



WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY

Planning & Oversight Committee Meeting

Tuesday, April 25, 2023

3:00 p.m. – 5:00 p.m.

Location:

500 Chadbourne Road, Suite A
Fairfield, CA 94534



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

PLANNING & OVERSIGHT COMMITTEE

Tuesday, April 25, 2023

3:00 – 5:00 p.m.

500 Chadbourne Road, Suite A

Fairfield, CA 94534

MEETING AGENDA

I.	Welcoming/Convening	
II.	Agenda Changes and/or Deletions	
III.	Public Comment – <i>Public comments on agenda items and items under the jurisdiction of the Committee shall be made at this time. A time limit of 3 minutes may be imposed. No action may be taken on non-agenda items.</i>	
IV.	Action Items	Pages
A.	Approval of February 28, 2023, Meeting Minutes	1
B.	Review and Approval of a 3 rd Year Contract Renewal with California Human Development for One Stop Operator Services Not to Exceed an Additional Contract Amount of \$23,500, and for Recommendation to the Full Board	4
C.	Review and Approval for a Contract with a 2 nd Workforce Innovation and Opportunity Act (WIOA) Youth Program Services Provider, On the Move (VOICES Solano), for a First Year Contract Not to Exceed \$148,022, and for Recommendation to the Full Board	11
D.	Review and Approval for a Contract with NetXperts, LLC to Serve as the Managed IT Systems Service Provider for a First Year Contract not to Exceed \$56,400 and for Recommendation to the Full Board	23
E.	Review and Approval for a Contract with Saavedra Fam Inc. for Janitorial, Maintenance and Facilities Support Services for a First Year Contract Not to Exceed \$65,232 and for Recommendation to the Full Board	29
F.	Review and Approval for an Amendment to Increase the Current Contract Amount with Resource Development Associates, Inc. for Additional Services for an Amount Not to Exceed \$13,000 and for Recommendation to the Full Board	37
G.	Review and Approval for a Contract 3 rd Year Contract Renewal with Resource Development Associates, Inc. for Regional Organizer and Regional Training Coordinator Services Not to Exceed an Additional Contract Amount of \$85,000 and for Recommendation to the Full Board	44
H.	Review and Approval of the Draft Scope of Work and Budget with Student Conservation Association for Climate Transition Summer Youth Work Experience for an Amount Not to Exceed \$127,745, and for Recommendation and Presentation of a Finalized Contract to the Full Board	48
I.	Review and Approval of the Workforce Development Board Local Area Subsequent Designation and Local Board Recertification for Program Year 2023-25, and for Recommendation to the Full Board	55
J.	Review and Approval of the Conflict of Interest and Code of Conduct Policy, Change 1	67
V.	Informational Items	
A.	California Workforce Association “Workforce Development is Community Development”	
VI.	Discussion	
A.	Job Quality Framework	69
VII.	Adjournment	

Note: The next Planning & Oversight Committee meeting is June 27, 2023

ACTION ITEMS



MINUTES
PLANNING & OVERSIGHT COMMITTEE MEETING
February 28, 2023

I. Welcoming/Convening

Committee Chair, Melvinia King, called the meeting to order at 3:00 p.m. Quorum was established.

Members Present: Suzanne Castano, Gerald Hubber, Fadi Halabi, Melvinia King,

Members Absent: Rhuenette Alums, Shannon Dodds, Tiffany Donahue, Viola Lujan, Jon Riley, David Tam

Staff Present: Heather Henry, Tammy Gallentine, April Ziomek-Portillo, Matt Moon-Bailey

II. Agenda Changes and/or Deletions

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

III. Public Comment

There were no public comments.

IV. Action Items

A. Approval of January 10, 2022, Meeting Minutes

MOTION #1

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

(Huber/Castano) MOTION PASSED UNANIMOUSLY

B. Accept the WIOA Program Year 2020-21 Fiscal Review Final Monitoring Report

Ms. Henry gave a brief overview of agenda item **IV.B Review the WIOA Program Year 2020-21 Fiscal Review Final Monitoring Report**, which was included as part of the agenda package and incorporated herein. Ms. Henry noted the identified amount of the finding did not have to be paid back and all previous findings have now been resolved and closed.

MOTION #2

A motion was made and seconded to accept the WIOA Program Year 2020-21 Fiscal Review Final Monitoring Report.

(Suzanne/Huber) MOTION PASSED UNANIMOUSLY

C. Review and Approval of 2020-03 Supportive Services and Incentive Policy, Change 1 for Recommendation to the Full Board.

Ms. Henry gave a brief overview of agenda item **IV.C Review and Approval of 2020-03 Supportive Services and Incentive Policy, Change 1 for Recommendation to the Full Board**, which was included as part of the agenda package and incorporated herein. Ms. Henry noted that as a result of the finding, a policy change was necessary to require receipts for purchases made on pre-paid cards issued to participants.

MOTION #3

A motion was made and seconded to approve the 2020-03 Supportive Services and Incentive Policy, Change 1 and make a recommendation to the full Board.

(Huber/Castano) MOTION PASSED UNANIMOUSLY

D. Review and Approval to Submit Request to Operate WIOA Career Services to the State by March 1, 2023 and for Recommendation to the Full Board.

Ms. Henry gave a detailed overview of agenda item **IV.D Review and Approval to Submit Request to Operate WIOA Career Services to the State by March 1, 2023 and for Recommendation to the Full Board**, which was included as part of the agenda package and incorporated herein. Ms. Henry noted that official approval by the state is required for local workforce boards to provide direct career services. Once the application is approved by the full Board it will be presented to the Board of Supervisors for approval.

MOTION #4

A motion was made and seconded an approval to submit the Request to Operate WIOA Career Services to the State and make a recommendation to the full Board.

(Halabi/Huber) MOTION PASSED UNANIMOUSLY

V. Informational Updates

A. Update on the Local and Regional Plan Development

Ms. Henry announced the Board of Supervisor's (BOS) officially opened the 30-day public comment period, per WIOA requirements. The Local and Regional Plan was presented at the BOS meeting. It appeared to be well received. Once the public comment period closes on March 30th, staff will prepare the plan modification and public comments received, if any, for an administrative submittal. The plan will then go through its formal approval process with the full Board and BOS for signature.

B. Update on Local Board Recertification

Ms. Henry briefly noted the Local Board Recertification directive is still in draft form and will hopefully include the forms that will be required for completion by May's Board meeting. Staff anticipates the directive will remain in draft form until after the submittal deadline therefore will complete the application and submit based on the draft directive's deadline.

C. Upcoming Internal Monitoring of Adult and Dislocated Worker Program

Ms. Henry informed the committee that the internal monitoring of the Adult and Dislocated Worker Program is scheduled to begin the first week of March. The internal monitoring is mirror's what the state monitoring looks like. The Performance and Compliance Analyst will be conducting the monitoring including staff interviews, site visit and review of participant files. It is anticipated that a draft report will be ready to be presented to the committee at the April meeting for review.

D. Update on ARPA Projects

Ms. Henry reported that all the ARPA projects are moving forward. Almost all of the Community Workforce Grant contracts have been finalized. Some of the grantees have already gotten started. A meeting with the Community Workforce Grantee Technical Assistance provider has been scheduled and work will begin with the grantees. The SBDC Solano Success program was launched in January and a first round of microgrants were completed as a result. The RFQ for the IT hardware that will be going into the Vallejo Job Center has been published.

Mr. Moon-Bailey shared that there are currently three projects his team is working on and provided a detailed overview of each. These include the 21st Century Entrepreneurship Workshop, Food Manager Certificate Training, and the Youth Climate Transition Program. Staff has done a lot of community outreach including reaching out to partners to offer their participants the opportunity to attend the workshops and trainings. BuildEd, who facilitates the entrepreneurship workshop will also be doing outreach. For those who complete the Food Manager Certificate Training will receive a certificate to attend the AB1825 Sexual Harassment Training free of charge.

The Youth Climate Transition Program project for youth summer work experience is evolving. A proposal was received from Student Conservation Association to run the program. This will be a

5-week work experience program. Students will receive 10% above minimum wage. They will work 4 days in the field with 6 hours a day at places like Rush Ranch. Fridays there will be 3 to 4 hours dedicated to vocational development, building resumes and interviewing and to end the week it will include lunch with leaders. The intent is to build the connection and impact with those already in the industry and why they chose this field to work in. The program will also include transportation, tools, and supervision.

Developing a climate transition program came out of discussion between WDB, Solano Land Trust, Solano County Office of Education. Solano Land Trust and Rec and Parks expressed the need for more people. They will provide a lot of the worksites for the program. Identifying the appropriate age group for the program is still being discussed.

VI. Discussion

A. Sector Strategies and Industry-Based Job Training

Ms. Henry gave a brief presentation, which was included as part of the agenda package and incorporated herein, outlining sector strategies in priority industries. Priority industries are chosen based on the high volume of jobs, high growth rate, economic development priorities, and sustainable wages. These industries include healthcare and social assistance, manufacturing, construction, hospitality, transportation and logistics. Staff is keeping an eye on climate transition but there is no current data to show that this is a priority industry.

Sector strategies, also know as talent pipeline development, includes immediate recruitment strategy, short term training, long term talent supply chain, and retention strategies. There tends to be focus solely on long term strategies starting with high schools but there are people who can fill positions now. Staff is focusing on finding the balance and flow between the employer demand and labor supply and how to build steppingstones for individuals with training and education that will cross multiple educational platforms and options.

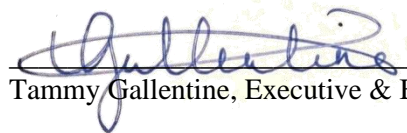
WDB is working on customizing training based on employers' needs to create effective sectoral employment training programs. Staff is also working on exposing job seekers to entrepreneurship and taking that model for those that really do have the mindset and are serious about opening their own business and connecting them with SBDC. Often job titles versus the job description do not always match and don't always attract a job seeker who is actually qualified. Instead of developing the person around the job, employers may need to consider development the job around the person based on skill set.

VII. Adjournment

The meeting adjourned at 4:59 p.m.

Note: The next Planning & Oversight Committee meeting is scheduled for April 25, 2023.

Respectfully submitted by:



Tammy Gallentine, Executive & Board Support Specialist



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT: Review and Approval for a 3 rd Year Contract Renewal with California Human Development for One Stop Operator Services Not to Exceed an Additional Contract Amount of \$23,500, and for Recommendation to the Full Board	MEETING DATE April 25, 2023	AGENDA ITEM IV.B
FROM: Heather Henry President/Executive Director	ACTION REQUIRED YES ✓ NO	ATTACHMENTS A, B

RECOMMENDATION

Staff is recommending that the Planning & Oversight Committee review and approve the third-year renewal contract for recommendation to the full Board with California Human Development for One Stop Operator services. The total for the third year of the contract will not exceed an additional contract period amount of \$23,500. The cumulative total for the original contract, which began July 1, 2021, and its renewal will not exceed \$84,500. The renewal period will be July 1, 2023, through June 30, 2024.

The format of the amendment (Attachment A) outlines the updates and/or changes to the contract only. The changes made reflect the new term of the agreement as well as the increased contract amount. All other terms and conditions of the original agreement and its amendments remain unchanged; the scope of the original agreement has been included as Attachment B for reference.

This is the final contract renewal for California Human Development. Staff will release a new procurement solicitation for One Stop Operator Services prior to the expiration of the final renewal.

BACKGROUND

On February 24, 2021, staff published and distributed a Request for Proposal for a WIOA One Stop Operator in Support of the Solano County America's Job Center of California System. The solicitation was issued on the WDB website, sent to local firms that provide these services, shared on the Solano County Public Purchasing site, and posted on the California Workforce Associate site. Staff received one proposal by the March 22nd deadline from California Human Development (CHD). Based on the WDB's Procurement Policy, in compliance with Federal, state, and local guidelines, the solicitation was deemed a failed competition and the WDB move to sole source procurement, as this procurement failed to secure a minimum of two responsive offers.

It was determined that California Human Development met the threshold review of the proposal and the minimum qualifications for consideration. Based on the proposal submitted, evaluations, and score, CHD proved to meet the WDB's specifications and needs and was selected as the 2021-22 WIOA One Stop Operator Services vendor. The contract was renewed for the 2022-23 Fiscal Year and is eligible for a final year renewal.

Services

CHD has successfully met the deliverables outlined in their current contract. They have facilitated bi-monthly AJCC One-Stop Operator meetings and disseminated notes subsequently. They assisted with the required certification process for the comprehensive and affiliate job centers and assisted with updating mandated partner MOUs for 2022 through 2025. Their performance, to date, supports recommendation of renewal.

ALTERNATIVES

The committee could choose not to recommend renewal of the contract to the full Board and instead provide staff with directions to issue another procurement for One Stop Operator services to see if new responses will be submitted. However, this would cause a significant impact and delay in services in the America's Job Center of California (AJCC) as the WDB would need to procure an alternative One Stop Operator vendor or obtain the Governor's approval to operate in-house.

AGENCY BUDGET IMPACT

The WDB's FY2023-24 budget includes the necessary funding to cover the cost of this contract renewal.

REPORT PREPARED BY

Tracy White, One Stop Manager. Please contact Tracy at 707-863-3520 if you have any questions regarding the information outlined in this report.

**THIRD AMENDMENT TO STANDARD CONTRACT
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY AND
CALIFORNIA HUMAN DEVELOPMENT**

This Third Amendment ("Third Amendment") is entered into as of the first day of July 2023, between the WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY ("WDB") and CALIFORNIA HUMAN DEVELOPMENT (Contractor").

1. Recitals

- A. The parties entered into a contract dated July 1, 2021 (the "Contract"), in which Contractor provided WIOA One Stop Operator services at the WDB's America Job Center of California in Fairfield and Vallejo through June 30, 2022. This contract was amended July 1, 2022 to extend services for one month, through July 31, 2022. A second amendment to the contract was entered into August 1, 2023 to extend the contract through June 30, 2023.
- B. WDB now needs to extend the Contract for services for twelve months, through June 30, 2024.
- C. This Third Amendment represents an increase of \$23,500 for services and a twelve-month extension of the Contract.
- D. The parties agree to amend the Contract as set forth below.

2. Service Agreement

A. Term of Agreement.

Section 2 has been deleted in its entirety and replaced with:

July 1, 2021 through June 30, 2024

B. Budget

Section 3 has been deleted in its entirety and replaced with:

The Maximum amount of this contract is \$84,500 (\$37,500 from the original contract; \$1,958 for the First Amendment; and \$21,542 for the Second Amendment; and \$23,500 for the Third Amendment).

3. Project Budget Summary (Exhibit B)

Exhibit B has been deleted in its entirety and replaced with:

DOCUMENTATION OF DELIVERY	DELIVERY PERIOD	FEE
Meetings/Community Presence	July 1, 2021 – June 30, 2022	\$9,000. (\$75.00 per hour X 120 maximum hours)
WIOA Compliance and Job Center Certification	July 1, 2021 – June 30, 2022	\$15,000. (\$75.00 per hour X 200 maximum hours)
One-Stop System Partner Memoranda of Understanding Support	July 1, 2021 – June 30, 2022	\$13,500. (\$75.00 per hour X 180 maximum hours)
One Stop Operator Activities – Meetings/Community Presence	July 1, 2022 – July 31, 2022	\$1,875
Travel	July 1, 2022 – July 31, 2022	\$83

One Stop Operator Activities – Meetings/Community Presence	August 1, 2022 – June 30, 2023	\$ 20,625 (\$1,875 x 11 months)
Travel	August 1, 2022 – June 30, 2023	\$917
One Stop Operator Activities – Meetings/Community Presence	July 1, 2023 – June 30, 2024	\$22,500 (\$1,875 x 12 months)
Travel	July 1, 2023 – June 30, 2024	\$1,000
TOTAL		\$84,500

1. The Contractor shall submit monthly invoices summarizing work performed as allowable in the Scope of Work (Exhibit A).
2. The Contractor shall provide any additional documentation as required by WDB at any time in order to substantiate Contractor claims.
3. The Contractor may be asked to perform special tasks or projects separate from the Scope of Work or that require additional hours beyond the estimated 300 hours of work. Prior written approval by the WDB Executive Director/President, or designee, will be required if any services are performed by the Contractor that are not specified in Exhibit A – Scope of Work or that lead to additional hours beyond those budgeted.
4. Contractor will be compensated at a rate of \$1,875.00 per month.
5. The Contractor will be reimbursed for driving expenses in amount of the Federal Business Mileage Rate as set by the United States Internal Revenue Service Standard Mileage Rate, not to exceed \$1,000 during this third amendment contract term of July 1, 2023 through June 30, 2024.
6. The maximum payment under the terms of this contract shall under no circumstances exceed **\$84,500** for the related expenses unless this contract is modified in accordance with Section XXVI in Exhibit C, “Changes and Amendments”.

4. Special Terms and Conditions (Exhibit D)

Section 1 has been deleted in its entirety.

Except as set forth in this Second Amendment, all other terms and conditions specified in the Contract, as previously amended, remain in full force and effect.

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

Thomas Stuebner, Chief Executive Officer
California Human Development

APPROVED AS TO FORM

By _____
County Counsel

EXHIBIT A SCOPE OF WORK

I. SERVICE DELIVERY

A. GENERAL EXPECTATIONS OF THE ONE STOP OPERATOR (OSO)

1. Understand, remain fully knowledgeable about and comply with WIOA Federal, State and local policies, guidance and regulations applicable to the administration and operation of the America's Job Center of California (AJCC) system.
2. Assist in implementing applicable policies established by the WDB.
3. Assist in implementing updates to policies and procedures in response to regulations and / or guidance changes applicable to the administration and operation of the AJCC system.
4. Assist the WDB staff with ensuring the implementation of partner services and contributions agreed upon in the AJCC partner agency MOUs.
5. Coordinate the ongoing provision of services as articulated in the MOUs.
6. Encourage increased partner participation.
7. Coordinate the service delivery of required AJCC partners.
8. Assist in supporting the implementation of the local workforce plan.
9. Assist in increasing efficiency, effectiveness and a seamless service delivery across partner programs to include use of technology to improve service delivery.
10. Assist in improving the delivery of services to individuals at the AJCC with limited English proficiency, disabilities and other barriers.
11. Assist in improving effective referrals with partners through partner coordination and facilitated process development.
12. Be proactive in addressing partnership and system needs and issues.
13. Be a focal point in promoting the vision, mission and goals of the AJCC.
14. Support a safe and healthy environment for the benefit of clients and staff.
15. Assist with facilitating the sharing of information about relevant activities, services and events among AJCC system partners and other community agencies.
16. Be accessible to AJCC partners for questions, comments and concerns regarding AJCC operations.
17. Build on the foundation of existing AJCC staff training and development.
18. Identify and recommend training needs of AJCC and partner staff.
19. Coordinate and conduct (as needed) staff training and development in coordination with the WDB.
20. Assist the AJCC to enhance, conduct and oversee public awareness and outreach efforts.
21. Observe and provide feedback on AJCC service activities to ensure effective service delivery.
22. Provide staffing for OSO activities, consisting of either a single individual or a group of individuals who bill for unique non-duplicated work.

NOTE: Service activities may be provided in person at the comprehensive or affiliate AJCC locations, at an approved satellite location, or virtually.

There are certain restrictions pertaining to OSO activities per the Workforce Innovation and Opportunity Act (WIOA). The OSO may **not** perform any of the following:

- Convene system stakeholders to assist in the development of the local plan;
- Prepare and submit local plans;
- Be responsible for oversight of itself;
- Manage or significantly participate in the competitive selection process for AJCC Operators;
- Select or terminate AJCC Operators, Adult and Dislocated Worker Career Services Providers, and Youth Service Providers;
- Negotiate local performance accountability measures; nor
- Develop and submit budget for activities of the Local Board in the Local Area.

B. SERVICE ACTIVITIES

The OSO will provide the service activities as defined in the categories listed below to accomplish the goal of this contract.

1. ***Compliance*** – Assist in conducting the required certification of comprehensive and affiliate locations following guidelines of EDD Directive [WSD20-08](#).
2. ***One-Stop System Partner Memoranda of Understanding Eligibility Determination and an Objective Assessment*** – Assist in identifying and implementing updates to MOUs.

NOTE: Following the guidelines of EDD Directive [WSD18-12](#), the AJCC operator (One Stop Operator) can participate in the MOU development process; however, the responsibility of negotiating the MOU cannot be delegated to the operator.

3. ***Meetings/Community Presence*** – Activities are as follows:
 - a. Convene and facilitate AJCC One-Stop Operator meetings and associated Mandated Partner meetings, to include scheduling of meetings, development of agendas, facilitating the meeting, and disseminating notes and/or information after meetings.
 - b. Assist the AJCC system by representing partners at community meetings, partner forums and other convenings related to the workforce development system in Solano County, as needed and available.
 - c. Meet quarterly with WDB staff for planning of AJCC system activities and reviewing progress towards benchmarks.

The OSO will provide a report to the Board of Directors orally and in writing at least bi-annually, or as requested. The report shall consist of OSO activities and progress towards benchmarks, and may include continuous improvement recommendations regarding AJCC system services.

II. WDB RESPONSIBILITIES

The WDB staff will be responsible for the following:

1. Informing the contractor of Federal, State, and local policies and procedures that may impact the operations of the AJCC system, and give assistance as needed to implement them accordingly;
2. Ensuring compliance with all rules, regulations, and policies issued under WIOA;
3. Working in conjunction with the OSO in order to complete required certification of comprehensive and affiliate locations;
4. Engage in negotiations with each mandated partner, as described in EDD Directive [WSD18-12](#), in order to delineate MOU responsibilities;
5. Meet quarterly with OSO staff for planning of AJCC system activities and reviewing progress towards benchmarks.
6. Processing payments for services;
7. Monitoring the management and operations of the OSO; and
8. Including sub-recipient staff in appropriate ongoing professional development and training.

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



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT:	Review and Approval for a Contract with a 2 nd Workforce Innovation and Opportunity Act (WIOA) Youth Program Services Provider, On the Move (VOICES Solano), for a First Year Contract Not to Exceed \$148,022, and for Recommendation to the Full Board	MEETING DATE April 25, 2023	AGENDA ITEM IV.C
FROM:	Heather Henry President/Executive Director	ACTION REQUIRED YES ✓ NO	ATTACHMENTS A

RECOMMENDATION

Staff is recommending that the Planning & Oversight Committee review and approve the contract for recommendation to the full Board with On the Move (VOICES Solano) to provide additional Workforce Innovation and Opportunity Act (WIOA) Youth Program services for the period of June 1, 2023, through June 30, 2024, for a contract amount not to exceed \$148,022.

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 Special Terms and Conditions (Exhibit D) remain the standard exhibits and therefore are not included in the attachment.

This contract may be extended in time, for up to two (2) years at an anticipated \$148,022 annually subject to satisfactory performance by the contractor, availability of funds, and Committee and/or Board action.

DISCUSSION

On March 4, 2022, the Workforce Development Board (WDB) of Solano County published and distributed the Career-In Focus Request for Proposal (RFP) to sixty-three (63) local community partners that provide youth focused employment services; as well as posted the RFP on Solano County's Public Purchasing website and the WDB website. On March 17, 2022, staff held a Bidders' Conference, which was attended by eight (8) local youth providers. The deadline for proposal submission was Friday, April 15, 2022.

Staff received four (4) proposals from Goodwill Industries of San Francisco Bay, First Place for Youth, VOICES Solano, and Vallejo Project. All proposals received a threshold review and met the minimum qualifications for Board Committee consideration. On May 3rd, the Youth RFP Ad Hoc Committee met to discuss each proposal and make a recommendation for a Youth Program Provider.

Below is a breakdown of each reviewer's score:

Proposer	Total Point Possible	Rater 1 Scores	Rater 2 Scores	Rater 3 Scores	Rater 4 Scores	Average Score
First Place for Youth	100	90	98	100	95	95.75
Goodwill of the SF Bay	100	70	86	98	90	86
VOICES Solano	100	93	100	99	79	92.75
Vallejo Project	100	94	59	94	73	80

The reviewers selected First Place for Youth as the winning bidder based on quality of the proposal, strength of fiscal and administrative capacity, ability to utilize collaborative partnerships, and experience providing successful target population services on a similar scale. With Board approval, they were formally awarded the contract which was executed on July 1, 2022.

During the May 3, 2022, Youth RFP Ad Hoc Committee meeting, it was also recommended that a second service provider be awarded to provide additional youth services to participants who are not current or former foster youth and to utilize the remaining funds within WIOA Youth grant funds. The Committee recommended staff explore providing a second award to On the Move (VOICES Solano).

At the May 20, 2022, Board of Director's meeting, the Board approved the recommendation of exploring On the Move (VOICES Solano) as the second service provider. Staff have worked with the provider to discuss program modifications and entered into contract negotiations to successfully use the remaining funds to support them with youth services.

ALTERNATIVES

The Committee could choose not to approve this contract for recommendation to the full Board and provide staff with direction to make a different selection. However, based on the recommendation of the Youth RFP Ad Hoc Committee and receiving full Board approval, the selection to award a contract with a second youth program service provider will assist youth that do not qualify as a current or former foster youth. In addition, this approach would not be recommended since it would reduce the ability for the WDB to meet the 20% Work Experience expenditure requirement for WIOA Youth funds.

AGENCY BUDGET IMPACT

The FY 2022-23 and FY2023-24 budget include the necessary funding to cover the cost of this contract.

REPORT PREPARED BY

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

**SERVICE
AGREEMENT
CONTRACT**



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

For WDB Use Only
Contract No.
PY-22-028

1. This Contract is entered into between the Workforce Development Board of Solano County (WDB) and On the Move (“Subrecipient”) for Workforce Innovation and Opportunity Act Youth Program Services.
2. The term of this Contract is: June 1, 2023 through June 30, 2024
3. The Maximum amount of this contract is: \$ 148,022

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 – Project Budget Summary
Exhibit C – General Terms and Conditions
Exhibit D – Special Terms and Conditions

**APPROVED FOR THE WORKFORCE
DEVELOPMENT BOARD**

BY: _____

(Signature, 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 ON THE MOVE

BY: _____

(Signature, Duly Authorized Representative)

NAME: Alissa Abdo

TITLE: Executive Director

DATE: _____

ADDRESS:

780 Lincoln Avenue
Napa, CA 94558
(707) 570-7769

Approved as to Form: _____
Solano County Counsel

EXHIBIT A SCOPE OF WORK

I. SERVICE DELIVERY

A. GENERAL EXPECTATIONS OF THE SUBRECIPIENT

1. Provide an engaging, valuable service to targeted Solano County out-of-school youth.
2. Provide year-round services meeting The Workforce Innovation and Opportunity Act (WIOA) Youth requirements and regulations, per federal, state, and local guidance.
3. Utilize creative methods in developing youth in our community into strong leaders.
4. Leverage resources and collaborative partnerships and provide cross-services that will result in a decrease in the cost of services.
5. Document and communicate youth progress in a reliable, professional and responsible manner.

B. SERVICE ACTIVITIES

Subrecipient will provide the service activities as defined in the categories listed below to accomplish the goal of the WIOA Youth program.

1. ***Outreach and Recruitment*** – Subrecipient shall conduct activities to attract, inform and prepare eligible youth to participate in the program services offered through the contract. Activities shall include:
 - a. Orientation, individually or as a group;
 - b. Procedures for presenting grievances and complaints; and
 - c. Other relevant information applicable to participants.

The Subrecipient will provide outreach and recruitment for the WIOA Out of School Youth, targeted eligible youth who are in foster care or who have aged out of the foster care system, homeless youth, justice-involved youth, and/or living in a high-poverty area in Vallejo for enrollment into VOICES Explorations program.

2. ***Eligibility Determination*** – Subrecipient shall be responsible for eligibility determination for WIOA services for enrolled participants per WIOA policies and WDB guidance prior to enrollment.

WDB staff shall provide eligibility technical assistance during the first year of the Contract, or until both parties agree to transfer sole responsibility for eligibility determination to the Subrecipient. Thereafter, the Subrecipient shall be solely responsible for eligibility determination.

3. ***Assessment*** – Subrecipient shall conduct an objective assessment for enrolled participants to determine academic levels, skill levels, and service needs, which includes a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and development needs. Academic assessments approved by the California Employment Development Department will be used to determine academic levels for each participant. Participants will complete VOICES' Progress and Outcomes assessment. The Objective Assessment must be entered into CalJOBS as an activity with case notes.
4. ***Individual Service Strategy (ISS)*** – Subrecipient shall provide Individual Service Strategy (ISS) development, or LIFE Plan, to identify appropriate services for each enrolled participant based on the results of the Objective Assessment. Subrecipient shall make the 14 WIOA

Program Elements available to participants in accordance with their ISS. The ISS will be reviewed periodically with the participant. All services being offered and identified in the participant's ISS will be entered into CalJOBS and reviewed by WDB staff on a regular basis.

5. **Case Management** – Subrecipient shall provide case management and other interactive peer support strategies to support each youth's goals, connect youth to resources, and help them develop and consistently use coping skills. Supportive services will be used, where appropriate, to reduce barriers to educational and employment goals. Case management activities will be entered into the state CalJOBS system as they occur, including appropriate youth service codes, case notes, and outcomes data for enrolled participants.
6. **14 WIOA Program Elements** – The 14 Elements provide WIOA's vision for supporting youth and young adults through an integrated service delivery system. Subrecipients, in partnership with the WDB, must ensure that all VOICES enrolled participants have access to the 14 elements, through direct provision or referral, as needed and per their ISS. The elements include:
 1. Tutoring, Study Skills Training, Instruction, and Dropout Prevention
 2. Alternative Secondary School and Dropout Recovery Services
 3. Paid and Unpaid Work Experience is a structured learning experience in a workplace and provides opportunities for career exploration and skill development
 4. Occupational Skills Training is an organized program of study that provides specific skills and leads to proficiency in an occupational field
 5. Education Offered Concurrently with Workforce Preparation is an integrated education and training model combining workforce preparation, basic academic skills, and occupational skills
 6. Leadership Development Opportunities encourage responsibility, confidence, employability, self-determination, and other positive social behaviors
 7. Supportive Services enable an individual to participate in WIOA activities
 8. Adult Mentoring is a formal relationship between a youth and an adult mentor with structured activities where the mentor offers guidance, support, and encouragement
 9. Follow-up Services are provided following program exit to help ensure youth succeed in employment or education
 10. Comprehensive Guidance and Counseling provides individualized counseling to participants, including drug/alcohol and mental health counseling
 11. Financial Literacy Education provides youth with the knowledge and skills they need to achieve long-term financial stability
 12. Entrepreneurial Skills Training provides the basics of starting and operating a small business and develops entrepreneurial skills
 13. Services that Provide Labor Market Information offer employment and labor market information about in-demand industry sectors or occupations
 14. Postsecondary Preparation and Transition Activities help youth prepare for and transition to postsecondary education and training

7. ***Work Experience/Work-Based Learning Experience*** – Subrecipient will provide eight (8) week “Work Crew” cohort-based activities that integrate coaching focused on life, education and career goals with hands-on work experiences and pre-employment supports. Youth cohorts will engage for 25 hours a week with direct instruction and hands-on activities that include:

- Employment workshops and direct instruction in:
 - Interpersonal Skills
 - Job Search Skills
 - Soft Skills
 - Digital Literacy
- Guest speakers to learn about employment opportunities and educational resources
- Outings to locations such as local job fairs, trade schools, and colleges
- Paid work experience on site or at partner locations

Work experiences must follow WIOA parameters and will include a minimum of, but may exceed, 100 hours. The Subrecipient will serve as the employer of record for the work experiences and pay participant wages at least 10% above minimum wage.

The Subrecipient will provide occupational learning opportunities through work experience to include, but not limited to, the following:

- Job Shadowing opportunities
- Employability skills / job readiness training to prepare youth for a work experience
- Orientation sessions for participants and/or employers
- Pre-apprenticeship programs that meet WIOA requirements
- Paid or unpaid work experience / internships
- On-the-Job Training (OJT) opportunities

The Subrecipient will develop worksite agreements with employers that describe each specific work assignment and clearly outline the expectations of the Subrecipient, employer, and participant. The Subrecipient will be responsible for completing and obtaining signatures on a WDB-approved worksite agreement. A signed copy of the agreement will be on file at the Subrecipient site with a copy placed in the client’s file available to the WDB upon request. The Subrecipient must also ensure that all WIOA requirements for worksite agreements are met.

WIOA youth incentives will be provided and documented for reaching work experience milestones per WDB and WIOA policies.

8. ***Job Placement / Post-Secondary Education Enrollment Services*** – Subrecipient will offer job placement or post-secondary education enrollment supports to enrolled participants either individually or in a group setting to include job leads, preparation for applications and interviews, and follow-up retention services per WIOA guidelines.

II. SUBRECIPIENT RESPONSIBILITIES

A. AVAILABILITY TO PERFORM SERVICES

1. Subrecipient will:

- Provide and train qualified staff to plan and administer the contracted services, who have passed a background check per WIOA requirements;

- Provide program sustainability for duration of the Contract;
- Provides services during scheduled business days and/or hours appropriate to program participants' needs;
- Provide a regular location in Vallejo where services can be reliably provided for program participants;
- Provide internal monitoring and oversight of all program activities and requirements;
- Participate in system-wide training and staff development opportunities provided by the WDB;
- Guarantee that all program services provided are readily accessible to eligible individuals and meet Americans with Disabilities Act (ADA) requirements;
- Enter participant data into the state CalJOBS system and maintain a hard copy file as appropriate; and
- Provide services that adhere to all applicable policies and procedures promulgated by the WDB, the State of California, and the Department of Labor relating to subrecipient's duties and responsibilities pursuant to the terms and conditions of this contract.

B. HOURS OF OPERATIONS

Subrecipient shall offer its services on a provided schedule from Monday through Friday or based on the need and availability of the WIOA youth participants. Services offered will be available throughout the year, without break during the holiday and summer periods.

C. SUBRECIPIENT'S RESOURCES

Subrecipient will implement and coordinate WDB Youth Program services at its site(s) and shall provide all necessary instructions, supervision, and supplies for program activities. Subrecipient shall maintain sufficient resources, including computer technology, to deliver the services and perform necessary administrative functions throughout the term of this contract.

D. LOCATION OF SERVICES

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

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

E. CONFIDENTIALITY

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

F. COMMUNICATION AND MATERIALS

The Subrecipient will maintain regular communication with WDB staff. As part of this communication, the Subrecipient must inform the WDB of any special events under the

WDB/WIOA umbrella of services prior to implementation and provide copies of outreach documents. The Subrecipient will attend monthly WDB/One-Stop Operator meetings to leverage the capabilities of other AJCC partners to provide comprehensive system support for participants.

Any documents connected with the contract and that use Subrecipient funds from the WDB must include the WDB name as the overarching brand for WIOA services in Solano County. In addition, appropriate accessibility and accommodations, as well as Steven's Amendment acknowledgement language, must be included on any collateral used.

Official WIOA forms utilized by the Subrecipient must first be shared and approved in writing by WDB.

G. DOCUMENTATION AND RECORDS

The Subrecipient must maintain WIOA documentation as mandated by federal, state, and local guidelines. Documentation includes both copies of documentation of eligibility, activities, and outcomes either in hard copy or digital form, as well as data entry of enrollment, services, and outcomes in the CalJOBS system. At the minimum, each case file shall include documentation of each of the following: all eligibility and data validation items; assessments; the ISS; progress reports; case notes; outcomes information and verification. All documentation will be clearly identifiable and readily accessible.

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

All reports, records, documents, and other materials prepared by the Subrecipient in the performance of this contract shall be the property of the WDB and shall be delivered upon request of the WDB or upon the termination of this contract. Subrecipient 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. Subrecipient may retain copies of such documents for its own use and shall have an unrestricted right to use the concepts embodied therein.

H. REPORTING REQUIREMENTS

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

The Subrecipient must submit monthly performance report containing quantitative outcomes in a format co-designed with the WDB. In addition, Subrecipient shall submit a summary that includes highlights of activities for the month, any success stories, and any challenges or technical assistance needed.

I. OUTCOMES

Subrecipient will enroll twenty (20) participants within the first year of the contract and provide participants with the essential skills, abilities, and knowledge necessary to effectively improve their opportunities for success in the following areas:

- a. Goal achievement documented in participants' ISS;

- b. Provision of appropriate supportive services, as needed, to accomplish documented goals;
- c. Work Experiences appropriate to participants' career interests for skill development and enhanced employment opportunities;
- d. Participation in any of the 14 WIOA Program Elements as appropriate and identified in their ISS.

Measure	Goal
Number Enrolled	20
Work Experience Placements	20
Youth Completion of Program Components	75%
Employment / Education Outcomes Second Quarter After Exit	75%
Employment / Education Outcomes Fourth Quarter After Exit	71%
Quarterly Median Wage	\$3,490

If actual performance deviates more than 15% from the agreed upon performance measures, the Subrecipient may be requested to submit a Corrective Action Plan to outline the steps that will be taken to correct performance. If performance is consistently below 85% of expected outcomes, the contract may be at risk of termination.

III. WDB RESPONSIBILITIES

The WDB staff will be responsible for the following:

1. Leverage Business Services unit to support connections with businesses throughout Solano County;
2. Support outreach and recruitment of targeted youth through AJCC and WDB efforts;
3. Provide access to vocational training funds for participants through collaborative case management as needed;
4. Support job placement of participants in high-demand, available occupations in the local area;
5. Provide labor market information and county industry profiles as requested;
6. Evaluate and monitor the management and operations of all programs funded by the WDB, including:
 - Annual ADA, equal opportunity, and accessibility compliance reviews;
 - Annual fiscal and procurement compliance reviews;
 - Annual performance and WIOA programmatic compliance reviews;
 - Periodic review of accurate expenditures against cost categories and within cost limitations specified in WIOA regulations;
 - Periodic review of programmatic delivery and documentation compliance.
7. Provide technical assistance to subrecipient staff in the areas of WIOA compliance, CalJOBS data entry and WIOA performance measures;
8. Inform Subrecipient 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;
9. Ensure compliance with all rules, regulations, and policies issued under WIOA;

10. Process payments for services; and

11. Include subrecipient staff in appropriate ongoing professional development and training.

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

**EXHIBIT B
PROJECT BUDGET SUMMARY**

BUDGET SUMMARY (Cost Categories)	PROGRAM	WORK EXPERIENCE ("WEX")	TOTAL
PERSONNEL <i>(Includes Salary + Benefits)</i>			
VOICES Solano Operations Manager	\$ 9,750	\$ 3,250	\$ 13,000
VOICES Solano Explorations Case Manager	13,000	39,000	52,000
Taxes and Benefits (16%)	3,640	6,760	10,400
SUBTOTAL PERSONNEL:	\$26,390	\$ 49,010	\$ 75,400
YOUTH PARTICIPANT COSTS			
Participant Wages	\$ 0	\$ 36,000	\$ 36,000
Supportive Services	20,000	0	20,000
Youth Incentives	2,000	0	2,000
SUBTOTAL YOUTH PARTICIPANT COSTS:	\$ 22,000	\$ 36,000	\$ 58,000
ADMINISTRATIVE COSTS			
De minimus Admin Rate (10%):	14,802	0	14,802
SUBTOTAL ADMIN COSTS:	\$ 14,802	\$ 0	\$ 14,802
CONTRACT TOTALS:	63,192	\$ 85,010	\$ 148,022

1. Funding is based on a cost-reimbursable model. The above amounts are contingent upon acceptance of an appropriately working and usable system and shall be in compensation for all time and expenses incurred by the Subrecipient. The Subrecipient will not be reimbursed for any out-of-pocket costs.
2. This Contract amount is based upon annual WIOA Youth allocations and is subject to change. The WDB reserves the right to reallocate funds within this budget based on program needs. The availability and allocation of funds is determined by the WDB.
3. Subrecipient must request approval for transfers between budget line items, which are set forth in Exhibit B (Project 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 on the WDB's "Budget Modification Request Form". Budget line-item transfers that exceed 10% of the budget cost category total amount may be made only upon prior written approval of WDB, 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 contract amount.
4. The Subrecipient shall gain approval from the WDB on the participant wages structure and payment in writing before participants receive Work Experience-related wages.
5. The WDB agrees to pay the Subrecipient for services upon the presentation of an appropriate invoice and documents supporting the deliverables as defined in the Scope of Work to be performed. The

Subrecipient shall submit monthly invoices detailing work performed for each deliverable detailed in the Scope of Work (Exhibit A) and amount payable to the WDB's Executive Director/President, or designee. Monthly invoices for payment should be submitted to the WDB by the 15th day of the subsequent month. The payment shall be made only after the services required under this contract have been performed to the satisfaction of the Executive Director/President or designee, and the deliverables described in Exhibit A, Scope of Work have been accepted in writing by the Executive Director/President or his/her designee.

6. The Subrecipient shall provide any additional documentation as required by WDB at any time in order to substantiate Subrecipient's claims for payment. WDB may elect to withhold payment for failure by Subrecipient to provide such documentation required by WDB.
7. The maximum payment under the terms of this contract shall under no circumstances, exceed **\$148,022** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT:	Review and Approval for a Contract with NetXperts, LLC to Serve as the Managed IT Systems Service Provider for a First Year Contract not to Exceed \$56,400 and for Recommendation to the Full Board	MEETING DATE April 25, 2023	AGENDA ITEM IV.D
FROM:	Heather Henry President/Executive Director	ACTION REQUIRED YES ✓ NO	ATTACHMENTS A

RECOMMENDATION

Staff is recommending that the Planning & Oversight Committee review and approve the contract for recommendation to the full Board with NetXperts, LLC as the Managed IT Systems Provider for the period of July 1, 2023, through June 30, 2024, not to exceed \$56,400.

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 Special Terms and Conditions (Exhibit D) remain the standard exhibits and therefore is not included in the attachment.

This contract may be extended in time, for up to two (2) years at an anticipated \$56,400 annually subject to satisfactory performance by the contractor, availability of funds, and Committee and/or Board action.

BACKGROUND

On March 20, 2023, the Workforce Development Board (WDB) of Solano County published and distributed the Managed IT Systems Provider Request for Quote (RFQ) to several local and regional firms that provide IT services; as well as posted the RFQ on Solano County's Public Purchasing website and the WDB website. The deadline for proposal submissions was March 31, 2023.

Staff received one proposal, from its current provider, NetXperts, LLC, and one response regarding being unable to support some items in the proposal. On April 6, 2023, staff met to discuss the proposal and make a recommendation for a Managed IT Systems 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 NetXperts, LLC and determined the proposal met the minimum qualifications for contract consideration. Staff completed evaluation of NetXperts, LLC's proposal.

Below are the scores and average rating score:

Agency	Total Points Possible	Rater 1 Scores	Rater 2 Scores	Rater 3 Scores	Average Score
NetXperts, LLC	100	100	100	100	100

Based on the proposal submitted, evaluation, and score NetXperts has proven to meet the WDB's specifications and needs described in the RFQ. NetXperts has been providing managed IT systems support services to the WDB since 2020.

ALTERNATIVES

While not recommended, the committee could direct staff to re-issue a new Request for Quote for a managed IT systems provider to see if a larger number of quotes would be submitted. However, the services provided by the selected vendor since 2020 has met and exceeded staff's expectations and continuing the relationship with a vendor who is already familiar with WDB's IT systems needs prevents complications in any transition plan that may be needed.

AGENCY BUDGET IMPACT

The WDB's FY2023-24 budget will include the necessary funding to cover the cost of this contract.

REPORT PREPARED BY

Tracy White, One Stop Manager. Please contact Tracy at 707-863-3520 if you have any questions regarding the information outlined in this report.

SERVICE AGREEMENT CONTRACT



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

For WDB Use Only
Contract No.
PY-23-001

1. This Contract is entered into between the Workforce Development Board (WDB) of Solano County and NetXperts, LLC. ("Contractor") for Managed IT Systems Support
2. The term of this Contract is: July 1, 2023, through June 30, 2024.
3. The Maximum amount of this contract is: \$ 56,400

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 – Special Terms and Conditions

APPROVED FOR THE WORKFORCE DEVELOPMENT BOARD

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 NETXPRTS, LLC.

BY: _____
(Signature, NetXpert's Duly Authorized Representative)
NAME: Jennifer Kniland
TITLE: Account Director
DATE: _____
ADDRESS:
1777 Botelho Street, Suite 102
Walnut Creek, CA 94596
(925) 806-0800

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

A. CONTRACTOR RESPONSIBILITIES

1. AVAILABILITY TO PERFORM SERVICES

Contractor will:

- i. Provide and train all qualified staff in order to plan for and administer the contracted services;
- ii. Provide services for duration of contract; and,
- iii. Provide services during scheduled days and/or hours as appropriate.

2. SERVICE ACTIVITIES

Contractor will:

i. On-Boarding

- a. Serve at WDB's Managed IT Systems vendor to provide maintenance and support to WDB's network infrastructure, hardware and software.
- b. Periodically evaluate WDB's current network infrastructure system, at the Fairfield and Vallejo sites, to assess and identify risks and potential deficiencies within the system.
- c. Provide ongoing support, necessary training(s), and guidance to WDB and designated staff throughout the duration of the Agreement.

ii. Software & Equipment

- a. Maintain all cloud-based network services.
- b. Maintain network security, firewall and content filtering systems.
- c. Perform router management.
- d. Maintain virus detection, protection and removal products.
- e. Manage spyware.
- f. Perform software updates and patches.
- g. Perform hardware and software preventative maintenance.
- h. Perform hardware and software troubleshooting.
- i. Maintain the WDB's product of licensing.
- j. Monitor data back-up's and perform data recovery, if needed.
- k. Provide ongoing help desk and technical support.
- l. Provide remote support to WDB, as needed.
- m. Maintain physical presence through scheduled on-site visits, as needed; as determined by the Contractor and WDB.
- n. Make recommendations about planning for efficiency and maintaining current products with industry standard products.
- o. Document hardware and/or software changes.
- p. Provide vendor-documented instructions, templates, etc., to use in order to perform select functions which include, but are not limited to, creating a new user account to log onto the network, creating a new email account, disabling an email account.
- q. Develop and maintain disaster recovery planning recommendations.
- r. Provide monthly report on work accomplished, work in progress and work to be completed.

- s. Notify WDB of any changes to system access including, but not limited to: hardware, cloud-based services, and/or subscription services.
- t. Notify WDB of any recommended hardware/software purchases necessary to maintain current system
 - i. All hardware/software purchases are generally made by the WDB, unless otherwise instructed

iii. **Response Time – On call and Emergency Services**

Contractor shall perform all scheduled work during the normal business hours of Monday through Friday, 8:00 a.m. – 5:00 p.m. PT or as outlined by WDB. All services must be provided in a manner not to disrupt normal business hours.

B. ADMINISTRATION

1. **Business Ownership**

Contractor understands the WDB owns the hardware, cloud-based services and subscription services and will maintain full access to it. This means the WDB will have a record of/access to all current log-on/username and password information.

2. **Ownership of Work Product**

All documents or other information developed as part of this Agreement or received by Contractor become the property of WDB and must be made available to WDB upon demand or termination of this Agreement. Should copyrights of any of the products be deemed necessary in this project by mutual agreement, such copyright shall be held by WDB and made available to the general public. The Contractor shall be responsible for obtaining all necessary legal releases for use of any third-party proprietary materials.

3. **Advertisement**

Contractor may not use the name WDB or any variation thereof for advertising or publicity purposes without first obtaining the written consent of WDB.

4. **Maintenance of Effort**

Contractor assures that services provided, and funds received under this Agreement will not supplant existing services or funds allocated for the same purpose.

5. **Successors**

Should the Contractor sell or otherwise relinquish all or any portion of the ownership of the Contractor organization during the course of this Agreement, any future owner(s) of the organization will agree to be bound by the provisions stipulated herein for the length of the contract.

6. **Time is of the Essence of this Agreement**

All services to be performed specified under this Agreement including training must be delivered on or before the ending of date of this Agreement.

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 various funding implementation upon notification and in accordance with section 13 and 26 of Exhibit C.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

COMPENSATION

1. Contractor will be compensated at a fixed rate of **\$4,700.00** per month.
2. Invoicing and Timing of Payment: Payment will be made according to the following terms:
 - A. Contractor shall submit monthly invoices detailing work performed for each deliverable detailed in the Scope of Work and amount payable to the WDB's One Stop Senior Manager. The payment shall be made only after the services required under this contract have been performed to the satisfaction of the Executive Director/President, and the deliverables described in Exhibit A have been accepted in writing by the Executive Director/President OR his/her designee.
 - B. The Contractor may be asked to perform special tasks or projects separate from the Scope of Work. Prior written approval by WDB will be required if any services are performed by the Contractor that are not specified in Exhibit A – Scope of Work and a separate invoice will be submitted by the Contractor.
 - C. The Contractor shall provide any additional documentation as required by WDB at any time in order to substantiate Contractor claims for payment. WDB may elect to withhold payment for failure by Contractor to provide such documentation required by WDB.
 - D. The Contractor agrees that the total maximum compensation for the services performed will not exceed the amount individually assigned in each Scope of Work Order (task order). The Contractor agrees that any work performed above and beyond this amount will be gratis and will not be billed to the WDB.
 - E. Tax Withholding: Payment to non-California resident or nonresident alien Contractor performing services in California may be reduced by any required state tax withholding or federal tax withholding or both.
3. The maximum payment under the terms of this contract under no circumstances exceed \$56,400 for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT: Review and Approval for a Contract with Saavedra Fam Inc. for Janitorial, Maintenance and Facilities Support Services for a First Year Contract Not to Exceed \$65,232 and for Recommendation to the Full Board	MEETING DATE April 25, 2023	AGENDA ITEM IV.E
FROM: Heather Henry, President/Executive Director	ACTION REQUIRED YES ✓ NO	ATTACHMENTS A

RECOMMENDATION

Staff is recommending that the Planning & Oversight Committee review and approve the contract for recommendation to the full Board with Saavedra Fam Inc. (previously named Quali-Serv Janitorial) to provide Janitorial, Maintenance and Facilities Support Services for the period of July 1, 2023, through June 30, 2024, not to exceed \$65,232.

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 Special Terms and Conditions (Exhibit D) remain the standard exhibits and therefore are not included in the attachment.

This contract may be extended in time, for up to two (2) years at an anticipated \$65,232 annually subject to satisfactory performance by the contractor, availability of funds, and Committee and/or Board action.

BACKGROUND

On April 7, 2023, the WDB published and distributed the Janitorial, Maintenance and Facilities Support Services Request for Quote (RFQ) to several local firms that provide janitorial, maintenance and facilities support services in addition to posting the RFQ on the WDB's website. An email Q&A/technical assistance was available for all vendors to submit questions by April 12, 2023.

Staff received one (1) proposal by the April 17th deadline from Saavedra Fam Inc. of Suisun City, CA. Based on the WDB's Procurement Policy, in compliance with Federal, state, and local guidelines this procurement is deemed a failed solicitation 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 Saavedra Fam Inc. and determined the proposal met the minimum qualifications for contract consideration. Staff completed evaluation of Saavedra Fam Inc.'s proposal. Below are the scores and average rating score:

Agency	Total Points Possible	Rater 1 Scores	Rater 2 Scores	Rater 3 Scores	Average Score
Saavedra Fam Inc.	100	100	98	100	99.3

The Saavedra Fam Inc. proposal addressed all the janitorial, maintenance and facilities support services described in the RFQ. Saavedra Fam Inc., formerly Quali-Serv Janitorial, has been providing janitorial, maintenance and facility support services to the WDB for almost two decades.

ALTERNATIVES

While not recommended, the committee could direct staff to re-issue a new Request for Quote for Janitorial, Maintenance and Facilities support to see if a larger number of quotes would be submitted. However, the services provided by the selected vendor has met and exceeded staff's expectations and continuing the relationship with a vendor who is familiar with WDB's service needs has proven to be beneficial and keep overall costs lower than other service providers.

AGENCY BUDGET IMPACT

The WDB's FY2023-24 budget will include the necessary funding to cover the cost of this contract.

REPORT PREPARED BY

Tracy White, One Stop Manager. Please contact Tracy at 707-863-3520 if you have any questions regarding the information outlined in this report.

SERVICE AGREEMENT CONTRACT



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

For WDB Use Only
Contract No.
PY-23-002

1. This Contract is entered into between the Workforce Development Board (WDB) of Solano County and Saavedra Fam, Inc. ("Contractor") for Janitorial, Maintenance, Facilities Support services.
2. The term of this Contract is: July 1, 2023, through June 30, 2024.
3. The Maximum amount of this contract is: **\$65,232**

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 – Special Terms and Conditions

APPROVED FOR THE WORKFORCE DEVELOPMENT BOARD

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 SAAVEDRA FAM, INC.

BY: _____
(Signature, Contractor's Duly Authorized Representative)
NAME: Luis Saavedra
TITLE: Owner
DATE: _____
ADDRESS:
1405 Shasta Street
Suisun City, CA 94585
(707) 386-7851

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

A. CONTRACTOR RESPONSIBILITIES

1. AVAILABILITY TO PERFORM SERVICES

- a. Provide and train qualified staff in order to plan for and administer the contracted services;
- b. Provide services sustainable for duration of Contract; and,
- c. Provide services during scheduled days and/or hours as appropriate.

2. SERVICE ACTIVITIES

Contractor will provide WDB with a comprehensive janitorial, maintenance and facilities support services. Specific details of each of those services are described in Section D.

Contractor will provide all scheduled work associated with this Contract as described below:

Facilities Support Services

The maximum hours for facility support services shall total **528** hours. Facility support services will take place between 7:00 and 11:00 a.m. However, alternative hours may be required depending on the project. When those situations arise, Contractor will coordinate, in advance, the necessary change with the Facilities Manager or her designee.

Maintenance Services

The maximum hours for Maintenance Services shall total **120** hours. Maintenance services will take place between 7:00 and 11:00 a.m. However, alternative hours may be required depending on the project. When those situations arise, Contractor will coordinate, in advance, the necessary change with the Facilities Manager or her designee.

Janitorial Services

The maximum hours for Janitorial Services shall total **1164** hours. Janitorial services will take place after business hours. However, alternative hours may be required depending on the needs of the agency. When a necessary change is required, the Contractor, in advance, will coordinate the change with the Facilities Manager or her designee.

B. RESPONSE TIME

1. On Call and Emergency Service

Contractor will be available for “on call” services between the hours of 6:00 a.m. and 6:00 p.m. and for emergency services between 8:00 a.m. and 5:00 p.m. There are no added fees for either of these services.

C. ADMINISTRATION

1. Maintenance of Effort

Contractor assures that services provided, and funds received under this Contract will not supplant existing services or funds allocated for the same purpose.

2. Successors

Should the Contractor sell or otherwise relinquish all or any portion of the ownership of the Contractor corporation during the course of this Contract, any future owner(s) of the

corporation will agree to be bound by the provisions stipulated herein for the length of the contract.

3. Advertisement

Contractor may not use the name WDB or any variation thereof for advertising or publicity purposes without first obtaining the written consent of WDB.

4. Time is of the Essence of this Contract

All services to be performed specified under this Contract, including training must be delivered on or before the ending of date of this Contract.

D. DELIVIERABLES

The Contractor shall conduct/provide the specific services, activities and products under this contract as outlined below.

1. JANITORIAL SERVICES

Location: 500 Chadbourne Road, Suite A, Fairfield, CA

Daily Duties

- Inspect & clean all entrances
- Reset training rooms and wipe down all tabletops
- Clean all bathrooms and restock supplies
- Empty all bathrooms and kitchen waste baskets
- Empty trash in public spaces
- Sanitize door handles, light switches, tables in all public areas including all computer keyboards & mouse
- Sanitize kitchen counter tops, tables, chairs, exterior cabinets, drawers, microwave & coffee machine
- Verify completion of sanitization with initialed/posted checklist in kitchen, public rooms & bathrooms

Twice Weekly

- Vacuum common areas: All hallways, lobby and One Stop Areas
- Mop kitchen floor
- Pick up & empty all employee trash
- Empty ash trays at side entrances of building

Weekly

- Vacuum all carpeted areas
- Dust/mop all areas
- Empty all recycling bins
- Clean main entrance glass doors, and interior lobby doors Monthly
- Buff all hard surface floors
- Clean interior/exterior of all kitchen appliances including microwave ovens and toaster oven

Quarterly

- Wax all hard surface floors
- Dust all blinds and window sills

- Clean computer equipment and tables
- Clean air vents

Annually

- Shampoo all carpets
- Thoroughly clean the interior of refrigerators

As Needed

- Inventory supplies/notify staff of items needed (in a timely manner) including but not limited to the following items:
 - Bathroom paper supplies
 - Soap, cleaners, scent, disinfectants
 - Cleaning tools
 - Electronic items such as batteries, battery packs, light bulbs
 - Electrical equipment such as extension cords, etc.
- Special Event room cleanup

2. MAINTENANCE SERVICES

Location: 500 Chadbourne Road, Suite A, Fairfield, CA

Monthly

- Check fire extinguishers for change and current inspection

Semi-Annually

- Reset clocks after the Spring and Fall time changes

As Needed – Work Orders Required for Non-Routine Tasks

- Report plumbing, restroom, sink deficiencies
- Report electrical problems
- Inspect furniture and fixtures for defects, wear and tear, safety, and operation.
- Repair minor defects as needed/directed. Secure and report major defects immediately
- Safely handle, store and identify all facility related materials and supplies
- Dispose hazardous and expired materials safely and legally
- Prep, paint any/all interior areas. Maintain clear and specific paint/primer information
- Maintain, documented record of requests, work completed and referrals and contacts
- Inspect for proper operation of smoke detectors, emergency lights and panic system (moved from semi-annual)

3. FACILITIES SUPPORT SERVICES

Location: 500 Chadbourne Road, Suite A, Fairfield, CA (with some offsite services)

Daily

- Open building, and disarm alarm, no later than 7:00 a.m. Monday – Friday and be readily available until 11:00 a.m. (earlier or later, as needed)

Monthly

- Room set-up (tables and chairs) for Staff meeting
- Board Meeting set-up (table and chairs) every other month

As Needed – Work Orders Required for Non-Routine Tasks

- Morning/afternoon/evening hours required for physical set-up of any Career Fair and/or Gala, and provide any additional needed staff
- Morning/afternoon/evening hours required for physical set-up of special events and meetings, and provide any additional needed staff at 500 Chadbourne Rd. or other sites
- Move/transport furniture, cabinets, supplies, equipment, etc. within same room, building, complex or other sites
- Maintain paper supply/inventory for specific locations (e.g., near copy machines)
- Dispense, deliver or store supplies/equipment deliveries within same day or next morning
- Install, repair or report signage problems
- Maintain the organization, cleanliness, security of maintenance rooms, WDB storage equipment or storerooms
- On-call must be available by cell phone between the hours of 6:00 a.m. – 6:00 p.m. and available to respond to urgent calls within one hour between 8:00 a.m. – 5:00 p.m.

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 various funding implementation upon notification and in accordance with section 13 and 26 of Exhibit C.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

DOCUMENTATION OF DELIVERY	DELIVERY PERIOD	FEE
Janitorial Services	July 1, 2023 – June 30, 2024	\$41,904 (\$36 per hour x 1,164 maximum hours)
Maintenance Services	July 1, 2023 – June 30, 2024	\$4,320 (\$36 per hour x 120 maximum hours)
Facilities Support Services	July 1, 2023 – June 30, 2024	\$19,008 (\$36 per hour x 528 maximum hours)
TOTAL		\$65,232.00

1. Contractor will be compensated at a rate of \$5,436.00 per month.
2. The above amounts are contingent upon acceptance of an appropriately working and usable system and shall be in compensation for all time and expenses incurred by the Contractor. The Contractor will not be reimbursed for any out-of-pocket costs.
3. The Contractor shall submit monthly invoices detailing work performed for each deliverable detailed in the Scope of Work and amount payable to the WDB's Executive Director/President. The payment shall be made only after the services required under this contract have been performed to the satisfaction of the Executive Director/President, and the deliverables described in Exhibit A have been accepted in writing by the Executive Director/President OR his/her designee.
4. The Contractor may be asked to perform special tasks or projects separate from the Scope of Work. Prior written approval by WDB will be required if any services are performed by the Contractor that are not specified in Exhibit A – Scope of Work and a separate invoice will be submitted by the Contractor.
5. The Contractor shall provide any additional documentation as required by WDB at any time in order to substantiate Contractor claims for payment. WDB may elect to withhold payment for failure by Contractor to provide such documentation required by WDB.
6. The Contractor agrees that the total maximum compensation for the services performed will not exceed the amount individually assigned in each Scope of Work Order (task order). The Contractor agrees that any work performed above and beyond this amount will be gratis and will not be billed to the WDB.
7. Tax Withholding: Payment to non-California resident or nonresident alien Contractor performing services in California may be reduced by any required state tax withholding or federal tax withholding or both.
8. The maximum payment under the terms of this contract under no circumstances exceed \$56,400 for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT: Review and Approval for an Amendment to Increase the Current Contract Amount with Resource Development Associates, Inc. for Additional Services for an Amount Not to Exceed \$13,000 and for Recommendation to the Full Board	MEETING DATE April 25, 2023	AGENDA ITEM IV.F
FROM: Heather Henry President/Executive Director	ACTION REQUIRED YES ✓ NO	ATTACHMENTS A

RECOMMENDATION

Staff is recommending that the Planning & Oversight Committee review and approve an increase to the current contract for recommendation to the Executive Committee for approval with Resource Development Associates, Inc. (RDA) to provide additional services during the current contract period. RDA will provide these additional services May 1, 2023, through June 30, 2023 for an increased contract amount not to exceed \$13,000.

The added services and increase to the contract will be represented as a third amendment to their current contract (Attachment A) and outlines the updates and/or changes to the contract only. All other terms and conditions of the original agreement and its amendments remain unchanged and the original agreement's Scope of Work has been included as Attachment B for reference.

This additional contract amount will bring the total of the second year of the contract to a cumulative total of \$73,000.

DISCUSSION

RFP Process

On May 19, 2021 staff published and distributed a Request for Proposal for a WIOA Regional Organizer and Regional Training Coordinator Services provider. The solicitation was issued on the WDB website, sent to local firms that provide these services, shared on the Solano County Public Purchasing site, and posted on the California Workforce Association site. Staff received two proposals by the June 7, 2021 deadline.

Based on the proposals submitted, evaluations, and scores, RDA proved to meet the WDB's specifications and needs as the 2021-22 WIOA Regional Organizer and Regional Training Coordinator Services contractor.

Services

In the first and current year of the contract, RDA has successfully met regional contract objectives. They have facilitated the North Bay region's workforce board directors' and partners' monthly meetings, maintained grant reporting requirements to the state for North Bay regional grants, and represented the North Bay workforce region at statewide meetings.

The additional services are necessary to maintain the North Bay regions' initiative and include:

- Work with NBEC partners to develop Regional Plan modification for submittal and implementation
- Facilitate in person and virtual meetings between EDD and the Regional Planning Unit to strengthen partnership between the groups
- Complete in person training and establish bi-monthly check ins with the East Bay Regional Organizer
- Build capacity to support the Regional Planning Unit by understanding the Regional Planning Unit's WIOA partners
- Strengthen partnerships with other Regional Organizers

ALTERNATIVES

The committee could choose not to recommend the amendment to the contract for increased services and contract amount and instead provide staff with direction to accomplish the additional tasks regionally. However, regionally, RDA has been successful in its work with NBEC partners and continues to strengthen partnerships and overall regional initiatives. Additionally, Solano WDB alone cannot make alternative plans; any new approach would need to be presented and endorsed on a regional basis by the NBEC Steering Committee.

AGENCY BUDGET IMPACT

The WDB's FY2022-23 budget includes the necessary funding to cover the cost of this contract renewal.

REPORT PREPARED BY

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

**THIRD AMENDMENT TO STANDARD CONTRACT
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY AND
RESOURCE DEVELOPMENT ASSOCIATES, INC.**

This Third Amendment ("Third Amendment") is entered into as of the first day of July 2023, between the WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY ("WDB") and RESOURCE DEVELOPMENT ASSOCIATES, INC. ("Contractor").

1. Recitals

- A. The parties entered into a contract dated July 1, 2021 (the "Contract"), in which Contractor provided the performance of Regional Organizer and Regional Training Coordinator services for the North Bay Employment Connection which included the WDB of Solano, Sonoma and the Joint Powers Agency representing Napa, Lake, Marin and Mendocino for the WDB through June 30, 2022. This contract was amended July 1, 2022 to extend services for one month, through July 31, 2022. A second amendment to the contract was entered into August 1, 2022 to extend the contract through June 30, 2023.
- B. WDB now needs to increase the amount of the existing Contract for additional services to be performed beginning May 1, 2023, through June 30, 2023.
- C. This Third Amendment represents an increase of \$13,000 for additional services.
- D. The parties agree to amend the Contract as set forth below.

2. Service Agreement

A. Budget

Section 3 has been deleted in its entirety and replaced with:

The Maximum amount of this contract is \$133,000 (\$60,000 from the original contract; \$5,125 for the First Amendment; and \$54,875 for the Second Amendment; and \$13,000 for the Third Amendment).

3. Scope of Work (Exhibit A)

A. Contractor Responsibilities

Section 2 has been modified to include:

- d) Additional Services to be performed May 1, 2023 through June 30, 2023
 - Work with NBEC partners to develop Regional Plan modification for submittal and implementation
 - Facilitate in person and virtual meetings between EDD and the Regional Planning Unit to strengthen partnership between the groups
 - Complete in person training and establish bi-monthly check ins with the East Bay Regional Organizer
 - Build capacity to support the Regional Planning Unit by understanding the Regional Planning Unit's WIOA partners
 - Strengthen partnerships with other Regional Organizers

4. Project Budget Summary (Exhibit B)

Exhibit B has been deleted in its entirety and replaced with:

DOCUMENTATION OF DELIVERY	DELIVERY PERIOD	FEE
Regional Organizer/ Regional Training Coordinator Services	July 1, 2021 –June 30, 2022	\$58,500

Travel	July 1, 2021 –June 30, 2022	\$1,500
Regional Organizer/ Regional Training Coordinator Services	July 1, 2022 –July 31, 2022	\$5,000
Travel	July 1, 2022 –July 31, 2022	\$125
Regional Organizer/ Regional Training Coordinator Services	August 1, 2022 –June 30, 2023	\$ 53,500
Travel	August 1, 2022 –June 30, 2023	\$1,375
Regional Organizer/ Regional Training Coordinator Services and Travel (additional services)	May 1, 2023 – June 30, 2023	\$13,000
TOTAL		\$133,000

1. The above amounts are contingent upon acceptance of an appropriately working and usable system and shall be in compensation for all time and expenses incurred by the Contractor. The Contractor will not be reimbursed for any out of pocket costs.
2. The Contractor shall submit monthly invoices detailing work performed as allowable in the Scope of Work (Exhibit A), number of hours, and amount payable to the WDB's Executive Director/President, or designee. 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 work performed has been accepted in writing by the WDB Executive Director/President, or designee.
3. The Contractor shall provide any additional documentation as required by WDB at any time in order to substantiate Contractor claims for payment to an authorized WDB representative. WDB may elect to withhold payment for failure by Contractor to provide such documentation required by WDB.
4. The Contractor may be asked to perform special tasks or projects separate from the Scope of Work or that require additional hours beyond the estimated 429 hours of work. Prior written approval by the WDB Executive Director/President, or designee, will be required if any services are performed by the Contractor that are not specified in Exhibit A – Scope of Work or that lead to additional hours beyond those budgeted.
5. The maximum payment under the terms of this contract shall under no circumstances, exceed \$133,000 for the related expenses unless this contract is modified in accordance with Section XXVI in Exhibit C, "Changes and Amendments".

Except as set forth in this Second Amendment, all other terms and conditions specified in the Contract, as previously amended, remain in full force and effect.

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

Patricia Bennett, President/Chief Executive Officer
Resource Development Associates, Inc.

APPROVED AS TO FORM

By _____
County Counsel

EXHIBIT A SCOPE OF WORK

A. CONTRACTOR RESPONSIBILITIES

1. AVAILABILITY TO PERFORM SERVICES

Contractor will:

- i. Provide and train qualified staff in order to plan for and administer the contracted services;
- ii. Provide sustainable services for the duration of contract, including performing the following Service Activities remotely when appropriate; and,
- iii. Provide services during scheduled days and/or hours as appropriate.

2. SERVICE ACTIVITIES

Contractor will provide WDB with comprehensive Consultant services for the North Bay Employment Connection (NBEC) partners, which includes the Solano WDB, Sonoma Workforce Investment Board, and the Workforce Alliance of the North Bay (covering Napa, Lake, Marin and Mendocino Counties).

Contractor will provide all scheduled work associated with this contract as described below:

a) Regional Partner Convening and Coordination

- Conduct launch activities, including but not limited to a regional kickoff meeting, interviews with individual NBEC directors, and document review;
- Convene and coordinate monthly NBEC meetings;
- Serve as the liaison with the California Workforce Development Board (CWDB), the Employment Development Department (EDD) and other state-identified technical assistance providers on regional activities;
- Attend regional events on behalf of, or with, NBEC directors;
- Oversee local grant efforts across the region for regional grants;
- Provide regular technical assistance to funded NBEC partners to review and support their progress towards regional outcomes;
- Complete grant exhibits and quarterly reports to the state for NBEC grants;
- Conduct regular project management and communication with the NBEC fiscal agent and the NBEC directors at monthly meetings, share current progress on deliverables and budget, as well as raise any challenges and recommend potential solutions.

b) Regional Training Coordinator (RTC) Duties

- Fulfill state defined RTC function of ensuring that workforce staff and regional workforce partners receive training and professional development opportunities to ensure regional plan goals are fulfilled;
- Represent NBEC on RTC monthly calls and RTC Convenings;

- Maintain tracking of NBEC trainings;
 - Work with local boards and partners to organize logistics for training(s), as needed;
 - Serve as liaison for the California Workforce Association (CWA) as needed in regards to regional training, to include monitoring the California Training Initiative (CTI) training list, working with CWA to develop training contracts as needed, and facilitate contract signatures;
 - Ensure regional trainings include state-required training evaluations, collect evaluations and submit to appropriate state organization and training provider;
 - Serve as contact for state entities in relation to regional trainings;
 - Provide summaries to local directors at monthly NBEC meetings of regional activities;
 - Complete RTC quarterly reports and exhibits for the state, as needed.
- c) Regional Organizer (RO) Services
- Fulfill state-defined RO function of enhancing collaboration of regional workforce leaders and implement the Regional Plans, support and maintain regional communication and governance structures, and coordinate with other initiatives to support regional goals;
 - Serve as liaison to CWDB and EDD for regional initiatives and share information with local directors;
 - Complete regional quarterly reports and exhibits for the state, working with the designated regional fiscal agent for finances;
 - Work with regional partners, as needed, to facilitate attainment of regional outcomes;
 - Maintain fiscal and programmatic/outcomes tracking of NBEC regional grants to be shared at monthly NBEC meetings;
 - Attend regional organizer convenings on behalf of NBEC and provide updates to the NBEC directors;
 - Support development and maintenance of regional sub-awards; and,
 - Lead regional grant applications process.

Position	Hourly Rates
CEO	\$250
Senior Director	\$225
Consulting Director	\$200
Consulting Manager	\$190
Senior Consultant	\$175
Consultant	\$150
Associate	\$125
Consulting Assistant	\$100
Subject Matter Expert	\$200

NOTE: Scope of work may be changed based on State requirements and priorities for the Regional Training Coordinator and Regional Organizer role.

B. ADMINISTRATION

1. Maintenance of Effort

Contractor assures that services provided and funds received under this Contract will not supplant existing services or funds allocated for the same purpose.

2. Successors

Should the Contractor sell or otherwise relinquish all or any portion of the ownership of the Contractor Corporation during the course of this Contract, any future owner(s) of the corporation will agree to be bound by the provisions stipulated herein for the length of the contract.

3. Time is of the Essence of this Contract

All services to be performed specified under this Contract, including training must be delivered on or before the ending of date of this Contract.



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT: Review and Approval for a 3 rd Year Contract Renewal with Resource Development Associates, Inc., for Regional Organizer and Regional Training Coordinator Services Not to Exceed an Additional Contract Amount of \$85,000 and for Recommendation to the Full Board	MEETING DATE April 25, 2023	AGENDA ITEM IV.G
FROM: Heather Henry President/Executive Director	ACTION REQUIRED YES ✓ NO	ATTACHMENTS A

RECOMMENDATION

Staff is recommending that the Planning & Oversight Committee review and approve the third year renewal contract for recommendation to the full Board with Resource Development Associates, Inc. (RDA) for Regional Training and Regional Coordinator services. The total for the third year of the contract will not exceed an additional contract period amount of \$85,000. The cumulative total for the original contract beginning July 1, 2021 and its renewals will not exceed \$213,000. The renewal period will begin July 1, 2023 through June 30, 2024.

The format of the amendment (Attachment A) outlines the updates and/or changes to the contract only. The changes made reflect the new term of the agreement as well as the increased contract amount. All other terms and conditions of the original agreement and its amendments remain unchanged. The original contract's Scope of Work was included as Attachment B for reference with Agenda Item IV.F.

This is the final contract renewal for RDA. Staff will release a new procurement solicitation for Regional Training and Regional Coordinator services prior to the expiration of the final renewal.

DISCUSSION

RFP Process

On May 19, 2021, staff published and distributed a Request for Proposal for a WIOA Regional Organizer and Regional Training Coordinator Services provider. The solicitation was issued on the WDB website, sent to local firms that provide these services, shared on the Solano County Public Purchasing site, and posted on the California Workforce Association site. Staff received two proposals by the June 7, 2021 deadline.

Based on the proposals submitted, evaluations, and scores, RDA proved to meet the WDB's specifications and needs as the 2021-22 WIOA Regional Organizer and Regional Training Coordinator Services contractor.

Services

In the first and current year of the contract, RDA has successfully met regional contract objectives. They have facilitated the North Bay region's workforce board directors' and partners' monthly meetings, maintained grant reporting requirements to the state for North Bay regional grants, and represented the North Bay workforce region at statewide meetings.

To maintain and build the North Bay regions' initiative, additional services were added to the second year of their service agreement.

ALTERNATIVES

The committee could choose not to recommend the third year renewal to the contract and instead provide staff with direction to accomplish the tasks regionally. However, RDA has been successful in its work with NBEC partners and continues to strengthen partnerships and overall regional initiatives. Additionally, Solano WDB alone cannot make alternative plans; any new approach would need to be presented and endorsed on a regional basis by the NBEC Steering Committee.

AGENCY BUDGET IMPACT

The WDB's FY2023-24 budget includes the necessary funding to cover the cost of this contract renewal.

REPORT PREPARED BY

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

**FOURTH AMENDMENT TO STANDARD CONTRACT
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY AND
RESOURCE DEVELOPMENT ASSOCIATES, INC.**

This Fourth Amendment ("Fourth Amendment") is entered into as of the first day of July 2023, between the WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY ("WDB") and RESOURCE DEVELOPMENT ASSOCIATES, INC. ("Contractor").

1. Recitals

- A. The parties entered into a contract dated July 1, 2021 (the "Contract"), in which Contractor provided the performance of Regional Organizer and Regional Training Coordinator services for the North Bay Employment Connection which included the WDB of Solano, Sonoma and the Joint Powers Agency representing Napa, Lake, Marin and Mendocino for the WDB through June 30, 2022. This contract was amended July 1, 2022 to extend services for one month, through July 31, 2022. A second amendment to the contract was entered into August 1, 2022 to extend the contract through June 30, 2023. A third amendment to the contract was entered into May 1, 2023 to augment the contract through June 30, 2023.
- B. WDB now needs to extend the Contract for services for twelve months, through June 30, 2024.
- C. This Fourth Amendment represents an increase of \$85,000 for services and a twelve-month extension of the Contract.
- D. The parties agree to amend the Contract as set forth below.

2. Service Agreement

A. Term of Agreement.

Section 2 has been deleted in its entirety and replaced with:

July 1, 2021 through June 30, 2024

B. Budget

Section 3 has been deleted in its entirety and replaced with:

The Maximum amount of this contract is \$218,000 (\$60,000 from the original contract; \$5,125 for the First Amendment; and \$54,875 for the Second Amendment; \$13,000 for the Third Amendment; and \$85,000 for the Fourth Amendment).

3. Scope of Work (Exhibit A)

A. Contractor Responsibilities

Section 2, item d has been deleted in its entirety.

4. Project Budget Summary (Exhibit B)

Exhibit B has been deleted in its entirety and replaced with:

DOCUMENTATION OF DELIVERY	DELIVERY PERIOD	FEE
Regional Organizer/ Regional Training Coordinator Services	July 1, 2021 –June 30, 2022	\$58,500
Travel	July 1, 2021 –June 30, 2022	\$1,500

Regional Organizer/ Regional Training Coordinator Services	July 1, 2022 –July 31, 2022	\$5,000
Travel	July 1, 2022 –July 31, 2022	\$125
Regional Organizer/ Regional Training Coordinator Services	August 1, 2022 –June 30, 2023	\$ 53,500
Travel	August 1, 2022 –June 30, 2023	\$1,375
Regional Organizer/ Regional Training Coordinator Services and Travel (additional services)	May 1, 2023 – June 30, 2023	\$13,000
Regional Organizer/ Regional Training Coordinator Services and travel	July 1, 2023 – June 30, 2024	\$85,000
TOTAL		\$218,000

1. The above amounts are contingent upon acceptance of an appropriately working and usable system and shall be in compensation for all time and expenses incurred by the Contractor. The Contractor will not be reimbursed for any out of pocket costs.
 2. The Contractor shall submit monthly invoices detailing work performed as allowable in the Scope of Work (Exhibit A), number of hours, and amount payable to the WDB's Executive Director/President, or designee. 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 work performed has been accepted in writing by the WDB Executive Director/President, or designee.
 3. The Contractor shall provide any additional documentation as required by WDB at any time in order to substantiate Contractor claims for payment to an authorized WDB representative. WDB may elect to withhold payment for failure by Contractor to provide such documentation required by WDB.
 4. The Contractor may be asked to perform special tasks or projects separate from the Scope of Work or that require additional hours beyond the estimated 420 hours of work. Prior written approval by the WDB Executive Director/President, or designee, will be required if any services are performed by the Contractor that are not specified in Exhibit A – Scope of Work or that lead to additional hours beyond those budgeted.
 5. The maximum payment under the terms of this contract shall under no circumstances, exceed \$218,000 for the related expenses unless this contract is modified in accordance with Section XXVI in Exhibit C, "Changes and Amendments".
5. Special Terms and Conditions (Exhibit D)
- Section 1 had been deleted in its entirety.

Except as set forth in this Fourth Amendment, all other terms and conditions specified in the Contract, as previously amended, remain in full force and effect.

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

Patricia Bennett, President/Chief Executive Officer
Resource Development Associates, Inc.

APPROVED AS TO FORM

By _____
County Counsel



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT: Review and Approval of the Draft Scope of Work and Budget with Student Conservation Association for Climate Transition Summer Youth Work Experience for an Amount Not to Exceed \$127,745, and for Recommendation and Presentation of a Finalized Contract to the Full Board	MEETING DATE April 25, 2023	AGENDA ITEM IV.H
FROM: Heather Henry President/Executive Director	ACTION REQUIRED YES ✓ NO	ATTACHMENTS A

RECOMMENDATION

Staff is recommending that the Planning & Oversight Committee review and approve the draft Scope of Work and Budget with Student Conservation Association (SCA) to provide Climate Transition Youth Work Experience services for the period of June 1, 2023, through August 31, 2023, not to exceed \$127,745. In addition, staff recommends that the Planning & Oversight Committee recommend contract concepts for approval to the Full Board, where a finalized contract will be presented.

As part of this agenda item, Attachment A includes the Scope of Work (Exhibit A) and Budget (Exhibit B).

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 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 Conservation Association and determined the proposal met the minimum qualifications for contract consideration. Staff completed evaluation of Student Conservation Association's proposal.

Below are the scores and average rating score:

Agency	Total Points Possible	Rater 1 Scores	Rater 2 Scores	Rater 3 Scores	Average Score
SCA	100	93	90	91	91.3

Based on the proposal submitted, evaluation, and score Student Conservation Association has proven to meet the WDB's specifications and needs described in the RFQ.

ALTERNATIVES

While not recommended, the committee 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 staff's expectations. Direction to re-issue procurement would also lead to delays in providing a climate transition work experience for summer 2023.

AGENCY BUDGET IMPACT

The WDB's FY2022-23 and FY2023-24 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.

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 10 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 9:00am to 4:00pm, with a one-hour lunch from 12:00pm to 1:00pm. On Fridays, youth will attend workshops from 9:00am to 1:00pm for a total 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 June 26, 2023 – July 30, 2023.

Supervision of ten (10) 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 ten (10) youth participants for five (5) weeks with wages of \$17.10 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 10 clients over the course of the contract from June 1, 2023 – August 31, 2023.

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 (6/23 – 8/23)	TOTAL
PERSONNEL <i>(Includes Salary + Benefits)</i>		
Onsite Supervisor Salary and Benefits	\$15,840	\$15,840
Program Development and Oversight	\$19,099.44	\$19,099.44
SUBTOTAL PERSONNEL:	\$34,939.44	\$34,939.44
PARTICIPANT COSTS		
Participant Wages	\$34,200	\$34,200
Participant Fringe Benefits	\$5,604	\$5,604
Participant Equipment and Supplies	\$1,350	\$1,350
Participant Training	\$1,500	\$1,500
Participant Transportation Costs	\$11,000	\$11,000
SUBTOTAL TRAINING COSTS:	\$53,654	\$53,654
PROGRAM OPERATING COSTS		
Professional Development	\$2,200	\$2,200
Cell Phone Reimbursement	\$540	\$540
Operating Expenses – participant employer of record processing, participant and supervisor recruiting costs, supervisor equipment, onsite risk management	\$10,191	\$10,188
Staff Travel	\$200	\$200
SUBTOTAL OPERATING COSTS:	\$13,131	\$13,128
ADMINISTRATIVE COSTS		
Administrative Costs (25.58%)	\$26,021.11	\$26,021.11
CONTRACT TOTALS:	\$127,745.55	\$127,745.55

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. Financial data (invoice) submitted by Contractor must meet the criteria set forth in section E below.
5. Allowable operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits, equipment, or payments to subcontractors. Such expenses include specific items directly charged to the project. The expenses must be grant-related (i.e., to further the program objectives as defined in the grant award) and be incurred (realized) during the grant period. County reserves the right to make the final determination if an operating expense is allowable and necessary.
6. The maximum payment under the terms of this contract shall under no circumstances, exceed **\$127,745.55** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT: Review and Approval of the Workforce Development Board Local Area Subsequent Designation and Local Board Recertification for Program Year 2023-25, and for Recommendation to the Full Board	MEETING DATE April 25, 2023	AGENDA ITEM IV.I
FROM: Heather Henry President/Executive Director	ACTION REQUIRED YES ✓ NO	ATTACHMENTS A

RECOMMENDATION

Staff is recommending that the Planning & Oversight Committee review and approve the attached State-required “Application for Local Area Subsequent Designation and Local Board Recertification” for Program Year 2023-25 for recommendation to the full Board.

DISCUSSION:

The Governor must recertify local boards and approve local area designation every two years. The state requires Solano County to submit the following via the attached form:

- A compliant membership for the Workforce Board;
- Assurance on sustained fiscal integrity in operations;
- Certifying it has performed successfully by meeting negotiated performance goals in PY 2023-24 or PY 2024-25
- Report on ways the local area is engaged in regional planning;
- Assurance on local area administrative compliance; and
- Signatures of the Board Chair and chief local elected official.

The current workforce board consists of 25 members that are compliant with the board-required categories of:

- At least 51% representation of businesses in the local area
- At least 20% representation of workforce, including:
 - Labor – representatives of labor organizations and a representative of a joint labor-management apprenticeship program
 - Community – representatives of organizations serving individuals with barriers to employment
- Representatives of education and training activities, including:
 - A representative of adult education and literacy under WIOA Title II
 - A representative of an institution of higher education providing workforce activities

- Representatives of governmental, economic, and community development entities, including:
 - A representative of economic development entities
 - A representative of community development entities
 - A representative of the Wagner-Peyser Act
 - A representative of Title I of the Rehabilitation Act

The WDB is compliant in terms of representation, understanding that five business seats are currently vacant. WDB staff is currently in the process of filling these vacancies.

ALTERNATIVES

The Committee could act not to approve and make a recommendation to the full Board for submittal and give guidance to staff on what changes would be warranted. However, the application is to be provided to the State as soon as it receives full Board approval and required signatures.

AGENCY BUDGET IMPACT

This item has no impact upon the agency's budget.

REPORT PREPARED BY

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

**Local Area Subsequent Designation and
Local Board Recertification Application
For Program Year 2023-25**

Local Workforce Development Area

Solano County

Application for Local Area Subsequent Designation and Local Board Recertification

This application will serve as your request for Local Workforce Development Area (Local Area) subsequent designation and Local Workforce Development Board (Local Board) recertification for Program Year (PY) 2023-25 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the California Workforce Development Board (CWDB) determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this application.

Completed applications must be submitted by 5 p.m. on Friday, April 14, 2023, to the CWDB at PolicyUnit@cwdb.ca.gov.

Workforce Development Board of Solano County

Name of Local Area

500 Chadbourne Road, Suite A

Mailing Address

Fairfield, CA 94534

City, State, ZIP

Date of Submission

Heather Henry, President/Executive Director

Contact Person

707-863-3501

Contact Person's Phone Number

Local Board Membership

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting Local Board members:

1. Provide the names of the individuals appointed for each membership category listed below.
2. Attach a roster for the current Local Board.

Category: Business – WIOA Section 107(b)(2)(A) requires that business members constitute a simple majority of the Local Board, and WIOA Section 107(b)(3) states that the chairperson shall also be a member under this category. Specifically, a majority of the Local Board's business members shall constitute the following representatives under this membership category:

- Owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority.
- Representatives of businesses, including small businesses or business organizations.
- Individuals appointed by those who have been nominated by local business organizations and business trade associations.

Please list the Local Board's business members and identify the chairperson by typing CHAIR after their name:

LOCAL BOARD BUSINESS MEMBERS				
Name	Title	Entity	Appointment Date	Term End Date
Fadi Halabi-Chair	President	Duracite	07/01/22	06/30/26
Chris Churchill	President	Advance Marketing	06/08/21	06/07/25
Mary Dugbartey	Director, Talent & Organizational Development	NorthBay Healthcare Foundation	10/25/21	10/24/25
Shannon Dodds	VP of Operations	Paradise Valley Estates	12/07/21	12/06/25
Tim Healer	Vice President & Senior Relations Manager	Rabo AgriFinance	07/01/22	06/30/26
Chris Huxsoll	Senior VP of Operations	Polaris Pharmaceuticals, Inc.	02/07/23	02/06/27
Viola Lujan	Director of Business & Community Relations	La Clinica de la Raza	02/04/20	02/03/24
Stephen Reese	Chief Executive Officer	Million Services Inc.	06/08/21	06/07/25
Vacant				
Vacant				
Vacant				
Vacant				
Vacant				

Category: Labor – At least 20 percent of the Local Board members shall be labor representatives from the Local Area’s workforce. Specifically, the Local Board shall have labor representatives under this membership category from the following entities (WIOA 107[b][2][B]):

- Labor organizations (for a Local Area in which employees are represented by labor organizations) and who have been nominated by local labor federations, or (for a Local Area in which no employees are represented by such organizations) other representatives of employees.
- A member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists.

Members may be representatives from community-based organizations with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth and/or out-of-school youth.

California Unemployment Insurance Code (CUIC) Section 14202(b)(1) further requires and specifies that at least 15 percent of Local Board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. For a Local Area in which such organizations represent no employees, other representatives of employees shall be appointed to the Local Board, but any Board that appoints representatives of employees not nominated by local labor federations must demonstrate that no employees are represented by such organizations in the Local Area.

List the Local Board’s labor members:

Name	Title	Entity	Appointment Date	Term End Date
Danny Bernardini	Business Services Manager	Napa/Solano Building Trades Council	03/17/21	03/16/25
Mark DeWeerd	Consultant, Center for Organizing & Bargaining, Labor Representative	CA Teachers Association	07/01/20	06/30/24
Melvinia King	Executive Director	Fighting Back Partnership	06/09/20	06/08/24
Sabrina Martin	Apprenticeship Coordinator	Operating Engineers Local 3JATC	06/08/21	06/07/25
Jon Riley	Executive Director	Napa-Solano Central Labor Council	07/01/22	06/30/26
Thomas Stuebner	Chief Executive Officer	CA Human Development	06/07/22	06/06/26

Category: Education – WIOA Section 107[b][2][C] requires that each Local Board include members who represent entities that administer education and training activities in the Local

Area. Specifically, the Local Board shall have education representatives under this membership category from the following entities:

- Eligible Title II adult education and literacy providers; and
- Institutions of higher education providing workforce investment activities.

Members may be representatives from local educational agencies and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

List the Local Board's education members:

LOCAL BOARD EDUCATION MEMBERS				
Name	Title	Entity	Appointment Date	Term End Date
Tiffany Donahue	Adult Education Administrator	Vacaville Unified School District	10/22/19	10/21/23
Celia Esposito-Noy	Superintendent-President	Solano Community College	07/01/22	06/30/26

Category: Economic and Community Development – WIOA Sections 107[b][2][D] and [E] require each Local Board to include governmental, economic, and community development representatives under this membership category from the following entities:

- Economic and community development organizations.
- The state's employment service office under the *Wagner-Peyser Act*.
- Programs carried out under Title I of the federal *Rehabilitation Act*.

A Local Board may have representatives from transportation, housing, and/or public assistance agencies; philanthropic organizations; and/or an individual or representatives of entities determined to be appropriate by the local CEO.

List the Local Board's economic and community development members:

LOCAL BOARD ECONOMIC AND COMMUNITY DEVELOPMENT MEMBERS				
Name	Title	Entity	Appointment Date	Term End Date
Mario Giuliani	Deputy City Manager/Economic Development Manager	City of Benicia	07/01/20	06/30/24
Suzann Castano	Team Manager	CA Department of Rehabilitation	12/07/21	12/06/25
David Tam	Cluster Manager – EMP II	Employment Development Department	07/20/22	07/19/26

LOCAL BOARD ECONOMIC AND COMMUNITY DEVELOPMENT MEMBERS				
Name	Title	Entity	Appointment Date	Term End Date
Gerald Huber	Director	Solano County Health & Social Services	07/01/22	06/30/26

Performed Successfully

The Local Area hereby certifies that it has performed successfully, defined as having an Individual Indicator Score of 50% or higher in PY 20-21 OR PY 21-22, as described in Workforce Services Directive *Calculating Local Area Performance and Nonperformance* (WSD20-02) dated September 18, 2020, for the following primary indicators of performance:

- Employment Rate 2nd Quarter After Exit
- Median Earnings

PY 20-21 Individual Indicator Scores		
Indicators of Performance	Adults	Dislocated Workers
Employment Rate 2 nd Quarter After Exit	_____%	_____%
Median Earnings 2 nd Quarter After Exit	\$ _____	\$ _____
PY 20-21 Individual Indicator Scores		
Indicators of Performance	Youth	
Employment or Education Rate 2 nd Quarter after Exit	_____%	
Median Earnings	BASELINE	

PY 21-22 Individual Indicator Scores		
Indicators of Performance	Adults	Dislocated Workers
Employment Rate 2 nd Quarter After Exit	<u>65.7%</u>	<u>76.8%</u>
Median Earnings 2 nd Quarter After Exit	<u>\$7,838</u>	<u>\$8,317</u>
PY 21-22 Individual Indicator Scores		

Indicators of Performance	Youth
Employment or Education Rate 2 nd Quarter after Exit	<u>57.0%</u>
Median Earnings	BASELINE

Sustained Fiscal Integrity

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PY 20-21 or PY 21-22:

- *Final determination of significant finding(s)* from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or improperly expended funds due to the willful disregard or failure to comply with any WIOA requirement.
- *Gross negligence* – defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- *Failure to observe accepted standards of administration* – Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 2 *Code of Federal Regulations* (CFR) Part 200.

Certify No Violation: ☐

Engaged in Regional Planning

Engaged in regional planning is defined as participating in and contributing to regional planning, regional plan implementation, and regional performance negotiations. The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways: The Workforce Development Board of Solano County has participated in monthly regional planning meetings, negotiated regional performance measures for PY2022-23, and has been working with the North Bay regional members to determine regional indicators of success.

Local Area Assurances

Through PY 23-25, the Local Area assures the following:

- It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- The Local Area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

- B. All financial reporting will be done in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive *Monthly and Quarterly Financial Reporting Requirements* (WSD19-05), dated December 4, 2019.
- All close out reports will comply with the policies and procedures listed in *WIOA Closeout Requirements* (WSD16-05), dated July 29, 2016.

Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

- C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include the following:

- The Local Area will meet the requirements of the *CUIC Section 14211*, to spend a minimum of 30 percent of combined total of WIOA Title I adult and dislocated worker formula fund allocations on training services.
- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

- D. The Local Area will select the America's Job Center of CaliforniaSM operator(s) through a competitive procurement process, such as a Request for Proposals, unless designated or certified as an operator with the agreement of the local CEO and the Governor (WIOA Section 121[d][2][A] and 107[g][2]).

- E. The Local Area will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.

- F. The Local Area will comply with the nondiscrimination provisions of WIOA Section 188 and 29 CFR Part 38, including the collection of necessary data.

- G. The Local Area will engage in and contribute to, regional planning and regional plan implementation (for example, the Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and two-year modifications).
- H. The Local Area will participate in regional performance negotiations.
- I. The Local Area will comply with CWDB policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter* [TEGL] 10-09, and TEGL 19-16).

Application Signature Page

Instructions – The local CEO and Local Board Chair must sign and date this form. Electronic signatures are permitted for the PY 23-25 application.

By signing the application below, the local CEO and Local Board Chair request subsequent designation of the Local Area and recertification of the Local Board. Additionally, they agree to abide by the Local Area assurances included in this application.

Local Workforce Development Board Chair

Local Chief Elected Official

Signature

Signature

Fadi Halabi

John Vasquez

Name

Name

Board Chair

Chair

Title

Title

Date

Date



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT:	Review and Approval of the Conflict of Interest and Code of Conduct Policy, Change 1	MEETING DATE April 25, 2023	AGENDA ITEM IV.J
FROM:	Heather Henry President/Executive Director	ACTION REQUIRED YES ✓ NO	ATTACHMENTS A

RECOMMENDATION

Staff is recommending that the Planning and Oversight Committee review and approve the policy change for recommendation to the full Board to the Conflict of Interest and Code of Conduct Policy.

DISCUSSION

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

Staff presented the above referenced policy to the Planning and Oversight Committee on January 8, 2020. Based on the committee's recommendation, the policy documents were approved at the Board of Director's meeting on January 17, 2020.

At the March 7, 2022 Executive Committee meeting, staff announced that it was determined WDB is not a government entity and Board members are not elected officials. The requirement for members to complete Form 700 annually was not necessary and the approved policy in place would cover any potential conflicts of interest. Staff was to complete its research and made the announcement at March's Board meeting that the final determination for Form 700 was not a necessity to be completed by WDB's Board members.

The policy on Conflict of Interest and Code of Conduct is to provide guidance in identifying and handling potential and actual conflicts of interest involving the organization and to comply with state, federal and local laws as it pertains to its agents, employees, officers, and Board Members. With Form 700 no longer being a requirement, this section is being deleted from the policy in its entirety, which is reflected in this policy change.

ALTERNATIVES

The Board could choose not to approve the policy change and request further investigation regarding Form 700. However, this could potentially require Board members to complete the form to stay compliant with the policy while staff is confident in the determination of removing Form 700 requirement based on the research conducted.

REPORT PREPARED BY

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



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

POLICY ISSUANCE

Date: May 19, 2023 Number: 2020-03, Change 1

CONFLICT OF INTEREST AND CODE OF CONDUCT POLICY

PURPOSE

This policy change removes the requirement for Board members to submit annual Statements of Economic Interest per review of California Statement of Economic Interest requirements.

QUESTIONS

Questions relating to this policy should be directed to Heather Henry, President/Executive Director, at 707-863-3501 or at hhenry@solanowdb.org.

POLICY CHANGE

The following section is removed in its entirety:

Statement of Economic Interest

All Members shall file statements of economic interests disclosing all sources of income, interests in real property and investments, and business positions in business entities located in or doing business in Solano County.

1. Annual Statements are to be filed annually by the April 1 deadline set forth in the FPPC Form 700 guidelines and shall be filed in accordance with Gov. Code §87200.
2. An Assuming Office Statement is to be filed within 30 days of a Member's appointment to the WDB.
3. A Leaving Office Statement is to be filed within 30 days of a Member's resignation.

The WDB's President/Executive Director or designee shall furnish to each Member a Form 700- Annual Statement of Economic Interests and retain the original copy of each Member's completed Statement in its office. Statements will be made available for public inspection and reproduction (Gov. Code. §81008) upon request.

DISCLAIMER

This policy change is based on WDB's interpretation of California Statement of Economic Interest requirements.

CHANGE TO REFERENCES

Deletion to State Guidance:

- [FPPC Form 700 guidelines](#)

Approved by

Workforce Development Board of Solano County

DISCUSSION ITEMS





WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT: Job Quality Framework	MEETING DATE April 25, 2023	AGENDA ITEM VI.A
FROM: Heather Henry President/Executive Director	ACTION REQUIRED YES NO✓	ATTACHMENTS A

RECOMMENDATION

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

SUMMARY

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

DISCUSSION

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

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

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

Article highlights include:

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

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

WDB Planned Solutions:

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

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

REPORT PREPARED BY

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North Bay Workforce Job Quality Framework

North Bay Employment Connection

*The North Bay's
Workforce Regional
Planning Unit*

Goal:

Promoting Jobs that
Work for Everyone



Courtesy of Factory_OS, Vallejo, CA



North Bay Employers Dedicated to Job Quality

Top left: Paradise Valley
Estates, Fairfield, CA

Top Right: Tomorrow House,
serving the North Bay

Bottom Left: All Weather
Architectural Aluminum,
Vacaville, CA

Bottom Right: Petaluma
Health Center, Petaluma, CA



North Bay Workforce Areas



Solano
County



Sonoma
County



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

Why Job Quality?

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

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

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

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

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

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

— Matt, a framer with Factory_OS

Five Elements of Job Quality:

1 SELF SUFFICIENT WAGES

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

2 BENEFITS

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

3 WORKING CONDITIONS

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

4 POSITIVE CULTURE

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

5 SKILLS DEVELOPMENT

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

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

 **\$21.12**

average living wage for 1 adult with no children*

 **49.4%**

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

 **17.2%**

of the workforce region's households are uninsured*

 **35%**

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

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



Case Study: CNA Upskilling Program

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

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

Job Quality Tools:



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

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



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

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

Current North Bay Workforce Job Quality Projects

01

NBEC Regional Dashboard

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

02

Napa Hospitality Industry Partnership

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

03

Healthcare On-the-Job Training

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

* Sources:

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



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

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