



# WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY

## Board of Director's Meeting

Friday, May 16, 2025

8:30 a.m. – 10:30 a.m.



500 Chadbourne Road, Suite A  
Fairfield, CA 94534



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**BOARD OF DIRECTORS MEETING**  
**Friday, May 16, 2025**  
**8:30 a.m. – 10:30 a.m.**  
**500 Chadbourne Road, Suite A**  
**Fairfield, CA 94534**

**AGENDA**

- I. Call to Order**
- II. Introductions**
- III. Agenda Changes/Deletions**
- IV. Public Comment** – *Public comments on agenda items and items under the jurisdiction of the Board of Directors shall be made at this time and will be taken into consideration without discussion by the Board. No action may be taken on non-agenda items.*
- V. Closed Session**
  - A. Pursuant to §54957(b)(1) - Full Board Interview of the Top 2 Candidates for Consideration of Employment for the President/Executive Director Position
  - B. Pursuant to §54956.95 – Report Final Disposition; Jennifer Williams vs. Private Industry Council of Solano County, Inc.
- VI. Open Session**
  - A. Pursuant to §54957.1 Report on any Action Resulting from Closed Session
  - B. Pursuant to §54957.1 Report on any Action Resulting from Closed Session
- VII. Consent Calendar**
  - A. Approval of March 21, 2025, Meeting Minutes **1**
  - B. Approval for a 2<sup>nd</sup> year contract with California Human Development for One-Stop Operator services not to exceed an additional contract amount of \$23,500; Give President/Executive Director, or its Designee, authority to finalize and sign the approved contract, and make administrative changes, as needed. **8**
  - C. Approval for a 2<sup>nd</sup> year contract with RDA Consulting, SPC for Regional Organizer and Regional Training Coordinator Services not to exceed an additional contract amount of \$46,507; Give President/Executive Director, or its Designee, authority to finalize and sign the approved contract, and make administrative changes, as needed **14**
  - D. Approval for a 3<sup>rd</sup> year contract renewal with Harbor IT DBA NetXperts, formerly NetXperts, LLC, to serve as the managed IT Systems service provider not to exceed an additional contract amount of \$56,400; Give President/Executive Director, or its Designee, authority to finalize and sign the approved contract, and make administrative changes, as needed **21**
  - E. Approval for a 3<sup>rd</sup> year contract with Saavedra Fam Inc. for Janitorial, Maintenance and Facilities support services not to exceed an additional contract amount of \$53,652; Give President/ Executive Director, or its Designee, authority to finalize and sign the approved contract, and make administrative changes, as needed **27**
  - F. Approval for a 3<sup>rd</sup> year contract with Foundation for California Community Colleges to serve as employer of record for work experience clients not to exceed an additional contract amount of \$85,775; Give President/Executive Director, or its Designee, authority to finalize and sign the approved contract, and make administrative changes, as needed **38**

**VIII. Informational Reports**

- A. Committee Chairs (Verbal)
- B. Board Chair (Verbal)
- C. Leadership Updates (Verbal) **48**
- D. Reports (Written)

**IX. Action Items**

- A. Approval to reappoint Board Member, Chris Churchill, for a new 4-year term **63**
- B. Approval of a first-year contract with California Human Development to serve as the Workforce Innovation and Opportunity Act (WIOA) Youth Program services provider for a contract amount not to exceed \$300,000; Give President/Executive Director, or its Designee, authority to finalize and sign the approved contract, and make administrative changes, as needed **64**
- C. Approval to Renew the Solano County AJCC Memorandum of Understanding for 2025-2028 **76**

**X. Adjournment**

Note: The next Board of Director's meeting is scheduled for Friday, July 18, 2025

# CONSENT CALENDAR





## **BOARD OF DIRECTORS MEETING MINUTES**

### **March 21, 2025**

#### **I. Call to Order**

Board Chair, Chris Churchill, called the meeting to order at 8:32 a.m. Quorum was established.

**Members Present:** Kellie Butler, Chris Churchill, Suzanne Castano, Mark DeWeerd, Shannon Dodds, Mary Dugbartey, Janice Fera, Coco House, Chris Huxsoll, Idowu Koyejo, Glenn Loveall, Jamie Powell, David Tam

**Members Absent:** Kelli Courson, Tim Healer, Deanna Hurn, Summer Miguel, Margie Poulos, Chris Rico

**Others in Attendance:** Heather Henry, Tammy Gallentine, Marion Aiken, Lauren Bender, Matthew Moon-Bailey, Patricia Thompson, April Ziomek-Portilla, Tracy White, Sheryl Cutler, Sarah Hurley, Emery Cowan (Solano Health & Social Services), Megan Richards (Solano County), Teri Brimacom (EDD), Randy Weaver (EDD)

#### **II. Introductions**

Michael Basyane, Director of the Solano Napa Small Business Development Center (SBDC), who recently started his second month with the organization, expressed gratitude for the ongoing collaboration with the Workforce Development Board (WDB). Mr. Basayne shared upcoming initiatives, including workshops, a Small Business Day and Week starting May 1st, and an AI Summit involving multiple centers. The SBDC continues to provide one-on-one business advisory services alongside various events and workshops to support local small businesses. Additionally, Tim Murrill, former Director of the SBDC will be rejoining the team as an advisor on April 1st to lead the CliftonStrengths training program. This initiative supports leadership development and helps identify organizational strengths and needs, promising a seamless and productive transition.

Also introduced and welcomed were representatives from EDD: Terry Brimacom, Regional Advisor for Solano County, and Randy Weaver, responsible for Labor Market Information.

#### **III. Agenda Changes/Deletions**

Ms. Henry announced that items A and B during closed session would be switched to allow Megan Richards, Senior Management Analyst for the Solano County Administrator's Office, to weigh in on the discussion of item B.

#### **IV. Public Comment**

There were no public comments.

#### **V. Consent Calendar**

**A. Approval of January 24, 2025, Meeting Minutes**

**B. Approval of the WIOA Youth Service Delivery Policy, Change 1, as Recommended by the Planning & Oversight Committee**

**C. Approval of the Resubmission of the Application to Operate WIOA Career Services in Solano County to the California Workforce Development Board**

**D. Approval of the Contract with Student Conservation Association, Inc. for Community Investment Achievers Youth Work Experience Program for an Amount Not to Exceed \$160,000, funded by the Workforce Innovation and Opportunity Act (WIOA); Give President/ Executive Director Authority to Finalize and Sign the Approved Contract, and Make Administrative Changes, as Needed**

**E. Approval of the Contract with the Student Conservation Association, Inc. for Climate Career Ready Summer Youth Work Experience for an Amount Not to Exceed \$134,520, Funded by the Workforce Innovation and Opportunity Act (WIOA); Give President/Executive Director Authority to Finalize and Sign the Approved Contract, and Make Administrative Changes, as Needed**

- F. Approval of the Contract with Pat Davies Design Group for Graphic Design Services, for an Amount Not to Exceed \$40,000; Give President/ Executive Director Authority to Finalize and Sign the Approved Contract, and Make Administrative Changes, as Needed**
- G. Approval of the Contract with Strategic Energy Innovations for Climate Curriculum Development for Workforce Training, for an Amount Not to Exceed \$69,700, funded by the Workforce Innovation and Opportunity Act (WIOA); Give President/ Executive Director Authority to Finalize and Sign the Approved Contract, and Make Administrative Changes, as Needed**
- H. Review and Approval of a Contract with Harder+Company Community Research for Solano Opportunity Youth Research Report Services, Not to Exceed \$84,900, funded by the Workforce Innovation and Opportunity Act (WIOA); Give President/ Executive Director Authority to Finalize and Sign the Approved Contract, and Make Administrative Changes, as Needed**

**MOTION #1**

**A motion was made and seconded to approve the consent calendar.  
(DeWeerd/Dodds) MOTION PASSED UNANIMOUSLY**

**VI. Informational Reports**

**A. Committee Chair**

The Equity Committee met in January, with foresight into the importance of equity as an ongoing priority. Currently, the committee is conducting thorough background research to inform clear, actionable items for the board. Given the significant changes and evolving understanding around equity, the committee is proceeding deliberately. Their foundational goal is to ensure alignment with state-level mandates and the county's diverse demographics, aiming to guarantee workforce programs effectively represent and support the community. The committee's progress continues at a measured and thoughtful pace.

The Planning & Oversight Committee met on February 21 and discussed exciting new technology, including the acquisition of virtual reality headsets designed to help job seekers explore various occupations. The headsets, pre-loaded with immersive experiences across 95 occupations, await final approval. Members shared positive initial experiences, highlighting simulations such as EMT scenarios and bridge demolition. This hands-on approach aims to enhance job exploration beyond traditional reading materials. The committee hopes to demo these headsets during their April meeting.

Additionally, the committee reviewed updates to the service delivery policy and conducted an in-depth examination of the local financial plan, described as both comprehensive and substantial.

**B. Board Chair**

The Board Chair provided an update on the Transition Committee formed to identify a new Executive Director following Ms. Henry's departure. The committee has begun meeting and is progressing with drafting job descriptions and managing communications to stakeholders.

There are currently four board vacancies to fill, including an apprentice coordinator position and a community workforce seat. The board is actively seeking nominations to maintain its momentum and community representation.

Additionally, volunteers were requested for the WIOA Youth RFP Review Committee, with Ms. Fera, Mr. DeWeerd, and Mr. Loveall agreeing to participate. The RFP process includes informational and technical assistance webinars, with submissions due in April and final selections expected by May. Contracts will be presented to the board at the May meeting.

### **C. President/Executive Director Report**

Ms. Henry announced Supervisor Brown is scheduled to attend the National Association of Workforce Boards Conference at the end of the month, which aims to strengthen the ties between workforce development and education. The conference will highlight the diverse approaches workforce boards across the nation employ.

The Employer Resource Network (ERN) has recently completed interviews for its Success Coach position, with the related contract now extended to allow more time for implementation. Initially, the Success Coach role was planned to be outsourced, but it will now be handled internally by the WDB. Three companies—Mariani (specializing in fruit and nuts manufacturing), Harbinger Homes, and All Weather Aluminum Windows—have already joined the network. This initiative provides external human resources coaching and barrier mitigation services for midsize companies employing between 100-350 individuals, with a focus on improving employee retention and addressing specific worker needs such as English language learning.

Regarding youth-focused initiatives, the Community Investment Achievers (CIA) program is launching an eight-week work experience targeting young adults aged 18-24 who are disconnected from traditional community systems, including probation or rehabilitation programs. This program involves community-focused projects and is supervised in partnership with the Student Conservation Association. Additionally, the Climate Career Ready Program, also known as Xplore Solano, is a five-week program designed to educate high school juniors and seniors about climate-related careers, in collaboration with Solano Land Trust and the County Office of Education. This program has transitioned from ARPA funding to being managed internally.

Ms. Henry also announced receipt of a disability grant aimed at enhancing collaboration between job centers and the Division of Rehabilitation. Objectives include increasing program co-enrollment, providing benefits counseling, and establishing job clubs specifically for individuals with disabilities. Additionally, the Vallejo job center has been approved as a Pearson Vue testing site, with scheduling components in the final stages of completion. This site will provide local access to numerous professional certifications previously only available in San Francisco or Sacramento, potentially generating revenue and filling a significant gap in local certification accessibility.

Staff continues to wait for the results from their CalCRG (War on Drugs) grant application expected in May. This funding, amounting to \$875,000 over three years, targets communities disproportionately affected by drug-related charges and aims to support services focused on Spanish-speaking populations, low-income individuals, and justice-involved individuals, including community outreach and support services.

The federally mandated job center Memorandums of Understanding (MOUs) are due by the end of June. These MOUs involve partnerships with various federal programs and organizations, including Pell Grants, Temporary Assistance for Needy Families (TANF), the Community Action Plan for Solano (CAP Solano), and Workforce Innovation and Opportunity Act (WIOA) Titles II, III, and IV programs. These agreements ensure collaboration and resource leveraging among participating entities. Additionally, these MOUs include infrastructure funding agreements that traditionally involved partners such as Employment Development Department (EDD), Division of Rehabilitation (DOR), and WDB, specifically for co-location at the Vallejo job center. Efforts to complete these MOUs are currently underway.

Upcoming events include the Systems Impacted Solano Network meeting on April 17, 2025 at Vallejo Community College, intended to support justice-involved individuals, and a Bioeconomy Career Fair on April 25 in collaboration with the Lady Echelon Project, aimed at exposing students to bioeconomy careers. Additionally, a Hackathon for college students is planned for May, addressing industry-driven challenges, with further details and promotional materials forthcoming.

Finally, Ms. Henry recognized ongoing successful partnerships with Solano College, specifically in biomanufacturing and nursing certification programs.

A reminder was also given to board members to complete their conflict-of-interest form submissions.

#### **E. Reports**

There was no further discussion on this item.

### **VII. Action Items**

#### **A. Approval of New Workforce Board Appointments: Ms. Emery Cowan of Solano County Health and Social Services, and Ms. Alicia Mijares of Sheet Metal Workers' Local 104**

Two new members were introduced. First, Ms. Cowan from Solano County Health & Social Services shared about her background and passion for disability employment. With previous roles in behavioral health and workforce initiatives, she has experience promoting employment opportunities for individuals with mental health and substance abuse challenges. She highlighted previous successes, such as implementing an Employment First policy in North Carolina, which positioned employment as an expectation rather than an exception for individuals with disabilities and working on youth employment initiatives in South Florida. Her current goal includes building local pipelines for healthcare employment, emphasizing recruitment from within Solano County.

In her absence, Mr. Loveall introduced Ms. Mijares from Sheet Metal Workers Local 104. Ms. Mijares serves as an officer for her union and an Executive Board member of the Napa-Solano Central Labor Council AFL-CIO. She has extensive experience advocating for trades and engaging youth in workforce activities. Ms. Mijares is enthusiastic about contributing her expertise to the Workforce Development Board and supporting the expansion of its initiatives.

#### **MOTION #2**

**A motion was made and seconded to approve Ms. Emery Cowan and Ms. Alicia Mijares as the new Workforce Board appointments.**

**(DeWeerd/Butler) MOTION PASSED UNANIMOUSLY**

#### **B. Approval of the Workforce Development Board's Application for Local Area Subsequent Designation and Local Board Recertification for Program Year 2025-27, and Give Board Chair Signature Authority**

The approval of the Workforce Development Board's application for Local Area Subsequent Designation and Local Board Recertification for Program Years 2025 through 2027, including granting signature authority to the board chair, was discussed. This recertification process, mandated by the Workforce Innovation and Opportunity Act (WIOA), confirms Solano County's continued designation as a local workforce area and the Workforce Development Board's role as the administrative entity.

Key compliance requirements highlighted during the meeting include maintaining board membership that aligns with WIOA regulations—at least 50% must be business representatives, along with required representation from labor, education, and WIOA Title programs. Specific membership categories are outlined beginning on page 75 of the provided materials.

Additionally, the recertification includes a report on performance metrics. Although these metrics can be complex, all performance indicators currently exceed 100%, reflecting positive program outcomes. Once approved by the Workforce Development Board, the application

will be presented to the Board of Supervisors on April 22, after which it returns to the board chair for signature.

**MOTION #3**

**A motion was made and seconded to approve the Workforce Development Board's Application for Local Area Subsequent Designation and Local Board Recertification for Program Year 2025-27, as presented, and Give Board Chair Signature Authority.**

**(DeWeerd/House) MOTION PASSED UNANIMOUSLY**

**C. Review and Approval of the Second Budget Modification for Fiscal Year 2024-25**

Ms. Henry provided a review of the second budget modification for fiscal year 2024-2025. Key highlights include adjustments to account for funding shifts into the next fiscal year, especially concerning the Workforce Innovation and Opportunity Act (WIOA) youth funding, which will move approximately \$156,000 forward due to earlier challenges with contractor performance. To address spending gaps, the board has strategically approved new contracts focused on impactful initiatives, including the Community Investment Achievers (CIA) spring youth work experience program, climate career curriculum development in partnership with ReWork the Bay, and an updated opportunity youth research report featuring both qualitative and quantitative analysis.

Significant adjustments also occurred in other government-funded programs, particularly ARPA Small Business 3: Services for Businesses and ARPA 4: Expanding Community Engagement contracts with Solano County. A total of \$146,000 of ARPA 4: Expanding Community Engagement funding will be extended into FY2025-26. ARPA Small Business 3: Services for Businesses experienced lower-than-expected expenditures due to lower business demand for services such as translation and workplace mental health initiatives. Unspent ARPA Small Business 3 funds were returned to the County.

Additionally, several California Workforce Development Board (CWDB) grants—HIRE, Prison to Employment 2.0, and Regional Equity—have been extended, shifting expenditures into the next fiscal cycle. Direct program costs related to vocational training and program contracts were reduced accordingly, reflecting the carry-forward of grants into the next year.

Regarding expenditures, a decrease in salaries and benefits was noted due to position vacancies and project adjustments. Meanwhile, professional development expenditures slightly exceeded initial projections due to increased participation in conferences, supported by capacity-building funds from the Irvine grant.

These modifications ensure continued compliance and strategic use of available resources.

**MOTION #4**

**A motion was made and seconded to approve the second budget modification for Fiscal Year 2024-25, as presented**

**(DeWeerd/Huxsoll) MOTION PASSED UNANIMOUSLY**

**D. Approval of the Proposed Preliminary Budget for Fiscal Year (FY) 2025-26**

Ms. Henry provided a review of the preliminary budget for fiscal year 2025-2026, currently estimated at approximately \$6.4 million, reflecting a reduction of about \$3.6 million (36%) from the prior year due primarily to planned completion of ARPA-funded projects. This amount aligns with pre-COVID funding levels. The largest portion of this decrease (\$2.6



million) is directly tied to the conclusion of ARPA-related initiatives and associated program contracts.

Significant discussion focused on uncertainties surrounding Workforce Innovation and Opportunity Act (WIOA) funding. While youth funding is secure, adult and dislocated worker funds remain uncertain due to federal budget timelines and possible legislative changes. The workforce board anticipates that WIOA will continue, potentially reauthorized under a new act called the Stronger Workforce for America Act (ASWA), which could alter funding priorities toward training expenditures and youth work experience.

Revenue sources for next year include 68% from WIOA allocations, 29% from other government grants, and non-government grants at 3%. Several unknown revenue streams may positively impact the budget, including the CalCRG grant, potential regional initiatives, and new fee-for-service projects, such as StrengthsFinder coaching, Employer Resource Network memberships, Pearson VUE testing services, a new sponsorship program, and the Job Quality Benchmark Tool.

Regarding expenditures, personnel costs will account for approximately 50% of the budget, while direct client support—including vocational training and business advising—accounts for about \$670,000. Program contracts represent \$1.8 million of program-related expenses. Administrative and facility-related costs are also included. Uncertainties remain concerning exact salary and benefit adjustments, particularly healthcare costs and negotiated COLA adjustments, which will be finalized in coming months.

Given the numerous unknowns and the extended timeframe until the final budget modification in September, board members requested ongoing budget updates between April and September to ensure transparency and timely awareness of changes.

#### **MOTION #5**

**A motion was made and seconded the proposed preliminary budget for Fiscal Year 2025-26, as presented.**

**(DeWeerd/Dodds) MOTION PASSED UNANIMOUSLY**

#### **E. Review and Approval of the Final Workforce Innovation and Opportunity Act (WIOA) North Bay Regional Plan and Solano County Local Plan, and Give the Board Chair Signature Authority**

Ms. Henry provided an overview of the final Workforce Innovation and Opportunity Act (WIOA) North Bay Regional Plan and the Solano County Local Plan. Public comment was open through the end of the week; no comments had been received at the time of the meeting, but any received by the deadline will be included with submission.

The North Bay Regional Plan continues prioritizing key industries—healthcare, manufacturing, public sector, transportation/logistics—and identifies life sciences, biotech/bioeconomy, and climate sustainability as emerging sectors.

The Local Plan emphasizes supporting the community to adapt effectively to ongoing changes in training, economic conditions, technology, and mental wellness. The plan includes five strategic initiatives:

1. Enhancing training partnerships and skill-building opportunities, including improvements to the Eligible Training Provider List.

2. Expanding career services to address workforce resilience, technological shifts, and mental wellness.
3. Collaborating with local schools to enhance career exploration and experiential learning (e.g., VR experiences, summer youth employment, pre-apprenticeship programs).
4. Increasing employer-based training programs, retention strategies, and job quality initiatives.
5. Strengthening partners' understanding of labor market trends and community resources through improved data sharing and communication.

This strategic framework will guide workforce development efforts in Solano County over the next four years.

**MOTION #6**

**A motion was made and seconded to final Workforce Innovation and Opportunity Act (WIOA) North Bay Regional Plan and Solano County Local Plan, and give the Board Chair signature authority**

**(Huxsoll/House) MOTION PASSED UNANIMOUSLY**

**VIII. Closed Session**

At 9:56 a.m., Chair Churchill closed the public meeting and adjourned into closed session.

**A. Pursuant to §54957.6(a) Review of Proposed Employee Retirement Plan – 2024 Employer Contribution**

**B. Pursuant to §54957.6(a) Discussion Regarding Employee Matters**

**IX. Open Session**

At 9:05 a.m., the public meeting reconvened.

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

**MOTION #7**

**With no public comment, a motion was made and seconded to approve a 4% contribution to the eligible employee retirement plan for the 2024 calendar performance. The Board expressed their appreciation for staff and acknowledged the value of their continued dedication and contributions.**

**(DeWeerd/Butler) MOTION PASSED UNANIMOUSLY**

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

No action was taken by the Board during Closed Session.

**X. Adjournment**

The meeting was adjourned at 10:39 a.m.

Respectfully submitted by:

Tammy Gallentine, Executive & Board Support Specialist



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

<b>SUBJECT</b> Approval for a 2 <sup>nd</sup> year contract with California Human Development for One-Stop Operator services not to exceed an additional contract amount of \$23,500; Give President/Executive Director, or its Designee, authority to finalize and sign the approved contract and make administrative changes, as needed	<b>MEETING DATE</b> May 16, 2025	<b>AGENDA ITEM</b> VII.B
<b>FROM</b> Tammy Gallentine Executive & Board Support Specialist	<b>ACTION REQUIRED</b> YES ✓ NO	<b>ATTACHMENTS</b> A, B

**RECOMMENDATION**

Staff are recommending the Board of Directors approve a second-year contract with California Human Development for One-Stop Operator services, not to exceed an additional contract amount of \$23,500. The cumulative total for the original contract, which began July 1, 2024, and this renewal will not exceed \$47,000. The renewal period will be July 1, 2025, through June 30, 2026.

It is also recommended that the Board authorize the President/Executive Director, or its Designee, to sign this contract after it has been reviewed by County Counsel and ratified by the County Administrator's Office. As required by the County of Solano's Procurement Policy and the Board's current Memorandum of Understanding with the County, since this contract amount will be below an annual amount of \$75,000, it may be reviewed and approved by the Solano County Administrator.

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 and budget of the original agreement have been included as Attachment B for reference.

This contract may be extended in time, for two additional years at the anticipated amount of \$23,500 subject to satisfactory performance by the contractor, availability of funds, and Committee and/or Board action.

**DISCUSSION**

Per the Workforce Innovation and Opportunity Act (WIOA), the American Job Centers (AJCs) system is intended to provide job seekers and employers streamlined access to an array of education, training, and employment services. One-Stop Operators, selected by local workforce boards, are a required element of AJCs and assume the administrative responsibility within the AJC system for coordinating the service delivery of required one-stop partners and service providers. Local boards must procure a One-Stop Operator at least every four years that coordinates activities of the America's Job Center system locally.

### RFQ Process

On March 29, 2024, staff published and distributed a Request for Proposal for a One-Stop Operator in support of the Solano County America's Job Center of California (AJCC) system. The solicitation was issued on the WDB website and sent to local firms that provide these services. Staff received one proposal by the April 12, 2024 deadline from California Human Development (CHD). Based on the WDB's Procurement Policy, in compliance with Federal, state, and local guidelines, it was deemed a failed competition and the WDB moved to sole source procurement, as this procurement failed to secure a minimum of two responsive offers.

Based on the proposal submitted and the past partnership with CHD as the One-Stop Operator, they have proven to meet the WDB's specifications and needs.

### Services

CHD has continued to successfully meet the deliverables outlined in their current contract. They have facilitated AJCC One-Stop Operator meetings and disseminated notes subsequently. They assisted with the required certification process for the comprehensive and affiliate job centers and are currently in the process of assisting, as needed, with updating mandated partner MOUs for 2025 through 2028. Their performance, to date, supports recommendation of renewal.

### **ALTERNATIVES**

The Board could choose not to approve the contract renewal and instead provide staff with direction 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 FY2025-26 budget includes the necessary funding to cover the cost of this contract renewal.

### **REPORT PREPARED BY**

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

**FIRST AMENDMENT TO STANDARD CONTRACT PY-24-001  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY AND  
CALIFORNIA HUMAN DEVELOPMENT**

This First Amendment ("First Amendment") is entered into as of the first day of July 2025, 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, 2024 (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, 2025.
- B. WDB now needs to extend the Contract for services for twelve months, through June 30, 2026.
- C. This First 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:

The term of this Contract is: July 1, 2024 through June 30, 2026

B. Budget

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

The Maximum amount of this contract is: \$47,000 (\$23,500 from the original contract; and \$23,500 for this First Amendment).

3. Project Budget Summary (Exhibit B)

- A. The matrix in Exhibit B of the Contract is deleted in its entirety and replaced with:

DOCUMENTATION OF DELIVERY	DELIVERY PERIOD	FEE
One-Stop Operator Service Activities	July 1, 2024 – June 30, 2025	\$23,500
One-Stop Operator Service Activities	July 1, 2025 – June 30, 2026	\$23,500
<b>TOTAL</b>		<b>\$47,000</b>

- B. Item 6 is deleted in its entirety and replaced with:

The maximum payment under the terms of this contract shall under no circumstances exceed **\$47,000** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.

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

\_\_\_\_\_  
Workforce Development Board of Solano County

Approved as to Form:

\_\_\_\_\_  
Solano County Counsel

\_\_\_\_\_  
Heather Henry, Chief Executive Officer  
California Human Development

Approved for Solano County:

\_\_\_\_\_  
Bill Emlen, County Administrator  
Solano County



## **EXHIBIT A SCOPE OF WORK**

### **I. SERVICE DELIVERY**

#### **A. SERVICE ACTIVITIES**

The One-Stop Operator (OSO) will provide the service activities as defined in the categories listed below to accomplish the goal of this contract.

##### **1. COMPLIANCE**

*OSO Staff will do the following:*

- 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.
- 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.
- Assist in supporting the implementation of the local workforce plan.
- Conduct required certification of Comprehensive and Affiliate locations (Fall 2024).

##### **2. ONE-STOP SYSTEM PARTNER MEMORANDA OF UNDERSTANDING (MOU)**

*OSO Staff will do the following:*

- Assist the WDB staff with establishing new mandated partner MOUs (June 2025).
- Assist the WDB staff with ensuring the implementation of partner services and contributions agreed upon in the AJCC Partner Agency MOUs.
- Coordinate the ongoing provision of services as articulated in the MOUs.
- Encourage increased Partner participation.
- Assist in identifying and implementing updates to MOUs as needed.

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**

*OSO Staff will do the following:*

- Convene and facilitate AJCC One-Stop Operator meetings, to include scheduling of meetings, development of agendas, facilitating the meeting, and disseminating notes and / or information after meetings.
- Meet with WDB staff for planning of AJCC system activities and reviewing progress towards benchmarks.
- Assist the AJCC by representing partners at community meetings, Partner forums and other convenings related to the workforce development system in Solano County.

##### **4. COMMUNITY PRESENCE**

*OSO Staff will do the following:*

- Assist the AJCC with expanding visibility in the community by establishing a presence in Dixon and Rio Vista and promoting the mission and goals of the AJCC.
- Assist the AJCC by introducing new methods and concepts for informing the public about the AJCC / workforce development system.

## 5. **REPORTING**

*OSO Staff will do the following:*

- Fulfill state-required support to the WDB, including reporting orally and in writing to the Board of Directors on operations, performance and continuous improvement recommendations to system services at least bi-annually, or as requested.
- Provide feedback to AJCC Partners to enable continuous improvement of services.

**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 Local Boards must adhere to when defining the AJCC Operator role (OSO). 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.

## 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 Contractor may be refined and changed due to changes in Federal, State or local law, regulations, or policies relating to WIOA implementation and in accordance with section 13 and 26 of Exhibit C.

**EXHIBIT B**  
**PROJECT BUDGET SUMMARY**

<b>DOCUMENTATION OF DELIVERY</b>	<b>DELIVERY PERIOD</b>	<b>FEE</b>
One-Stop Operator Service Activities	July 1, 2024 – June 30, 2025	\$23,500
<b>TOTAL</b>		<b>\$23,500</b>

1. Contractor will be compensated at a rate of \$1,958.33 per month, with the final month of the delivery period at a rate of \$1,958.37.
2. Contractor will submit monthly invoices summarizing work performed for each deliverable detailed in the Scope of Work and amount payable to the WDB's President/Executive Director. The payment shall be made only after the services required under this contract have been performed to the satisfaction of the President/Executive Director, and the deliverables described in Exhibit A have been accepted in writing by the President/Executive Director OR his/her designee.
3. Contractor shall provide any additional documentation as required by WDB at any time in order to substantiate Contractor claims. WDB may elect to withhold payment for failure by Contractor to provide such documentation required by WDB.
4. Contractor agrees that the total maximum compensation for the services performed will not exceed the amount assigned for Scope of Work activities outlined in Exhibit A. The Contractor agrees that any work performed above and beyond this amount will be gratis and will not be billed to the WDB.
5. 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.
6. The maximum payment under the terms of this contract shall under no circumstances exceed **\$23,500** for the related expenses unless this contract is modified in accordance with Section 13 and 26 in Exhibit C.



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

<b>SUBJECT</b> Approval for a 2 <sup>nd</sup> year contract with RDA Consulting, SPC for Regional Organizer and Regional Training Coordinator Services not to exceed an additional contract amount of \$46,507; Give President/Executive Director, or its Designee, authority to finalize and sign the approved contract, and make administrative changes, as needed	<b>MEETING DATE</b> May 16, 2025	<b>AGENDA ITEM</b> VII.C
<b>FROM</b> Tammy Gallentine Executive & Board Support Specialist	<b>ACTION REQUIRED</b> YES ✓ NO	<b>ATTACHMENTS</b> A, B

**RECOMMENDATION**

Staff are recommending the Board of Directors approve a second-year contract with RDA Consulting, SPC for Regional Training and Regional Coordinator services, for an additional contract amount not to exceed \$46,507. The cumulative total for the original contract, which began July 1, 2024, and this renewal will not exceed \$134,007. The renewal period will be July 1, 2025 through June 30, 2026.

It is also recommended that the Board authorize the President/Executive Director, or its Designee, to sign this contract after it has been reviewed by County Counsel and ratified by the County Administrator's Office. As required by the County of Solano's Procurement Policy and the Board's current Memorandum of Understanding with the County, since this contract amount will be below an annual amount of \$75,000, it may be reviewed and approved by the Solano County Administrator.

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 and budget of the original agreement have been included as Attachment B for reference.

This contract may be extended in time, for up to one (1) additional year, subject to satisfactory performance by the contractor, availability of funds and Board action.

**DISCUSSION**

The California Workforce Development Board (CWDB) provides regional workforce funding to NBEC, which consists of WDB of Solano; the Sonoma Workforce Investment Board; and the Workforce Alliance of the North Bay (WANB) representing Napa, Lake, Marin and Mendocino. Part of this funding is required to be designated for Regional Organizer and Regional Training Coordinator (RO/RTC) services. As the NBEC fiscal agent, the WDB is responsible for procuring and contracting RO/RTC services for the North Bay region. RDA has provided the RO/RTC services for the last four (4) years.

On April 3, 2024, staff published and distributed a Request for Proposal for a WIOA Regional Organizer and Regional Training Coordinator Services provider to maintain compliance with CWDB

regional guidelines. The solicitation was issued on the WDB website and sent to local firms that provide these services. Staff received one proposal by the April 25, 2024 deadline from RDA. Based on the WDB's Procurement Policy, in compliance with the Federal, state, and local guidelines, it was deemed a failed competition and the WDB moved to a sole source procurement, as this procurement failed to secure a minimum of two responsive offers.

Based on the past and current partnership with RDA, they continue to meet WDB's specifications and needs as the 2025-26 WIOA Regional Organizer and Regional Training Coordinator Services contractor.

#### Services

In the first year of the contract, RDA 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. They have also assisted with the completion and submittal of the Regional Plan. Past performance supports recommendation of renewal.

#### **ALTERNATIVES**

While not recommended, the Board could direct staff to issue a new procurement for solicitation for regional training and organizer services to see if new responses will be submitted. However, the 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 2025-26 budget includes the necessary funding to cover the cost of this contract renewal.

#### **REPORT PREPARED BY**

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



**SECOND AMENDMENT TO STANDARD CONTRACT PY-24-002  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY AND  
RDA CONSULTING, SPC.**

This Second Amendment ("Second Amendment") is entered into as of the first day of July 2025, between the WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY ("WDB") and RDA CONSULTING, SPC, ("Contractor").

1. Recitals

- A. The parties entered into a contract dated July 1, 2024 (the "Contract"), for the Contractor to perform Regional Organizer and Regional Training Coordinator services for the North Bay Employment Connection through June 30, 2025.
- B. WDB now needs to extend the Contract for services for twelve months, through June 30, 2026.
- C. This Second Amendment represents an increase of \$46,507 for services and a twelve-month extension.
- 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:

The term of this Contract is: July 1, 2024 through June 30, 2026

B. Budget

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

The Maximum amount of this contract is \$134,007 (\$85,000 from the original contract; and \$2,500 for the First Amendment; and \$46,507 for this Second Amendment).

3. Scope of Work (Exhibit A)

- A. The Service Activities (section I.B) has been deleted in its entirety and replaced with:

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:

1. Regional Organizer & Regional Training Coordinator

- Serves as liaison to state for regional initiatives and shares information with local directors
- Completes regional bi-annual reports and exhibits for the state, working with the designated fiscal agent for finances.
- Schedule and coordinate monthly NBEC meetings, providing summaries on regional initiatives
- Schedule and coordinate other NBEC collaboration and information sharing spaces (i.e. communities of practice).

- Maintain and report on programmatic outcomes for NBEC regional grants, including sharing at monthly meetings
- Attend any virtual regional organizer convenings
- Provide technical assistance for grant research, organizing & writing support to regional grant awards (current and new, as identified)

Position	Hourly Rates
Chief Executive Officer	\$325
Chief Operating Officer	\$300
Director	\$275
Consulting Manager	\$235
Senior Consultant	\$200
Consultant	\$175
Associate	\$140

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

#### 4. Project Budget Summary (Exhibit B)

A. The matrix in 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, 2024 – June 30, 2026	\$134,007
TOTAL		\$134,007

B. Item 6 is deleted in its entirety and replaced with:

The maximum payment under the terms of this contract shall, under no circumstances, exceed **\$134,007** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.

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

\_\_\_\_\_  
Workforce Development Board of Solano County

Approved as to Form:

\_\_\_\_\_  
Solano County Counsel

\_\_\_\_\_  
Amalia Freedman, CEO  
RDA Consulting, SPC

Approved for Solano County:

\_\_\_\_\_  
Bill Emlen, County Administrator  
Solano County

## **EXHIBIT A SCOPE OF WORK**

### **I. CONTRACTOR RESPONSIBILITIES**

#### **A. AVAILABILITY TO PERFORM SERVICES**

**Contractor will:**

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

#### **B. 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:

##### **1. Regional Organizer**

- Serves as liaison to state for regional initiatives and share information with local directors
- Completes regional bi-annual reports and exhibits for the state, working with the designated fiscal agent for finances
- Schedule and coordinate monthly NBEC meetings, providing summaries on regional initiatives
- 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
- Support development and maintenance of regional sub-awards
- Lead regional grant applications process

##### **2. Regional Training Coordinator**

- Represent North Bay on RTC Calls and RTC Convenings, as needed
- Maintain tracking of North Bay trainings
- Serve as liaison with state and share information with local directors
- Work with local boards and partners to organize logistics for training, as needed
- Ensure trainings include state-required training evaluations, collect evaluations, and submit to appropriate state organization and training provider, as needed
- Serve as contact for state entities in relation to regional trainings
- Provide summaries to local directors at monthly NBEC meetings
- Work with the designated fiscal agent to match fiscal invoices to training
- Complete RTC quarterly reports and exhibits for the state

<b>Position</b>	<b>Hourly Rates</b>
<b>Chief Executive Officer</b>	\$325
<b>Chief Operating Officer</b>	\$300
<b>VP of Consulting Director</b>	\$275
<b>Associate Director</b>	\$250
<b>Consulting Manager</b>	\$235
<b>Senior Consultant</b>	\$200
<b>Consultant</b>	\$175
<b>Associate</b>	\$140
<b>Consulting Assistant</b>	\$110

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

## **II. 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.

**EXHIBIT B  
PROJECT BUDGET SUMMARY**

DOCUMENTATION OF DELIVERY	DELIVERY PERIOD	FEE
Regional Organizer/Regional Training Coordinator Services	July 1, 2024 – June 30, 2025	\$82,585
Travel	July 1, 2024 – June 30, 2025	\$2,115
In-person Meeting Materials	July 1, 2024 – June 30, 2025	\$300
<b>TOTAL</b>		<b>\$85,000</b>

1. The WDB agrees to pay 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 15<sup>th</sup> day of the subsequent month. The payment shall be made only after the services required under this contract have been performed to the satisfaction of the Executive Director/President or designee, and the deliverables described in Exhibit A, Scope of Work have been accepted in writing by the Executive Director/President or his/her designee.
2. Contractor must request approval for transfers between budget line items, which are set forth in Exhibit B (Budget Summary) when the cumulative amount of such transfers exceed 10% of the budget cost category total amount. Requests for transfers between budget line items must be presented to the WDB in writing, which approval may be withheld in the sole and absolute discretion of WDB. WDB may authorize the addition of budget line items for transfers under this section, provided that the line item added does not substantially change the scope of services to be provided under this Contract and does not increase the total contract amount.
3. Contractor shall provide any additional documentation as required by WDB at any time in order to substantiate Contractor's claims for payment. WDB may elect to withhold payment for failure by Contractor to provide such documentation required by WDB.
4. Contractor must maintain backup documentation onsite that supports the financial data submitted to the WDB. Contractor shall make this backup documentation available upon request of the WDB.
5. The maximum payment under the terms of this contract shall under no circumstances exceed **\$85,000** 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**

<b>SUBJECT</b> Approval for a 3 <sup>rd</sup> year contract with Harbor IT DBA NetXperts, formerly NetXperts, LLC to serve as the managed IT Systems service provider not to exceed an additional contract amount of \$56,400; Give President/Executive Director, or its Designee, authority to finalize and sign the approved contract, and make administrative changes, as needed	<b>MEETING DATE</b> May 16, 2025	<b>AGENDA ITEM</b> VII.D
<b>FROM</b> Tracy White Director of One-Stop Operations	<b>ACTION REQUIRED</b> YES ✓ NO	<b>ATTACHMENTS</b> A, B

**RECOMMENDATION**

Staff are recommending the Board of Directors approve a third-year contract with Harbor IT DBA NetXperts, formerly NetXperts, LLC to serve as the managed IT Systems vendor, for an additional contract amount not to exceed \$56,400. The cumulative total for the original contract, and second-year renewal, July 1, 2022 through June 30, 2024, and this contract period will not exceed \$169,200. The renewal period will be July 1, 2025, through June 30, 2026.

It is also recommended that the Board authorize the President/Executive Director, or its Designee, to sign this contract after it has been reviewed by County Counsel and ratified by the County Administrator's Office. As required by the County of Solano's Procurement Policy and the Board's current Memorandum of Understanding with the County, since this contract amount will be below an annual amount of \$75,000, it may be reviewed and approved by the Solano County Administrator.

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 and budget of the original agreement have been included as Attachment B for reference.

This is the final contract renewal for NetXperts. Staff will release a new procurement solicitation for Managed IT Services prior to the expiration of the final contract period.

**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, and one response from another provider who was 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 and determined the proposal met the minimum qualifications for contract consideration. Based on the proposal submitted, evaluation, and score, NetXperts met 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 Board could choose not to approve the renewal of the contract and instead provide staff with directions to issue another procurement for a managed IT systems provider. 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 FY2025-26 budget will include the necessary funding to cover the cost of this contract.

### **REPORT PREPARED BY**

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

**SECOND AMENDMENT TO STANDARD CONTRACT PY-23-001  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY AND  
HARBOR IT DBA NETXPERS**

This Second Amendment ("Second Amendment") is entered into as of the 1st day of July 2025, between the Workforce Development Board of Solano County ("WDB") and Harbor IT DBA NetXperts, formerly NetXperts, LLC ("Contractor").

1. Recitals

- A. The parties entered into a contract dated July 1, 2023 (the "Contract"), in which Contractor agreed to provide Managed IT Systems Support services for the WDB through June 30, 2024. The contract was amended July 1, 2024 to extend the contract through June 30, 2025.
- B. WDB now needs to extend the Contract for services for twelve months, through June 30, 2026.
- C. This Second Amendment represents a twelve-month extension of the Contract and an increase of \$56,400 for services, for a cumulative total of \$169,200 (\$56,400 from the original contract; \$56,400 for the First Amendment, and \$56,400 for the Second Amendment).
- 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:

The term of this contract is: July 1, 2023, through June 30, 2026

B. Budget

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

The Maximum amount of this contract is: \$169,200 (\$56,400 from the original contract; \$56,400 for the First Amendment, and \$56,400 for the Second Amendment)

3. Budget Detail and Payment Provisions (Exhibit B)

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

- 3. The maximum payment under the terms of this contract under no circumstances exceed **\$169,200** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.

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

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Workforce Development Board of Solano County

Approved as to Form:

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Daniel Noy  
Harbor IT DBA NetXperts

Approved for Solano County:

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Solano County Counsel

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William Emlen, County Administrator  
Solano County

## **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**

<b>SUBJECT</b> Approval for a 3rd year contract with Saavedra Fam Inc. for Janitorial, Maintenance and Facilities Support services not to exceed an additional contract amount of \$53,652; Give President/Executive Director, or its Designee, authority to finalize and sign the approved contract, and make administrative changes, as needed	<b>MEETING DATE</b> May 16, 2025	<b>AGENDA ITEM</b> VII.E
<b>FROM</b> Tracy White Director of One-Stop Operations	<b>ACTION REQUIRED</b> YES ✓ NO	<b>ATTACHMENTS</b> A, B

**RECOMMENDATION**

Staff are recommending the Board of Directors approve a third-year contract with Saavedra Fam Inc. to provide Janitorial, Maintenance and Facilities Support Services, not to exceed an additional contract amount of \$53,652. The cumulative total for the original contract, 2<sup>nd</sup> year contract (July 1, 2023 – June 30, 2025) and this third-year contract will not exceed \$184,116. The third-year contract period will be July 1, 2025 through June 30, 2026.

It is also recommended that the Board authorize the President/Executive Director, or its Designee, to sign this contract after it has been reviewed by County Counsel and ratified by the County Administrator's Office. As required by the County of Solano's Procurement Policy and the Board's current Memorandum of Understanding with the County, since this contract amount will be below an annual amount of \$75,000, it may be reviewed and approved by the Solano County Administrator.

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 contract amount. All other terms and conditions of the original agreement and this amendment remain unchanged; the scope of the original agreement has been included as Attachment B for reference.

This is the final contract renewal for Saavedra Fam Inc. Staff will release a new procurement solicitation for Janitorial, Maintenance, and Facilities support services prior to the expiration of this contract period.

**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 17, 2023 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 which addressed all the janitorial, maintenance and facilities support services described in the RFQ. Saavedra Fam Inc. has been providing janitorial, maintenance and facility support services to the WDB for almost two decades.

Prior to the start of this contract period, the Scope of Work was reevaluated for efficiency. There were items that were identified for removal, as they were specific to COVID-19 or are no longer the responsibility of WDB due to the addition of new tenants in the building. As a result, the overall service budget was reduced.

### **ALTERNATIVES**

While not recommended, the Board could choose not to approve the renewal of the contract and instead provide staff with directions to issue another procurement for janitorial, maintenance and facilities support. 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 FY2025-26 budget will include the necessary funding to cover the cost of this contract.

### **REPORT PREPARED BY**

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

**SECOND AMENDMENT TO STANDARD CONTRACT PY-23-002  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY AND  
SAAVEDRA FAM, INC.**

This Second Amendment ("Second Amendment") is entered into as of the 1st day of July 2025, between the Workforce Development Board of Solano County ("WDB") and Saavedra Fam, Inc. ("Contractor").

1. Recitals

- A. The parties entered into a contract dated July 1, 2023 (the "Contract"), in which Contractor agreed to provide Janitorial, Maintenance, and Facilities Support services for the WDB through June 30, 2024. The contract was amended July 1, 2024 to extend the contract through June 30, 2025.
- B. WDB now needs to extend the Contract for services for twelve months, through June 30, 2026.
- C. This Second Amendment represents a twelve-month extension of the Contract and an increase of \$53,652 for services, for a cumulative total of \$184,116 (\$65,232 from the original contract; \$65,232 for the First Amendment, and \$53,652 for the Second Amendment).
- 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:

The term of this contract: July 1, 2023, through June 30, 2026

B. Budget

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

The Maximum amount of this contract: \$184,116 (\$65,232 from the original contract; \$65,232 for the First Amendment, and \$53,652 for the Second Amendment)

3. Scope of Work (Exhibit A)

A. CONTRACTOR RESPONSIBILITIES

Section 2. "SERVICE ACTIVITIES" has been deleted and replaced with:

Contractor will provide WDB with 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

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

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

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.

## D. DELIVERABLES

Sections 1, 2, and 3 have been deleted and replaced with:

### 1. JANITORIAL SERVICES

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

#### Daily

- 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

#### Twice Weekly

- Vacuum common areas: All hallways, lobby and One Stop Areas
- Mop kitchen floor
- Pick up & empty all employee trash

#### Weekly

- Inspect & clean all entrances
- Vacuum all carpeted areas
- Dust/mop all areas
- Empty all recycling bins
- Clean main entrance glass doors, and interior lobby doors
- Clean interior/exterior of all kitchen appliances including microwave ovens and toaster oven
- 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
- Empty ash trays at side entrances of building

#### Quarterly

- Dust all blinds and windowsills
- Clean computer equipment and tables
- Clean air vents

#### Annually

- Thoroughly clean the interior of refrigerators

#### As Needed

- Special Event room cleanup

- Inventory supplies and 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.

## 2. **MAINTENANCE SERVICES**

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

### Monthly

- Check fire extinguishers for change and current inspection

### 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

- 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 the 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.

## 4. Budget Detail and Payment Provisions (Exhibit B)

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

1. Contractor will be compensated at a rate of \$4,471.00 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. Contractor may charge up an hourly rate of \$48.00 for these special tasks and/or projects.
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 will exceed **\$184,116** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.

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

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Workforce Development Board of Solano County

Approved as to Form:

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Solano County Counsel

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Luis Saavedra, Owner  
Saavedra Fam, Inc.

Approved for Solano County:

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William Emlen, County Administrator  
Solano County

## **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 of 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**

<b>DOCUMENTATION OF DELIVERY</b>	<b>DELIVERY PERIOD</b>	<b>FEE</b>
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)
<b>TOTAL</b>		<b>\$65,232.00</b>

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 **\$65,232** 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**

<b>SUBJECT</b> Approval for a 3 <sup>rd</sup> year contract with Foundation for California Community Colleges to serve as employer of record for work experience clients not to exceed an additional contract amount of \$85,775; Give President/Executive Director, or its Designee, authority to finalize and sign the approved contract, and make administrative changes, as needed	<b>MEETING DATE</b> May 16, 2025	<b>AGENDA ITEM</b> VII.F
<b>FROM</b> Tammy Gallentine Executive & Board Support Specialist	<b>ACTION REQUIRED</b> YES ✓ NO	<b>ATTACHMENTS</b> A, B

**RECOMMENDATION**

Staff are recommending the Board of Directors approve a third-year contract with Foundation for California Community Colleges as the employer of record for Work Experience (WEX) participants, for an additional contract amount not to exceed \$85,775. The cumulative total for the original contract, second year contract (July 1, 2023 – June 30, 2024), and this contract period will not exceed \$337,563. The renewal period will be July 1, 2025 through June 30, 2026.

It is also recommended that the Board authorize the President/Executive Director, or its Designee, to sign this contract after it has been reviewed by County Counsel and ratified by the County Board of Supervisors. As required by the County of Solano's Procurement Policy and the Board's current Memorandum of Understanding with the County, since this contract amount will be above \$75,000, it must be reviewed and approved by the Board of Supervisors.

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 this amendment remain unchanged; the scope of the original agreement has been included as Attachment B for reference.

This is the final contract renewal for Foundation for California Community Colleges. Staff will release a new procurement solicitation for Employer of Record services.

**DISCUSSION**

As defined by the Workforce Innovation and Opportunity Act (WIOA), work experience is a planned, structured learning experience that takes place in the workplace and provides clients with opportunities for skill development. A work experience opportunity may take place in the private for-profit, the non-profit, or the public sectors. The work experience program is designed to give clients the opportunity to work in a supportive environment that will allow them to develop the necessary skills to obtain and maintain employment in the future.

Due to the unique nature of the services provided through FCCC, the WDB utilized the sole source procurement process, piggybacking on Madera Workforce Board's employer of record procurement, to serve as the employer of record for WEX.

The Career Catalyst fee structure includes the cost of total wages and taxes for participants, a per employee onboarding fee, and a program management fee (invoiced on actual wages and taxes paid). If the total number of individuals are not enrolled in, and complete work experience, these costs will be lower. The funds for this contract will be pulled from the budget line-item Work Based Learning.

### **ALTERNATIVES**

While not recommended, the Board could choose not to approve the amendment and instead provide staff with directions to issue another procurement or provide the payroll needs directly through WDB. However, this will ultimately increase the WDB's financial liability and staff work capacity. Given the previous and current service delivery provided, it is not recommended to seek another vendor to provide these services during the contract renewal period.

### **AGENCY BUDGET IMPACT**

The FY2025-26 budget includes the necessary funding to cover the cost of this contract out of programmatic funds from WIOA Adult, Dislocated Worker, and Youth awards, as well as any additional discretionary funds that may be used.

### **REPORT PREPARED BY**

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

**SECOND AMENDMENT TO STANDARD CONTRACT PY-23-003  
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY AND  
FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES**

This Second Amendment ("Second Amendment") is entered into as of the first day of July 2025, between the WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY ("WDB") and FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES ("Contractor").

1. Recitals

- A. The parties entered into a contract dated July 1, 2023 (the "Contract"), in which Contractor agreed to serve as the Employer of Record for Work Experience clients for the WDB through June 30, 2024. The contract was amended July 1, 2024 to extend the contract through June 30, 2025.
- B. WDB now needs to extend the Contract for services for twelve months, through June 30, 2026.

This Second Amendment represents a twelve-month extension of the Contract and an increase of \$85,775 for services for a cumulative total of \$337,563 (\$137,380 from the original contract, \$114,408 for the First Amendment, and \$85,775 for this Second Amendment).

- C. 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:

The term of this contract is: July 1, 2023, through June 30, 2026

B. Budget

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

The Maximum amount of this contract is \$337,563 (\$137,380 from the original contract, \$114,408 for the First Amendment, and \$85,775 for this Second Amendment).

3. Scope of Work (Exhibit A)

A. Contractor Responsibilities

Section 2, Service Activities, item ii, On-Boarding, has been revised to include the following addition:

- f. Provide pre-employment screening, including criminal background checks and drug screening at the request of WDB, prior to on-boarding.
  - WEX client will only be subject to such screening when WDB or Worksite employees are also subject to screening for the same or similar positions
  - Pre-employment screenings not conducted by Contractor will not be accepted

B. WDB Responsibilities

Section 1, Service Activities, item i, Roles and Responsibilities, has been revised to include the following additions:

- j. WDB will ensure WEX clients are eligible to participate in and remain eligible while participating in the Career Catalyst Program.
- k. WDB shall ensure WEX clients working remotely will be compensated no less than the minimum wage applicable to the locality where the WEX client is performing work. If the work follows a hybrid



model, the WEX client will be entitled to the higher minimum wage applicable to the worksite location and the locality where the WEX Client is performing remote work.

- I. WDB shall submit a pre-employment screening request prior to on-boarding, if needed.

#### 4. Project Budget Summary (Exhibit B)

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

SERVICE COMPONENT	DELIVERY PERIOD	FEE
Wages for 19 participants at \$17.10/hour for 300 hours per participant	July 1, 2023 – June 30, 2024	\$97,470
12% Taxes and Retirement: Federal/State Unemployment, CalPERS, MediCare, ETT	July 1, 2023 – June 30, 2024	\$11,696
5% Workers' Compensation (Estimate, invoiced on actual rates applied, based on each employee's job description)	July 1, 2023 – June 30, 2024	\$4,874
Onboarding Fees (\$100/participant, invoiced at time of hire, regardless of whether employee starts or completes work experience)	July 1, 2023 – June 30, 2024	\$1,900
18.8% Program Management Fee (invoiced on actual wages and taxes paid)	July 1, 2023 – June 30, 2024	\$21,440
Wages for 14 participants at \$17.10/hour for 300 hours per participant	July 1, 2024 – June 30, 2025	\$79,200
12% Taxes and Retirement: Federal/State Unemployment, CalPERS, MediCare, ETT	July 1, 2024 – June 30, 2025	\$9,504
8% Workers' Compensation (Estimate, invoiced on actual rates applied, based on each employee's job description)	July 1, 2024 – June 30, 2025	\$6,336
Onboarding Fees (\$100/participant, invoiced at time of hire, regardless of whether employee starts or completes work experience)	July 1, 2024 – June 30, 2025	\$1,500
18.8% Program Management Fee (invoiced on actual wages and taxes paid)	July 1, 2024 – June 30, 2025	\$17,868
Wages for 11 participants at \$18.15/hour for 300 hours per participant	July 1, 2025 – June 30, 2026	\$59,895
11% Taxes and Retirement: Federal/State Unemployment, CalPERS, MediCare, ETT	July 1, 2025 – June 30, 2026	\$6,588
8% Workers' Compensation (Estimate, invoiced on actual rates applied, based on each employee's job description)	July 1, 2025 – June 30, 2026	\$4,792
Onboarding Fees (\$100/participant, invoiced at time of hire, regardless of whether employee starts or completes work experience)	July 1, 2025 – June 30, 2026	\$1,100
18.8% Program Management Fee (invoiced on actual wages and taxes paid)	July 1, 2025 – June 30, 2026	\$13,400
<b>TOTAL</b>		<b>\$337,563</b>

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 Contractor. Contractor will not be reimbursed for any out-of-pocket costs.
2. WDB is responsible for compensating Contractor for any services performed and/or employee benefit cost(s) incurred by WEX client that are not listed in above budget table, but are required under local, State and Federal law. Billed rates will be increased to reflect additional costs incurred due to overtime hours

worked, payment of waiting time penalties, meal period premiums, and other statutory penalties imposed pursuant to applicable local, state, and federal laws.

3. WDB is responsible for compensating Contractor for all pre-employment screenings, including criminal history background checks, live scans, drug screens or other pre-employment screening that is requested and/or required.
4. 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. 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, Scope of Work have been accepted in writing by the Executive Director/President of his/her designee.
5. Contractor shall provide any additional documentation as required by WDB at any time in order to substantiate its claims for payment. WDB may elect to withhold payment for failure by Contractor to provide such documentation required by WDB.
6. The maximum payment under the terms of this contract shall under no circumstances exceed **\$337,563** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.

5. Special Terms and Conditions (Exhibit D)

Section 1 had been deleted in its entirety and replaced with:

1. Contractor shall provide WDB with reasonable advance written notice to allow for discussion and resolution prior to any client offboarding. WDB acknowledges that, with such notice, the Contractor may initiate offboarding of clients if it is determined that: (i) WDB has failed to remit timely payment of invoices; (ii) the contract is approaching its not-to-exceed amount and is at risk of being overspent; or (iii) the agreement is set to expire prior to renewal.

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

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Workforce Development Board of Solano County

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J.C. Sales, Vice President, Program Development  
Foundation for California Community Colleges

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Joseph Quintana, Chief Operating Officer  
Foundation for California Community Colleges

Approved as to Form:

Approved for Solano County:

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Solano County Counsel

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William Emlen, County Administrator  
Solano County

## **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 services for duration of the Contract; and,
- iii. Provide services during scheduled days and/or hours as appropriate.

#### **2. SERVICE ACTIVITIES**

**Contractor will:**

**i. Program Support**

- a. Serve as the WDB's Employer-of-Record through the Foundation for California Community College's ("Contractor") Career Catalyst program to provide professional services including performing necessary human resources and payroll functions and assuming employment tasks and liability for up to **19** of the WDB's Work Experience (WEX) clients.
- b. Assume responsibility as the Employer-of-Record for all WEX clients onboarded via the Career Catalyst service.
- c. Hold all parties, including the WDB and all WEX hosts, accountable to federal, state and local labor laws.
- d. Provide comprehensive training, guidance, and service support to the WDB and WEX clients throughout the duration of the contract.

**ii. On-Boarding**

- a. Serve as the single point of contact for all WEX new hire paperwork.
- b. Streamline the on-boarding process through electronic hiring tools in the Contractor's system.
- c. Monitor progress of WEX on-boarding to ensure each component is complete prior to the client's start date.
- d. Ensure timely processing of personnel profile for each WEX client, upon receipt of all necessary on-boarding information from the WDB staff.
- e. Maintain all personnel records.

**iii. Payroll**

- a. Manage and maintain the Human Resources Information System (HRIS) and processing of new hires, rate increases and terminations, initiated and requested by the WDB.
- b. Provide timekeeping training and approval for WEX clients and WDB staff.
- c. Provide ongoing technical support to WDB staff.
- d. Process payroll, including making the appropriate deductions, withholdings and premium payments under applicable federal, state, and local laws.
- e. Manage and maintain all tax documentation and information.

iv. **Employee Relations**

- a. Respond to all day-to-day WEX client relations issues and WDB staff inquires regarding policies and procedures.
- b. Provide coaching, guidance and legal assistance regarding employee relations issues with WDB staff.
- c. Initiate all communication with WEX client to address and resolve any employee relations issues.

v. **Human Resources Management**

- a. Serve as the single point of contact for administrative and medical leaves of absence, and unemployment claims for all WEX clients.
- b. Generate paperwork, track time out of office, facilitate and manage communication between the WEX client and WDB staff.
- c. Operate as the liaison between the WEX client and the Employment Development Department for State Disability Insurance and Paid Family Leave insurance and payments.
- d. Generate paperwork and serve as the liaison between WEX client and Employment Development Department for unemployment payments.

vi. **Workers' Compensation**

- a. Contractor will hold Workers' Compensation Insurance for all WEX clients.
- b. Verify and assign appropriate workers' compensation codes to each WEX client based on job descriptions provided by WDB staff.
- c. Generate paperwork, track time out of the office and facilitate all communication between the WEX client, WDB and worksite.
- d. Act as the liaison between the WEX client and insurance carrier for workers' compensation insurance/payments.

vii. **Response Time – On Call and Emergency Service**

- a. Contractor will be available each week during scheduled conference calls, and on an as-needed basis during in-office days.

**B. WDB RESPONSIBILITIES**

**1. SERVICE ACTIVITIES**

**WDB will:**

i. **Roles and Responsibilities**

- a. WDB shall have the responsibility for the day-to-day control and supervision of WEX clients and must provide WEX clients with supervision, training, and work assignments in accordance with the work site request and job description.
- b. WDB shall allow for monitoring visits by representatives of the Contractor and shall ensure that work sites will allow for monitoring visits by representatives of the Contractor should the Contractor elect to perform an inspection.
- c. WDB will notify the Contractor if any position is subject to any state, federal or local minimum or prevailing wage requirements, or subject to the terms of a collective bargaining agreement.
- d. If WEX clients will be working at work sites not under the direction and control of the WDB, the WDB shall have a signed "Work Site Agreement" with the work site. WDB shall use a Work Site Agreement Template mutually agreed upon by

WDB and Contractor. Contractor in its sole discretion may deny placement of WEX clients at any work site, if Contractor deems the work site to be unsafe or non-compliant with State, Local, or Federal law.

- e. Without the prior written agreement of Contractor, WDB will not entrust WEX clients with the care of unattended premises, or unsupervised custody or control of cash, credit cards, valuables, or other similar property.
- f. WDB shall ensure WEX clients receive meal and rest breaks in compliance with both California Law and the Contractor's Policy and Procedures manual. The WDB will ensure this happens by educating the "Work Site" to ensure WEX clients are relieved of all duties during breaks. Furthermore, the worksite will relinquish all control over the WEX client's activities during meal and rest breaks, permit the client reasonable opportunity to take uninterrupted meal and rest breaks and will not impede or discourage WEX clients from doing so.
  - WDB shall notify Contractor at least 4 days in advance prior to terminating (whether a WEX client is fired or completes his or her internship) a WEX client, and shall notify Contractor immediately in the event a WEX client quits his or her internship. If WDB fails to notify Contractor in accordance with this term, WDB shall be responsible for compensating Contractor for payments made to WEX client for the costs of waiting time penalties, per Labor Code section 203.
- g. WDB agrees to accurately track and provide to Contractor a time record for all hours worked by each WEX client on a bi-weekly basis. The time record shall include all of the WEX client's start and end times, as well as meal period and rest breaks. WDB will be responsible for ensuring WEX client's enter and approve accurate timesheets. Billed rates will be increased to reflect overtime hours worked, waiting time penalties, and meal period premiums according to state or local law.
- h. WDB will ensure that WEX clients who are under the age of 18 do not exceed 8 hours per day or 40 hours per week. If WEX clients under the age of 18 exceed 8 hours per day or 40 hours per week, WDB will be responsible for payment of overtime to the WEX client.. The WDB will be responsible for educating the "Work Site" on this requirement to ensure the work sites are in compliance with California's Child Labor Laws.
- i. WDB will ensure that no WEX client exceeds 960 hours. **This number cannot exceed 1000 hours per PARTICIPANT per fiscal (July- June) year**, unless classified as a Student Assistant with WDB and Contractor approval.

ii. **Compliance with Federal, State and Local Laws**

- a. WDB must provide all legally required documents prior to WEX client start date including, but not limited to: WEX client Form I-9s and work permits for WEX clients under the age of 18. WDB, or WDB's approved designee shall be responsible for verification of PARTICIPANT's right to work documents, specifically completion of Section Two of the PARTICIPANT's I-9 form electronically via the Foundation's HRIS Platform. Further, PARTICIPANT I-9 forms shall be completed at the time of hire and before PARTICIPANT commences work.
- b. WDB shall certify that work site provides a drug-free workplace, required by the California Drug-Free Workplace Act of 1990 (Government Code section 8350 et seq.).

- c. WDB and work site shall comply with all applicable federal, state and local laws and regulations relating to a safe and accessible work environment, including but not limited to, federal and state Occupational Safety and Health Administration (“OSHA”) laws and regulations, including the recording of workplace injuries on WDB’s OSHA 300 logs.
- d. WDB and work site shall comply with the requirements of the Fair Labor Standards Act, the California Labor Code, the California Industrial Wage Orders, Title VII of the Civil Rights Act of 1964, the Fair Employment and Housing Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and all other federal, state, and local laws and regulations governing the hiring or employment of WEX client.

iii. **Worker’s Compensation and Employment Claims**

- a. WDB shall immediately notify Contractor of any injury and/or Workers’ Compensation Claims related to a WEX client.
- b. WDB shall promptly report to Contractor any claims of harassment, discrimination, and/or claims of any violation of law governing the WEX client’s employment, including allegations or reports of any irregularities or discrepancies by WEX client.
- c. WDB shall notify the Contractor if a WEX client will be allowed to operate any motor vehicle or heavy equipment at any time as part of his/her work/training activities. WDB must secure Contractor’s written approval prior to WEX client’s use of motor vehicles or heavy equipment.

**B. ADMINISTRATION**

1. **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.

2. **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.

3. **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.

4. **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**  
**PROJECT BUDGET SUMMARY**

<b>SERVICE COMPONENT</b>	<b>FEE</b>
Wages for 19 participants at \$17.10/hour for 300 hours per participant	\$97,470
12% Taxes and Retirement: Federal/State Unemployment, CalPERS, MediCare, ETT	\$11,696
5% Workers' Compensation (Estimate, invoiced on actual rates applied, based on each employee's job description)	\$4,874
Onboarding Fees (\$100/participant, invoiced at time of hire, regardless of whether employee starts or completes work experience)	\$1,900
18.8% Program Management Fee (invoiced on actual wages and taxes paid)	\$21,440
TOTAL	\$137,380

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 Contractor. Contractor will not be reimbursed for any out-of-pocket costs.
2. WDB is responsible for compensating Contractor for any services performed or employee benefit cost(s) incurred by an EMPLOYEE that are not listed in above budget table, but are required under local, State and Federal law. Billed rates will be increased to reflect additional costs incurred due to overtime hours worked, payment of waiting time penalties, meal period premiums, and other statutory penalties imposed pursuant to applicable local, state, and federal laws.
3. 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. 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, Scope of Work have been accepted in writing by the Executive Director/President of his/her designee.
4. Contractor shall provide any additional documentation as required by WDB at any time in order to substantiate its claims for payment. WDB may elect to withhold payment for failure by Contractor to provide such documentation required by WDB.
5. The maximum payment under the terms of this contract shall under no circumstances exceed **\$137,380** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C, "Changes and Amendments".



# REPORTS





**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

<b>SUBJECT</b> Reports	<b>MEETING DATE</b> May 16, 2025	<b>AGENDA ITEM</b> VI.D
<b>FROM</b> Tammy Gallentine Executive & Board Support Specialist	<b>ACTION REQUIRED</b> YES    NO ✓	<b>ATTACHMENTS</b> A - C

**SUMMARY**

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

**ATTACHMENTS:**

- Attachment A: Compliance & Operational Reports – monitoring, personnel, and expenditures
- Attachment B: Programmatic Highlights
- Attachment C: Programmatic Performance Reports
  - FY24-25 Job Seeker Services Grant Metrics through February 2025
  - SBDC Service Report
  - FY24-25 Quarter 3 Programmatic Impact Report

# Compliance and Operational Report

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

## Monitoring Report

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This report updates the Workforce Development Board (WDB) of Solano County on the outcomes of the Federal, State, and County audit and monitoring reviews of the agency operations. Open and prior audit and monitoring reports are available on request.

Definitions for the types of outcomes are:

- 1) Finding is an instance of noncompliance with grant rules that must be resolved through corrective action – findings that could lead to a disallowed cost will be noted as such; and
- 2) Concern is a condition that may become a compliance issue if not addressed.

### *Recent/Open Monitoring Activity:*

- No open monitoring activity during the reporting period.

## Personnel Report

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

**Terminations:**      ***Heather Henry (Voluntary Termination)***  
*Effective Date: May 2, 2025*  
*Classification: N/A*  
*Position: President / Executive Director*

***Timothy Murrill (Voluntary Termination)***  
*Effective Date: April 1, 2025*  
*Classification: Manager 3*  
*Position: SBDC Director*

**Hires:**                ***Sandy Nogales***  
*Effective Date: April 14, 2025*  
*Classification: Manager*  
*Position: ERN Success Coach (Spanish)*

## Expenditure Report

This is the Workforce Development Board of Solano County's (WDB) report of expenditures for the 2024-25 program year, through March 31, 2025. With 75% of the program year elapsed, the expenditures compared to the plan equals 55.7%.

**Attachment A-1** contains the expenditure report; the report format shows the funding and expenditure information from two viewpoints. The top box contains grant funding vs. grant expenditures. The bottom box contains line-item budget vs. line-item expenditures.

*Significant Grant Discrepancies:*

Discrepancies of more than 10% and \$10,000 are highlighted below:

- WIOA Youth – WIOA Youth is significantly underspent. Staff have developed a plan to launch a WIOA Youth work experience program that will begin to incur expenditures in the spring of 2025 and completed a number of procurements during the reporting period to obligate funds. Staff expect to see expenditures continue to increase towards the end of the year. The remaining funds may be carried over into FY2025-26.
- CWDB – Regional Plan Implementation 5.0 – The WDB has fully spent its allocation under RPI 5.0. The grant ended March 31, 2025.
- City of Napa – ARPA Leaf Blower Grant – This funding stream has been struggling to gain business use of the leaf blower rebates. The new SBDC Director has evaluated the program and has worked to increase expenditures.
- City of San Francisco – CA Jobs First Fiscal Agent – This grant was anticipated to begin in the fall of 2024. The WDB is still awaiting the City of San Francisco contract.
- Solano ARPA Projects are at various points of completion:
  - ARPA 1 – ends 6.30.25 – a number of participants entered training in January, which will be reflected in future expenditure reports.
  - ARPA 2 – has been extended to 12.31.25 to ensure full grant spend down.
  - ARPA 4 – has been extended to 6.30.26 – The Employer Resource Network (the largest unspent category) has been slow to start but is currently being launched.
  - ARPA SB1 – ends 6.30.25 – Business advising has been strong under this program; as such, the funding stream is near completion ahead of schedule.
  - ARPA SB2 and ARPA SB3 – ended 9.30.24 – ARPA SB2 was slightly overspent due to adding funds from SB3 to cover additional grants. ARPA SB3 finished underspent due to less-than-anticipated business demand for mental health services and language translation services.
- CWDB Grants – These projects have had a slow start, but activity is beginning in all three grants and expenditures are increasing. All three of these grants include significant pass-through funding. Unexpended funds for all three grants may be carried forward into FY2025-26.
- SBDC CIP and TAP – New CIP and TAP agreements began October 1, 2024, and are ramping up in expenditures.
- SBDC Inclusivity Project – This project ended 9.30.25 nearly fully expended.
- South Bay WIB - Apprenticeships – Activities began in January 2025 and are anticipated to increase throughout the remainder of the year.

- Contributions – Additional revenue beyond anticipation was received, allowing additional expenditures.

*Significant Expenditure Discrepancies:*

Discrepancies of more than 10% and \$10,000 are highlighted below:

- Training and Supportive Services are currently underspent, but training enrollments are on par for full expenditures. Spring training invoices are usually received between May and June.
- Outreach and Program Contracts are currently underspent, but funds are predominantly obligated and anticipated to be fully spent. Some of the outreach funds will be reclassified to program contracts in the Budget Modification #2 as outreach and career awareness efforts were contracted out.
- Employee/WDB Professional Development is currently overspent due to fall conferences and learning trips. Irvine professional development funds have been spent earlier than anticipated – staff plan to adjust the carry-over estimate in the Budget Modification #2.
- Supplies / Equipment and Software are currently underspent but are anticipated to be fully spent by the end of the fiscal year.

**WDB SOLANO**

FY2024-25 Expenditure Report - as of March 31, 2025

	<b>BUDGET 2024-25 Mod #2</b>	<b>% of Budget</b>	<b>Mar '25 Actuals</b>	<b>% Expended 75%</b>
<b>REVENUE:</b>				
<b><i>State Grant Revenue</i></b>				
WIOA Adult	\$1,402,577	15.4%	\$990,853	70.6%
WIOA Dislocated Worker	1,246,426	13.7%	801,877	64.3%
WIOA Youth	1,503,140	16.5%	765,442	50.9%
WIOA Rapid Response	126,458	1.4%	80,983	64.0%
WIOA Layoff Aversion	37,189	0.4%	26,107	70.2%
CWDB - Regional Plan Implementation 5.0	18,560	0.2%	4,611	24.8%
<b>Grant Revenue Total</b>	<b>\$4,334,350</b>	<b>47.5%</b>	<b>\$2,669,872</b>	<b>61.6%</b>
<b><i>Other Government Grants/Contracts</i></b>				
City of Napa - ARPA Leaf Blower Grant	48,747	0.5%	4,825	9.9%
City of San Francisco - CA Jobs First Fiscal Agent	64,000	0.7%	-	-
County of Solano - ARPA 1: Sustain Service Delivery	104,270	1.1%	12,256	11.8%
County of Solano - ARPA 2: Community Workforce	875,578	9.6%	567,107	64.8%
County of Solano - ARPA 3: Industry Training	917,338	10.1%	527,033	57.5%
County of Solano - ARPA 4: Community Engagement	323,980	3.6%	169,977	52.5%
County of Solano - ARPA SB1: Small Business TA	177,872	2.0%	150,795	84.8%
County of Solano - ARPA SB2: Business Incubator	76,721	0.8%	84,361	110.0%
County of Solano - ARPA SB3: Services for Businesses	84,441	0.9%	26,639	31.5%
CWDB - HIRE Rentry Grant	683,932	7.5%	448,265	65.5%
CWDB - Prison to Employment 2.0	144,059	1.6%	44,762	31.1%
CWDB - Regional Equity	483,876	5.3%	262,490	54.2%
NorCal SBDC - Capital Improvement Program (CIP)	95,000	1.0%	59,865	63.0%
NorCal SBDC - Inclusivity Project	20,005	0.2%	19,615	98.0%
NorCal SBDC - Small Business Administration (SBA)	191,533	2.1%	160,210	83.6%
NorCal SBDC - Technical Assistance Program (TAP)	110,435	1.2%	59,816	54.2%
SBDC Local Match	69,800	0.8%	54,753	78.4%
South Bay WIB - Apprenticeships	25,000	0.3%	8,355	33.4%
<b>Other Government Revenue Total</b>	<b>\$4,496,586</b>	<b>49.3%</b>	<b>\$2,661,124</b>	<b>59.2%</b>
<b><i>Other Revenue</i></b>				
Irvine Capacity Building	\$232,673	2.6%	\$183,935	79.1%
Jobs for the Future	\$10,000	0.1%	\$4,940	49.4%
Mare Island Company	\$29,553	0.3%	\$28,914	97.8%
Napa Valley College	\$2,414	0.0%	1,763	73.0%
SBDC Program Income	\$4,890	0.1%	5,187	106.1%
<b>Other Revenue Total</b>	<b>\$279,530</b>	<b>3.1%</b>	<b>\$224,739</b>	<b>80.4%</b>
<b>Donations and Contributions</b>	<b>\$5,000</b>	<b>0.1%</b>	<b>\$13,701</b>	<b>274.0%</b>
<b>TOTAL REVENUE</b>	<b>\$9,115,466</b>	<b>100%</b>	<b>\$5,569,436</b>	<b>61.1%</b>

	<b>BUDGET 2024-25 Mod #2</b>	<b>% of Budget</b>	<b>Mar '25 Actuals</b>	<b>% Expended 75%</b>
<b>EXPENSES:</b>				
Salaries and Benefits	<b>\$3,329,987</b>	36.5%	\$2,378,405	71.4%
<b>Personnel Expenses</b>	<b>\$3,329,987</b>	36.5%	<b>\$2,378,405</b>	71.4%
		0.0%		
Vocational Training	<b>\$839,071</b>	9.2%	\$411,099	49.0%
Work-Based Training	<b>\$66,500</b>	0.7%	63,133	94.9%
Supportive Services	<b>\$106,093</b>	1.2%	26,351	24.8%
Business Advisors	<b>\$316,566</b>	3.5%	214,062	67.6%
Small Business Grants / Payments	<b>\$215,462</b>	2.4%	184,635	85.7%
Outreach	<b>\$130,261</b>	1.4%	9,763	7.5%
Program Contracts	<b>\$3,044,520</b>	33.4%	1,558,728	51.2%
<b>Direct Program Costs</b>	<b>\$4,718,472</b>	51.8%	<b>\$2,467,771</b>	<b>52.3%</b>
		0.0%		
Communications / IT	<b>\$107,989</b>	1.2%	\$72,843	67.5%
Employee / WDB Professional Dev	<b>\$88,302</b>	1.0%	133,380	151.0%
Facilities	<b>\$570,162</b>	6.3%	344,948	60.5%
Memberships	<b>\$17,216</b>	0.2%	11,530	67.0%
Mileage / Travel	<b>\$62,324</b>	0.7%	4,538	7.3%
Supplies / Equipment	<b>\$32,619</b>	0.4%	9,591	29.4%
Software	<b>\$31,552</b>	0.3%	32,422	102.8%
Other Operating Costs	<b>\$156,843</b>	1.7%	109,237	69.6%
<b>Other Costs</b>	<b>\$1,067,007</b>	11.7%	<b>\$718,490</b>	67.3%
<b>TOTAL EXPENSES</b>	<b>\$9,115,466</b>	<b>100%</b>	<b>\$5,564,666</b>	<b>61.0%</b>

Revenue Over / (Under) Expenses

**\$0**

**\$4,770**



## Programmatic Highlights



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

### America's Job Center of California (AJCC)

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This report provides an update on activities conducted at the America's Job Center of California (AJCC) and other community locations for the period of March to April 2025.

#### *Reporting period highlights include:*

Collaboration to host Reentry Staff Training – On March 17, 2025, the AJCC hosted a staff development training focused on supporting justice-involved job seekers and their families. A SAMHSA-certified Trauma-Informed Care training was delivered to staff from multiple job center partner agencies. This two-hour program was specifically designed for professionals in the criminal justice system to promote improved outcomes in court proceedings and enhance case management effectiveness.

Attendees included representatives from the Workforce Development Board, Foundation for California Community Colleges (HIRE technical assistance), Solano County Sheriff's Department, Center for Urban Excellence, CEO Works, HealthRIGHT 360, and the WRAP jail programs. A total of 19 participants completed the training and received a SAMHSA certificate of completion.

The training covered key topics such as the effects of trauma, common characteristics of shared client populations, referral pathways for SAMHSA-supported treatment and therapy, and strategies for implementing trauma-informed practices within each organization. For those in need of services, SAMHSA's 24-hour helpline is available at 1-800-662-HELP.

### WIOA Programs

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

#### *Job Seeker Services:*

- Active Participants – The JSS team is currently serving over 400 active clients, providing job search assistance and training opportunities. As caseloads near capacity, the team is evaluating the need to prioritize new intakes, focusing on high-priority populations such as

veterans, individuals with disabilities, justice-involved clients, and referrals from Solano County Health & Human Services.

- Rio Vista Outreach – In March, the JSS team began monthly outreach at the Rio Vista Library, tabling on the first Wednesday of each month to share information and guidance on accessing WDB services. Additionally, staff participated in the Open House Fair at D.H. White Elementary School on March 15th to expand outreach and community engagement.

### *Business Services:*

- WARN Activity - WDB staff have recently received four local WARN notices affecting more than 220 workers across Solano County. The impacted businesses include:
  - **Safeway, Vallejo** – Employees are being transferred to other store locations.
  - **Right At School, various FSUSD sites** – Scheduled program closure.
  - **Sodexo, Vallejo** – Contract ended with Cal Maritime.
  - **Primo Brands, Vallejo** – Business closure planned.
  - **Pride Industries, Vacaville** – Prison contract remains under negotiation.

These layoffs or closures are anticipated to occur between late June and early July 2025. WDB staff are actively engaging with affected employers to coordinate Rapid Response sessions and explore layoff aversion strategies where applicable.

Additionally, in late April 2025, WDB was informed of a potential mass layoff tied to Valero's announcement regarding the planned closure of its Benicia refinery in April 2026. While negotiations are still underway, WDB is closely monitoring developments and is prepared to respond as needed.

- NorCal Career Fair - The Workforce Development Board proudly partnered with Solano Community College to host the annual NorCal Career Fair at the Fairfield campus on April 10, 2025.

### **Event Highlights:**

- 89 hiring employers
- 12 resource tables for job seekers
- Over 700 job seekers in attendance

This successful event offered meaningful connections between job seekers and local employers, as well as access to employment support services.

WDB extends sincere appreciation to the event's sponsors for their generous support, which helped keep the event free and widely promoted through \$24,000 in sponsorships:

- Cache Creek Casino Resort

- Yocha Dehe Wintun Nation
- Kaiser Permanente
- Alpha Media's KUIC Radio
- Solano Community College

## ARPA Grants

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

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

*Reporting period highlights include:*

### **ARPA Activities:**

- Lady Echelon Project - On April 25, the Lady Echelon Project hosted the **Biotech Career Fair** at Solano Community College's Vallejo Campus, welcoming over 200 high school students to explore career pathways and opportunities in the biotechnology industry.

The event featured engaging presentations and hands-on workshops led by industry experts, including Professors Jim DeKloe and Michael Silva from SCC's Biomanufacturing Program. Students also had the opportunity to interact with representatives from leading biotech companies such as **NOVA Pharmaceuticals**, **Agenus Bio**, **Polaris Pharmaceuticals**, and **LifeSpace Labs**, making the event both informative and inspiring.

- Facebook video link: <https://fb.watch/zoEMfpn9kJ/>

- Project Management – In partnership with Solano Community College's Biotechnology Program, three out of fifteen students enrolled in the Project Management course have successfully passed the Certified Associate in Project Management (CAPM) or equivalent Project Management Certification exam to date.

- Fairfield Suisun Adult Education – Fairfield-Suisun Adult Education (FFSA) hosted a Food Manager Certification Workshop on March 29th, with nineteen participants in attendance. Eleven participants successfully passed the exam and earned certification. Several individuals who did not pass faced challenges due to English being their second language. To support their success, FFSA will offer the opportunity to retake the workshop in Spanish.
- Fairfield Suisun Adult Education – Fairfield-Suisun Adult Education (FFSA) hosted an Excel Workshop on March 29th for three students enrolled in the Logistics Program. Two participants successfully passed the exam and earned a credential.
- Fairfield Suisun Adult Education – On April 16th, Fairfield-Suisun Adult Education (FFSA) hosted an Excel for Business Workshop for 14 participants, including SBDC clients and Business Program students. Twelve participants successfully passed the exam and earned a credential.
- Employee Resource Network - The Workforce Development Board (WDB), in collaboration with Employee Resource Network USA (ERN USA), is pleased to announce the hiring of Sandy Nogales as the new ERN Success Coach. Sandy joined the team on April 14, 2025. During her second week, she began visiting several employer worksites to initiate planning for her on-site support schedule. We anticipate she will begin providing in-person services at participating employer locations by late May or early June 2025.

### *Outreach Activities*

- Transfr VR Headsets – The WDB recently received five Transfr VR headsets, each preloaded with immersive simulations for over 55 occupations. Two members of the Job Seeker Services (JSS) team have completed training, and initial in-house trials were conducted with both the JSS team and the Planning and Oversight Committee. The headsets made their public debut at the Biotech Career Fair on April 25th at Solano Community College's Vallejo Campus, where they received enthusiastic feedback from attendees who had the opportunity to try them.
- Career Coach – To date, more than 760 community members have accessed the Career Coach platform, accounting for over 825 visits. Additionally, three high schools have requested training on how to effectively utilize the platform with their students.
- Gladeo – This initiative remains a work in progress as we continue to identify Bioeconomy employers and individuals to participate in the bio video project. Recently, several regional Bio Leaders and students have agreed to collaborate with Gladeo to schedule and film video interviews.
- RepresentEd – A two-day Biotech Hackathon will be hosted for out-of-school youth to increase awareness and provide entry-point access into bioeconomy and biotechnology career pathways. This skill-building event will introduce participants to foundational knowledge and hands-on experience relevant to jobs in the local bioeconomy sector. The

event has been postponed avoiding scheduling conflicts with similar activities occurring within the county.

- Fairfield Suisun Adult Education – In partnership with the Workforce Development Board (WDB), Fairfield-Suisun Adult Education (FFSA) has scheduled multiple workshops in May and June offering industry-recognized certifications in Food Management, Forklift Operation, and Microsoft Excel.
- High School College & Career Fairs – The Workforce Development Board (WDB) will be participating in multiple high school College & Career Fairs. Currently, events are scheduled at Jesse Bethel and John Finney High Schools, with additional schools expected to be added to the calendar before the end of the 2024–2025 academic year.
- CIA & Environmental Stewardship Outreach – Recruitment is now underway for the Community Investment Achievement Program, which serves out-of-school youth ages 18–24, as well as for the newly renamed Environmental Stewardship Program (formerly the Climate Transition Program).
- First Five – In partnership with First 5, the career-themed coloring book—featuring children exploring emerging careers in Solano County—has been finalized. An initial order of 2,000 copies has been placed for distribution at locations where children and families will have access.

PY 24/25 Job Seeker Deliverables by Grant Funded Program

Reporting Period: July 2024 - April 2025

WIOA Adult/DW	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Applications*	185	16	12	7	14	11	11	17	2	16	4			110	59%
Newly Enrolled*	150	10	17	11	17	8	13	7	16	10	13			122	81%
Occupational Training*	92	8	7	5	9	13	3	9	1	7	9			71	77%
Employer-Based*	8	0	1	0	0	0	0	7	1	3	0			12	150%
Credentials*	71	1	13	7	5	3	6	3	4	1	1			44	62%
MSG*	57	14	7	4	7	4	9	2	4	3	1			55	96%
Exited*	86	18	6	13	7	2	13	9	3	4	1			76	88%
Employed At Exit*	69	12	4	7	1	3	3	2	5	5	6			48	70%
Average Wage *	\$ 30.00	\$ 28.75	\$ 19.39	\$ 23.41	\$ 56.67	\$ 23.50	\$ 25.00	\$ 31.81	\$ 30.87	\$ 22.34	\$ 29.00			\$ 29.07	97%

\* May represent co-enrolled participant

WIOA Youth	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Application Enrolled	60	1	1	4	1	0	5	1	0	0	2			15	25%
Occupational Training	45	34	1	0	5	1	0	6	0	0	0			47	104%
Employer-Based	35	1	0	0	2	0	0	0	0	0	0			3	9%
Credentials	10	1	0	0	1	0	0	0	0	1	0			3	30%
MSG	21	0	0	0	0	0	0	0	0	0	0			0	0%
Exited	23	2	0	1	1	0	1	0	0	0	0			5	22%
Employed At Exit	25	0	0	0	4	0	0	3	1	0	0			8	32%
Median Wage	18	0	0	0	0	0	0	0	0	0	0			0	0%
Median Wage	\$ 20.00	-	-	-	-	-	-	-	-	-	-			-	-

\*July includes carry-over numbers from PY 2023-2024 of 34 participants

ARPA #1 (WDB Training)	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Enrolled	N/A	36	7	2	2	1	6	5	15	4	2			80	0%
Training (Occ / WBL)	27	36	11	18	0	6	4	1	17	6	17			116	430%
Completed Training	22	27	9	16	0	6	2	0	2	2	12			76	0%
Exited	18	14	3	6	8	2	4	6	3	3	3			52	289%
Employed At Exit	14	10	9	6	4	10	1	6	4	5	3			58	414%
Median Wage	\$ 28.00	\$ 29.25	\$ 21.16	\$ 24.40	\$ 20.00	\$ 15.50	\$ 34.00	\$ 26.00	\$ 34.25	\$ 20.85	\$ 22.83			\$ 24.82	89%

Working Waterfront (ARPA 3)	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Enrolled	10	0	0	6	0	0	0	0	0	0	0			6	0%
Training (Occ / WBL)	10	0	0	6	0	0	0	0	0	0	0			6	60%
Completed Training	8	0	0	6	0	0	0	0	0	0	0			0	0%
Exited	8	0	0	0	0	0	0	0	0	0	0			0	0%
Employed At Exit	7	0	0	0	0	0	0	0	0	0	0			0	0%
Median Wage	\$ 28.00	-	-	-	-	-	-	-	-	-	-			-	-

April SBDC Monthly Report															
Key Performance Indicators	Annual Goal	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	%Goal
Total client sessions 2025 YTD	2,200	214	226	224	209									873	40%
Total Client Hours YTD	3,000	306.98	305.5	317.25	289.25									1218.98	41%
Total Active Clients (Napa)	530	445	447	455	466									466	88%
Total Active Clients (Solano)	1,450	1472	1491	1518	1531									1531	106%
Total Active Clients (Center)	1,980	1962	1982	2018	2029									2029	102%
Jobs Created	270	101	42	20	15									178	66%
New Business Starts	32	12	41	4	4									61	191%
Change in Sales	\$ 21,779,114.00	\$6,113,186.00	\$ 5,317,113.90	\$ 1,849,000.00	\$ 1,684,000.00									\$14,963,299.90	69%
Dollar amt of loans/equity	\$ 16,876,911.00	\$4,839,600.00	\$ 3,715,539.15	\$ 184,000.00	\$ 371,500.00									\$9,110,639.15	54%
Training Sessions held	72	16	16	15	11									58	81%
# of attendees	900	365	379	352	161									1257	140%

**Focus Areas:**

Continued work with Solano Loan Fund in April.  
 Kicking off a Maker's Accelerator program in May with City of Napa. Received \$17,500 in local match funds.  
 Working with Napa Chamber of Commerce for a Digital Marketing symposium in June  
 Met with Assemblymember Lori Wilson, advocate to discuss joint initiatives.  
 Prepped for National Business Week series of workshops and networking event.





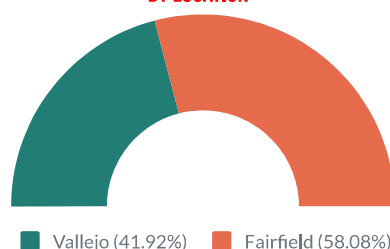
**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

# FY2024-25 Q3 PROGRAMMATIC IMPACT

July 2024\_March 2025



## JOB CENTER TRAFFIC BY LOCATION



**14,537** INDIVIDUAL VISITS  
TO THE JOB CENTERS

**6469** INDIVIDUALS  
VISITED COMMUNITY SITES

**39,529** SERVICES  
PROVIDED

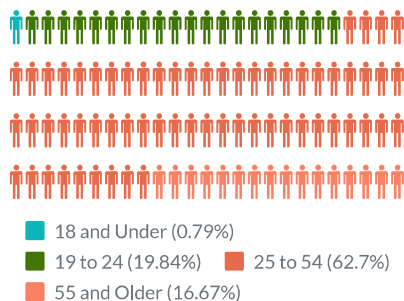
The America's Job Centers of California (AJCC) provide basic workforce services to any resident. The AJCC system consists of partners who operate the job centers including the WDB, CA Employment Development Department, and Division of Rehabilitation.



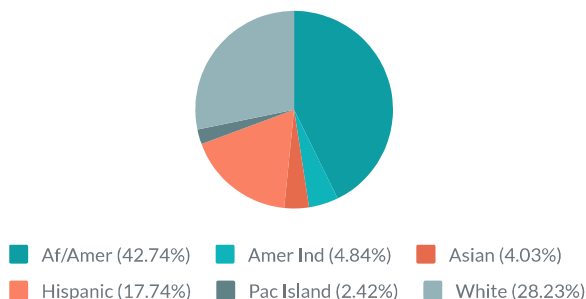
## Job Seeker Demographics

The Workforce Board serves a diverse job seeker base. Numbers below represent individuals active in Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth programs.

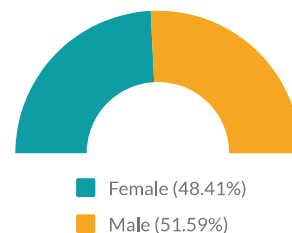
### AGE



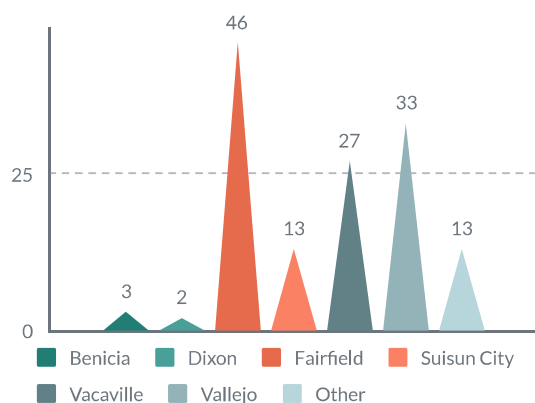
### RACE/ETHNICITY



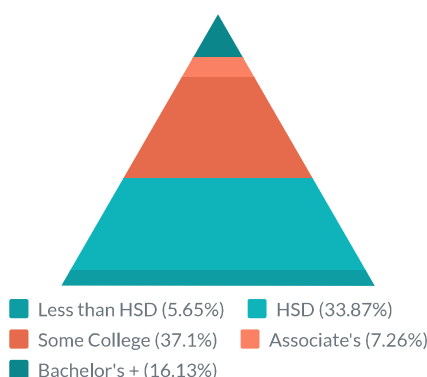
### GENDER



### RESIDENCE



### EDUCATIONAL ATTAINMENT



### PRIORITY POPULATIONS

**33%** CALFRESH  
RECIPIENTS

**56%** LOW INCOME

**14%** PEOPLE  
W/ DISABILITY

**21%** JUSTICE-  
INVOLVED

**1%** WIOA PRIORITY  
POPULATIONS\*

**3%** VETERANS



# Intensive Services

Intensive services for enrolled individuals include occupational training, paid work experience, job search support, supportive services, and job coaching. Activities and outcomes represent WIOA and State-funded individuals.



156 Newly Enrolled



70 Individual Barriers Reduced



82 Individuals Started Training



43 Individuals Received Industry Certifications

46 Individuals Employed

\$27.70  
Average Wage



45%

TRAINING-RELATED  
PLACEMENTS  
21 out of 46



\$1.13/HR

Ave. Increase in Wages  
After Using WDB Services

Participants secured the highest rate of employment in the **Healthcare** industry

## Industries



21%



17%



8%



8%

## ARPA Projects

196 Individuals Served

158 Started Training Programs

38 Received Job Coaching

57 Served through community Partners

66% Considered by ARPA as Disproportionately Impacted by the pandemic

## Business Engagement

WDB staff members engage with the business community to better serve the workforce needs of the county.

423 Active Business Engagements

149 New Businesses Engaged

328 Job Postings through Staff

558 Recruitment Events Attendees

\$44,713  
Invested in Solano County Businesses talent needs



Workforce Development Board of Solano County  
500 Chadbourne Rd, Suite 100, Fairfield, CA 94534  
<http://solanoemployment.org>

Compiled 5/5/2025

\* Workforce Innovation and Opportunity Act (WIOA) priority populations are low-income, basis skills deficient, and receiving public assistance.

# ACTION ITEMS





**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

<b>SUBJECT</b> Approval to reappoint Board Member, Chris Churchill with an expiring term for a new 4-year term	<b>MEETING DATE</b> May 16, 2025	<b>AGENDA ITEM</b> IX.A
<b>FROM</b> Tammy Gallentine Executive & Board Support Specialist	<b>ACTION REQUIRED</b> YES✓ NO	<b>ATTACHMENTS</b> NONE

**RECOMMENDATION**

It is recommended that the Board of Directors approve the reappointment of Board member and Chair, Chris Churchill, whose membership term will be expiring June 7, 2025, for a new 4-year term. The approval for reappointment would be submitted to the Board of Supervisors for ratification.

**DISCUSSION**

Mr. Churchill was contacted by staff to inquire if he would like to continue his participation and be reappointed to the Board. Mr. Churchill expressed his interest in continuing his membership for an additional four-year term.

Mr. Churchill represents the category of Business. His appointment to Board membership was approved by the Board of Directors at the May 2021 meeting and ratified by the Solano County Board of Supervisors at their June 8, 2021 meeting.

If approved, his new 4-year term will begin June 8, 2025 and expire June 7, 2029, at which time he may seek reappointment.

**ALTERNATIVES**

While the Board could choose to deny this reappointment, it is important to note that Mr. Churchill has provided valuable leadership during his tenure on the WDB Board. A denial would also necessitate identifying a new candidate to fill the Business category seat and selecting a new Chairperson.

**REPORT PREPARED BY**

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



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

<b>SUBJECT</b> Approval of a first-year contract with California Human Development to serve as the Workforce Innovation and Opportunity Act (WIOA) Youth Program services provider for contract amount not to exceed \$300,000; Give President/Executive Director, or its Designee, authority to finalize and sign the approved contract, and make administrative changes, as needed	<b>MEETING DATE</b> May 16, 2025	<b>AGENDA ITEM</b> IX.B
<b>FROM</b> Tammy Gallentine Executive & Board Support Specialist	<b>ACTION REQUIRED</b> YES ✓ NO	<b>ATTACHMENTS</b> A

**RECOMMENDATION**

Staff are recommending the Board approve a contract with California Human Development as the selected Workforce Innovation and Opportunity Act (WIOA) Youth Services Provider, for a contract amount not to exceed \$300,000. The contract would be for the period of July 1, 2025 through June 30, 2026.

Attachment A includes the contracts cover page, Scope of Work and Budget. The terms of conditions referenced are the standard WIOA-approved provisions, along with the applicable special terms and conditions.

It is also recommended that the Board authorize the Executive Director/President, or its Designee, to finalize and sign contract after it has been reviewed by County Counsel and approved as to form. Since this contract is above \$75,000, it must be reviewed and approved by the Solano County Board of Supervisors. This contract may be extended in time, for up to two (2) years at an anticipated \$300,000 annually subject to satisfactory performance by the subrecipient, availability of funds, and Board action.

**BACKGROUND**

RFP Process

On March 12, 2025, the Workforce Development Board (WDB) of Solano County published and distributed the Career-In Focus Request for Proposal (RFP) to local community partners that provide youth focused employment services; as well as posted the RFP on the WDB website. On March 26, 2025, staff held a Bidders' Conference, which was attended by several local youth providers. The deadline for proposal submission was Friday, April 14<sup>th</sup> by 4:30 p.m.

Staff received seven (7) proposals; California Human Development, Center for Urban Excellence, Club Stride, Fighting Back Partnership, First Place for Youth, Vallejo Project, and Watch Me Grow. All proposals received a threshold review, with five (5) having met the minimum qualifications for Board Committee consideration. The Youth RFP Ad Hoc Committee reviewed and evaluated each proposal to make a recommendation for a Youth Program Provider.

Below is a breakdown of each reviewer's score:

Proposer	Total Point Possible	Reviewer Scores					Average Score
		1	2	3	4	5	
California Human Development	100	72	86	97	91	98	88.8
Center for Urban Excellence	100	80	84	90	88	85	85.4
Club Stride	100	66	76	90	64	85	76.2
Fighting Back Partnership	100	86	86	93	66	95	85.2
First Place for Youth	100	73	78	89	62	97	79.8

The reviewers selected California Human Development 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.

## DISCUSSION

California Human Development proposed to target out-of-school youth ages 16–24, with a focus on those living in rural or agricultural areas like Dixon and Rio Vista, youth affected by the COVID-19 pandemic who left school and are not pursuing further education, and those who are low-income, skills deficient, or have limited English proficiency. The year-round program will serve 30 participants, offering all 14 WIOA Youth Elements, including assessments like CASAS and “My Next Move,” individualized service strategies (ISS) with tailored goals, 200 hours of paid work experience, and at least 12 months of follow-up support. Participants will also receive supportive services such as transportation, uniforms, or educational supplies, and will be connected to community and training partners for additional resources and opportunities.

Their scope of work will consist of recruitment and outreach strategies to engage targeted youth, process for determining suitability for the program, assessment of barriers and barrier removal, career coaching, supportive services, work experience, and job placement. California Human Development will offer all the 14 WIOA Youth Program Elements.

Based on their proposal, WDB staff have presented a twelve (12) month contract, awarding up to \$300,000 in WIOA Youth funding, to operate from July 1, 2025, through June 30, 2026, and enroll up to 30 out-of-school youth (OSY) and have them participate in work experience in the first year of the program. Each year thereafter, the enrollment measure will be replaced by existing participants. Based on the performance of the contractor, the WDB may renew/extend the contract for up to two (2) years at an anticipated \$300,000 annually, which is an estimate based upon annual WIOA Youth allocation and is subject to change.

## ALTERNATIVES

The Board may decline to approve this contract and direct staff to issue a new RFP or recommend an alternative selection. However, the Youth RFP Ad Hoc Committee has thoroughly reviewed the proposals and recommends approval. Reissuing the RFP is not advised, as it would delay critical WIOA services for out-of-school youth.

## AGENCY BUDGET IMPACT

The FY2025-26 budget includes the necessary funding to cover the cost of this contract.

## REPORT PREPARED BY

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

**SERVICE  
AGREEMENT  
CONTRACT**



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

For WDB Use Only  
**Contract No.  
PY-25-013**

1. This Contract is entered into between the Workforce Development (WDB) of Solano County and California Human Development for Workforce Innovation and Opportunity Act (WIOA) Youth Program Services
2. The term of this Contract is: July 1, 2025 through June 30, 2026
3. The Maximum amount of this contract is: \$ 300,000

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

Exhibit A – Scope of Work  
Exhibit B – Project Budget Summary  
Exhibit C – General Terms and Conditions  
Exhibit D – WIOA Special Terms and Conditions

Workforce Development Board

BY: \_\_\_\_\_  
Authorized Signature

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: 500 Chadbourne Road, Suite A  
Fairfield, CA 94534

APPROVED AS TO FORM

\_\_\_\_\_  
Solano County Counsel Signature

California Human Development

BY: \_\_\_\_\_  
Authorized Signature

NAME: Heather Henry

TITLE: Chief Executive Officer

DATE: \_\_\_\_\_

ADDRESS: 3510 Unocal Place, Suite 200  
Santa Rosa, CA 95403

COUNTY OF SOLANO

BY: \_\_\_\_\_  
Authorized Signature

NAME: William Emlen

TITLE: County Administrator

DATE: \_\_\_\_\_

ADDRESS: 675 Texas Street, Suite 6500  
Fairfield, CA 94533



**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. Start-up year-round services meeting WIOA Youth requirements and regulations, per federal, state, and local guidance.
3. Utilize creative methods in developing youth and young adults 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 conduct start-up activities to 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. Standards for successful completion of the program;
  - c. Rules and appropriate conduct while engaged in the program;
  - d. Procedures for presenting grievances and complaints; and
  - e. Other relevant information applicable to participants.

While the Subrecipient may serve all categories of WIOA Out of School Youth, recruitment efforts will focus on the following subsets:

- a. Youth residing in rural/agricultural areas and smaller towns (e.g. Dixon, Rio Vista)
  - b. Youth whose education or career plans remain disrupted by the pandemic, particularly those who have not pursued further education or training.
  - c. Youth who are skills deficient and/or have limited English proficiency
2. ***Eligibility Determination and an Objective Assessment*** –Subrecipient shall be responsible for eligibility determination for WIOA services. This includes ensuring that all participants meet WIOA out-of-school youth eligibility requirements and conducting an objective assessment per WIOA policies and WDB guidance.

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 and Addressing of Barriers*** – Subrecipient shall conduct assessment for all 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, including CASA testing. Supportive services will be used, where appropriate, to reduce barriers to educational and employment goals.
4. ***Individual Service Strategy (ISS)*** – Subrecipient shall provide Individual Service Strategy (ISS) development to identify appropriate services for each enrolled participant. Subrecipient shall make the 14 WIOA Program Elements available to participants in accordance with their ISS. An individual plan will be developed based on assessment results, youth's needs, career interests, and local labor market data to establish short- and long-term SMART goals, benchmarks and measurable progress towards education and career development. The ISS will be reviewed periodically with the participant.
5. ***Career Coaching Services*** – Subrecipient will provide career coaching and case management that focuses on building employability skills to prepare youth for work experience, occupational training, and educational opportunities.  
Services include:
  - Job Readiness Skills Training
  - Post-Secondary Education Skill Development
  - Wrap-around support through case management
6. ***Work Experience/Work-Based Learning Experience*** – Subrecipient will provide enrolled participants with planned, structured learning experiences that take place in a workplace for a limited amount of time and may be paid or unpaid, and may be in the private, non-profit, or public sectors. Work experiences must follow WIOA parameters and will include a minimum of, but may exceed, 100 hours.

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.

7. ***Job Placement / Post-Secondary Education Enrollment Services*** – Subrecipient will offer job placement 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.
8. ***Case Management via CalJOBS*** – Subrecipient shall enter case notes, appropriate youth service codes, and outcomes data into the state CalJOBS system as they occur for enrolled participants. 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.
9. ***Work Plan*** – Subrecipient will follow the work plan as outlined in their proposal. If significant delays occur that impact the work plan timeline, subrecipient will notify the WDB
10. ***14 WIOA Program Elements*** – The 14 Elements provides 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 First Place for youth enrolled participants have access to the 14 elements, through direct provision or referral, as needed and per their ISS. The elements include:
  - Tutoring, Study Skills Training, Instruction, and Dropout Prevention
  - Alternative Secondary School and Dropout Recovery Services
  - Paid and Unpaid Work Experience is a structured learning experience in a workplace and provides opportunities for career exploration and skill development
  - Occupational Skills Training is an organized program of study that provides specific skills and leads to proficiency in an occupational field
  - Education Offered Concurrently with Workforce Preparation is an integrated education and training model combining workforce preparation, basic academic skills, and occupational skills
  - Leadership Development Opportunities encourage responsibility, confidence, employability, self-determination, and other positive social behaviors
  - Supportive Services enable an individual to participate in WIOA activities
  - Adult Mentoring is a formal relationship between a youth and an adult mentor with structured activities where the mentor offers guidance, support, and encouragement
  - Follow-up Services are provided following program exit to help ensure youth succeed in employment or education
  - Comprehensive Guidance and Counseling provides individualized counseling to participants, including drug/alcohol and mental health counseling
  - Financial Literacy Education provides youth with the knowledge and skills they need to achieve long-term financial stability
  - Entrepreneurial Skills Training provides the basics of starting and operating a small business and develops entrepreneurial skills
  - Services that Provide Labor Market Information offer employment and labor market information about in-demand industry sectors or occupations

- Postsecondary Preparation and Transition Activities help youth prepare for and transition to postsecondary education and training

## **II. SUBRECIPIENT RESPONSIBILITIES**

### **A. AVAILABILITY TO PERFORM SERVICES**

1. Subrecipient will:
  - a. Provide and train qualified staff to plan and administer the contracted services, who have passed a background check per WIOA requirements;
  - b. Provide program sustainability for duration of the Contract;
  - c. Provide services during scheduled business days and/or hours appropriate to program participants' needs;
  - d. Provide a regular location in where services can be reliably provided for program participants, with program efforts in Fairfield, Suisun, Vallejo, Dixon, and Rio Vista;
  - e. Participate in system-wide training and staff development opportunities provided by the WDB;
  - f. Guarantee that all program services provided are readily accessible to eligible individuals and meet Americans with Disabilities Act (ADA) requirements;
  - g. Enter participant data into the state CalJOBS system and maintain a hard copy file as appropriate; and
  - h. 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 and will complete individual participant evaluations. 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 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 any 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 provide thirty (30) participants within the first year of the contract, and each year thereafter replacements by the numbers served, with the essential skills, abilities, and knowledge necessary to effectively improve their opportunities for success in the following areas:

- a. Goal achievement documents in participants' ISS;
- b. Provision of appropriate supportive services, as needed, to accomplish documented goals;
- c. Work Experience 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;

<b>Measure</b>	<b>Goal</b>
Number Enrolled	30
Work Experience Placements	30
Work Experience Completion	26
Placed in Employment or Secondary Education	21
Median Earning	\$17.05

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 development of Work Experience sites 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;
  - Period 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.



**Exhibit B**  
**PROJECT BUDGET SUMMARY**

<b>BUDGET SUMMARY</b> <b>(Cost Categories)</b>	<b>PROGRAM</b>	<b>WORK</b> <b>EXPERIENCE</b> <b>(“WEX”)</b>	<b>TOTAL</b>
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<b>PERSONNEL</b> <i>(Includes Salary + Benefits)</i>			
Deputy Director, FWS	\$4,526	0	\$4,526
Compliance Manager	\$3,750	0	\$3,750
CHD Chief Operating Officer	\$6,862	0	\$6,862
Senior Case Manager	\$4,805	0	\$4,805
Manager Eastern Region	\$7,852	0	\$7,852
Case Manager, To Be Hired	\$68,640	0	\$68,640
Fringe Benefits	\$22,306	0	\$22,306
<b>SUBTOTAL PERSONNEL:</b>	<b>\$ 118,741</b>	<b>\$ 0</b>	<b>\$118,741</b>

<b>YOUTH PARTICIPANT COSTS</b>			
Participant Wages	0	\$ 96,000	\$ 96,000
Fringe Benefits	0	9,063	9,063
Supportive Services	\$30,000	0	30,000
<b>SUBTOTAL YOUTH PARTICIPANT COSTS:</b>	<b>\$ 30,000</b>	<b>\$ 105,063</b>	<b>\$ 135,063</b>

<b>PROGRAM OPERATING COSTS</b>			
Staff Travel	\$3,200		\$3,200
Program Supplies	\$6,200		\$6,200
Rent and Utilities	\$4,050		\$4,050
Conference & Training	\$3,150		\$3,150
Consultants	\$3,500		\$3,500
Audit and Insurance Services	\$3,400		\$3,400
<b>SUBTOTAL OPERATING COSTS:</b>	<b>\$ 23,500</b>	<b>\$ 0</b>	<b>\$ 23,500</b>

<b>ADMINISTRATIVE COSTS</b>			
De minimus Admin Rate (15%):	\$22,696		\$22,696
<b>SUBTOTAL OPERATING COSTS:</b>	<b>\$ 22,696</b>	<b>\$ 0</b>	<b>\$ 22,696</b>

<b>CONTRACT TOTALS:</b>	<b>\$ 194,937</b>	<b>\$ 105,063</b>	<b>\$ 300,000</b>
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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 in writing. 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. 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 compensate the Subrecipient for services rendered upon receipt of a properly submitted invoice accompanied by documentation supporting the deliverables outlined in the Scope of Work (Exhibit A). The Subrecipient shall submit monthly invoices itemizing the work completed for each deliverable, along with the corresponding payment amount, to the WDB's Executive Director/President or their designee. Invoices must be submitted by the 15th day of the following month. Payment shall be issued only after the services have been satisfactorily performed and the deliverables, as specified in Exhibit A, have been accepted in writing by the Executive Director/President or their 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. Subrecipient must maintain backup documentation onsite that supports the financial data submitted to the WDB. Subrecipient shall make this backup documentation available upon request of the WDB. Financial data (invoice) submitted by Subrecipient must meet the criteria set forth in this Exhibit.
8. The maximum payment under the terms of this contract shall under no circumstances, exceed **\$300,000** 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**

<b>SUBJECT</b> Approval to Renew Solano County AJCC Memorandum of Understanding for 2022-25	<b>MEETING DATE</b> May 16, 2025	<b>AGENDA ITEM</b> IX.C
<b>FROM</b> Tracy White Director of One-Stop Operations	<b>ACTION REQUIRED</b> YES ✓ NO	<b>ATTACHMENTS</b> A, B

**RECOMMENDATION**

It is recommended that the Board of Directors approve the Memorandum of Understanding (MOU) described here, and grant authority to the Workforce Development Board (WDB) Chairperson to sign the Master MOU on behalf of the WDB (as a required signatory) and submit the signed MOU to the County Board of Supervisors for approval and signature (as a required signatory).

**SUMMARY**

The Workforce Innovation and Opportunity Act (WIOA) requires that a MOU be developed and executed among the mandated America's Job Centers of California (AJCC) partners concerning the operations and infrastructure funding of the Solano AJCC delivery system. This MOU replaces the current one that ends June 30, 2025.

Solano County uses a two-part MOU process to obtain this objective –

1. A Master MOU between the WDB and the County of Solano that establishes how the WDB and AJCC partners will work together to create a unified service delivery system that best meets the needs of shared customers, and
2. A Partner Agency MOU that outlines more specific parameters between the WDB and each one-stop partner.

**DISCUSSION**

Background

WIOA strengthens the ability of the nation's public workforce system to align investments in workforce development, education and training, and economic development efforts with regional in-demand jobs. WIOA focuses on the importance of providing customers with access to high-quality One-Stop centers (known as the AJCCs) that connect customers with the full range of services available in their communities.

Master MOU

The purpose of the Master MOU (Attachment A) is to provide a county-wide agreement that establishes a cooperative working relationship between Solano's workforce development entities that receive federal workforce funding. By establishing an agreement between workforce entities to work effectively together, the County will ensure access to a high-quality AJCC in Solano that provides comprehensive and multi-faceted workforce services in the community for all customers.

Services include:

1. Support in securing, retaining, and advancing meaningful employment
2. Building of basic educational or occupational skills

3. Pathways to certificates or degrees, including secondary and postsecondary
4. Guidance on choosing and pursuing career pathways
5. Support in identifying, hiring, and advancing skilled workforce

This Master MOU is required to be approved by the WDB and the County prior to the establishment of guidelines regarding financial contributions between the WDB and the partners of the AJCC. Therefore, it is understood that any financial or fiduciary arrangements with the AJCC system are to be outlined in a separate agreement(s) between the partnering agencies.

#### Partner Agency MOUs

The Partner Agency MOU (Attachment B) incorporated by reference in the Master MOU defines individual AJCC partner contributions and commitments to Solano's workforce system. Incorporated in each Partner Agency MOU is agreement on the implementation of services within the AJCC system as it relates to shared services, shared customers, referral systems, and shared resources/costs.

#### Partner Agency MOU Attachments:

- *Attachment A – System Costs Funding* - addresses how to sustain the unified system through the use of resource sharing and joint infrastructure cost funding.
- *Attachment B – AJCC Shared Infrastructure Cost Budget* - contains the estimated infrastructure cost and the shared cost attributable to each participating partner, as applicable.
- *Attachment C – AJCC Shared System Services* - lists the services provided to persons seeking assistance and to businesses.
- *Attachment D – AJCC System Points of Contact* - lists access to services via physical sites, electronic and other connections.

#### Local Calendar

The WDB staff is working with the following calendar to finalize the MOU.

Approval/signatures of Master MOU, approval of Partner Agency MOU template	May 16, 2025
Solano County Counsel review of Master/Partner MOU	May-June 2025
County Board of Supervisors approval and signature of Master MOU	June 24, 2025
Submission of signed Master and attached MOU documents	June 30, 2025
Routing of Partner MOUs for WDB-Partner Agency signatures	June/July 2025
Submission of completed Partner MOUs to State of California EDD	July 2025

#### **ALTERNATIVES**

The Board could choose not to approve this recommended approach and direct staff to develop other options and bring them forward, for subsequent approval by the Board. This is not recommended as the State of California EDD requires MOU submission by June 30, 2025.

#### **AGENCY BUDGET IMPACT**

There is no immediate or significant budget impact upon the agency based upon this action item.

#### **REPORT PREPARED BY**

Tracy White, Director of One-Stop Operations. Please contact Tracy at (707) 863-3520 if you have any questions regarding the information in this report.



# WIOA MASTER MEMORANDUM OF UNDERSTANDING

*Between the*  
Workforce Development Board of Solano County  
*And the*  
County of Solano

*For the Conduct of the*  
**Solano County “America’s Job Center of California” System**  
Effective July 1, 2025 through June 30, 2028

## I. Preamble/Purpose

### A. Preamble

The federal Workforce Innovation and Opportunity Act (WIOA) of 2014 strengthens the ability of the nation’s public workforce system to align investments in workforce development, education and training, and economic development efforts with regional in-demand jobs. WIOA focuses on the importance of providing customers with access to high-quality One-Stop centers (known as “America’s Job Centers of California” or “AJCC”) that connect customers with the full range of services available in their communities.

Title I, subtitle B, chapter 1 section 121(c)(I) of the WIOA requires that a Memorandum of Understanding (“MOU”) be developed and executed between the Workforce Development Board (“WDB”) of Solano County and the Solano County Board of Supervisors (“County”), as the Chief Local Elected Officials (collectively, “the Parties”) concerning the operations of the Solano AJCC delivery system.

The AJCC is a locally-driven system which develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, which includes the following:

- Foster demand-driven skills attainment;
- Enable upward mobility for all Californians; and

- Align, coordinate, and integrate programs and services.

This MOU acts as a functional tool to inform and obtain the County's agreement on how the WDB and AJCC partners will work together to create a unified service delivery system that best meets the needs of shared customers.

B. Non-Financial Agreement

This MOU is required to be approved by the WDB and the County prior to the establishment of guidelines regarding financial contributions between the WDB and the partners of the AJCC. Therefore, it is understood that any financial or fiduciary arrangements with the AJCC system are to be outlined in a separate agreement(s) between the partnering agencies.

C. Overall Purpose

The purpose of the MOU is to establish a county-wide agreement that establishes a cooperative working relationship between Solano's workforce development entities that receive federal workforce funding. By establishing an agreement between workforce entities to work effectively together, the County will ensure access to a high-quality AJCC in Solano that provides comprehensive and multi-faceted workforce services in the community for all customers. Services include:

1. Support in securing, retaining, and advancing meaningful employment
2. Building of basic educational or occupational skills
3. Pathways to certificates or degrees, including secondary and postsecondary
4. Guidance on choosing and pursuing career pathways
5. Support in identifying, hiring, and advancing skilled workforce

D. Purpose of Master MOU

In accordance with guidance provided by the State of California, as WIOA grant recipient and administrator, the overall working partnership between agencies is to be commemorated in both this MOU and the AJCC Partner Agency Memorandum of Understanding incorporated herein by reference.

This Master MOU obtains the County's agreement regarding service coordination and collaboration amongst the AJCC partners.

E. Partner Agency MOUs

The Partner Agency MOUs incorporated by reference to this Master MOU define individual AJCC partner contributions and commitments to Solano's workforce system. Incorporated in each Partner Agency MOU is agreement on the implementation of services within the AJCC system as it relates to shared services, shared customers, referral systems, and shared resources and costs.

## **II. Parties to the MOU**

The County and the WDB are the Parties to this Master MOU. Parties to the Partner Agency MOU include the following mandated WIOA partners. Additional non-mandated partners may be added throughout the MOU period.

<b>Mandated Partner</b>	<b>Partner Agency</b>
<b>WIOA Title I Adult, Dislocated Worker, and Youth Programs</b>	Workforce Development Board (WDB) of Solano County, Inc.
<b>WIOA Title II Adult Education and Literacy</b>	<ul style="list-style-type: none"> <li>- Benicia Unified School District</li> <li>- Fairfield-Suisun Unified School District</li> <li>- Muzetta Thrower Adult Education Center- Vacaville</li> <li>- Vallejo Adult School</li> </ul>
<b>WIOA Title III Wagner-Peyser Programs</b>	State of California Employment Development Department (EDD) – Workforce Services Division
<b>WIOA Title IV Vocational Rehabilitation Programs</b>	State of California Department of Rehabilitation (DOR)
<b>Carl Perkins Career Technical Education (CTE)</b>	Solano Community College
<b>Title V Older Americans Act</b>	ACC Senior Services
<b>Job Corps</b>	Job Corps (Sacramento)
<b>Native American Programs (Section 166)</b>	California Indian Manpower Consortium
<b>Migrant Seasonal Farmworkers (Section 167)</b>	California Human Development (CHD)
<b>Veterans</b>	State of California Employment Development Department – Veterans Services
<b>Youth Build</b>	<i>No Youth Build operator in Solano County</i>
<b>Trade Adjustment Assistance Act</b>	State of California Employment Development Department – TAA Services
<b>Community Services Block Grant</b>	Community Action Partnership of Solano Joint Powers Authority (CAP Solano JPA)
<b>Housing &amp; Urban Development (HUD)</b>	<i>No HUD-sponsored/funded workforce development program in Solano County</i>
<b>Unemployment Compensation</b>	State of California Employment Development Department – Unemployment Insurance Division
<b>Second Chance</b>	<i>No ‘Second Chance’ program operators in Solano County</i>
<b>Temporary Assistance for Needy Families/CalWORKs</b>	County of Solano Health and Social Services Agency



### **III. Role of the Workforce Development Board of Solano County**

#### **A. Policy-setting and Oversight Role**

In accordance with the WIOA the WDB serves as the policy-making and oversight body for the administration and operation of the local Solano AJCC.

#### **B. Establishment of Two Solano AJCC Sites**

The WDB shall carry out site selection, and lease-holding obligations as needed, for a comprehensive Solano AJCC site in the City of Vallejo and an affiliated Solano AJCC site in the City of Fairfield.

### **IV. Role of the County**

By executing this Master MOU, the County shall approve the WDB plan as described herein for the administration and operation of the AJCC, including the WDB's intention to enter into Partner Agency MOU with the listed mandated WIOA partners. Additional non-mandated partners may be added throughout the MOU period.

### **V. AJCC Services**

The range of AJCC services shall include the following, as described in detail in Attachment A of the Partner Agency MOU.

#### **A. Service provided in AJCC Centers (Fairfield and Vallejo)**

1. Basic Career Services
2. Individualized Career Services
3. Follow-up Services
4. Training Services
5. Business Services

#### **B. Services provided by each AJCC partner**

In accordance with the associated Partner Agency MOU each AJCC partner agency shall contribute to the day-to-day conduct of Solano AJCC as follows:

1. In providing access to Partner Agency services as outlined in Attachment A of the Partner Agency MOU.
2. In providing on-site staff assistance for one or both Solano AJCC sites (in Fairfield and Vallejo).
3. In providing any added services as specified in the Partner Agency MOU.

### **VI. Funding of Services and Operating Costs – Shared Costs**

The costs for services, operating costs, and infrastructure costs of the system will be funded by all AJCC partners through a separately negotiated Partner Agency MOU – AJCC Infrastructure Cost Budget to include a cost sharing agreement based on an agreed upon formula or plan, including proportionate use and/or other methodologies.



All parties to the Partner Agency MOU shall agree to develop this cost sharing agreement at a future, appropriate time.

Partnering agencies will ensure that the shared costs are supported by accurate data, the shared costs are consistently applied over time, and the methodology used in determining the shared costs are reflected in a separate Partner Agency MOU – AJCC Infrastructure Cost Budget that will be attached to the Partner Agency MOU.

Any financial or fiduciary arrangements within the AJCC system are, outlined in the Partner Agency MOU.

## **VII. Methods for Referring Customers**

WDB shall require AJCC partner agencies to agree to mutually implement processes for the referral of customers: 1) to the Solano AJCC sites for on-site assistance; 2) from the sites out to partner agency sites for assistance; and/or 3) to any of the partner agency sites, as simple cross referrals - without involvement of the AJCC sites.

## **VIII. Administrative and Operational Management**

WDB understands that implementation of the AJCC system is dependent on the good faith effort of every agency partner to work together to improve services to the community, although different ways of working together and providing services are envisioned.

To achieve this outcome, WDB shall develop and abide by a set of common administrative and operational systems and procedures, as agreed to by the partner agencies, for such a joint, collegial enterprise.

## **IX. Access to AJCC Services, Including Individuals with Barriers to Employment**

WDB shall require that all partner agencies agree to promote and assist with open, all-inclusive access for jobseekers and employers to AJCC services, especially for jobseeker individuals with barriers to employment.

### **A. Access**

The term “access” refers to providing services that are accessible to all Solano AJCC customers, including those with disabilities, through any of the following methods:

1. Co-location, with program staff from partner agencies physically present at the Solano AJCC site(s);
2. Cross information sharing, with staff physically present at the AJCC who are properly trained to provide information about all programs, services, and activities that may be available to the customer through other partners (as appropriate and “do-able”); and/or,
3. Direct access through real-time technology, with access through two-way communication and interaction between customers and AJCC partners that result in services being provided.

## **X. Confidentiality**

WDB shall require the partnering agencies to agree to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other appropriate statute or requirement to assure confidentiality.

## **XI. Non-Discrimination and Equal Opportunity**

All parties to the partner MOUs shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status. The AJCC partner will agree to comply with the provisions of the Fair Employment and Housing Act (Government Code 12990) and all related, applicable federal, state and local laws and regulations.

## **XII. Grievances and Complaints Procedure**

All parties to the partner MOUs will agree to establish and maintain a procedure for grievance and complaints in compliance with WIOA rules and regulations. The process for handling grievances and complaints is applicable to customers and partners. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance.

All parties to the partner MOUs will further agree to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

## **XIII. American's with Disabilities Act and Amendments Compliance**

WDB shall require all partner agencies to agree to ensure that the policies and procedures as well as the programs and services provided at AJCC are, in compliance with the Americans with Disabilities Act of 1990 and its implementing regulations (28 CFR parts 35 & 36).

Additionally, all parties to the partner agency MOUs will agree to fully comply with the provisions of WIOA, Title VII of the Civil Rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

## **XIV. Effective Dates and Term of MOU**

The parties to this Master MOU agree that this MOU shall be binding upon execution by both parties.

The term of this MOU shall be July 1, 2025 through June 30, 2028 unless otherwise modified.

The Master MOU will be reviewed and updated, at a minimum, every three (3) years to ensure it contains up-to-date information regarding funding, delivery of services, and changes in the signatory official of the Local Board, CEO, or AJCC partner(s). The "AJCC System Costs Funding" and the "AJCC Infrastructure Shared Cost Budget" will be reviewed annually and

updated as needed to ensure up to date accurate information.

Additionally, the Master Agreement will be reviewed and, if necessary, updated after Local and Regional WIOA Plans are developed or modified. This is to ensure the MOU is properly aligned with the local priorities and strategies identified in both Plans.

#### **XV. Jurisdiction and Venue**

The area served by this Master MOU shall be the County of Solano in California. Venue shall lie in Solano County and the laws of the State of California shall govern the interpretation of this MOU.

#### **XVI. Complete Agreement**

It is agreed that this MOU constitutes the entire agreement between the parties and no oral understanding not incorporated herein shall be binding on any of the parties hereto.

#### **XVII. Severability**

Should any part of the Agreement be invalidated or otherwise rendered null and void, the remainder of this Agreement shall remain in full force.

#### **XVIII. Notices**

All communications regarding this Master MOU shall be sent via personal delivery or first-class mail to the following addresses:

County of Solano  
County Administrator  
675 Texas Street, Suite 6500  
Fairfield, CA 94533

WDB of Solano County  
President/Executive Director  
500 Chadbourne Rd, Suite A  
Fairfield, CA 94534

#### **XIX. Hold Harmless/Indemnification/Liability**

The Parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorney's fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

#### **XX. Incorporated**

AJCC Partner Agency Memorandum of Understanding, and its attachments.

- Attachment A – AJCC System Costs Funding
- Attachment B – AJCC Shared Infrastructure Cost Budget
- Attachment C – AJCC Shared System Services
- Attachment D – System Points of Access

**XXI. Signatures**

Workforce Development Board of  
Solano County

Solano County Board of Supervisors

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Chris Churchill, Chair  
Date:

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Mitch Mashburn, Chair  
Date:



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**WIOA**  
**AJCC Partner Agency**  
**MEMORANDUM OF**  
**UNDERSTANDING**

*Between the*  
Workforce Development Board of Solano County  
*And the*  
(Partner Agency)

*For the Conduct of the*  
**Solano County “America’s Job Center of California” System**  
**Effective July 1, 2025, through June 30, 2028**

**I. Preamble/Purpose**

**A. Preamble**

This AJCC Partner Agency Memorandum of Understanding (“Partner Agency MOU”), along with the incorporated Master MOU (“Master MOU”), which is incorporated herein by reference between the (Partner Agency) and the Workforce Development Board (WDB) of Solano County, acts as a functional tool for how the WDB and individual partnering agencies will work together to create a unified Solano America’s Job Centers of California (AJCC) delivery system that best meets the needs of shared jobseeker and business customers.

**B. Nature of “Master MOU” and “Partner Agency MOU”**

The incorporated Master MOU is non-financial in nature and binds no party or partner to financial obligation(s) to any other. Individual contracts and agreements between partnering agencies are not affected by and do not affect the Master MOU.

Any financial or non-fiduciary arrangements with the AJCC system are to be outlined within this AJCC partner agency cost sharing agreement (as specified below).

## **II. Vision Statement, Mission Statement, and Operating Principles**

### **A. Vision**

The vision of the Solano AJCC system is to operate a high-quality, integrated, and customer-focused workforce system consisting of multiple workforce partners that strengthens the economy and quality of life in Solano County.

### **B. Mission**

The mission of the Solano AJCC is to align the county's workforce services and resources to effectively serve the needs of the county's businesses and job seekers by providing a holistic and customized service delivery that leads to meaningful employment and a skilled workforce.

### **C. Operating Principles**

The core principles of the Solano AJCC include:

- Fostering and promoting inter-agency collaboration on a local and regional level;
- Ensuring accessibility to services and the labor market for all job seekers;
- Building basic and advanced educational or occupational skills;
- Supporting career pathways that correspond to local or regional in-demand industries and occupations; and
- Providing multiple access and referral points to ensure an easily navigable system of services.

## **III. Obligations of Partnering Agencies**

In accordance with the WIOA of 2014, Title I Subtitle B, Chapter 1, Section 121(b) "One Stop Partners," each partnering agency must:

- Provide access through the AJCC to activities carried out by the agency;
- Use a portion of funds available for that agency to maintain the AJCC system; each partnering agency will abide by the provisions, as applicable, in the subpart to this section: Attachment B of this Partner Agency MOU, "AJCC Shared Infrastructure Cost Budget".
- Enter into an MOU relating to the operation of the AJCC; each partnering agency will adhere by the provisions, as applicable, in the subparts to this section: Attachment C of this Partner Agency MOU, "AJCC Shared System Services", and Attachment D of this Partner Agency MOU, "AJCC System Points of Access", and each partnering agency will participate in the resource sharing, as applicable, in the subparts to this section: Attachment A of this Partner Agency MOU, "System Costs Funding".
- Participate in the operation of the AJCC consistent with the MOU, and the requirements of the WIOA and other Federal laws; and

## **IV. Commitment of Support for the Solano AJCC**

Each AJCC partner agency shall contribute to the operations of the Solano AJCC as follows:

### **A. Access to Agency Services**

In providing access to Partner Agency services as outlined in Attachment C and D of this Partner Agency MOU;

B. Assistance at Solano AJCC Site(s)

In providing assistance for the five (5) AJCC services provided in AJCC Centers (Fairfield and Vallejo):

1. Basic Career Services
2. Individualized Career Services
3. Follow-up Services
4. Training Services
5. Business Services

Partnering agencies shall develop and implement the means to provide such on-site assistance, as applicable.

C. Provision of Additional Services

In providing added services as specified in Attachment C of this Partner Agency MOU; Partnering agencies shall develop and implement the means to provide such additional assistance.

Partnering agencies shall perform advance program and fiscal planning to fully meet the obligations in Section III (“Obligations of Partnering Agencies”).

In accordance with federal law, partnering agencies will be required to make specific, firm commitments to the operation of the Solano AJCC via these agreements. Partnering agencies hereby agree to amend or replace this MOU as needed to accurately describe the obligations they will have to incur due to these federal law requirements.

## **V. Responsibility of AJCC Partners**

A. Joint Planning and Plan Development

The AJCC partners shall participate in joint planning, plan development, and modification of activities to accomplish the following:

1. Continuous partnership building;
2. Continuous planning in response to state and federal requirements;
3. Responsiveness to local and economic conditions, including employer needs; and
4. Adherence to common data collection and reporting needs; and
5. Promoting, through various outreach efforts including media outlets, the services of the AJCC system to job seekers and businesses.

B. Participation in the WDB’s AJCC One-Stop Operator Meetings

Each Partner Agency is to have staff available to attend and participate in One-Stop Operator Meetings facilitated by the Solano AJCC One-Stop Operator. These meetings serve to identify and cooperatively address issues for the implementation of Solano AJCC activities, as well as provide information sharing and training opportunities for all.

C. Access to Program Services Through Solano AJCC System

The AJCC partner shall make the applicable service(s) appropriate to the partner agency's program available to customers through the One-Stop delivery system.

D. Participation in Solano AJCC Operations

The AJCC partner agency shall participate in the operation of the One-Stop system, consistent with the terms of this Partner Agency MOU and requirements of authorized laws.

1. All colocated partners will cooperate to provide adequate supervisory coverage in the center.
2. All colocated partners will cooperate to provide adequate staff to ensure that basic career services are available to AJCC customers in the centers.

E. Participation in Solano AJCC Staff Capacity Building

The AJCC partner shall participate in capacity building and staff development activities in order to ensure that all partners and staff are adequately cross trained, as appropriate.

## **VI. Methods for Referring Customers**

The WDB and the AJCC partner agency shall carry out a referral system as follows:

A. General referral process

1. The individual will be assisted in completing a self-assessment of their needs. The scope of this assessment will vary with each individual's level of need and their familiarity with the system.
2. The individual will be informed of service options that correlate with their stated needs. As they select services options, they will be provided with "who, what, where, and when".
3. Partner staff will contact the suggested service(s) through the most appropriate means to directly and promptly refer the individual. Where possible, the individual will communicate immediately with the service provider staff.
4. A feedback triangle will be in place to adequately connect the referring staff with the receiving staff and with the individual seeking services.

B. Commitment to ensuring a high-quality customer service and customer-centered focus

1. All referrals will be based on the needs and preferences of the customer and will be appropriate and responsible.
2. Partner staff will be trained in the services provided by the other partners, any requirements for program participation, and the profile of the individual most likely to benefit from the service.
3. Partner staff will use effective methods of communication between each other and with customers. Instead of "one size fits all", various means of communication will be employed which best suit the individual seeking service and the agency providing service – be that email, text, social media, phone, paper, etc. The practice will be to connect people using the most prompt, efficient, and useful means of communication.

C. Provision of direct access to partners through real-time technology

1. All partner agencies will be connected via the linking of agency websites to the AJCC website.
2. Partner agencies will connect via methods that fit their resources and mission – be that



- electronic systems, email, social media, mobile phones, etc.
3. Partner agencies will ensure that they are accessible by maintaining the appropriate equipment for use by customers.
  4. All partner agencies will continuously fill their “point of contact” assignment with trained and knowledgeable individuals.

## **VII. Shared Technology and System Security**

The WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including for example, client tracking, common case management, reporting, and data collection.

Partner agencies agree to share data and technology as well as to ensure that all data systems are secure. Partner agencies further agree to the following:

- A. To comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
- B. To comply with the principles of common reporting and shared information through electronic mechanisms, including shared technology.
- C. To commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements.
- D. To maintain all records of the AJCC customers or partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in strictest confidence and use such records solely for purposes directly related to such services.
- E. To develop technological enhancements that allow interfaces of common information needs, as appropriate.
- F. To understand that system security provisions shall be agreed upon and commonly adhered to by all partners.

## **VIII. Confidentiality**

Partner agencies agree to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, Federal Privacy Act of 1974 as amended, and any other appropriate statute or requirement to assure the following:

- A. All applications and individual records related to services provided under this partner agency MOU, including eligibility for services, enrollment and referral, shall be confidential to the extent permitted by state and federal law, and shall not be open to examination for any purpose not directly connected with the delivery of such services.

- B. No person will publish, disclose use, permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants or customers overall unless a specific release is voluntarily signed by the participant or customer.
- C. The AJCC partner agency agrees to abide by the current confidentiality provisions of the respective statutes to which AJCC operators and other AJCC partners must adhere and shall share information necessary for the administration of the program as allowed by law and regulation. The AJCC partner, therefore, agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities and other services as needed for employment or program support purposes

### **IX. One Stop System Customers**

- A. The coalition of workforce partners operating within the AJCC sites in Solano County, in Vallejo and Fairfield provide individuals with job search assistance, and have workforce experts available to provide guidance, support, and resources to help individuals reach their employment goals. The AJCC system offers a variety of services to help individuals prepare for, obtain, and retain the job or career they want. Services are available to individuals both within the AJCC sites and at other locations throughout the area; whether at partner program service sites or community access points that connect the individual to the workforce development system.

The customers of the AJCC system include job seekers and incumbent workers facing layoff or seeking skills gains. Customers may use the system through the AJCC job center sites or throughout the County at physical and electronic access points that link them to service providers.

- B. Business/Employers  
The Solano AJCC serves the needs of business by providing customized solutions; offering a platform of services to help each business reach its next level of success through talent recruitment, development, and retention. The small business ready to start-up or scale-up can receive assistance from qualified business advisors. Talent and general business solutions are tailored to the needs of the business; multiple agencies and programs work together to meet the local business needs.

### **X. Partner Agency Insurance Requirements**

- A. Without limiting the partner agency's obligation to indemnify the WDB, partner agencies must procure and maintain for the duration of this MOU insurance against claims for injuries to people or damages to property which may arise from or in connection with the performance of work under this MOU and the results of that work by the partner agencies, their agents, representatives or employees.
  - 1. Commercial general liability insurance for all activities of the partner agencies and its subcontractors arising out of or in connection with this MOU, written on a Comprehensive General Liability form including, but not limited to, premises and operations, independent contractor, products and completed operations, contractual

- liability and personal injury, in an amount no less than one million dollars (\$1,000,000) combined single limit for each occurrence and in the aggregate;
2. Automobile liability insurance covering bodily injury and property damage for all activities of the partner agencies arising out of or in connection with this MOU, including coverage for hired and non-owned vehicles, in an amount of no less than one million (\$1,000,000) per accident for bodily injury and property damage.
  3. As required by the Labor code of the State of California, Worker's Compensation insurance, for partner agencies and employees of partner agencies. All Worker's compensation policies shall be endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30 days prior notice to Workforce Development Board of Solano County in writing)", and
  4. Partner agencies shall require all subcontractors providing services under this MOU to provide Worker's Compensation insurance for all subcontractor employees.

If the partner agencies maintain higher limits than the minimums shown above, the WDB is entitled to coverage for the higher limits by the partner agencies.

- B. The general liability and automobile liability policies must contain or be endorsed to contain the following provisions:
1. The WDB, its officers, officials, agents, employees and volunteers must be included as additional insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the partner agencies; and with respect to liability arising out of work or operations performed by or on behalf of the partner agencies including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an Additional Insured endorsement (GC 20 10 11 85 or both CG 20 10 and CG 20 37 if later ISO revisions are used or the equivalent) to partner agencies insurance policy or as a separate owner's policy. The insurance afforded to the additional insureds shall be at least as broad as that afforded to the first named insured.
  2. For any claims related to work performed under this Agreement partner agencies insurance coverage must be primary insurance with respect to the WDB, it's officers, officials, agents employees, and volunteers. Any insurance maintained by WDB, its officers, officials, agents, employees or volunteers, is excess of partner agencies insurance and shall not contribute.
  3. Should any of the above described policies be cancelled prior to the policies expiration date, partner agencies agree that notice of cancellation will be delivered in accordance with the policy provisions.

C. Waiver of Subrogation

1. Partner agencies agree to waive subrogation which any insurer of the partner agency may acquire by virtue of the payment of any loss. Partner agency agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.
2. The Workers' Compensation policy must be endorsed with a waiver of subrogation in favor of the WDB for all work performed by the partner agencies, its employees, agents and subcontractors.

D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII unless otherwise acceptable to WDB.

E. Verification of Coverage

1. Partner agencies must furnish WDB with original certificates and endorsements effecting coverage required by this MOU.
2. The endorsement should be on forms acceptable to the WDB.
3. Failure to do so will not operate as a waiver to these insurance requirements.
4. WDB reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

**XI. Conflict of Interest**

- A. Partnering agency represents that it or its employees and/or their immediate families and/or Board of Directors and/or officers have no interest, including but not limited to other projects or independent contracts, and shall not acquire any interest, direct or indirect, including separate contracts for the work performed hereunder which conflicts with the rendering of services under this partner agency MOU. Partner agencies shall employ or retain no such person while rendering services under this partner agency MOU. Services rendered by the partner agencies, associates or employees shall not relieve partner agencies from personal responsibility under this clause.
- B. Partner agencies have an affirmative duty to disclose to the WDB in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

**XII. Inspection**

Authorized representatives of the WDB, County, the State of California, and or federal governments may inspect and/or audit partner agencies performance, place of business and/or records pertaining to this partner agency MOU.

**XIII. Assignment**

Neither party of this partner agency MOU shall assign, transfer, delegate or sublet this MOU or any interest therein without the prior written consent of the other party. Any such assignment, transfer delegation or subletting without prior written consent shall be void.

**XIV. Notice**

Any notice necessary to the performance of this partner agency MOU shall be given in writing by personal delivery, electronic mail, or by prepaid first-class mail addressed as follows:

**WDB**

WDB of Solano County

President/Executive Director

**Partner Agency**

500 Chadbourne Rd., Suite A  
Fairfield, CA 94534

#### **XV. Covenant of Cooperation**

The parties shall cooperate with each other in good faith and assist each other in the performance of the provisions of this partner agency MOU.

#### **XVI. Compliance with Law**

- A. Partner agencies shall comply with all federal, state and local laws and regulations applicable to its performance of this Agreement, including but not limited to, licensing, employment and purchasing practices, wages, hours and conditions of work.
- B. Partner agencies represent that it will comply with all applicable cost principles and administrative requirements including claims for payment or reimbursement by WDB as set forth in 2 CFR 200, as currently enacted or as may be amended throughout the term of this MOU.

#### **XVII. Modification and Termination**

This MOU may be modified only by a written amendment signed by the parties;

- A. This MOU constitutes the entire agreement between the AJCC Partners and the Workforce Development Board of Solano County and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may be modified, altered or revised, as necessary, by mutual consent of the parties, by the issuance of a written amendment, signed and dated by the parties. The MOU shall be reviewed at a minimum every three years and updated if there are substantial changes. The systems costs and infrastructure shared costs budgets and methods shall be reviewed annually and updated if there are substantial changes.

For the purpose of revising individual partner agency services and cost information contained in this MOU; revisions to Attachments A, C, D, of this Partner Agency MOU may be made with the consent of both the individual partner agency and the WDB.

- B. If federal or state legislation is enacted after the execution of this MOU, and such legislation changed the WIOA statutes and regulations that were in effect with this MOU when executed both parties agree to meet and confer to mutually agree on such changes as may be necessary to conform to law.
- C. Time shall be of the essence in modifying this MOU to conform to subsequently enacted legal requirements. Meet and confer shall commence within a timely fashion of any notice of change in legal requirements.
- D. This MOU may be terminated for cause by providing a 30-day notice of default and request to cure. If within those 30-days the default is not cured, the aggrieved party may terminate this MOU by sending a 15-day termination notice.

In the event it becomes necessary for a Partner to cease being a part of this MOU, said entity shall notify the WDB in writing, 30 days in advance of that intention and upon completion of any financial and operational commitments. In the event it becomes necessary for the WDB to require a Partner to cease being a part of this MOU, the WDB staff shall notify the Partner, in writing, 30 days in advance of that intention.

#### **XVIII. Conflicts in the MOU**

The MOU is intended to be complementary and interpreted in harmony so as to avoid conflict. In the event of conflict in the MOU, the WDB and the partner agencies agree to work together to resolve the apparent conflicts and amend this MOU accordingly to reflect the common understanding of the WDB and partner agencies.

#### **XIX. Health and Safety Standards**

The Partner agencies shall abide by all health and safety standards set forth by the State of California and/or the County of Solano pursuant to the Injury and Illness Prevention Program.

#### **XX. Health Insurance Portability and Accountability Act**

Partner agency represents that it is knowledgeable of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its implementing regulations issued by the U.S. Department of Health and Human Services (45 C.F.R. Parts 160-64) regarding the protection of health information obtained, created or exchanged as a result of this MOU and shall abide by and implement its statutory requirements.

#### **XXI. Effective Date and Term of the MOU**

Both parties to this partner agency MOU agree that it shall be binding upon its execution by each party.

The term of this MOU shall be from July 1, 2025, through June 30, 2028 unless otherwise modified.

#### **XXII. Attachment to The “Master Agreement”**

The Master MOU shall be incorporated by reference into this Partner Agency MOU as if set forth fully herein.

#### **XXIII. Entire Memorandum of Understanding**

This MOU, including Attachments A, C, D, of this Partner Agency MOU, and any other reference exhibits, constitute the entire partner agency MOU between the WDB and Partner Agencies and there are no inducements, promises, terms, or obligations made or entered into by the WDB or Partner Agencies other than those contained in it.

#### **XXIV. Dispute Resolution**

In the event of any dispute, grievance or disagreement arising from or relating to this MOU, the parties shall first attempt to resolve them informally. Any party may request that the WDB Executive Director call a meeting of some or all parties to this MOU to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the WDB Executive Director who shall appoint an independent party to mediate and resolve the dispute and issue a written recommendation.

## **XXV. Hold Harmless / Indemnification / Liability**

In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorney's fees under the indemnification policy of the State of California, all other parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorney's fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

## **XXVI. Multiple Originals; Counterparts**

This agreement may be executed in multiple originals, each of which is deemed to be original, and may be signed in counterparts.

## **XXVII. Signatures**

See attached signatures between the WDB and each Partner Agency; one agency per page.

By signing below each Partner Agency agrees;

-----to contribute to the sharing of AJCC infrastructure costs

**OR**

-----that when data are available to determine the AJCC benefit to non-colocated Partner Agencies, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

**AMERICAS JOB CENTERS OF CALIFORNIA – SOLANO COUNTY  
WIOA AJCC Partner Agency MOU**

## **Signature Page**

By signing below, all Parties agree to the terms prescribed in the sharing of infrastructure costs.

**Workforce Development Board of Solano County**

Heather Henry  
Printed Name

President/Executive Director  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Agency Name**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**AMERICAS JOB CENTERS OF CALIFORNIA – SOLANO COUNTY  
WIOA AJCC Partner Agency MOU**

**Signature Page:**

**Partner Agencies Sharing Infrastructure Costs When Proportionate Share Data Are Available**



The state is in the process of implementing the requisite statewide data tracking system, and once such data is available, all non-colocated Partner Agencies who are receiving benefit from the AJCCs will also be required to contribute their proportionate share towards infrastructure costs.

By signing below, all parties agree that when data are available to determine the AJCC benefit to non-colocated Partner Agencies, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

**Workforce Development Board of Solano County**

Heather Henry

Printed Name

President/Executive Director

Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Agency Name**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Solano AJCC Partner Agency MOU**

### **Attachment A**

#### **“System Costs Funding”**

##### **A. Parties to the MOU Participating in Providing Funding for Infrastructure and Other System Costs:**

In conformance with the WIOA, in order to establish a high quality AJCC delivery system and enhance collaboration amongst partner programs, the Workforce Development Board of Solano County (WDB) uses the AJCC Partner Agency MOU with all AJCC required partners present in their Local Workforce Development Area (Local Area). This Attachment A subpart addresses how to sustain the unified system using resource sharing and joint infrastructure cost funding.

##### **I. Other System Costs – Participating AJCC Partners**

- California Human Development, Migrant Seasonal Farmworkers
- California Indian Manpower Consortium, Native American Programs
- CAP Solano, Community Services Block Grant
- Job Corps
- ACC Senior Services, Title V Older Americans Act
- Adult Education and Literacy, Title II Adult Education
  - Benicia Unified School District, Title II Adult Education
  - Fairfield-Suisun Unified School District, Title II Adult Education
  - Muzetta Thrower Adult Education Center (Vacaville), Title II Adult Education
  - Vallejo Adult School, Title II Adult Education
- Solano Community College, Community Colleges / Carl Perkins Career Technical Education
- Solano County Health and Social Services, Temporary Assistance for Needy Families / CalWORKs
- State of California, Department of Rehabilitation, Title IV Vocational Rehabilitation
- State of California Employment Development Department (EDD)
  - Title III Wagner-Peyser
  - Veterans
  - Trade Adjustment Assistance
  - Unemployment Insurance
- Workforce Development Board of Solano County, Title I Adult, Dislocated Worker, and Youth

II. Infrastructure Costs – Participating AJCC Partners

- Workforce Development Board of Solano County, Title I Adult, Dislocated Worker and Youth
- State of California Employment Development Department (EDD), Title III Wagner-Peyser, Veterans, Trade Adjustment Assistance
- State of California, Department of Rehabilitation, Title IV Vocational Rehabilitation

III. Consensus and / or Assurance

All parties have negotiated in good-faith to reach consensus for cost sharing.

**B. Sharing Funding Responsibility:**

I. Career Services Costs Budget

Please refer to AJCC Partner Agency MOU Attachments C & D, which describe the applicable career services provided by each AJCC Partner. *This Career Service budget contains annual funding amounts.*

**KEY: AGENCIES-PARTNERS**

BUSD T-II AEL	Benicia Unified School District, Title II Adult Education
CHD MSF:	California Human Development, Migrant Seasonal Farmworkers programs
CIMC Native Am:	California Indian Manpower Consortium, Native American programs
CAPSolano CSBG:	CAP Solano, Community Services Block Grant
Job Corps:	Job Corps, No California Outreach and Admissions for Job Corps
ACC T-V OAA:	ACC Senior Services, Title V Older Americans Act
FSUSD T-II AEL:	Fairfield-Suisun Unified School District, Title II Adult Education
VUSD:	Muzetta Thrower Adult Education Center, Title II Adult Education
VCUSD T-II AEL:	Vallejo Adult School, Title II Adult Education
H&SS TANF:	Solano County Health and Social Services, Temporary Assistance for Needy
SCC Tech Ed:	Solano Community College, Community Colleges / Carl Perkins Career Technical
DOR T-IV VR:	State of California, Department of Rehabilitation, Title IV Vocational Rehabilitation
EDD T-III W-P:	State of California Employment Development Department, Title III Wagner-Peyser,
EDD Vets:	State of California Employment Development Department, Veterans
EDD TAA:	State of California Employment Development Department, Trade Adjustment Assistance
EDD UI:	State of California Employment Development Department, Unemployment Insurance
WDB T-I Adult:	Workforce Development Board of Solano County, Title I Adult
WDB T-IDW:	Workforce Development Board of Solano County, Title I Dislocated Worker
WDB T-I Youth:	Workforce Development Board of Solano County, Title I Youth

**Consolidated budget total of career services delivered through the One-Stop system Grand Total = \$XX,XXX,XXX.XX**

<b>Consolidated Budget for the Delivery of Applicable Career Services</b>							
This other system costs budget is a consolidated budget for applicable career services. This budget includes each of the Partner's costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one Partner. These other system costs include all costs, including personnel, related to the administration and delivery of those services.							
<b>Applicable Career Services</b>	<b>WDB T-I Adult</b>	<b>WDB T-I DW</b>	<b>WDB T-I Youth</b>	<b>FSUSD T-II AEL</b>	<b>VCUSD T-II AEL</b>	<b>EDD T-III WP</b>	<b>DOR T-IV VR</b>
<b>Basic Career Services:</b> T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info							
	SCC Tech Ed	ACC T-V OAA	Job Corps	CIMC Native Am	CHD MSF	EDD Vets	EDD TAA
	CAPSolano CSBG	H&SS TANF	EDD UI	VUSD T-II AEL	BUSD T-II AEL		
<b>Consolidated budget total of Basic Career Services delivered through the One-Stop system = \$X,XXX,XXX.XX</b>							
<b>Applicable Career Services</b>	<b>WDB T-I Adult</b>	<b>WDB T-I DW</b>	<b>WDB T-I Youth</b>	<b>FSUSD T-II AEL</b>	<b>VCUSD T-II AEL</b>	<b>EDD T-III WP</b>	<b>DOR T-IV VR</b>
<b>Individual Career Services:</b> Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-Vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep							
	SCC Tech Ed	ACC T-V OAA	Job Corps	CIMC Native Am	CHD MSF	EDD Vets	EDD TAA
	CAPSolano CSBG	H&SS TANF	EDD UI	VUSD T-II AEL	BUSD T-II AEL		
<b>Consolidated budget total of Individual Career Services delivered through the One-Stop system = \$X,XXX,XXX.XX</b>							

## II. Sharing AJCC Infrastructure Costs:

The Workforce Development Board of Solano County and AJCC Partners have chosen the following option for developing the infrastructure cost budget:

X Option 1: A separate budget for each comprehensive / affiliate AJCC.

\_\_\_ Option 2: A consolidated system-wide budget for the network of comprehensive / affiliate AJCCs.

### Comprehensive AJCC:

America's Job Center of California  
Solano County  
1440 Marin St.  
Vallejo, CA 94590

### Partners Colocated at this AJCC:

- Workforce Development Board of Solano County
- State of California Employment Development Department
- State of California, Department of Rehabilitation

## III. Cost Allocation Methodology

The Workforce Development Board of Solano County and colocated Partners to this MOU agree to a cost allocation methodology to identify the proportionate share of infrastructure costs each partner will be expected to contribute. This cost allocation methodology adheres to the following: is consistent with federal laws authorizing each partner's program; complies with federal cost principles in the Uniform Guidance; includes only costs that are allowable, reasonable, necessary, and allocable to each program Partner; and is based on an agreed upon measure that mathematically determines the proportionate use and benefit received by each Partner.

The infrastructure cost allocation methodology selected is the proportion of a Partner program's occupancy percentage in square footage and time utilized at the Solano Employment Connection Job Center in Vallejo, the AJCC comprehensive center.

**AJCC Partner Agency MOU**  
**Attachment B**  
**"AJCC Shared Infrastructure Cost Budget"**

**Proportionate Partners' Shares of Infrastructure Costs**

The proportionate share of infrastructure costs allocated to each partner is based on the agreed upon cost allocation methodology. The initial determination will be reconciled against actual incurred costs at the end of each agreement period, and each Partner's actual share of cost will be adjusted accordingly.

Each colocated Partner has agreed to contribute an amount equal to their share of the total AJCC infrastructure costs.

This cost budget is the estimated calculation of infrastructure cost from **7/1/25 through 6/30/26**. This budget will be adjusted quarterly when actual infrastructure costs are known. Each Partner's actual share will then be recalculated, and each Partner informed of the changes.

This cost sharing budget will be estimated for each of the subsequent periods; 2026-27 and 2027-28, and adjusted when actual costs are known at the end of each of those periods. Each Partner's actual share will then be calculated.

**AJCC Infrastructure Cost Budget**

Line-Item	AJCC Cost			Method to Allocate to AJCC			Current Payor - Agency		
	Estimated 7/1/2025	Adjusted x x/xx/xx	Total 6/30/2026	Sq. Ft AJCC	# Units	Exclusive	EDD	WDB	DOR
<b>Lease</b>							\$0	0	0
Utilities	\$33,917	\$0	\$33,917	x			\$33,917	0	0
Janitorial	139,655	0	139,655	x			139,655	0	0
Security	1,805	0	1,805	x			1,805	0	0
HVAC Maintenance	7,484	0	7,484	x			7,484	0	0
Landscaping	3,402	0	3,402	x			3,402	0	0
Pest Control	544	0	544	x			544	0	0
Elevator Maintenance	2,268	0	2,268	x			2,268	0	0
Power Sweeping	2,759	0	2,759	x			2,759	0	0
Security Guard	56,618	0	56,618	x			56,618	0	0
Capital Outlay Project	28,993	0	28,993	x			28,993	0	0
Copy Machine Lease	2,073	0	2,073		x		0	2,073	0
Communications & Network	8,200	0	8,200		x	x	0	8,200	0
Supplies & Maintenance	600	0	600			x	0	600	0
Access and Accommodation	0	0	0				0	0	0
<b>Total Cost Budget</b>	<b>\$288,318</b>	<b>\$0</b>	<b>\$288,318</b>				<b>\$277,445</b>	<b>\$10,873</b>	<b>\$0</b>

**Proportionate Partners' Shares of Infrastructure Costs (continued)**

	PARTNERS		
	EDD	WDB	DOR
Method to Allocate Total AJCC Infrastructure Costs to Colocated Partners:			
-AJCC Space Occupancy by Colocated Partner	96.23%	3.77%	0.00%
Shared Costs by Colocated Partner:	277,445	10,873	0
-Total AJCC Infrastructure Cost Budget			\$288,318
	PARTNERS		
	EDD	WDB	DOR
Infrastructure Cost Payments by Agency	\$277,445	\$10,873	\$0
Total AJCC Infrastructure Cost Budget			\$288,318
Amount Due for Shared Infrastructure Costs by Agency	\$0	\$0	\$0
Compare to Estimate at 07/01/24:			
-Additional Amount Due for Shared Costs by Agency	\$0	\$0	\$0

## Basic Career Services:

Employment & training services provided to any person seeking assistance who is 16 yrs & over and has the Right to Work in the US

		OUTREACH:		ORIENTATION:			INTAKE:	
		AJCC Website Content & Links	Partner Cross-Training	1-Stop System & AJCC Orientations	Partner Services: Directory / Orientations	CalJOBS Access	Program-Specific Eligibility @ AJCC	On-line Eligibility / Registration Services
Partner Program	Partner Agency							
WIOA Title I Adult / Dislocated Worker	WDB	y	y	y	y	y	Title I	
WIOA Title I Youth	WDB	y	y	y	y	y	Title I	
WIOA Title II Adult Education and Literacy	BUSD	y	y	y	y	y	Title II	y
WIOA Title II Adult Education and Literacy	FSUSD	y	y	y	y	y	Title II	y
WIOA Title II Adult Education and Literacy	VCUSD	y	y	y	y	y	Title II	y
WIOA Title II Adult Education and Literacy	VUSD	y	y	y	y	y		y
WIOA Title III Wagner-Peyser	EDD-Job Service	y	y	y	y	y	Title III	y
WIOA Title IV Vocational Rehabilitation	DOR	y	y	y	y	y	Title IV	y
Title V Older Americans Act	ACC	y	y	y	y	y	Title V	
Job Corps	Job Corps	y	y	y	y	y	y	
Native American Programs (Section 166)	CIMC	y	y	y	y	y		
Migrant Seasonal Farmworkers (Section 167)	CHD	y	y	y	y	y		
Veterans Workforce Services Branch (WSB)	EDD	y	y	y	y	y	y	
Trade Adjustment Assistance Act (WSB)	EDD	y	y	y	y	y	y	
Community Services Block Grant	CAPSolano	y	y	y	y	y		
Unemployment Insurance (UIB)	EDD	y	y	n/a	y	y		y
TANF/CalWORKS	Solano H&SS	y	y	y	y	y		y
Career Technical Education	Solano College	y	y	y	y	y		y

July 2025 - June 2028

Partner Program	Partner Agency	ASSESSMENT & REFERRAL:			JOB SEARCH ASSISTANCE:		LABOR EXCHANGE
		Initial Needs Assessment	Referral to Partner Services	Partner Point of Contact	Labor Market Info - CalJOBS +	Job Search / Skills Upgrade Help	
WIOA Title I Adult / Dislocated Worker	WDB	y	y	y	y	y	CalJOBS Job Bank Access - Job Seeker
WIOA Title I Youth	WDB	y	y	y	y	y	y
WIOA Title II Adult Education and Literacy	BUSD	y	y	y	y	y	y
WIOA Title II Adult Education and Literacy	FSUSD	y	y	y	y	y	y
WIOA Title II Adult Education and Literacy	VCUSD	y	y	y	y	y	y
WIOA Title II Adult Education and Literacy	VUSD	y	y	y	y	y	y
WIOA Title III Wagner-Peyser	EDD-Job Service	y	y	y	y	y	y
WIOA Title IV Vocational Rehabilitation	DOR	y	y	y	y	y	y
Title V Older Americans Act	ACC	y	y	y	y	y	y
Job Corps	Job Corps	y	y	y	y	y	y
Native American Programs (Section 166)	CIMC	y	y	y	y	y	y
Migrant Seasonal Farmworkers (Section 167)	CHD	y	y	y	y	y	y
Veterans Workforce Services Branch (WSB)	EDD	y	y	y	y	y	y
Trade Adjustment Assistance Act (WSB)	EDD	y	y	y	y	-----	y
Community Services Block Grant	CAPSolano	y	y	y	y	-----	y
Unemployment Insurance (UIB)	EDD	y	y	y	n/a	n/a	n/a
TANF/CalWORKS	Solano H&SS	y	y	y	y	y	y
Career Technical Education	Solano College	y	y	y	y	y	y



July 2025 - June 2028

## Business /Employer Services:

:		INFORMATION:	BUSINESS SERVICES:
Partner Program	Partner Agency	Performance & Cost Unemployment Insurance Financial Aid & Support Services	CalJOBS Job Listings Access - Employer Services @ AJCC / Other Employer
WIOA Title I Adult / Dislocated Worker	WDB	y	y
WIOA Title I Youth	WDB	y	y
WIOA Title II Adult Education and Literacy	BUSD	y	y
WIOA Title II Adult Education and Literacy	FSUSD	y	y
WIOA Title II Adult Education and Literacy	VCUSD	y	y
WIOA Title II Adult Education and Literacy	VUSD	y	y
WIOA Title III Wagner-Peyser	EDD-Job Service	y	y
WIOA Title IV Vocational Rehabilitation	DOR	y	y
Title V Older Americans Act	ACC	y	y
Job Corps	Job Corps	y	y
Native American Programs (Section 166)	CIMC	y	y
Migrant Seasonal Farmworkers (Section 167)	CHD	y	y
Veterans Workforce Services Branch (WSB)	EDD	y	y
Trade Adjustment Assistance Act (WSB)	EDD	y	y
Community Services Block Grant	CAPSolano	y	y
Unemployment Insurance (UIB)	EDD	n/a	n/a
TANF/CalWORKS	Solano H&SS	y	y
Career Technical Education	Solano College	y	y

July 2025 - June 2028

BEN = Benicia    SS = Suisun  
FF = Fairfield    VJO = Vallejo

Partner Program		PHYSICAL LOCATIONS - Service sites:									
		VJO/BEN	VJO/BEN	FF/SS	FF/SS	Vacaville	Rio Vista	Dixon			
		Comprehensive	Other	Affiliate	Other	Other	Other	Other			
WIOA Title I Adult / Dislocated Worker WIOA Title I Youth WIOA Title II Adult Education and Literacy WIOA Title II Adult Education and Literacy WIOA Title II Adult Education and Literacy WIOA Title II Adult Education and Literacy WIOA Title III Wagner-Peyser WIOA Title IV Vocational Rehabilitation Title V Older Americans Act Job Corps Native American Programs (Section 166) Migrant Seasonal Farmworkers(Section 167) Veterans Workforce Services Branch (WSB) Trade Adjustment Assistance Act (WSB) Community Services Block Grant Unemployment Insurance (UIB) TANF/CalWORKS Career Technical Education	WDB	Co-located	y	Co-located	y	y	-----	-----			
	WDB	Co-located	y	Co-located	y	y	-----	-----			
	BUSD	-----	y	-----	-----	-----	-----	-----			
	FSUSD	-----	-----	Intermittent	y	-----	-----	-----			
	VCUSD	Intermittent	y	-----	-----	-----	-----	-----			
	VUSD	-----	-----	-----	-----	-----	-----	-----			
	EDD-Job Service	Co-located	-----	-----	-----	y	-----	-----			
	DOR	Co-located	y	Intermittent	y	y	y	y			
	ACC	Intermittent	-----	Intermittent	-----	-----	-----	-----			
	Job Corps	Intermittent	y	Intermittent	y	-----	-----	-----			
	CIMC	-----	y	-----	y	y	y	y			
	CHD	Intermittent	-----	Intermittent	-----	-----	Intermittent	-----			
	EDD	Co-located	-----	-----	-----	-----	-----	-----			
	EDD	Co-located	-----	-----	-----	-----	-----	-----			
	CAPSolano JPA	-----	y	-----	y	y	y	y			
Solano H&SS Solano College	EDD	-----	-----	-----	-----	-----	-----	-----			
	Solano H&SS	-----	y	-----	y	y	y	y			
	Solano College	-----	y	-----	y	y	-----	-----			

Partner Program	Partner Agency	ELECTRONIC CONNECTIONS:				CONNECTIONS:		
		Website Links	Computer Access Public	Online Services	Networked Referrals	Real time Connections	Real time Referrals	
WIOA Title I Adult / Dislocated Worker	WDB	y	y	y	in-development	y		y
WIOA Title I Youth	WDB	y	y	y	in-development	y		y
WIOA Title II Adult Education and Literacy	BUSD	y	-----	y	in-development	y		y
WIOA Title II Adult Education and Literacy	FSUSD	y	-----	y	in-development	y		y
WIOA Title II Adult Education and Literacy	VCUSD	y	-----	y	in-development	y		y
WIOA Title II Adult Education and Literacy	VUSD	y	-----	y	in-development	y		y
WIOA Title III Wagner-Peyser	EDD-Job Service	y	y	y	in-development	y		y
WIOA Title IV Vocational Rehabilitation	DOR	y	-----	y	in-development	y		y
Title V Older Americans Act	ACC	y	-----	y	in-development	y		y
Job Corps	Job Corps	y	-----	y	in-development	y		y
Native American Programs (Section 166)	CIMC	y	-----	y	in-development	y		y
Migrant Seasonal Farmworkers(Section 167)	CHD	y	-----	y	in-development	y		y
Veterans Workforce Services Branch (WSB)	EDD	y	y	y	in-development	y		y
Trade Adjustment Assistance Act (WSB)	EDD	y	y	y	in-development	y		y
Community Services Block Grant	CAPSolano JPA	y	-----	-----	in-development	y		y
Unemployment Insurance (UIB)	EDD	y		y	-----	y		y
TANF/CalWORKS	Solano H&SS	y	-----	y	in-development	y		y
Career Technical Education	Solano College	y	-----	y	in-development	y		y



## **WORKFORCE DEVELOPMENT BOARD**

OF SOLANO COUNTY

### **Current Committee Members**

#### **Standing Committees**

##### **Executive – meets bi-annually**

Chris Churchill (Chair)	Vacant (Treasurer)
Shannon Stack (Vice-Chair)	Glenn Loveall (Member-At-Large)
Chris Huxsoll (Secretary)	Megan Richards (non-Board Member)

##### **Planning & Oversight - meets 3<sup>rd</sup> Friday (non- Board months), 9:30 – 11:30 a.m.**

Chris Huxsoll (Chair)	Chris Churchill
Suzanne Castano	Shannon Stack
Janice Fera	Glenn Loveall
David Tam	Dr. Rhuenette Alums (non-Board Member)

##### **Budget - meets quarterly**

Vacant (Chair)	Chris Churchill
Shannon Stack	Tim Healer
Chris Rico	Megan Richards (non-Board Member)

#### **Ad-Hoc Committees**

##### **Human Resources – meets as needed**

Shannon Stack (Chair)	Idowu Koyejo
Chris Churchill	David Tam

##### **Equity Committee – meets as needed**

Chris Churchill	Coco House
Deanna Hurn	Glenn Loveall
Chris Rico	David Tam

##### **Marketing Committee – meets as needed**

Chris Churchill (Chair)	Idowu Koyejo
Chris Rico	

# BOARD OF DIRECTORS

## OFFICERS

**Chris Churchill, Chair**  
President,

Advance Marketing  
Business Representative

**Emery Cowan**

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

**Summer Miguel**

Human Resources Manager,  
Six Flags Discovery Kingdom  
Business Representative

**Shannon Stack, Vice Chair**

VP of Operations,  
Paradise Valley Estates  
Business Representative

**Mark DeWeerd**

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

**Alicia Mijares**

Business Representative,  
Sheet Metal Workers Local 104  
Labor Representative

**Chris Huxsoll, Secretary**

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

**Mary Dugbartey**

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

**Margie Poulos**

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

**Vacant, Treasurer**

**Janice Fera**

Consortium Manager,  
Solano Adult Education Consortium  
Education Representative

**Jamie Powell**

Program Director,  
Fighting Back Partnership  
Community Workforce Representative

## MEMBER-AT-LARGE

**Glenn Loveall**

Executive Director,  
Napa-Solano Central Labor Council  
Labor Representative

**Tim Healer**

Vice Business Banking Officer  
Bank of Stockton, Dixon Branch  
Business Representative

**Chris Ricco**

President/CEO,  
Solano Economic Development Center  
Economic Development Representative

**Dr. Kellie Butler**

Superintendent-President  
Solano Community College  
Education Representative

**Coco House**

Director,  
Solano County Farm Bureau  
Business Representative

**David Tam**

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

**Suzanne Castano**

Team Manager,  
CA State Department of Rehabilitation  
Vocational Rehabilitation Representative

**Deanna Hum**

Founder/CEO,  
Miracle Math Coaching  
Business Representative

**Kelli Courson**

Owner,  
Express Employment Professionals  
Business Representative

**Idowu Koyejo**

Owner,  
Teme Salon LLC  
Business Representative

