments.

V. Consent Calendar

- A. Approval of November 17, 2023, Meeting Minutes**
- B. Approval to Renew 7 Community Workforce Services Contracts for a Collective Total Amount Not to Exceed \$747,325 for the Period of February 1, 2024, Through September 30, 2024, Funded by the American Rescue Plan Act; Give President/Executive Director Authority to Finalize and Sign Approved Contracts, and Make Administrative Changes, as Needed**
- C. Approval to Enter into Contract with Elevation Group LLC for Website Enhancement Services Not to Exceed \$7,638.74; Give President/Executive Director Signature Authority, and Make Administrative Changes, as Needed**
- D. Approval of the Financial Reserves Policy, as Recommended by the Budget Committee**

Ms. Fera requested item V.B to be pulled from the consent calendar to review an error found while reviewing the contracts. This item was placed on the agenda as VII.B.

MOTION #1

**A motion was made and seconded to approve the consent calendar, removing item V.B. from the Consent Calendar for further discussion.
(Huxsoll/Tam) MOTION PASSED UNANIMOUSLY**

VI. Informational Reports

A. Committee Chairs

Mr. DeWeerd announced the committee would like to move to the Board on unanimous consent to elect Chris Huxsoll to serve as the Board Secretary the duration of the two-year term. This item has been included as part of the agenda for approval.

Budget Committee met on December 15, 2024 and reviewed the Financial Reserve Policy. The policy is being presented to the Board as part of the agenda for approval.

Mr. Churchill announced the Working Waterfront Coalition Ad-Hoc Committee met January 17, 2024. There were about 18 people who attended the walk through at Mare Island including stakeholders and local dignitaries to learn more about the project, supportive services, educational process, potential, employment opportunities and how WDB can continue to

support the overall project. The project was met with a lot of enthusiasm. The potential jobs align with Solano County and its demographics and the many industries WDB supports in addition to skilled labor and higher wages. Next steps to identify are to establish timelines, and financial support. A follow-up meeting will be scheduled to continue the discussion and help keep the project moving forward.

B. President/Executive Director Report

Ms. Henry introduced Ms. Cynthia Seals-Roper, former Employability Specialist, who was recently promoted to Industry & Training Manager on staff. Ms. Seals-Roper added that she is excited to continue her employment with WDB in her new role and is looking forward to assisting businesses in the area and providing support in any way she can. Heather added that Ms. Seals-Roper will be assisting in supporting the Working Waterfront Coalition, bioeconomy work, and industry trainings.

Ms. Henry gave a brief overview of expenses, upcoming projects, and grants that will affect the budget noting there are a couple of RFP's that will be forthcoming that will also affect the overall budget. There are also some grants that are behind in expenditures due to contract start delays and receiving the grant funding from its source. These grants are two-to-three-year grants so WDB will have the ability to catch up on those expenditures. WIOA is fairly on track and staff continues to work through each program. The expenditure reports will show significantly more spent in March and May.

Ms. Henry announced WDB launched two new Road to Employment sites. This initiative brings our job center services into the community to ensure services are accessible to those that cannot access services at the Fairfield or Vallejo locations. The new locations will be at Solano Town Center in Fairfield and the Vallejo First 5 Center.

A Rapid Response event for Kreysler & Associates has been completed. A contract had ended for Kreysler & Associates causing them to lay off several of their employees. Staff responded with layoff aversion information as well as creating a hiring event for employers to attend an onsite career fair to assist employees facing lay off, new employment. The benefit led to a smaller number of people attending the Rapid Response session where unemployment benefits information and WDB services were shared to help with the transition.

The Solano County Agricultural Grant launched in November and is available until January 31st. The grant is provided by the County of Solano, in partnership with Solano County Farm Bureau, the WDB, and Solano-Napa Small Business Development Center, using funding from the American Rescue Plan Act (ARPA). The grant will fund 63 eligible farm businesses in Solano County impacted by COVID with a grant of \$5,000 each. Details can be found on the Solano-Napa SBDC webpage at www.solanonapasbdc.org.

The action plan has been submitted to Jobs of the Future, as part of the Workforce Community of Action which included Solano Community College, City of Vacaville and Solano Economic Development. The action plan focuses on community awareness. A survey was conducted as part of the plan and there is not a lot of understanding or knowledge about the biotech community. The plan will focus on bringing awareness to the community about this industry.

Ms. Henry announced that she, as well as Ms. Koyejo and Ms. Fera, will be attending, for the first time, CWA's Day at the Capital. There is still one spot left for those that are interested in attending. Mr. Lanter, of CWA, added this event takes place in Sacramento with all the workforce boards across California with CWA, giving the opportunity to meet local elected officials. An agenda, training and preparation is provided for this event. On the agenda will include CWA supporting three pieces of legislature as well as giving the opportunity to bring information about the WDB. CWA will set up all meetings on WDB's behalf.

The Solano Business Summit will take place on January 25, 2024. This program is part of the ARPA employer trainings project with California Employers Association (CEA) providing the trainings. CEA has provided great trainings on various topics. This summit will include a presentation on workforce trends and community landscape, and labor law updates, as well as a presentation on Leading with Intention. Attendance is free. Businesses interested in attending can register directly from the website.

Lastly, Ms. Henry announced there are two youth cohorts that staff are preparing for. This includes the Youth Pre-apprenticeship program starting mid-February and a second cohort for summer youth climate transition which should begin the end of June or beginning of July.

C. Board Chair

There were no further updates.

D. Reports

There was no further discussion on this item.

VII. Action Items

A. Approval to Elect Board Member, Chris Huxsoll, to Serve as Board Secretary the Duration of the Two-Year Term of Office through June 30, 2024

Mr. DeWeerdt reiterated the committee unanimously consented to the election of Mr. Huxsoll to service as Board Secretary for the duration of the two-year term of office.

MOTION #2

A motion was made and seconded to elect Board Member, Chris Huxsoll, to serve as Board Secretary the duration of the two-year term of office through June 30, 2024. (DeWeerd/Courson) MOTION PASSED UNANIMOUSLY

B. Approval to Renew 7 Community Workforce Services Contracts for a Collective Total Amount Not to Exceed \$747,325 for the Period of February 1, 2024, Through September 30, 2024, Funded by the American Rescue Plan Act; Give President/Executive Director Authority to Finalize and Sign Approved Contracts, and Make Administrative Changes, as Needed

Ms. Henry noted the errors found on page 23 and page 42 affected the outcomes section of the California Human Development and Goodwill contracts. The chart included in this section on both contracts reflects the numbers for the first-year term and will be updated to reflect the cumulative total for both the first and second year term of each contract. Once the Board approves the contracts, County Counsel will review and approve them to form which will then be reviewed and approved by the County Administrator's Office.


MOTION #3

A motion was made and seconded to approve the renewal of the 7 Community Workforce Services Contracts for a collective total amount not to exceed \$747,325 for the period of February 1, 2024, through September 30, 2024, with changes as noted; give President/Executive Director authority to finalize and sign approved contracts, and make administrative changes, as needed. (Esposito-Noy/Dugbartey) MOTION PASSED UNANIMOUSLY

VIII. Adjournment

The meeting was adjourned at 9:28 a.m.

Respectfully submitted by:



Tammy Gallentine, Executive & Board Support Specialist



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

<p>SUBJECT Approval of the Contract with the Student Conservation Association, Inc. for Climate Transition Summer Youth Work Experience for an Amount Not to Exceed \$130,484.03, Funded by the American Rescue Plan Act; Give President/Executive Director Authority to Finalize and Sign the Approved Contract, and Make Administrative Changes, as Needed</p>	<p>MEETING DATE March 22, 2024</p>	<p>AGEDA ITEM V.B</p>
<p>FROM Heather Henry, President/Executive Director</p>	<p>ACTION REQUIRED YES ✓ NO</p>	<p>ATTACHMENTS A</p>

RECOMMENDATION

Staff and the Executive Committee recommend approval of the contract with Student Conservation Association (SCA) to provide Climate Transition Youth Work Experience services for the period of June 1, 2024, through August 31, 2024, not to exceed \$130,484.03. This contract will be funded under the American Rescue Plan Act (ARPA).

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

As part of this agenda item, Attachment A includes the Cover Page, Scope of Work (Exhibit A), and Budget (Exhibit B). The contract General Terms and Conditions (Exhibit C) and ARPA Special Terms and Conditions (Exhibit D) remain the standard exhibits and therefore are not included in the attachment.

BACKGROUND

On April 3, 2023, the Workforce Development Board (WDB) of Solano County published and distributed the Climate Transition Summer Youth Work Experience Program Request for Quotes (RFQ) to local and regional organizations that provide work experience programs; as well as posted the RFQ on the WDB website. The deadline for proposal submissions was April 14, 2023.

Staff received one proposal, from the Student Conservation Association. On April 19, 2023, staff met to discuss the proposal and make a recommendation for a Work Experience Provider. Based on the WDB’s Procurement Policy, in compliance with Federal, state, and local guidelines this procurement is deemed a failed procurement as it did not secure a minimum of two responsive offers. A sole source recommendation was presented to, and approved by, the Executive Director.

Staff conducted a threshold review of the proposal submitted by Student Conversation Association and determined the proposal met the minimum qualifications for contract consideration. Staff completed

evaluation of Student Conservation Association's proposal. Based on the proposal submitted, evaluation, and score Student Conservation Association had met WDB's specifications and needs described in the RFQ.

The final contract was approved at the May 19, 2023 Board meeting. After successful completion of the summer program, as outlined in the initial contract, and with available funding remaining, staff will offer the Climate Transition Summer Youth Work Experience program through Student Conservation Association once again.

This program will now offer work experience for up to 12 youth with an increase of wages to \$17.60 per hour (10% above minimum wage).

ALTERNATIVES

While not recommended, the Board could direct staff to re-issue a new Request for Quote for a climate transition summer youth work experience provider to see if a larger number of quotes would be submitted. However, the services provided by the selected vendor met the staff's expectations. Direction to re-issue procurement would also lead to delays in providing a climate transition work experience for summer 2024.

AGENCY BUDGET IMPACT

The WDB's FY2023-24 and FY2024-25 budget will include the necessary funding to cover the cost of this contract through American Rescue Plan Act (ARPA) industry-based job training funding.

REPORT PREPARED BY

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

SERVICE AGREEMENT CONTRACT



For WDB Use Only
Contract No. PY-23-007

1. This Contract is entered into between the Workforce Development Board (WDB) of Solano County and The Student Conservation Association Inc. (“Contractor”) for American Recovery Plan Act (ARPA) Climate Transition Youth Work Experience Services
2. The term of this Contract is: June 1, 2024 through August 31, 2024
3. The Maximum amount of this contract is: \$130,484.03

The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of this Contract:

- Exhibit A – Scope of Work
- Exhibit B – Budget Detail and Payment Provisions
- Exhibit C – General Terms and Conditions
- Exhibit D – ARPA Special Terms and Conditions

APPROVED FOR THE WORKFORCE DEVELOPMENT BOARD (WDB)

BY: _____
(Signature, WDB’s Duly Authorized Representative)
NAME: Heather Henry
TITLE: President/Executive Director
DATE: _____

ADDRESS:
500 Chadbourne Rd, Suite A
Fairfield, CA 94534
(707) 864-3501

APPROVED BY THE STUDENT CONSERVATION ASSOCIATION, INC. (SCA)

BY: _____
(Signature, SCA’s Duly Authorized Representative)
NAME: Barbara Gonzalez-McIntosh
TITLE: Chief Counsel
DATE: _____

ADDRESS:
1310 N. Courthouse Road, Suite 110
Arlington, VA 22201
(571) 895-1850

Approved as to Form:

Solano County Counsel

APPROVED FOR SOLANO COUNTY

BY: _____
(Signature)
NAME: William Emlen
TITLE: County Administrator
DATE: _____

ADDRESS: 675 Texas Street, Suite 6500
Fairfield, CA 94533
707-784-6100

**EXHIBIT A
SCOPE OF WORK**

I. SERVICE DELIVERY

A. GENERAL EXPECTATIONS OF THE CONTRACTOR

1. Provide an engaging summer work experience to targeted Solano County young adults;
2. Follow American Rescue Plan Act (ARPA) and Workforce Development Board (WDB) of Solano County’s programmatic and administrative guidelines.
3. Leverage community resources and collaborative community partnerships to support young adults enrolled in services.
4. Document and communicate project progress in a reliable, professional, and responsible manner.

B. SERVICE ACTIVITIES

Contractor will provide the service activities as outlined below to accomplish the goal of the ARPA Climate Transition Summer Youth Work Experience Program:

1. ***Work Experience Supervision*** – Deliver a five-week work experience for 12 high school aged youth performing duties at various work sites in Solano County with a focus on climate transition. Participants will be supervised at work sites from Monday to Thursday from 9:00 a.m. to 4:00 p.m., with a one-hour lunch from 12:00pm to 1:00pm. On Fridays, youth will attend workshops from 9:00 a.m. to 1:00 p.m. for a total of 28 hours per week.

The duration of the work experience will be five weeks starting and ending on a mutually agreed upon date, anticipated to be July 1, 2024 – August 2, 2024.

Supervision of twelve (12) youth will be conducted by two (2) Contractor-selected supervisors.

2. ***Employer of Record Services*** – Contractor will serve as the employer of record for up to twelve (12) youth participants for five (5) weeks with wages of \$17.60 per hour. Employer of record services will include HR onboarding of employees, management of mandated fringe benefits, workers’ compensation, and tracking and implementation of applicable California HR timelines and regulations.
3. ***Safety and Equipment Training*** – Contractor will provide training to participants prior to related worksite activities on the use of tools and personal protective equipment. Contractor will provide on-site risk management to help reduce, train, and respond to safety issues in the field.
4. ***Work-Site and Workshop Assistance*** – Contractor will partner with the WDB to select worksites, deliver workshops highlighting climate transition careers, vocational development, and connection to community.
5. ***Barrier Reduction Services*** – Contractor will provide transportation for participants to and from the selected worksites and workshop locations to reduce the barrier of transportation. Contract will provide tools, appropriate apparel, and safety equipment for working in all-weather outdoor conditions.

6. Contractor will support collection of registration, completion, credential, and other performance data documentation per agreed-upon guidelines.

II. CONTRACTOR RESPONSIBILITIES

A. AVAILABILITY TO PERFORM SERVICES

1. Contractor will:
 - a. Deliver program services in accordance with the negotiated scope of work and budget;
 - b. Provide and train qualified staff to plan and administer the contracted services;
 - c. Provide program sustainability for duration of the Contract;
 - d. Provides services during business days and/or hours appropriate to program participants' needs;
 - e. Provide internal monitoring and oversight of program activities and requirements;
 - f. Guarantee that all program services provided are readily accessible to eligible individuals and meet Americans with Disabilities Act (ADA) and Equal Opportunity requirements; and
 - g. Provide services that adhere to all applicable policies and procedures promulgated by the WDB, the County of Solano, and the Department of Treasury relating to contractor duties and responsibilities pursuant to the terms and conditions of this Contract.

B. HOURS OF OPERATIONS

Contractor shall offer its services on a provided schedule from Monday through Friday or based on the need and availability of the targeted population to be served.

C. CONTRACTOR'S RESOURCES

Contractor will implement and coordinate services and provide all necessary instructions, supervision, and supplies for program activities. Contractor shall maintain sufficient resources, including computer technology, to deliver the services and perform necessary administrative functions throughout the term of this contract.

D. CONFIDENTIALITY

All correspondence, communication and reporting mechanisms will adhere to WDB policies to safeguard the client's confidentiality. No information that would personally identify the individual may be included in email correspondence. See *WDB 2018-01 Use and Confidentiality of Participant Personally Identifiable Information (PII) Policy* for further details.

E. COMMUNICATION AND MATERIALS

The Contractor will maintain regular communication with WDB staff. As part of this communication, the Contractor must inform the WDB of any special events under the ARPA umbrella of services prior to implementation.

Any documents connected with the contract and that use Contractor funds from the WDB must include the logo of the County of Solano, as well as the statement "Made possible by the funding from the County of Solano." Appropriate documents include websites, news releases, brochures, newsletters, flyers, advertisements, public service announcements, posters, and any other public communication items. In addition, appropriate accessibility and accommodation information must be included in printed and digital collateral materials.

F. DOCUMENTATION AND RECORDS

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

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

G. REPORTING REQUIREMENTS

Contractor shall work with the WDB to support any participant or project reporting requirements for services provided to participants as part of this Contract. All services being offered to participants will be entered into CalJOBS and reviewed by WDB staff on a regular basis. The Contractor will provide project updates and reports in a format and timeline mutually agreed upon by the WDB and Contractor.

H. OUTCOMES

Contractor will provide work experience services for up to 12 clients over the course of the contract from June 1, 2024 – August 31, 2024.

III. WDB RESPONSIBILITIES

The WDB staff will be responsible for the following:

1. Provide project enrollment, case management, data entry, documentation maintenance, and outcome tracking for participants entering project activities;
2. Evaluate and monitor the management and operations of all programs funded by the WDB, including:
 - Annual ADA, equal opportunity, and accessibility compliance reviews;
 - Periodic review of accurate expenditures against cost categories and within cost limitations specified in ARPA regulations;
 - Periodic review of programmatic delivery and documentation compliance.
3. Provide technical assistance to Contractor staff in the areas of ARPA compliance;
4. Inform Contractor of Federal, State, and local policies and procedures that may impact the operations of the program, and give assistance as needed to implement them accordingly;
5. Ensure compliance with all rules, regulations, and policies issued under ARPA; and
6. Process payments for services.

The roles and responsibilities of the WDB and Contractor may be refined and changed due to changes in Federal, State or Local law, regulations, or policies relating to ARPA upon written notification and in accordance with section 13 and 26 in Exhibit C.

**EXHIBIT B
 BUDGET DETAIL AND PAYMENT PROVISIONS**

BUDGET SUMMARY (Cost Categories)	Year One (6/24 – 8/24)	TOTAL
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PERSONNEL <i>(Includes Salary + Benefits)</i>		
Onsite Supervisor Salary and Benefits	\$25,006.79	\$25,006.79
Program Development and Oversight	\$22,659.65	\$22,659.65
SUBTOTAL PERSONNEL:	\$47,666.44	\$47,666.44

PARTICIPANT COSTS		
Participant Wages	\$31,680.00	\$31,680.00
Participant Fringe Benefits	\$3,168.00	\$3,168.00
Participant Equipment and Supplies	\$1,210.00	\$1,210.00
Participant Training	\$550.00	\$550.00
Participant Transportation Costs	\$7,800.00	\$7,800.00
SUBTOTAL TRAINING COSTS:	\$44,408.00	\$44,408.00

PROGRAM OPERATING COSTS		
Professional Development	\$2,200.00	\$2,200.00
Cell Phone Reimbursement	\$270.00	\$270.00
Operating Expenses – participant employer of record processing, participant and supervisor recruiting costs, supervisor equipment, onsite risk management	\$11,056.00	\$11,056.00
Staff Travel	\$1,900.00	\$1,900.00
SUBTOTAL OPERATING COSTS:	\$13,131	\$13,131

ADMINISTRATIVE COSTS		
Administrative Costs (21.38%)	\$22,983.59	\$22,983.59

CONTRACT TOTALS:	\$130,484.03	\$130,484.03
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1. The WDB agrees to pay the Contractor for services upon the presentation of an appropriate invoice and documents supporting the deliverables as defined in the Scope of Work to be performed. The Contractor shall submit monthly invoices detailing work performed for each deliverable detailed in the Scope of Work (Exhibit A) and amount payable to the WDB’s Executive Director/President, or designee. Monthly invoices for payment should be submitted to the WDB by the 15th day of the subsequent month. The payment shall be made only after the services required under this contract have been performed to the satisfaction of the Executive Director/President or designee, and the deliverables described in Exhibit A, Scope of Work have been accepted in writing by the Executive Director/President or his/her designee.
2. Contractor must request approval for transfers between budget line items, which are set forth in Exhibit B (Budget Summary) when the cumulative amount of such transfers exceed 10% of the budget cost category total amount. Requests for transfers between budget line items must be presented to the WDB in writing, which

approval may be withheld in the sole and absolute discretion of WDB. WDB may authorize the addition of budget line items for transfers under this section, provided that the line item added does not substantially change the scope of services to be provided under this Contract and does not increase the total contract amount.

3. Contractor shall provide any additional documentation as required by WDB at any time in order to substantiate Contractor's claims for payment. WDB may elect to withhold payment for failure by Contractor to provide such documentation required by WDB.
4. Contractor must maintain backup documentation onsite that supports the financial data submitted to the WDB. Contractor shall make this backup documentation available upon request of the WDB.
5. Allowable operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits, equipment, or payments to subcontractors. Such expenses include specific items directly charged to the project. The expenses must be grant-related (i.e., to further the program objectives as defined in the grant award) and be incurred (realized) during the grant period. County reserves the right to make the final determination if an operating expense is allowable and necessary.
6. The maximum payment under the terms of this contract shall under no circumstances, exceed **\$130,484.03** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT Approval of the Contract with Lightcast for Career Mapping Services for an Amount Not to Exceed \$90,000, Funded by the American Rescue Plan Act; Give President/Executive Director Authority to Finalize and Sign the Approved Contract, and Make Administrative Changes, as Needed	MEETING DATE March 22, 2024	AGEDA ITEM V.C
FROM Heather Henry, President/Executive Director	ACTION REQUIRED YES ✓ NO	ATTACHMENTS A

RECOMMENDATION

Staff and the Executive Committee recommend approval of the contract with Lightcast to provide Career Mapping Services for the period of April 1, 2024, through September 30, 2024, not to exceed \$90,000. This contract will be funded under the American Rescue Plan Act (ARPA).

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

As part of this agenda item, Attachment A includes the draft Cover Page, draft Scope of Work (Exhibit A), and Proposal. The contract General Terms and Conditions (Exhibit C) and ARPA Special Terms and Conditions (Exhibit D) remain the standard exhibits and therefore are not included in the attachment.

BACKGROUND

On February 5, 2024, the Workforce Development Board (WDB) of Solano County published and distributed the Career Pathways Mapping Request for Quotes (RFQ) to local, regional, and national organizations that provide labor market data and workforce consulting services; as well as posted the RFQ on the WDB website. The deadline for proposal submissions was February 23, 2024.

Staff received two proposals, one from Paul Rosenbloom Consulting/iNTi Analytics and one from Lightcast. A review panel of two staff and one board member reviewed the proposals and made a recommendation to award the contract to Lightcast.

Based on the proposal submitted, evaluation, and score, Lightcast has proven to meet the WDB’s specifications and needs described in the RFQ.

ALTERNATIVES

While not recommended, the Board could direct staff to re-issue a new Request for Quote for a career pathway mapping provider to see if a larger number of quotes would be submitted. However, the

services provided by the selected vendor met the staff's expectations. Direction to re-issue procurement would also lead to delays in providing career mapping services within the ARPA timeline.

AGENCY BUDGET IMPACT

The WDB's FY2023-24 and FY2024-25 budget will include the necessary funding to cover the cost of this contract through American Rescue Plan Act (ARPA) industry-based job training funding.

REPORT PREPARED BY

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

SERVICE AGREEMENT CONTRACT



For WDB Use Only
Contract No. PY-23-009

1. This Contract is entered into between the Workforce Development Board (WDB) of Solano County and Lightcast (“Contractor”) for American Recovery Plan Act (ARPA) Career Mapping Services
2. The term of this Contract is: April 1, 2024 through September 30, 2024.
3. The Maximum amount of this contract is: \$90,000

The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of this Contract:

- Exhibit A – Scope of Work
- Exhibit B – Budget Detail and Payment Provisions
- Exhibit C – General Terms and Conditions
- Exhibit D – ARPA Special Terms and Conditions

APPROVED
Workforce Development Board of Solano County

BY: _____
(Signature, Authorized Representative)
NAME: Heather Henry
TITLE: President/Executive Director
DATE: _____

ADDRESS:
500 Chadbourne Rd, Suite A
Fairfield, CA 94534
(707) 864-3501

APPROVED
Lightcast

BY: _____
(Signature, Authorized Representative)
NAME: _____
TITLE: _____
DATE: _____

ADDRESS:
Xxx
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Approved as to Form:

Solano County Counsel

APPROVED FOR SOLANO COUNTY

BY: _____
(Signature)
NAME: William Emlen
TITLE: County Administrator
DATE: _____

ADDRESS: 675 Texas Street, Suite 6500
Fairfield, CA 94533
707-784-6100

EXHIBIT A SCOPE OF WORK

I. SERVICE DELIVERY

A. GENERAL EXPECTATIONS OF THE CONTRACTOR

1. Develop career mapping data and pathway information for five priority sectors: bioeconomy, hospitality, healthcare, transportation and logistics, and the climate transition sector.
2. Follow American Rescue Plan Act (ARPA) and Workforce Development Board (WDB) of Solano County’s programmatic and administrative guidelines.
3. Document and communicate project progress in a reliable, professional, and responsible manner.

B. SERVICE ACTIVITIES

Contractor will provide the service activities as outlined below to accomplish the goal of the ARPA Career Mapping initiative.

1. ***Scoping the Priority Sectors*** – Contractor will work closely with the Solano County team to accurately scope the five priority industry sectors using traditional labor market supply data and employer demand data.
2. ***Labor Market Analysis for Occupations and Sectors/Industries*** – Contractor will analyze the current state of each of the regional priority sectors in Solano County to determine existing opportunities and industry strengths. The following data elements, as well as analysis of the results, will be provided:
 - Current and historic demand provided at the sector level and the sector-occupation level. Provided for Solano County overall and the San Francisco Bay Area-Solano County-Sacramento Area mega region.
 - Concentration (location quotient) of demand for each sector within Solano County relative to the US, as well as concentration of demand for occupations and occupation families within the selected sectors.
 - Average salary advertised on job postings, at the sector level and sector-occupation level.
 - Number of firms posting online job ads within the last two years for the sector and at the sector-occupation level.
 - Estimate of the number of workers in the sector and at the sector-occupation level.
 - Top job titles for occupations, where job titles are pulled from job postings at the sector occupation level.
 - Typical levels of education and experience requested by employers, as derived from job postings, at the sector-occupation level.
3. ***Selecting Occupations / Occupational Groups within Industry Sectors*** – Contractor will work with Solano County to set a series of mutually agreed upon thresholds and occupational criteria to select occupations and occupation groups. Contractor will identify at least three and up to ten destination occupation clusters for each of the five priority sectors.
4. ***Develop Articulated Career Pathways*** – Contractor will build career pathways between occupations using the underlying “skill similarity” between those occupations. Contractor will provide the following data for career pathway articulations:

- Between 3-5 non-sector feeder occupations that demonstrate underlying skill similarity and a positive salary increase for each entry-level occupation /occupation cluster in the priority sectors. For each transition, Contractor will include the additional skills and certifications commonly needed to transition into the destination occupation / occupation cluster.
- Between 3-5 next-step occupations from each entry-level occupation / occupation cluster in the priority sectors. Additionally, 3-5 next-step occupations from there. Career pathway articulations will run from entry level occupations and terminate in skilled technician-level positions. For each occupation to occupation transition, Contractor will include the salary premium for the transition, the additional skills and certifications commonly needed to be successful in the destination occupation, and the demand within the priority sector for the target occupation. Contractor will also provide the most common job titles for occupations in career pathways.
- Data and analysis on the individual occupation-to-occupation transitions and on the articulated pathways that string those transitions together. Contractor will work with the WDB to identify the career pathways that satisfy a variety of use cases.
- Regional training providers that have training linked to the occupations within the highlighted career pathways.

II. CONTRACTOR RESPONSIBILITIES

A. AVAILABILITY TO PERFORM SERVICES

1. Contractor will:

- a. Deliver program services in accordance with the negotiated scope of work and budget;
- b. Provide and train qualified staff to plan and administer the contracted services;
- c. Provide program sustainability for duration of the Contract;
- d. Provides services during business days and/or hours appropriate to program participants' needs;
- e. Provide internal monitoring and oversight of program activities and requirements;
- f. Guarantee that all program services provided are readily accessible to eligible individuals and meet Americans with Disabilities Act (ADA) and Equal Opportunity requirements; and
- g. Provide services that adhere to all applicable policies and procedures promulgated by the WDB, the County of Solano, and the Department of Treasury relating to contractor duties and responsibilities pursuant to the terms and conditions of this Contract.

B. HOURS OF OPERATIONS

Contractor shall offer its services on a provided schedule from Monday through Friday or based on the need and availability of the targeted population to be served.

C. CONTRACTOR'S RESOURCES

Contractor will implement and coordinate services and provide all necessary instructions, supervision, and supplies for program activities. Contractor shall maintain sufficient resources, including computer technology, to deliver the services and perform necessary administrative functions throughout the term of this contract.

D. CONFIDENTIALITY

All correspondence, communication and reporting mechanisms will adhere to WDB policies to safeguard the client’s confidentiality. No information that would personally identify the individual may be included in email correspondence. See *WDB 2018-01 Use and Confidentiality of Participant Personally Identifiable Information (PII) Policy* for further details.

E. COMMUNICATION AND MATERIALS

The Contractor will maintain regular communication with WDB staff. As part of this communication, the Contractor must inform the WDB of any special events under the ARPA umbrella of services prior to implementation.

Any documents connected with the contract and that use Contractor funds from the WDB must include the logo of the County of Solano, as well as the statement “Made possible by the funding from the County of Solano.” Appropriate documents include websites, news releases, brochures, newsletters, flyers, advertisements, public service announcements, posters, and any other public communication items. In addition, appropriate accessibility and accommodation information must be included in printed and digital collateral materials.

F. DOCUMENTATION AND RECORDS

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

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

G. REPORTING REQUIREMENTS

Contractor shall work with the WDB to support any participant or project reporting requirements for services provided to participants as part of this Contract. All services being offered to participants will be entered into CalJOBS and reviewed by WDB staff on a regular basis. The Contractor will provide project updates and reports in a format and timeline mutually agreed upon by the WDB and Contractor.

H. OUTCOMES

The following milestones will be tracked by the Contractor’s project manager:

- Project Kick-Off;
- Scope target sectors;
- Review sector and sector-occupation level data and analysis;
- Select entry-level occupations for each sector;
- Run career pathways modeling to generate career pathways;
- Narrow down and highlight career pathways based on important use cases;
- Review data and analysis with outside stakeholders selected by Client; and
- Produce final deliverables, mock visualizations, and writeup

III. WDB RESPONSIBILITIES

The WDB staff will be responsible for the following:

1. Attend kick-off session and provide support and collaboration to Contractor to complete milestones;
2. Evaluate and monitor the management and operations of all programs funded by the WDB.
3. Ensure compliance with all rules, regulations, and policies issued under ARPA; and
4. Process payments for services.

The roles and responsibilities of the WDB and Contractor may be refined and changed due to changes in Federal, State or Local law, regulations, or policies relating to ARPA upon written notification and in accordance with section 13 and 26 in Exhibit C.

DRAFT

**EXHIBIT B
 BUDGET DETAIL AND PAYMENT PROVISIONS**

BUDGET SUMMARY (Cost Categories)	COSTS (4/24 – 9/24)	TOTAL
PERFORMANCE & DELIVERABLES		
Analyses for five sectors	\$90,000	\$90,000
CONTRACT TOTALS:		\$90,000

1. The WDB agrees to pay the Contractor for services upon the presentation of an appropriate invoice and documents supporting the deliverables as defined in the Scope of Work to be performed. The Contractor shall submit monthly invoices detailing work performed for each deliverable detailed in the Scope of Work (Exhibit A) and amount payable to the WDB’s Executive Director/President, or designee. Monthly invoices for payment should be submitted to the WDB by the 15th day of the subsequent month. The payment shall be made only after the services required under this contract have been performed to the satisfaction of the Executive Director/President or designee, and the deliverables described in Exhibit A, Scope of Work have been accepted in writing by the Executive Director/President or his/her designee.
2. Contractor must request approval for transfers between budget line items, which are set forth in Exhibit B (Budget Summary) when the cumulative amount of such transfers exceed 10% of the budget cost category total amount. Requests for transfers between budget line items must be presented to the WDB in writing, which approval may be withheld in the sole and absolute discretion of WDB. WDB may authorize the addition of budget line items for transfers under this section, provided that the line item added does not substantially change the scope of services to be provided under this Contract and does not increase the total contract amount.
3. Contractor shall provide any additional documentation as required by WDB at any time in order to substantiate Contractor’s claims for payment. WDB may elect to withhold payment for failure by Contractor to provide such documentation required by WDB.
4. Contractor must maintain backup documentation onsite that supports the financial data submitted to the WDB. Contractor shall make this backup documentation available upon request of the WDB.
5. Allowable operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits, equipment, or payments to subcontractors. Such expenses include specific items directly charged to the project. The expenses must be grant-related (i.e., to further the program objectives as defined in the grant award) and be incurred (realized) during the grant period. County reserves the right to make the final determination if an operating expense is allowable and necessary.
6. The maximum payment under the terms of this contract shall under no circumstances exceed **\$90,000** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.

REPORTS





WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT Reports	MEETING DATE March 22, 2024	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 as of January 31, 2024
- Attachment B: Programmatic Highlights
- Attachment C: Programmatic Performance Reports
 - Job Seeker Services Grant Metrics
 - SBDC Service Report

Compliance and Operational Report



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

Monitoring Report

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 programmatic and fiscal monitoring of the WDB's Workforce Innovation and Opportunity Act (WIOA) Youth activities in October 2023.

EDD issued a final monitoring report and identified no findings or concerns.

- The 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 monitoring report on June 24, 2022, and determined the following finding:***

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

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

Expenditure Report

This is the Workforce Development Board of Solano County's (WDB) report of expenditures for the 2023-24 program year, through January 31, 2024. With 58% of the program year elapsed, the expenditures compared to the plan equal 33.5%.

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.

Significant Grant Discrepancies:

- WIOA Dislocated Worker is currently underspent due to the eligibility of individuals seeking assistance. The WDB continues to struggle to connect with Dislocated Workers without RESEA coordination; staff are brainstorming ways to increase Dislocated Worker enrollments.
- WIOA Youth is currently underspent due to invoicing of contracts. Staff are reviewing options for improving youth outcomes in the next Fiscal Year.
- CWDB – CNA Upskilling Program is currently underspent. Much of the activity of the project has been driven by the WDB, rather than other regional partners. As such, this grant will be completed as underspent.
- CWDB – Regional Plan Implementation 5.0 is currently underspent. A Bay Area-wide regional conference was planned for spring 2024, but was not held due to conflicting ideas of conference goals. The state is allowing extensions of this program, so funds will be able to be carried into FY2024-25.
- City of Napa – ARPA Leaf Blower Grant is underspent. Staff continue to reevaluate outreach methods to increase business participation.
- County of Napa – ARPA Childcare Loan Support is completed as underspent. Activities in this grant were based on the number of childcare providers applying for the Napa loan program, and need was lower than anticipated.
- Solano ARPA Projects are behind in expenditures for the Sustain Service Delivery, Community Workforce, Industry Training, Community Engagement, Business Incubator, and Services for Businesses. However, a number of procurements and grant programs were conducted in the beginning of 2024 that will yield increased expenditures.
- Solano – ARPA Farm Microgrants have been selected. Contracts are currently being drawn up and grants should be disseminated in April 2024.

- CWDB – Prison to Employment 2.0 and Regional Equity projects are behind schedule in activities due to a late regional start. Both grants will increase activity throughout the fiscal year and remaining unspent funds will be carried into FY2024-25.
- FSUSD – Restaurant Resiliency is complete.
- SBDC CIP is over target as CIP is the first business advisor funding stream to be spent in the SBDC program.
- SBDC Program Income is currently overspent per the budget. Reconciliation of the funds was completed and funds are available to sustain the increased expenditures.
- Wells Fargo – Dream Incubator will conclude in March 2024 and is on track to fully expend the funds.

Significant Expenditure Discrepancies:

- Training, both Vocational and Work-Based are currently underspent. A number of training programs are being launched, but funds will not likely be fully spent this program year. Remaining funds and training requirements will be carried forward into FY2024-25.
- Small Business Grants / Payments are currently underspent. Nonprofit infrastructure grants and Solano Farm Microgrants will be disseminated by the end of April 2024, which will dramatically increase the expenditures.
- Outreach is currently underspent. ARPA outreach projects will be conducted in Spring 2024. However, these funds will be expended under program contracts, rather than the outreach line item.
- Program Contracts are currently underspent due to invoicing delays from partners and vendors. Expenditures will increase once these invoices are received, however, partners have spent less than intended and funds may need to be carried forward into FY24-25.
- Communications / IT is overspent due to costs being categorized as communications rather than supplies and equipment. The budgets for these two line items will be adjusted in next year's budget.
- Employee/WDB Professional Development is currently underspent; however, projects and trainings are scheduled to occur in spring 2024.
- Memberships are currently overspent due to the timing of membership renewals.
- Supplies / Equipment / Software is underspent; however, Vallejo AJCC upgrades will be completed this fiscal year and will be reflected in future expenditure reports. Additionally, some expenditures were categorized as communications, impacting the expenditure rate.

WDB SOLANO

FY2023-24 Expenditure Report - as of January 31, 2024

	BUDGET 2023-24 <i>Mod #1</i>	% of Budget	Jan '24 Actuals	% Expended 58%
REVENUE:				
<i>State Grant Revenue</i>				
WIOA Adult	\$1,133,204	11.1%	\$549,323	48.5%
WIOA Dislocated Worker	1,171,143	11.5%	529,290	45.2%
WIOA Youth	1,214,843	11.9%	474,435	39.1%
WIOA Rapid Response	178,527	1.7%	86,698	48.6%
WIOA Layoff Aversion	29,625	0.3%	17,358	58.6%
CWDB - CNA Upskilling Program	108,480	1.1%	39,256	36.2%
CWDB - Regional Plan Implementation 5.0	106,211	1.0%	36,541	34.4%
Grant Revenue Total	\$3,942,033	38.6%	\$1,732,901	44.0%
<i>Other Government Grants/Contracts</i>				
City of Napa - ARPA Leaf Blower Grant	84,578	0.8%	29,670	35.1%
County of Napa - ARPA Childcare Loan Support	3,943	0.0%	915	23.2%
County of Napa - Napa Success	-	0.0%	39,686	-
County of Solano - ARPA 1: Sustain Service Delivery	272,587	2.7%	101,549	37.3%
County of Solano - ARPA 2: Community Workforce	1,399,086	13.7%	331,114	23.7%
County of Solano - ARPA 3: Industry Training	1,302,285	12.8%	367,231	28.2%
County of Solano - ARPA 4: Community Engagement	733,939	7.2%	219,251	29.9%
County of Solano - ARPA SB1: Small Business TA	333,017	3.3%	146,865	44.1%
County of Solano - ARPA SB2: Business Incubator	280,710	2.8%	8,704	3.1%
County of Solano - ARPA SB3: Services for Businesses	331,339	3.2%	46,667	14.1%
County of Solano - ARPA Farm Microgrants	353,300	3.5%	4,746	1.3%
CWDB - Prison to Employment 2.0	182,967	1.8%	24,883	13.6%
CWDB - Regional Equity	446,461	4.4%	32,247	7.2%
FSUSD - Restaurant Resiliency	15,600	0.2%	17,625	113.0%
NorCal SBDC - Capital Improvement Program (CIP)	102,786	1.0%	77,594	75.5%
NorCal SBDC - Small Business Administration (SBA)	178,587	1.7%	88,757	49.7%
NorCal SBDC - Technical Assistance Program (TAP)	159,194	1.6%	87,245	54.8%
SBDC Local Match	54,941	0.5%	23,736	43.2%
Other Government Revenue Total	\$6,235,320	61.1%	\$1,648,487	26.4%
<i>Other Revenue</i>				
Irvine Capacity Building	\$0	0.0%	\$6,355	0.0%
Mare Island Company	\$0	0.0%	\$5,987	0.0%
Napa Valley College	\$3,318	0.0%	-	0.0%
SBDC Program Income	\$5,307	0.1%	10,489	197.6%
WellsFargo - Dream Incubator	\$13,974	0.1%	12,078	86.4%
Other Revenue Total	\$22,599	0.2%	\$34,909	154.5%

	BUDGET 2023-24 Mod #1	% of Budget	Jan '24 Actuals	% Expended 58%
<i>Donations and Contributions</i>				
SBDC Donations and Sponsorships	\$6,715	0.1%	\$0	0.0%
Donations and Contributions Total	\$6,715	0.1%	\$0	0.0%
TOTAL REVENUE	\$10,206,668	100%	\$3,416,296	33.5%
EXPENSES:				
Salaries and Benefits	\$3,413,335	33.4%	\$1,635,920	47.9%
Personnel Expenses	\$3,413,335	33.4%	\$1,635,920	47.9%
		0.0%		
Vocational Training	\$970,966	9.5%	\$309,884	31.9%
Work-Based Training	\$125,878	1.2%	18,206	14.5%
Supportive Services	\$31,466	0.3%	22,111	70.3%
Business Advisors	\$349,288	3.4%	165,304	47.3%
Small Business Grants / Payments	\$1,906,820	18.7%	77,938	4.1%
Outreach	\$378,687	3.7%	9,478	2.5%
Program Contracts	\$2,083,621	20.4%	710,864	34.1%
Direct Program Costs	\$5,846,724	57.3%	\$1,313,785	22.5%
		0.0%		
Communications / IT	\$91,846	0.9%	\$86,159	93.8%
Employee / WDB Professional Dev	\$33,470	0.3%	3,855	11.5%
Facilities	\$494,315	4.8%	255,086	51.6%
Memberships	\$14,100	0.1%	11,535	81.8%
Mileage / Travel	\$14,875	0.1%	10,339	69.5%
Supplies / Equipment / Software	\$132,292	1.3%	15,824	12.0%
Other Operating Costs	\$165,711	1.6%	83,845	50.6%
Other Costs	\$946,609	9.3%	\$466,643	49.3%
TOTAL EXPENSES	\$10,206,668	100%	\$3,416,348	33.5%

Revenue Over / (Under) Expenses

\$0

-\$51

Programmatic Highlights



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

America's Job Center of California (AJCC)

This report provides an update on activities conducted at the America's Job Center of California (AJCC) and other community locations for the period of January to February 2024.

Reporting period highlights include:

- New Community Partnerships in Vallejo – In the past 2 months, the Vallejo AJCC has provided tours and / or information to expand the partner service offerings in the Vallejo community. New partnerships include House of Acts, 4th Second, Uncuffed Project, and Ujima Family Recovery Services.
 - House of Acts is a residential sober living environment for men and women that focuses on people with justice involvement, and substance use disorders (SUD's). They provide a workforce element by employing their residents and beautifying Vallejo's roadsides and abandon spaces.
 - 4th Second is another Vallejo based service partnership that supports the same population (and those experiencing homelessness) in connection with The Uncuffed Project. They are working in the same office space in Vallejo and can provide employment services as well as a housing assistance to those who qualify.
 - Ujima Family Recovery Services is also a supportive outpatient service provider to this same population primarily those with substance abuse disorders.

WIOA Programs

The Workforce Services Division is responsible for employment and training services of eligible WIOA Adult, Dislocated Worker, and Youth participants. A significant percentage of the organization's participants participate in WIOA programs. Reporting period highlights are below.

Job Seeker Services:

- Outreach Planning – Outreach activities are starting to pay off as we are seeing a consistent uptick in enrollment for individuals seeking WIOA services. Over the last month, we have seen an increase in individuals applying for services that are receiving public assistance and ex-offender status. These individuals are a focus in meeting our priority of service goals.

Youth Services:

- First Place for Youth – First Place for Youth has reported many students participating in a variety of programming over the last month. Clients have participated in:
 - Technical Career Training with NPower Tech Career Training preparing students for a career in Information Technology.
 - “Know your Resources Workshops” showed students what free resources were available in the community, how to access and use the services to enhance their educational and employment situations.

Business Services:

- Rapid Response and Layoff Aversion – WDB staff will continue working with Kreysler & Associates for two (2) more rounds of layoffs due to a project ending. We have continued the planning process to have more Rapid Response and Layoff Aversion events. These events will help the remaining 84 employees that will be laid off on March 29 or April 19, 2024.

On March 12, 2024, there will be a customized job fair with at least seven (7) local businesses on the premises to help the laid off employees find new employment. This event will be from 11am-2pm. This will be followed on March 22, 2024 with a Rapid Response session. EDD will be in attendance to help these employees with their unemployment questions. WDB will also inform these employees on programs we offer and how to apply for them.

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)
- Solano Farm Grants (funded by the County of Solano’s American Rescue Plan Act funding)

Reporting period highlights include:

- CNA Upskilling Program – The WDB is concluding CNA Upskilling grant activities, as the grant will end March 31, 2024. Although performance metrics will not be met, the program has laid the groundwork as a pilot for future statewide CNA training and upskilling activities.
- Solano Farm Grants – SBDC and WDB Business Services are partnering with the Solano County Farm Bureau in supporting the outreach and administration of the ARPA funded Solano Farm Grants. These grants will provide \$5,000 to qualified agricultural businesses in Solano County with under \$400,000 in gross revenue. The application period closed

and 64 applications were received. Staff are currently working through the contractual process to disseminate the funds.

ARPA Grants

The WDB and SBDC collectively implements fifteen (15) projects across seven (7) contracts under the American Rescue Plan Act (ARPA) to benefit both job seekers and small businesses on behalf of the County of Solano:

- Sustain / Extend Current Services –WDB Training
- Community Workforce Services – Community Workforce Grants, Technical Assistance and Infrastructure Grants for Nonprofits
- Industry-Based Job Training
- Expanding Community Engagement – Community Engagement and Job Readiness, Virtual Service Tools, Vallejo Job Center Improvements, Employer Resource Network
- Small Business Advising – Expanded SBDC Advising, Culturally Competent Advising, Business Peer Advisory Groups
- Business Incubator – Incubator Trainings, Microgrants
- Services for Businesses – Business Training Series, Business Translation Services Pilot, Work-Based Mental Health Services

Reporting period highlights include:

- Community Workforce Services – Services continue to be successful across the seven (7) community workforce grantees. Staff are beginning the first subrecipient monitoring of grantees to be conducted in January 2024.
- Industry-Based Job Training – Activities in each of the identified industries and projects have commenced for this ARPA contract. Current project progress includes:
 - Childcare Entrepreneurship Bootcamp – A fourth cohort started in February with sixteen (16) participants. This cohort is offered in Spanish and is serving individuals that were unable to finish the previous sessions.
 - BuildEd Entrepreneurship Workshops – The new landing page on the WDB of Solano County website for the 21st Century Workshop has made signing up much easier for clients. Early returns show an uptick in participation numbers. Since the development of the landing page, in just two months, we surpassed all last year’s participation numbers. The JSS Team is still working on building more participation by highlighting the workshop to Community Based Organizations serving job seeking populations and to build phase two training: Sole Proprietor Bootcamp.
 - Food Manager Certificate Workshops – We have two Food Manager Certificate Workshops scheduled for April 9th and 10th, hosting up to 35 participants in each

workshop. One workshop will be held in Rio Vista to ensure Rio Vista-based businesses can participate.

- Transportation Credentials – The Industry and Training Relations Team is working with the Adult Education Partners looking to offer some new certifications such as Forklift Operator to support the Transportation & Logistics Industry and the TWIC Card, which is needed for the Fuel Production, Marine Trades, Bio-Med and Transportation Industries.
- Bioeconomy Talent Pipeline Development – The WDB have been continuing work to develop the framework of a bioeconomy talent pipeline and was one of four (4) workforce boards in the country to receive seed funding from Jobs for the Future’s Community Workforce in Action cohort. The team is finalizing a local action plan.
- Small Business Programs – The ARPA small business projects are continuing to make an impact on the county’s small businesses. Current project progress includes:
 - Business Training Series – California Employer’s Association (CEA) has continued to offer no-cost employer workshops on a monthly schedule. These workshops have been focusing on information and solutions to common business issues around talent.

In addition to these workshops, CEA has successfully offered LEAD certification training, a workplace wellness series, and a business summit. These sessions brought over 55 participants from Solano County Business. The feedback staff are receiving is very positive and businesses are asking for more workshops around HR changes and talent resources. Staff are currently working with CEA to provide more workshops around these subjects.

- Employee Resource Network – WDB staff is collaborating with the Employee Resource Network (ERN) USA and local businesses to schedule an orientation meeting in March 2024 for the APRA grant-funded pilot program. This meeting will demonstrate to these businesses that participating in this program will have long-term solutions for talent retention and increasing productivity. Implementing a shared success coach at participating businesses can provide invaluable support to HR and management staff, fostering a conducive environment for employee growth and development.

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:

- Solano Success Accelerator Program – SBDC staff completed another ARPA funded Solano Success seven-week business boot camp training in February graduating 18 small businesses who received a grant of \$4,000. The SBDC will be offering two more accelerator programs in 2024.
- Solano Biz Grow Revolving Loan Program – SBDC is partnering with the Solano EDC and three local financial institutions (1st Northern, Travis Credit Union and Valley Credit Union) to support our small businesses who qualify for low interest loans of between \$25,000 - \$125,000. Each qualified applicant receives a one-hour SWOT analysis from an SBDC finance advisor to ensure they are a good candidate for the loan. Advisors will also work with the client to set a goal to move their business forward. If the client achieves the goal within 60 days, they will receive a refund of the \$250 loan application fee. The three financial institutions have low risk since the loans are guaranteed by ARPA funds allowing them to accept applicants with a credit score as low as 630; this is lower than most business loans, which often require a minimum 680 credit score.

PY 23/24 Job Seeker Deliverables by Grant Funded Program

Reporting Period: July 2023 to February 2024

WIOA Adult/DW	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Applications*	250	13	20	9	13	20	9	26	12					122	49%
Newly Enrolled*	150	12	17	18	7	13	19	16	24					126	84%
Occupational Training*	63	13	1	1	1	5	3	10	17					51	81%
Employer-Based*	8	0	0	0	1	1	0	0	4					6	75%
Credentials*	53	5	10	3	0	0	1	4	1					24	45%
MSG*	44	14	4	3	9	5	4	5	1					45	102%
Exited*	81	4	10	15	5	12	3	2	0					51	63%
Employed At Exit*	48	4	6	11	9	8	2	0	1					41	85%
Average Wage *	\$ 28.00	\$ 26.00	\$ 24.16	\$ 26.62	\$ 22.32	\$ 25.40	\$ 23.10	-	\$ 27.30					\$ 24.98	89%

* May represent co-enrolled participants

WIOA Youth	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Application	50	0	0	2	2	1	0	0	0					5	10%
Enrolled	22	23*	2	1	1	2	1	0	0					30	136%
Occupational Training	8	4	1	0	1	0	0	5	0					11	138%
Employer-Based	9	1	1	7	5	0	0	4	0					18	200%
Credentials	6	5	2	0	0	2	0	0	0					9	150%
MSG	5	1	2	0	0	2	2	4	0					11	220%
Exited	15	0	3	1	0	1	0	1	0					6	40%
Employed At Exit	7	0	1	0	0	1	0	0	0					2	29%
Median Wage	\$ 20.00	-	\$ 25.88	-	-	\$ 18.50	-	-	-					\$ 25.88	129%

* July includes carry-over numbers from PY 2022-2023 of 22 participants

CNA	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Enrolled	70	10	0	0	1	0	12	1	0					24	34%
Employer-Based	80	10	0	0	1	0	12	1	0					24	30%
Credentials	35	8	0	2	0	0	0	0	0					10	29%
MSG	60	8	0	2	0	0	0	0	0					10	17%
Exited	40	8	0	2	0	0	0	0	0					10	25%
Employed At Exit	35	8	0	2	0	0	0	0	0					10	29%
Median Wage	\$ 27.00	\$25.36	-	\$26.94	-	-	-	-	-					\$ 26.15	97%

ARPA #1 (WDB Training)	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Enrolled	N/A	17	10	16	11	13	12	17	23					119	n/a
Training (Occ / WBL)	50	20	19	16	6	10	8	7	7					93	186%
Completed Training	N/A	11	6	4	4	7	2	5	5					44	n/a
Exited	80	5	8	8	4	8	6	1	1					41	51%
Employed At Exit	60	7	7	12	10	11	3	0	1					51	85%
Median Wage	\$ 27.00	\$ 21.00	\$24.67	\$22.05	\$21.67	\$25	\$21	-	\$ 27.30					\$ 23.16	86%

February SBDC Monthly Report

Key Performance Indicators	Annual Goal	Jan	Feb	Mar	YTD	%Goal
Total client sessions 2024 YTD	2,200	295	309		604	27%
Total Client Hours YTD	3,000	392.75	451.25		844	28%
Total Active Clients (Napa)	530	505	507		507	96%
Total Active Clients (Solano)	1,450	1423	1430		1430	99%
Total Active Clients (Center)	1,980	1965	1972		1937	98%
Jobs Created	237	0	22		22	9%
New Business Starts	32	1	0		1	3%
Change in Sales	\$ 19,700,000.00	\$ 9,600.00	\$ 9,068,150.00		\$ 9,077,750.00	46%
Dollar amt of loans/equity	\$ 16,876,000.00	\$ 32,500.00	\$ 537,910.00		\$ 570,410.00	3%
Training Sessions held	72	16	17		33	46%
# of attendees	900	234	262		496	55%

Focus Areas:

Began supporting Rev loan fund
 Launched 2nd accelerator in Napa
 Completed Solano accelerator in Feb
 Access to cap event 3/20

ACTION ITEMS





WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT Approval of New Workforce Board Appointment: Ms. Summer Miguel of Six Flags Discovery Kingdom	MEETING DATE March 22, 2024	AGENDA ITEM VIII.A
FROM Heather Henry, President/Executive Director	ACTION REQUIRED YES ✓ NO	ATTACHMENTS A

RECOMMENDATION

It is recommended that the Board approve the appointment of Ms. Summer Miguel, as Business Representative, to the Workforce Development Board (WDB) of Solano County.

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. Summer Miguel – Six Flags Discovery Kingdom

Ms. Miguel’s extensive experience with Six Flags spans over 13 years beginning in the Entertainment department at Six Flags Magic Mountain. She has grown and developed her skills even more now as the Human Resources Manager at Six Flags Discovery Kingdom. Her tenure at Six Flags has provided her with invaluable insights into talent acquisition, training, and retention strategies, which are crucial components of workforce development initiatives.

In addition to her professional accomplishments, Ms. Miguel possesses outstanding interpersonal skills, a collaborative mindset, and a genuine passion for making a meaningful impact. She is highly regarded by her colleagues and peers for her integrity, reliability, and unwavering commitment to excellence.

After a technical review of the application documents, the appointment brought before the Board of Directors have been found to be in compliance with the regulatory requirements governing the Business Representative categories for the Workforce Development membership appointments. The term of office will be from April 9, 2024, through April 8, 2028.

Attached for review is a copy of Ms. Miguel’s Membership Application and Recommendation Letter.

ALTERNATIVES

Board members could choose not to approve the appointments brought before them, and a new search for a representative(s) could ensue. However, the appointment is considered to be an excellent candidate 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: Summer Miguel
Title: Human Resources Manager
Business Name: Six Flags Discovery Kingdom
Business Address: 1001 Fairgrounds Dr, Vallejo CA, 94589
Business Phone #: 707 556-5607 **Fax #:** 7075565593
Email Address: scmiguel@sftp.com
of employees: 1000 **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

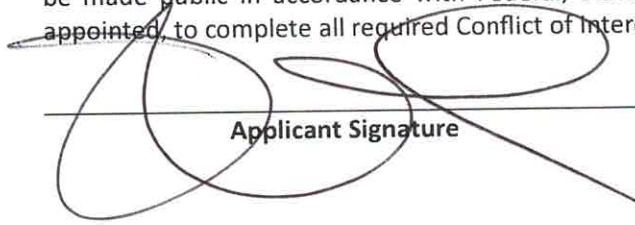
Educational Background

Institution	Major	Degree	Year
University of Antelope Valley	Healthcare Administration.	BS	08

Work/Volunteer Experience

Organization	City/State	Position	Year

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.


 Applicant Signature

03/05/24
 Date

March 13th, 2024

Heather Henry, Executive Director/President

Workforce Development Board of Solano County

500 Chadbourne Rd, Ste A

Fairfield, CA 94534

Dear Ms. Henry

I am writing to enthusiastically recommend Summer Miguel for a position on the Workforce Development Board of Solano County. I have had the privilege of knowing Summer for over a decade, and I can attest to her exceptional skills, dedication, and passion for workforce development and community enrichment.

Summer's extensive experience with Six Flags spans over 13 years beginning in the Entertainment department at Six Flags Magic Mountain. Summer has grown and developed her skills even more now as the Human Resources Manager at Six Flags Discovery Kingdom. Throughout her career, Summer has consistently demonstrated a profound understanding of the intricacies of human resources management, employee development, and organizational growth.

Summer's leadership capabilities and commitment to fostering a positive work environment make her an ideal candidate for the Workforce Development Board. Her tenure at Six Flags has provided her with invaluable insights into talent acquisition, training, and retention strategies, which are crucial components of workforce development initiatives.

In addition to her professional accomplishments, Summer possesses outstanding interpersonal skills, a collaborative mindset, and a genuine passion for making a meaningful impact. She is highly regarded by her colleagues and peers for her integrity, reliability, and unwavering commitment to excellence.

I have no doubt that Summer Miguel will be a valuable asset to the Workforce Development Board of Solano County, contributing her expertise, vision, and tireless dedication to the advancement of workforce development initiatives within the community.

Thank you for considering Summer's candidacy for this esteemed position. Should you require any further information or clarification, please do not hesitate to contact me.

Sincerely,

Jonathan Thomas

Human Resources and Aquatics Manager

Six Flags Hurricane Harbor Concord



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

<p>SUBJECT Receive a Presentation by LifeSpace Labs on the Proposed Research Associate Training; Review and Approve a Contract with LifeSpace Labs to Develop and Launch a Research Associate Training for an Amount Not to Exceed \$155,278, Funded by the American Rescue Plan Act; Give President/Executive Director Authority to Finalize and Sign the Approved Contract, and Make Administrative Changes, as Needed</p>	<p>MEETING DATE March 22, 2024</p>	<p>AGEDA ITEM VIII.B</p>
<p>FROM Heather Henry, President/Executive Director</p>	<p>ACTION REQUIRED YES ✓ NO</p>	<p>ATTACHMENTS A</p>

RECOMMENDATION

Staff and the Executive Committee recommend the full board receive a presentation by LifeSpace Labs on their proposed Research Associate Training, review and approve the contract with LifeSpace Labs to develop and launch a Research Associate Training for a period of April 1, 2024, through September 30, 2024, not to exceed \$155,278. This contract will be funded under the American Rescue Plan Act (ARPA).

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

As part of this agenda item, Attachment A includes the Cover Page, Scope of Work (Exhibit A), and Budget (Exhibit B). The contract General Terms and Conditions (Exhibit C) and ARPA Special Terms and Conditions (Exhibit D) remain the standard exhibits and therefore are not included in the attachment.

BACKGROUND

Under the ARPA Industry-Based Job Training initiative, the Workforce Development Board (WDB) of Solano County will engage in a contract to support biomanufacturing training initiatives. After working with stakeholders and training providers, a key element to grow the biomanufacturing and related industry in the Vacaville area is to provide opportunities to enter research and development, using new techniques and equipment in DNA sequencing.

The WDB engaged LifeSpace Labs in the project. LifeSpace Labs is located near prominent biotech companies, Solano Community College, and UC Davis. Spanning approximately 8,500 square feet, their facility boasts amenities, including wet and dry laboratories, office space, an indoor cultivation lab, and a warehouse. Their mission revolves around fostering the growth of startups and established companies in the region. In doing so, they play a pivotal role in generating employment opportunities

and propelling the bioeconomic transformation of the region. As these companies evolve and transition from research and development stages to full-scale biomanufacturing, they become vital contributors to the sustained bioeconomic growth in our community.

LifeSpace Labs, in partnership with DeepStack Bio, plan to bring a bioinformatics and DNA sequencing capabilities, a needed element to grow the biomanufacturing economy, to Solano County.

DeepStack Bio is a biotech startup specializing in computational biology and Artificial Intelligence (AI) / Machine Learning (ML) modeling built around laboratory operations. DeepStack Bio benefits from extensive experience across biotech industry sectors, including biopharma, therapeutics, synthetic biology, diagnostics, AgBio, and ClimateBio. A key focus is providing scientific, computational, and engineering support to biotech startups, including through Berkeley SkyDeck, a startup incubator affiliated with UC Berkeley.

DeepStack Bio is committed to bringing its scientific expertise in sequencing, laboratory operations, and biotech R&D to support the growth of the biotech industry in Solano County. Drawing on university-level teaching experience as well as a robust background in industry, DeepStack Bio is firmly positioned to develop exemplary job training programs to benefit Solano County workers and employers involved in biotech R&D. DeepStack Bio also brings critically needed scientific expertise to ensure that R&D laboratory operations meet the scientific needs of the growing Solano County R&D community.

Given the experience of LifeSpace Labs and DeepStack Bio in the industry, they recognize the need to develop research and development talent in Solano County. As such, a sole source recommendation was presented to, and approved by, the Executive Director given the uniqueness of the services provided.

ALTERNATIVES

While not recommended, the Board could direct staff to issue a new Request for Quote for a research and development training provider centered on DNA sequencing to see if quotes would be submitted. However, the services provided by the selected vendor met staff's expectations. Direction to issue procurement would also lead to delays in providing training under the ARPA timeline.

AGENCY BUDGET IMPACT

The WDB's FY2023-24 and FY2024-25 budget will include the necessary funding to cover the cost of this contract through American Rescue Plan Act (ARPA) industry-based job training funding.

REPORT PREPARED BY

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

SERVICE AGREEMENT CONTRACT



For WDB Use Only
Contract No. PY-23-008

1. This Contract is entered into between the Workforce Development Board (WDB) of Solano County and LifeSpace Labs (“Contractor”) for American Recovery Plan Act (ARPA) Industry Based-Training Development Project Services.
2. The term of this Contract is: April 1, 2024 through September 30, 2024. Should WDB’s contract with the County of Solano be extended, the WDB will notify Contractor through an administrative letter and automatically extend the terms of this contract through December 31, 2024.
3. The Maximum amount of this contract is: \$155,278.00

The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of this Contract:

- Exhibit A – Scope of Work
- Exhibit B – Budget Detail and Payment Provisions
- Exhibit C – General Terms and Conditions
- Exhibit D – ARPA Special Terms and Conditions

<p>APPROVED Workforce Development Board of Solano County</p> <p>BY: _____ (Signature, Authorized Representative) NAME: <u>Heather Henry</u> TITLE: <u>President/Executive Director</u> DATE: _____</p> <p>ADDRESS: 500 Chadbourne Rd, Suite A Fairfield, CA 94534 (707) 864-3501</p>	<p>APPROVED LifeSpace Labs</p> <p>BY: _____ (Signature, Authorized Representative) NAME: <u>Dipesh Lad</u> TITLE: <u>CEO</u> DATE: _____</p> <p>ADDRESS: 3333 Vaca Valley Parkway, Suite 400 Vacaville, CA 95688 (831) 578-4989</p>
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Approved as to Form:

Solano County Counsel

APPROVED FOR SOLANO COUNTY

BY: _____
(Signature)
NAME: William Emlen
TITLE: County Administrator
DATE: _____
ADDRESS: 675 Texas Street, Suite 6500
Fairfield, CA 94533
707-784-6100

EXHIBIT A SCOPE OF WORK

I. SERVICE DELIVERY

A. GENERAL EXPECTATIONS OF THE CONTRACTOR

1. Develop a hands-on Research Associate Training Program strategically designed to address the training needs of the transitioning workforce, community college students, and higher education professionals.
2. Follow American Rescue Plan Act (ARPA) and Workforce Development Board (WDB) of Solano County’s programmatic and administrative guidelines.
3. Document and communicate project progress in a reliable, professional, and responsible manner.

B. SERVICE ACTIVITIES

Contractor will provide the service activities as outlined below to accomplish the goal of the ARPA Industry-Based Job Training initiative. Target population: undergraduate and graduate students and professionals currently employed inside and outside the life sciences sector.

1. ***Development of Training Modules*** – Developing of training modules to build industry-recognized skills in research and development for entry-level positions. Training modules will include the following components:

- Standard Operating Protocols (SOPs)
- Hands-on, experiential learning using real-world sequencing projects and diverse laboratory operations
- Skills assessments
- Online training tools to support learning of modules

Key competencies emphasized include the ability to independently conduct experiments, encompassing sample processing and instrument operation, and contribute to result interpretation and the design of subsequent experiments within a collaborative scientific team.

Modules will include sampling, sample processing and library preparation methods, sequencing using state-of-the-art instruments, sequencing bioinformatics, hypothesis testing and data analysis, and scientific communication and documentation.

2. ***Mentorship*** – development of mentorship opportunities for participants to engage with research and development professionals.
3. ***Pilot Training*** – Contractor will launch a pilot training cohort to test the functionality and effectiveness of the training modules and mentorship development.
4. Contractor will support collection of registration, completion, credential, and other performance data documentation of participants per agreed-upon guidelines.

II. CONTRACTOR RESPONSIBILITIES

A. AVAILABILITY TO PERFORM SERVICES

1. Contractor will:

- a. Deliver program services in accordance with the negotiated scope of work and budget;
- b. Provide and train qualified staff to plan and administer the contracted services;
- c. Provide program sustainability for duration of the Contract;
- d. Provides services during business days and/or hours appropriate to program participants' needs;
- e. Provide internal monitoring and oversight of program activities and requirements;
- f. Guarantee that all program services provided are readily accessible to eligible individuals and meet Americans with Disabilities Act (ADA) and Equal Opportunity requirements; and
- g. Provide services that adhere to all applicable policies and procedures promulgated by the WDB, the County of Solano, and the Department of Treasury relating to contractor duties and responsibilities pursuant to the terms and conditions of this Contract.

B. HOURS OF OPERATIONS

Contractor shall offer its services on a provided schedule from Monday through Friday or based on the need and availability of the targeted population to be served.

C. CONTRACTOR'S RESOURCES

Contractor will implement and coordinate services and provide all necessary instructions, supervision, and supplies for program activities. Contractor shall maintain sufficient resources, including computer technology, to deliver the services and perform necessary administrative functions throughout the term of this contract.

D. CONFIDENTIALITY

All correspondence, communication and reporting mechanisms will adhere to WDB policies to safeguard the client's confidentiality. No information that would personally identify the individual may be included in email correspondence. See *WDB 2018-01 Use and Confidentiality of Participant Personally Identifiable Information (PII) Policy* for further details.

E. COMMUNICATION AND MATERIALS

The Contractor will maintain regular communication with WDB staff. As part of this communication, the Contractor must inform the WDB of any special events under the ARPA umbrella of services prior to implementation.

Any documents connected with the contract and that use Contractor funds from the WDB must include the logo of the County of Solano, as well as the statement "Made possible by the funding from the County of Solano." Appropriate documents include websites, news releases, brochures, newsletters, flyers, advertisements, public service announcements, posters, and any other public communication items. In addition, appropriate accessibility and accommodation information must be included in printed and digital collateral materials.

F. DOCUMENTATION AND RECORDS

The WDB and County of Solano shall have full and free access to any project documents and records at all times during normal business hours, including the right to inspect, copy, audit, and

make records from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the WDB and the County of Solano shall have access to such records in the event an audit is required.

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

G. REPORTING REQUIREMENTS

Contractor shall work with the WDB to support any participant or project reporting requirements for services provided to participants as part of this Contract. All services being offered to participants will be entered into CalJOBS and reviewed by WDB staff on a regular basis. The Contractor will provide project updates and reports in a format and timeline mutually agreed upon by the WDB and Contractor.

H. OUTCOMES

Contractor will provide training and work experience services for up to 12 clients over the course of the contract from June 1, 2024 – September 30, 2024.

III. WDB RESPONSIBILITIES

The WDB staff will be responsible for the following:

1. Provide project enrollment, case management, data entry, documentation maintenance, and outcome tracking for participants entering project activities;
2. Evaluate and monitor the management and operations of all programs funded by the WDB, including:
 - Annual ADA, equal opportunity, and accessibility compliance reviews;
 - Periodic review of accurate expenditures against cost categories and within cost limitations specified in ARPA regulations;
 - Periodic review of programmatic delivery and documentation compliance.
3. Provide technical assistance to Contractor staff in the areas of ARPA compliance;
4. Inform Contractor of Federal, State, and local policies and procedures that may impact the operations of the program, and give assistance as needed to implement them accordingly;
5. Ensure compliance with all rules, regulations, and policies issued under ARPA; and
6. Process payments for services.

The roles and responsibilities of the WDB and Contractor may be refined and changed due to changes in Federal, State or Local law, regulations, or policies relating to ARPA upon written notification and in accordance with section 13 and 26 in Exhibit C.

**EXHIBIT B
 BUDGET DETAIL AND PAYMENT PROVISIONS**

BUDGET SUMMARY (Cost Categories)	COSTS (4/24 – 9/24)	TOTAL
PROGRAM OPERATING COSTS		
Lab Supplies, License & Maintenance, and set-up	\$25,000	\$25,000
Workforce Training Program Development	\$89,750	\$89,750
Operating Expenses – rent, biohazard waste, utilities, etc.	\$20,000	\$20,000
Contract Management	\$5,000	\$5,000
SUBTOTAL OPERATING COSTS:	\$139,750	\$139,750
ADMINISTRATIVE COSTS		
Administrative Costs (10%)	\$15,528	\$15,528
CONTRACT TOTALS:	\$155,278	\$155,278

1. The WDB agrees to pay the Contractor for services upon the presentation of an appropriate invoice and documents supporting the deliverables as defined in the Scope of Work to be performed. The Contractor shall submit monthly invoices detailing work performed for each deliverable detailed in the Scope of Work (Exhibit A) and amount payable to the WDB’s Executive Director/President, or designee. Monthly invoices for payment should be submitted to the WDB by the 15th day of the subsequent month. The payment shall be made only after the services required under this contract have been performed to the satisfaction of the Executive Director/President or designee, and the deliverables described in Exhibit A, Scope of Work have been accepted in writing by the Executive Director/President or his/her designee.
2. Contractor must request approval for transfers between budget line items, which are set forth in Exhibit B (Budget Summary) when the cumulative amount of such transfers exceed 10% of the budget cost category total amount. Requests for transfers between budget line items must be presented to the WDB in writing, which approval may be withheld in the sole and absolute discretion of WDB. WDB may authorize the addition of budget line items for transfers under this section, provided that the line item added does not substantially change the scope of services to be provided under this Contract and does not increase the total contract amount.
3. Contractor shall provide any additional documentation as required by WDB at any time in order to substantiate Contractor’s claims for payment. WDB may elect to withhold payment for failure by Contractor to provide such documentation required by WDB.
4. Contractor must maintain backup documentation onsite that supports the financial data submitted to the WDB. Contractor shall make this backup documentation available upon request of the WDB.
5. Allowable operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits, equipment, or payments to subcontractors. Such expenses include specific items directly charged to the project. The expenses must be grant-related (i.e., to further the program objectives as defined in the grant award) and be incurred (realized) during the grant period. County reserves the right to make the final determination if an operating expense is allowable and necessary.
6. The maximum payment under the terms of this contract shall under no circumstances exceed **\$155,278** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

<p>SUBJECT Review and Approval of the Nonprofit Infrastructure Grant Program Funding Agreement Template and Awarded Entities for a Collective Amount Not to Exceed \$200,000, Funded by the American Rescue Plan Act; Give President/Executive Director Authority to Finalize and Sign the Approved Agreements, and Make Administrative Changes, as Needed</p>	<p>MEETING DATE March 22, 2024</p>	<p>AGENDA ITEM VIII.C</p>
<p>FROM Heather Henry, President/Executive Director</p>	<p>ACTION REQUIRED YES ✓ NO</p>	<p>ATTACHMENTS A</p>

RECOMMENDATION

Staff and the Executive Committee are recommending the review and approval of the Nonprofit Infrastructure Grant Program Funding Agreement and overview of the awarded entities for a collective amount not to exceed \$200,000. Funding for this grant program will be funded under the American Rescue Plan Act (ARPA).

It is also recommended that the Board authorize the President/Executive Director to finalize and sign the funding agreements after it has been reviewed by County Counsel and approved as to form, and make administrative changes, as needed. Once approved, the agreements will be submitted to the Solano County Administrator’s Office for final approval and execution, if the funding agreement is under \$7,500. Funding agreements under \$7,500 will be signed and executed by the President/Executive Director after review and approval by County Counsel.

BACKGROUND

To aid Solano County’s nonprofit organizations in mitigating the economic impacts of the COVID-19 pandemic, the County of Solano, in partnership with the Workforce Development Board (WDB) of Solano County, has established the Solano Nonprofit Infrastructure Grant Program. The program will provide grants to nonprofit organizations that provide reemployment and training-related services in Solano County. The purpose of grant funds is to support nonprofits in bringing their operations up to speed to respond to new post-COVID business model requirements.

With a \$200,000 investment, the WDB anticipated the ability to provide grants to approximately 20 nonprofits. The average grant was expected to be between \$5,000 and \$10,000; however, applications were able to submit amounts up to \$30,000. Grant awards may not exceed 15% of an applicant’s annual operating budget.

Grant awards are to be used to upgrade technological and administrative infrastructure, allowing organizations to modernize and adapt to the evolving post-COVID landscape for the benefit of service recipients. As part of the application, applicants are required to describe how they would utilize grant

funding. Successful applicants must also provide detailed plans and cost estimates for how the funding would be used. Applicants were also required to be based in Solano County or provide significant programming in Solano County, fall within a specific IRS nonprofit classification, be in operation on or before January 31, 2021, and currently open and operating, as well as the ability to meet basic ARPA eligibility criteria.

The application period opened on February 1, 2024, and will remain open until funds have been fully utilized. For best consideration, applicants were encouraged to submit their applications by February 26, 2024, by 12:00 p.m. A virtual Informational Session Webinar was held on February 7, 2024, to provide detailed information about the grant program, how to complete the application, and to answer questions. Twenty-eight (28) applications totaling \$445,218 in funding requests were received by the best consideration deadline of February 26, 2024, by 12:00 p.m.

Grant applications were reviewed and categorized into three tiers:

- Tier One – Completed applications with eligibility criteria confirmed
- Tier Two – Completed applications with questions regarding eligibility criteria
- Tier Three – Completed applications that did not meet eligibility criteria

Tier One applicants were notified of the award. Tier Two applicants were randomized and staff are currently engaging applicants in order to clarify eligibility criteria.

Confirmed grantees include the following entities with a total investment of \$174,643:

- A Place 2 Live, Inc. – \$30,000 – to purchase software, computer equipment, and technology for workshops
- Connections for Life – \$16,500 – to upgrade computer stations, to include mobile workstations for use in the field with clients
- Dixon Family Services – \$10,935 – to purchase laptops, administrative software subscriptions, and training on new software implementation
- Dreamcatchers Empowerment Network – \$7,000 – to upgrade computer equipment and software for staff, as well as accounting software upgrades.
- Fairfield Police Activities League, Inc. (PAL) – \$10,000 – to purchase a new participant sign-in system and software for participant and staff use
- Fighting Back Partnership – \$22,000 - to upgrade computer systems
- NAMI Solano County – \$8,000 – to contract a diagnostic review of the financial system
- SafeQuest Solano, Inc. – \$25,658 – to expand case management software, update technology, and gaining administrative certifications for two staff
- Solano County Library Foundation – \$10,000 – to upgrade technology for staff and events, as well as CRM software
- Vacaville Chamber of Commerce – \$4,550 – to purchase computer hardware, software, and administrative equipment
- Vacaville Neighborhood Boys and Girls Club – \$15,000 – to upgrade laptops for staff and students, as well as upgrade security enhancements
- Vacaville Solano Services Corporation dba Opportunity House – \$15,000 – to sustain accounting software and purchase technology and administrative equipment

Staff are engaging Tier Two entities through a randomized order to obligate the remaining \$25,357. Final funding agreements will be reviewed by County Counsel and additionally approved by the County Administrator's Office before grant funds are issued.

ALTERNATIVES

The Board could decide to wait for County Counsel to approve the final funding agreement template, however, the concept of the agreement has been used for other WDB grant programs and has already gone through an initial review by the CAO's office for ARPA Certification and Assurances.

The Board could also decide to wait until the remaining two grantees have been finalized and are reviewed by the full Board, instead of delegating the Executive Director to finalize the remaining funding agreements. However, this would delay funds to eligible non-profit organizations by two months.

AGENCY BUDGET IMPACT

The WDB's FY2023-24 budget includes the necessary funding to cover the cost of this grant program through American Rescue Plan Act (ARPA).

REPORT PREPARED BY

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



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

**Nonprofit Infrastructure Grant Program
Funding Agreement**

This Nonprofit Infrastructure Grant Program (NIGP) funding agreement is entered into between the **Workforce Development Board of Solano County (WDB)**, hereinafter called “**Operator**”, and **Nonprofit Name**, hereinafter called “**Grantee**”.

Grantee Information

Grantee:	FEIN:
Address:	Authorized Signer:
City/State/Zip:	Title:
Phone:	Email:

Check Made Payable to: _____

Check: Pick Up Mail **If mailing check, is mailing address the same as above?** Yes No
Mailing Address, if different from above: _____

The Operator will provide a total of \$xxxxxx as part of the Nonprofit Infrastructure Grant Program (NIGP) under the American Rescue Plan Act (ARPA) to help mitigate the economic impacts of the COVID-19 pandemic to help support nonprofits in bringing their operations up to speed to response to new post-COVID business model requirements. The funding agreement will be effective upon execution of the contract.

The Grantee self attests the nonprofit was impacted by the COVID-19 pandemic and its negative economic impacts. Grantee will expend funds to upgrade technological and administrative infrastructure costs allowable under ARPA, as outlined in Exhibit A, and will adhere to the provisions outlined in Exhibit B. Further, Grantee acknowledges that receipt of a government grant by a business generally is not excluded from the business’s gross income under the Internal Revenue Service code and is therefore reportable.

Monitoring

All expenses purchased with grant funds should be documented and kept for five (5) years by the Grantee, including but not limited to any documents and financial records demonstrating that the Grantee’s expenditures of grant funds are compliant with ARPA regulations. The Grantee may be monitored by the WDB, Solano County, or the U.S. Department of Treasury for allowable use of federal ARPA funding and non-discrimination and equal opportunity compliance per 29 CFR Part 38. The Operator will give advance notice of any monitoring of funds used.

Indemnification

The Grantee shall defend, hold harmless and indemnify the Operator and Solano County, its officers, employees, volunteers, and agents from any claim, demand, damage, liability, loss, cost, or expenses arising out of, or attributable to the performance by the Grantee of this agreement.

Modifications/Amendments

This Agreement may be modified only by execution of a written amendment signed by all parties. This Agreement may be modified at any time prior to the last date of the Agreement performance. No backdated or retroactive modifications are allowable. Any modifications must be made by execution of a written, signed modification.

Termination

Either the Grantee or the Operator may terminate this contract for any reason by providing the other party with a 7-day written notice. If through any cause, the Grantee shall fail to fulfill its obligations under this contract, or if the Grantee shall violate any of the covenants, representations or stipulations of this contract, the Operator shall have the right to immediately terminate the contract by giving written notice to the Grantee of such termination. The Operator shall promptly notify the Grantee in writing of the determination and reasons for the termination, together with the effective date. Notice of termination may specify a later date, but provision of a later date shall not relieve the Grantee of ultimate liability for any funds later determined to be unallowable. If the WDB demands full or partial repayment of the grant due to the Grantee’s failure to comply with any applicable term of this Agreement, including the program guidelines and the ARPA requirements, the Grantee shall repay the WDB within ten (10) business days.

Third Party Beneficiaries

This Agreement is made solely for the benefit of the parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

AUTHORIZED SIGNATURES

The parties agree to comply with the terms and conditions of this agreement and its exhibits which are by this reference made a part of this agreement:

- Exhibit A – Nonprofit Infrastructure Grant Plan
- Exhibit B - Certifications & Assurances

Heather Henry, President/Executive Director
Workforce Development Board of Solano County

Authorized Signer
Nonprofit Name.

Approved as to Form:

Approved for Solano County:

Solano County Counsel

William Emlen, County Administrator
Solano County

EXHIBIT A

NONPROFIT INFRASTRUCTURE GRANT PLAN

Amount of funding awarded: \$XXXXX

Grant Plan

Insert grant plan here

EXHIBIT B

CERTIFICATIONS & ASSURANCES

GRANTEE Assurances: By signing the Nonprofit Infrastructure Grant Program (NIGP) Agreement, the Grantee further assures and certifies to adhere to the following provisions. The Grantee understands that the United States has the right to seek judicial enforcement of this assurance should they be broken.

1. The Grantee's intended uses of the grant as outlined in Attachment A are permitted uses under the program guidelines and the American Rescue Plan Act (ARPA) funding.
2. The Grantee assures that the information given to the WDB is true and accurate. Any false information or intended omissions may subject the Grantee to civil or criminal penalties for filing false public records and/or forfeiture of any funds approved through this program.
3. Funds provided to the Grantee will not be used to directly or indirectly assist, promote or deter union organizing per 20 CFR Section 683.270. Funds will not impair existing contracts for services or collective bargaining agreements per 20 CFR Section 683.270.
4. The Grantee follows all applicable federal, state, and local health and safety standards.
5. The Grantee assures that it and its sub-recipients will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:
 - a. Title IV of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
 - b. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against individuals with disabilities;
 - c. Titles I and II of the Americans with Disabilities Act as applicable;
 - d. The anti-discrimination provision of the Immigration and Nationality Act as applicable per 8 U.S.C. 1324b;
 - e. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
 - f. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
6. No individual in a decision-making capacity will engage in any activity, including the administration of the NIGP Funding agreement supported by federal funds, if a conflict of interest, real or apparent, is present per 2 CFR 200. In the event of a potential conflict of interest, the Grantee will notify the WDB.
7. Grantee shall be responsible for any disallowances, questioned costs, or other items, including interest, not allowed under ARPA CSLFRF funding. Grantee shall return to the WDB any funds deemed disallowable during the course of a monitoring within ninety (90) days of notification.
8. Regarding Debarment and Suspension in accordance with 2 CFR Part 2998, the Grantee certifies that to the best of his or her knowledge and belief that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal, State, or local entity;
 - b. Have not within a three-year period preceding this NIGP Agreement been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State, or local) transaction or contract under a public transaction; or violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification/destruction of records, false statements, or stolen property;
 - c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, State, or local) with commission of any of the offenses enumerated in this certification; and
 - d. Have not within a three-year period preceding this NIGP funding Agreement had one or more public transactions (federal, State, or local) terminated.



WORKFORCE DEVELOPMENT BOARD

OF SOLANO COUNTY

Current Committee Members

Standing Committees

Executive – meets bi-annually

Chris Churchill (Chair)	Mario Giuliani (Treasurer)
Shannon Dodds (Vice-Chair)	Mary Dugbartey (Member-At-Large)
Chris Huxsoll (Secretary)	Megan Richards (non-Board Member)

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

Chris Huxsoll (Chair)	Shannon Dodds
Fadi Halabi (Ex-Officio)	Suzanne Castano
Gerald Huber	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

Working Waterfront Coalition Committee – meets as needed

Sal Vaca (Chair)	Chris Churchill
Kelli Courson	Dr. Celia Esposito-Noy
Deanna Hurn	Idowu Koyejo
Glenn Loveall	Thomas Stuebner
Bobby Winston	

BOARD OF DIRECTORS

OFFICERS

Chris Churchill, Chair
President,
Advance Marketing
Business Representative

Shannon Dodds, Vice Chair
VP of Operations,
Paradise Valley Estates
Business Representative

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

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

MEMBER-AT-LARGE

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

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

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

Kelli Courson
Owner,
Express Employment Professionals
Business Representative

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

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

Fadi Halabi
President,
Duracite
Business Representative

Janice Fera
Consortium Manager,
Solano Adult Education Consortium
Education Representative

Tim Healer
Vice President
Senior Relations Manager
Rabo AgriFinance
Business Representative

Coco House
Director,
Solano County Farm Bureau
Business Representative

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

Deanna Hurn
Founder/CEO,
Miracle Math Coaching
Business Representative

Idowu Koyejo
Owner,
Teme Salon LLC
Business Representative

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

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

Margie Poulos
VP of Global Human Resources,
Jelly Belly Candy Company
Business Representative

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

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

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

