



WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY

Planning & Oversight Committee Meeting

Tuesday, June 27, 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, June 27, 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> | |
| | | Pages |
| IV. | Action Items | |
| | A. Approval of February 28, 2023, Meeting Minutes | 1 |
| | B. Approval of April 25, 2023, Meeting Minutes | 4 |
| | C. Review and Accept the Workforce Development Board of Solano County’s Final Sub-Monitoring Report for Adult and Dislocated Worker Programs | 8 |
| V. | Discussion | |
| | A. Review of Performance Reporting Formats | |
| | B. FY 2023-24 Planning Topics | |
| VI. | Adjournment | |

Note: The next Planning & Oversight Committee meeting is August 22, 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.

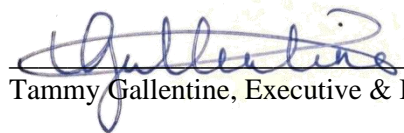
WDB is working on customizing training based on employers' needs to create effective sectoral employment training programs. Staff is also working on exposing job seekers to entrepreneurship and taking that model for those that really do have the mindset and are serious about opening their own business 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

MINUTES
PLANNING & OVERSIGHT COMMITTEE MEETING
April 25, 2023

I. Welcoming/Convening

Committee Chair, Jon Riley, called the meeting to order at 3:04 p.m. Quorum was established.

Members Present: Shannon Dodds, Jon Riley, David Tam

Members Absent: Rhuenette Alums, Suzanne Castano, Tiffany Donahue, Gerald Hubber, Fadi Halabi, Melvinia King, and Viola Lujan

Staff Present: Heather Henry, Tammy Gallentine, 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 February 28, 2023, Meeting Minutes

It was requested that the meeting minutes be presented at the June meeting for approval. Staff will add this item to the June 27th meeting agenda.

B. Review and Approval of a 3rd 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

Ms. Henry gave a brief overview of agenda item **IV.B Review and Approval of a 3rd 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**, which was included as part of the agenda package and incorporated herein. Ms. Henry noted this is the final renewal of this contract. An RFP will need to be published for services prior to the expiration of the existing contract.

MOTION #1

A motion was made and seconded to approve a 3rd 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.

(Tam/Dodds) MOTION PASSED UNANIMOUSLY

C. Review and Approval for a Contract with a 2nd 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

Ms. Henry gave a detailed overview of agenda item **IV.C Review and Approval for a Contract with a 2nd 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**, which was included as part of the agenda package and incorporated herein. Ms. Henry highlighted that the current youth provider's focus is with foster youth. On the Move will be providing services for barriered youth not in the foster care system.

MOTION #2

A motion was made and seconded to approve a first-year contract with On the Move (VOICES Solano) as a 2nd WIOA youth program services provider not to exceed \$148,022 and for recommendation to the full Board.

(Dodds/Tam) MOTION PASSED UNANIMOUSLY

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

Ms. Henry gave a brief overview of agenda item **IV.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**, which was included as part of the agenda package and incorporated herein. Ms. Henry noted that NetXperts is WDB's current provider. An RFP was published earlier in which NetXperts was the selected proposal to continue services.

MOTION #3

A motion was made and seconded to approve a first-year contract with NetXperts, LLC to serve as the managed IT systems service provider not to exceed \$56,400 and for recommendation to the full Board.

(Tam/Dodds) MOTION PASSED UNANIMOUSLY

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

Ms. Henry gave a brief overview of agenda item **IV.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**, which was included as part of the agenda package and incorporated herein. Ms. Henry noted this provider has served as WDB's provider for about 20 years.

MOTION #4

A motion was made and seconded to approve a first-year contract with Saavedra Fam Inc. for janitorial, maintenance and facilities support services not to exceed \$65,232 and for recommendation to the full Board.

(Tam/Dodds) MOTION PASSED UNANIMOUSLY

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

Ms. Henry gave a brief overview of agenda item **IV.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**, which was included as part of the agenda package and incorporated herein. Ms. Henry noted this agreement will cover additional services over the next two months, to include the Regional Plan Modification, and continue partnership relationship building. Funds for regional organizer services come from the regional planning grants. This amendment will need to be presented to the Executive Committee for approval due to timing.

MOTION #5

A motion was made and seconded to approve 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 Executive Committee.

(Tam/Dodds) MOTION PASSED UNANIMOUSLY

G. Review and Approval for a Contract 3rd 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

Ms. Henry gave a brief overview of agenda item **IV.G Review and Approval for a Contract 3rd 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, which was included as part of the agenda package and incorporated herein. Ms. Henry noted the contract was reviewed adjustments made to ensure the renewal contract covers all anticipated expenses.

MOTION #6

A motion was made and seconded to approve 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.

(Dodds/Tam) MOTION PASSED UNANIMOUSLY

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

Ms. Henry gave a brief overview of agenda item **IV.H Review and 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**, which was included as part of the agenda package and incorporated herein. Ms. Henry noted this project is ARPA funded. Mr. Moon-Bailey highlighted this program will allow ten youth that will work 28 hours per week over a five-week period. Each work week will consist of a Monday through Thursday work experience schedule with projects related to climate restoration. Two supervisors will be present. Friday will be a four-hour day to include vocational development and a “lunch with leaders” opportunity. This lunch will allow youth to connect with community leaders. This program is paid work experience above minimum wage.

MOTION #7

A motion was made and seconded to approve 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 recommendation to the full Board.

(Tam/Dodds) MOTION PASSED UNANIMOUSLY

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

Ms. Henry gave a brief overview of agenda item **IV.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**, which was included as part of the agenda package and incorporated herein. Ms. Henry noted the governor certifies workforce boards every two years to ensure we are meeting outlined requirements such as meeting negotiated performance goals, participating regionally, remain fiscally sound and maintaining the required Board structure.

MOTION #8

A motion was made and seconded to approve the Workforce Development Board Local Area Subsequent Designation and Local Board Recertification for Program Year 2023-25, and for recommendation to the full Board.

(Tam/Dodds) MOTION PASSED UNANIMOUSLY

J. Review and Approval of the Conflict of Interest and Code of Conduct Policy, Change 1

Ms. Henry gave a detailed overview of agenda item **IV.J Review and Approval of the Conflict of Interest and Code of Conduct Policy, Change 1**, which was included as part of the agenda

package and incorporated herein. Ms. Henry noted the change is solely to remove the requirement for Board members to complete Form 700, the state's Statement of Economic Interest. This form was found to be unnecessary do to the existing Conflict of Interest policy currently in place.

MOTION #9

A motion was made and seconded to approve the Workforce Development Board Local Area Subsequent Designation and Local Board Recertification for Program Year 2023-25, and for recommendation to the full Board.

(Dodds/Tam) MOTION PASSED UNANIMOUSLY

V. Informational Updates

A. California Workforce Association "Workforce Development is Community Development"

Ms. Henry announced California Workforce Association received a grant from the Irvine Foundation to expand the concept of December 2022's Board Retreat into an action plan. The December Board retreat was centered around the role of workforce boards. WDB was asked if we would like to be part of that action plan. Vice Chair, Chris Churchill, will be attending a training for Board and Executive staff with Tressa Dorsey, TAD Grants, and CWA. The training will go more into depth of what the expansion of community development looks like. Mr. Churchill will be able to present what he has learned at the training to further discuss the direction the Board and Committees would like to take as part of workforce development expansion activities within the community.

VI. Discussion

A. Job Quality Framework

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

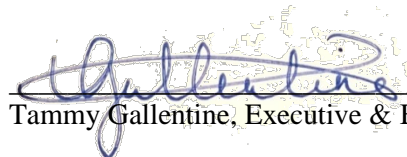
Ms. Dodds added that as part Paradise Valley Estate and WDB's partnership for the CNA Upskilling Program, they will be talking to CNA's and those that want to become a CNA to discuss the program to develop skills and obtain certifications.

VII. Adjournment

The meeting adjourned at 4:17 p.m.

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

Respectfully submitted by:



Tammy Gallentine, Executive & Board Support Specialist



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

| | | |
|---|--------------------------------------|----------------------------|
| SUBJECT: Review and Accept the Workforce Development Board of Solano County's Final Sub-Monitoring Report for Adult and Dislocated Worker Programs | MEETING DATE June 27, 2023 | AGENDA ITEM IV.C |
| FROM: Heather Henry President/Executive Director | ACTION REQUIRED YES ✓ NO | ATTACHMENTS A |

RECOMMENDATION

It is staff's recommendation that the Planning and Oversight Committee of the Workforce Development Board (WDB) of Solano County review and accept the WDB's final sub-monitoring report for the Adult and Dislocated Worker program.

SUMMARY

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

The Performance and Compliance Analyst conducted a thorough review to:

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

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

DISCUSSION:

Background:

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

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

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

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

Summary of Final Monitoring Review

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

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

REPORT PREPARED BY:

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



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

6/14/2023

Solano Adult and Dislocated Worker WIOA Programs
ATTN: Marion Aiken, Workforce Services Director
500 Chadbourne Rd, Suite 100
Fairfield, CA 94534

RE: Final Sub-Monitoring Report for Adult and Dislocated Worker Program

Dear Mr. Aiken,

This final monitoring report is to inform you of the results of the Workforce Development Board (WDB) of Solano County's sub-monitoring review of Adult and Dislocated Worker Program (AD/DW), Workforce Innovation and Opportunity Act (WIOA) operations for the period of July 2020 through December 2022.

The purpose of our review was to determine the level of WIOA compliance by AD/DW with application federal and state laws and regulations, in addition to federal, state, and local policies related to fiscal and programmatic activities during the monitoring period. For this review, we focused on AD/DW's Desk Review, program files, and the staff interviews.

The WDB collected information for this report by reviewing policies and procedures, On-the-Job Training (OJT) agreement, Transitional Jobs (TJ) Worksite agreement, and the information collected from AD/DW monitoring questionnaire. This report also includes findings from the Desk Review and the staff interviews. The WDB has examined compliance with the requirements of WIOA, the Uniform Guidance at 20 CFR parts 678- 683.

AD/DW REVIEW RESULTS

Areas of Best Practice

- AD/DW staff were found to be very knowledgeable in the variety of tools and resources available to job seekers, as well as in the areas of Compliance.
- Staff members were very cooperative in the whole monitoring process.
- Files were labelled properly so it was easier to go over them. The monitor appreciated the idea of Dummy file named as Barack Obama file which was used for training purposes.
- Case notes were detailed and easy to follow through.

Area of Noncompliance and Corrective Action:

Finding One (1):

Cause:

From WIOA 116: "In preparing the State reports described in this subsection, each State shall establish procedures, consistent with guidelines issued by the Secretary, in conjunction with the Secretary of Education, to ensure the information contained in the reports is valid and reliable."

Linking Employers with Employees

☐ **North-county Office:** 500 Chadbourne Road, Suite A, Fairfield, CA 94534 | (707) 863-3500 | FAX (707) 864-3386

☐ **South-county Office:** 1440 Marin Street, Vallejo, CA 94590 | (707) 863-3500 | FAX (707) 864-3386

solanoemployment.org

Observation:

One of the files (Cal Jobs ID: 537446509) had supportive services in the file and shown as expended but not reported in Cal Jobs.

Corrective Action:

AD/DW must ensure that all the supportive services in the file are reported in Cal Jobs. Please make sure that AD/DW will be compliant on reporting the supportive services and will not repeat this error again. The WDB suggests revisiting policies and procedures with staff to ensure full staff understanding.

WDBSC Response:

It is clearly documented in current policies and procedures that supportive services activities are reported in Cal JOBS. Both documents state the following:

Supportive Services Policy & Procedure – *“The use of funds is based on their availability. Supportive services provided must be reasonable, necessary, appropriate, and allowable. It is the responsibility of staff to ensure allowable, reasonable, and appropriate utilization of supportive services funds. Such justification will be documented via case notes in Cal JOBS, with an explanation of the lack of community resources available to the participant.”*

Therefore, the monitor’s recommendation is fully accepted and WDBSC Management Team will ensure that both current policy and procedural guidelines are reviewed with staff periodically. Documented instructions and timelines to enter such activities and case notes will be included in the review for participants’ case files from active enrollment and throughout the retention periods. These actions will occur by the end of this fiscal year, June 30, 2023, and include discussions related to concerns, issues, and suggestions stated in the letter.

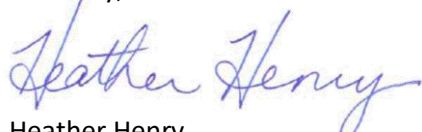
WDB Conclusion:

Thank you for accepting the monitor's recommendation regarding the review of current policy and procedural guidelines. We are pleased to hear that the WDBSC Management Team is fully committed to implementing the suggested actions and ensuring continuous improvement within the organization. We acknowledge and appreciate the planned actions that will take place by the end of this fiscal year, June 30, 2023, as outlined in your response.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all areas included in our review. It is WDBSC’s responsibility to ensure that its program systems comply with the WIOA federal and state regulations, applicable state directives, and WDB policies.

If you have any questions, feel free to contact Sonam Rajbhandary, Performance and Compliance Analyst, Workforce Development Board at srajbhandary@solanowdb.org or at 707-863-3510.

Sincerely,



Heather Henry
President/Executive Director