



# WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY

## Board of Director's Meeting

Friday, January 21, 2022

8:00 a.m. – 10:00 a.m.



**via Zoom**

Meeting ID 819 1301 5348 Password 462350



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**PUBLIC MEETING ANNOUNCEMENT**  
**Workforce Development Board of Solano County Board**  
**Meeting Date: Friday, January 21, 2022**  
**Time: 8:00 a.m. - Open Session**

**Location: Via Zoom**

On September 16, 2021, Assembly Bill No. 361 was approved by Governor Newsom and filed with Secretary of State the same day. Given that the State of California is considered to still be in a state of emergency pursuant to the California Emergency Act (CA GOV § 8625), due to the current pandemic, meetings held by the Workforce Development Board of Solano County (WDB) that fall under Brown Act requirements will continue to be held virtually as meeting in person may present imminent risks to the health or safety of attendees.

The WDB has taken steps to utilize technology to encourage full public participation during its upcoming meeting. The above scheduled meeting will be accessible through the following option:

Join Zoom Meeting

<https://us02web.zoom.us/j/81913015348?pwd=SVVDZ3U5WUVMMLzYvMkRWSnp6RzNkUT09>

Meeting ID: 819 1301 5348

Passcode: 462350

Call in via Zoom: 669-900-6833

You can join the Zoom meeting from a computer, mobile device, or tablet. The Zoom meeting information will be provided in every meeting agenda. Members of the public will be given the opportunity to provide public comment remotely during the public comment period or may provide public comment in advance by email to: [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org) not later than 24 hours in advance of the scheduled meeting. All such written comments that are related to employment and training in Solano County will be read aloud at the meeting.

For more information about Assembly Bill No. 361, visit [California Legislative Information](#) or contact Tammy Gallentine at [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org) or by calling 707-863-3552.

Items Distributed to the Board less than 72 hours prior to meeting – Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Committee less than seventy-two (72) hours prior to the meeting will be available to the public inspection by contacting Tammy Gallentine at [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org) or by calling 707-863-3552 during regular business hours. When practical, these public records will also be made available on WDB's website at <https://solanoemployment.org/board-of-directors>.

The Workforce Development Board of Solano County thanks you for your cooperation in advance. Our community's health and safety is our highest priority.



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**BOARD OF DIRECTORS MEETING NOTICE**  
**Friday, January 21, 2022**  
**8:00 – 10:00 a.m.**

**via Zoom**

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**AGENDA**

- |              |   |             |
|--------------|---|-------------|
| <b>I.</b>    | <b>Call to Order</b>  |             |
| <b>II.</b>   | <b>Introductions</b>  |             |
| <b>III.</b>  | <b>Agenda Changes/Deletions</b>   |             |
| <b>IV.</b>   | <b>Public Comment</b> - <i>Public comments on agenda items and items under the jurisdiction of the Committee shall be made at this time. Written comments submitted by the public will also be read. Please note: Instructions to submitted written comments are outlined in the Public Announcement of this meeting.</i> |             |
| <b>V.</b>    | <b>Consent Calendar</b>   | <b>Page</b> |
|              | A. Approval of November 19, 2021 Meeting Minutes  | <b>1</b>    |
|              | B. Approval to Adopt Resolution 2022-01 to Continue Remote Meetings Pursuant to AB361   | <b>6</b>    |
|              | C. Approval of Incident Reporting Policy, Change 1  | <b>10</b>   |
| <b>VI.</b>   | <b>Presentation</b>   |             |
|              | A. Climate Transition and Workforce Implications  | <b>14</b>   |
| <b>VII.</b>  | <b>Informational Reports</b>  |             |
|              | A. Board Chair (Verbal)   |             |
|              | B. Committee Chairs (Verbal)  |             |
|              | C. President/Executive Director (Verbal)  |             |
|              | D. Reports (Written)  | <b>16</b>   |
| <b>VIII.</b> | <b>Informational Updates</b>  |             |
|              | A. Upcoming Board Approval and Discussion Items   | <b>35</b>   |
| <b>IX.</b>   | <b>Discussion Items</b>   |             |
|              | A. Consideration of Holding a Board Retreat for 2022  |             |
|              | B. ARPA Workforce and Economic Investment Recommendations   |             |
| <b>X.</b>    | <b>Adjournment</b>  |             |

Note: The next Board of Director's meeting is scheduled for Friday, March 18, 2022

# CONSENT CALENDAR



**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**November 19, 2021**

**I. Call to Order**

Board Chair, Mr. Fadi Halabi, called the meeting to order at 8:03 a.m. Quorum was established.

**Members Present:** Mr. Paul Adler, Mr. Danny Bernardini, Mr. Paul Castro, Mr. Chris Churchill, Mr. Mark DeWeerd, Ms. Tiffany Donahue, Ms. Mary Dugbartey, Mr. Mario Giuliani, Mr. Fadi Halabi, Ms. Peggy Huston, Dr. Melvinia King, Ms. Viola Lujan, Ms. Sabrina Martin, Ms. Rosa Phillips, Mr. Scott Reynolds, Mr. Jon Riley, and Mr. David Tam

**Members Absent:** Ms. Suzanne Castano, Dr. Celia Esposito-Noy, Mr. Tim Healer, Mr. Jerry Huber, Mr. Stephen Reese, and Ms. Jasmine Taylor

**Staff Present:** Ms. Heather Henry, Mr. Mike Al-Ahmad, Ms. Lauren Bender, Ms. Tammy Gallentine, Mr. Tim Murrill, Ms. Sheryl Cutler, Ms. Tracy White, Ms. Rachelle Franko, Ms. Brianna Boyd, Ms. Antoinette Smith, Ms. April Ziomek-Portillo, Mr. Matt Moon-Bailey and Ms. Karla Lopez

**Guests/General Public:** Ms. Shannon Dodds, Ms. Erica Waterford, Ms. Nancy Nelson, Mr. Donovan Lee, Ms. Tamisha Lee, Ms. Liz Navarrete, Ms. Kerlita Hacker, Mr. Shannon Hacker

**II. Introductions**

There were no introductions.

**III. Agenda Changes/Deletions**

There were no additions and/or deletions from the agenda.

**IV. Public Comment**

There were no public comments.

**V. Informational Reports**

**A. Board Chair**

Board Chair, Mr. Halabi, did not have any announcements.

**B. Committee Chairs**

Ms. Henry announced a New Board Member Orientation was held on October 28<sup>th</sup>. Ms. Henry thanked those that were able to attend. Mr. Castro shared the Planning & Oversight Committee and Executive Committee collectively met on October 26<sup>th</sup> and approved the AJCC Certification for both the Vallejo and Fairfield locations on behalf of the full Board to submit to the state by the November 1<sup>st</sup> deadline.

**C. President/Executive Director Report**

Ms. Henry announced that a new Finance Director has joined the Workforce Development Board (WDB) team, Mr. Mike Al-Ahmad. Mr. Al-Ahmad introduced himself and gave a brief overview of his background and shared his appreciation to have joined the organization. Ms. Henry added Mr. Al-Ahmad has done a wonderful job in the short time he has been with WDB and looks forward to his continued success.

Ms. Henry shared WDB is currently in the middle of monitoring season. The Program monitoring was completed in August. A draft letter has not yet been received. There may be a potential of a few minor findings centered around policies. Prior to COVID, staff had been working to finalize and update required policies but had to shift gears with the onset of the pandemic. Staff will begin presenting policies January 2022 for approval to ensure the organization is in compliance. There were no disallowed costs identified. The Equal Employment Opportunity and Non-Discrimination Monitoring is wrapping up. Mr. Aiken was the lead on the monitoring. The Fiscal and Procurement Monitoring is scheduled to begin in December. Mr. Aiken will be working with Mr. Al-Ahmad to complete the monitoring process. Once the report is received from the State, it is shared with the Planning & Oversight Committee and can be shared with the Board if interested.

Fiscally, there are a number of grants and categories underspent. Staff is working through contract payments and some of the grants just started. A couple of the activities are set to begin in the spring. Ultimately, staff is seeing the current labor market affecting programs. In the Job Center report, the numbers are continuing to decline. Staff is trying to determine are the shifts in the labor market, as it relates to worker priorities and how workers view work, are they short term or does it represent a more historical shift and how people see work in our area. Employment numbers are still lower than anticipated. In the larger labor market, it is definitely a job seeker market. Employers are in a hiring challenge trying to find workers. There is a low labor market participation and a low number of people going back to work. Staff is seeing this reflected within the programs. Job postings are at an all time high. Community engagement sites have become reengaged allowing staff to go back into the community to offer information and resources for services. Staff have also noticed that there are several applications that are started for enrollment into WDB services but are not completed. There is a trend of job seekers wanting positions that offer higher wages, remote work vs. in person work but not necessarily having the skills that meet the remote work opportunities. There has also been a trend of people taking time to rethink their career path and entrepreneurship options since the stimulus assistance received has put more money in the bank. There is an increase in enrollments. Interestingly, more people are enrolled in the Adult Programs than the Dislocated Worker Programs. The assumption would be that more people would be enrolled in the Dislocated Worker Programs after having lost their job during COVID. Staff is currently investigating the trend change, even looking into the WIOA eligibility requirements and how that aligns with the two programs. Training dollars are being spent rapidly and is 60% spent as of October. More information will be shared in January.

There is more demand and activity on the business side. The Business Services Team has been leading a Hospitality Roundtable to help hospitality businesses rethink what recruitment looks like in this new environment. It started with a group of hotels in Vacaville and has expanded to include 12 businesses. SBDC's performance number has reached 900% of their goal for serving clients. This is due to the work they have been doing during COVID. As part of that, WDB and SBDC is working with City of Vacaville to support their manufacturing retention programs. This includes roundtable conversations with manufacturing companies. The consensus of issues involve talent, finding talent and keeping talent as well as supply chain issues. A meeting will be held in January where staff and those attending will be digging into those specifics and how best to support these issues.



At the end of November, WDB will be supporting an application that Solano County will be submitting. GoBiz, which is the state's business development organization has put out a solicitation to all of the counties to administer small business grants to micro-businesses. Solano County asked WDB and SBDC to administer that on their behalf. Collectively, we will be applying for about \$500,000 to support Solano County's micro-businesses, which are businesses with less than 5 employees. An update will be available at January's Board meeting.

There are three new funding sponsors for the Restaurant Resiliency program. This program has funded small restaurants in Vallejo and Fairfield to provide hot meals for low income and homeless individuals and families in these two cities. The program's original run time has ended however, the Fairfield Suisun Unified School District, City of Vallejo and Kaiser Permanente have expressed interest in continuing the program. The goal is to start the program again in January as it has had amazing successes.

Staff have been working on talent pipelines and currently have three in movement. One involves manufacturing, which was shared earlier. The second involves a Healthcare Cohort to help support entry level occupations with either basic skills and/or English as a second language, particularly in Vallejo. The goal is to start this in January with both business engagement and the Vallejo Adult School. Heather thanked La Clinica for their involvement and support. The third involves conservation. Staff have been working with Solano Land Trust and the County Rec and Parks. They've been struggling with finding a new talent pool to fill jobs like Rangers, doing trail work and natural resource preservation. WDB is working with them on a youth project in order to get people more interested in the field while building wage opportunities.

Heather announced that due to the work that WDB and the Small Business Development Center have been doing over the last two years, the county has asked us to be the subject matter experts on what the funding recommendations should be for about \$10 million of their ARPA funding. It's making recommendations about workforce and economic development and what will really move the needle with economic recovery in Solano County. WDB and SBDC will be meeting with economic development partners, Chamber partners and workforce partners in order to have the right information. Staff will be presenting to the Board of Supervisors in January with a recommendation of how to spend the \$10 million in the county for economic recovery. If anyone is interested in providing input, please reach out to Ms. Henry for further discussion. Mr. Giuliani extended his appreciation as well as applause to the entire team. He shared that it is no small thing for the county to pick the Workforce Development Board to develop a program for a sum of \$10 million of ARPA funds. It is a direct result of the work the organization did immediately when COVID hit, to be so responsive, and work with various agencies within Solano County. Ms. Lujan expressed her interest in providing input. Ms. Henry added that while it is a great honor to be called upon, it is also a huge responsibility and WDB wants to ensure all perspectives are being considered so the best plan can be shared for economic recovery. This will include local unions, businesses, and support organizations as a piece of the puzzle. Solano County has a huge opportunity in the next year to move the needle in economic recovery and economic development while building a talent strong infrastructure in economic development. There are a number of funding pieces coming out from workforce entities, and Economic Development Association around jobs, priority sectors, climate change, and a number of pieces that are becoming a merging trend and factors.

WDB is working with its partners to figure out what Solano County's overall strategy so when staff applies for some of these pieces it is aligned and makes sense and is supporting the Solano County community.

Mr. Halabi asked for an update on teleworking staff. Ms. Henry shared that staff is now working at least three days in the office. The Vallejo Job Center reopened in September for in person services. Mr. Tam confirmed the Vallejo Job Center is open with traditional hours of 8:00 a.m. to 5:00 p.m. with EDD staff working on a rotating schedule. Three of WDB staff is working in Vallejo. Foot traffic is light but increasing and services are offered both in person and virtually. EDD Labor Market Division should be putting out a report in the very near future to reflect October's unemployment numbers and will be shared with the Board when it becomes available. In September, there was a slight decline in unemployment.

#### **D. Reports**

There was no discussion on this item.

### **VI. Consent Calendar**

#### **A. Approval of September 17, 2021 Meeting Minutes**

#### **B. Approval to Reappoint Board Member, Mary Dugbartey, for a New 4-Year Term**

#### **C. Approval to Adopt Resolution 2021-02 to Continue Remote Meetings Pursuant to AB361**

#### **D. Approval to Adopt Board of Directors Meeting Calendar for 2022**

#### **MOTION #1**

**A motion was made and seconded to approve the Consent Calendar.**

**(Reynolds/Huston) MOTION PASSED UNANIMOUSLY**

### **VII. Action Items**

#### **A. Approval of New Workforce Board Appointment, Ms. Shannon Dods of Paradise Valley Estates**

Mr. Halabi announced Ms. Dodds would be replacing Ms. Huston on the Board due to her retirement. Ms. Huston was thanked for being a great partner and a member of the Board of Directors. Ms. Huston thanked the Board and expressed her appreciation to work with everyone including Ms. Henry and the relationship that has been built. The experience has been insightful and a pleasure. Ms. Henry added her appreciation for Ms. Huston and the insight that she provided in the healthcare industry and the work that has been done within the Paradise Valley Estates with staff and the overall organization.

A detailed overview of Ms. Dodds application and appointment recommendation was included within agenda item **VII.A Approval of New Workforce Board Appointment, Ms. Shannon Dods of Paradise Valley Estates**, which was included as part of the agenda package and incorporated herein.

#### **MOTION #2**

**A motion was made and seconded to approve Ms. Dodd's appointment to the Board of Directors.**

**(Giuliani/Huston) MOTION PASSED UNANIMOUSLY**



Ms. Dodds gave a brief introduction and overview of her background and thanked the Board for the opportunity to join. Mr. Halabi welcomed Ms. Dodds to the team.

**VIII. Success Stories**

Ms. Henry gave an introduction of the purpose of presenting success stories each November, giving Board members the opportunity to hear some of the impact of WDB services provided. Ms. Henry added that the success stories will be inclusive of businesses, job seekers and partnership work that has been done this year. Businesses, job seekers, and staff presented their personal success stories to the Board of Directors.

**IX. Discussion**

**A. Discussion of 2022 Board Meeting Topics**

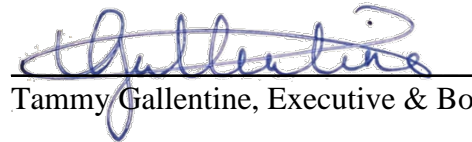
- **Climate Change Sectors**
- **Childcare**

To be respectful of time, discussion of these items will be postponed to a future meeting. Ms. Castro encouraged the Board to submit topics to Ms. Henry or Ms. Gallentine that should be added to these discussions. Ms. Henry added that January's Board meeting will include discussion of climate change including a presentation by businesses within the sector.

**X. Adjournment**

The meeting was adjourned at 10:02 a.m.

Respectfully submitted by:

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

Tammy Gallentine, Executive & Board Support Specialist



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

<b>SUBJECT:</b> Approval to Adopt Resolution 2022-01 to Continue Remote Meetings Pursuant to AB361	<b>MEETING DATE</b> January 21, 2022	<b>AGENDA ITEM</b> V.B
<b>FROM:</b> Heather Henry President/Executive Director	<b>ACTION REQUIRED</b> YES ✓ NO	<b>ATTACHMENTS</b> A

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

**SUMMARY:**

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

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

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

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

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


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

Based on the CDC established Community Transmission metric, Solano County is considered “high” on the 4-tier metric designed to reflect a community’s COVID-19 case rate and percent positivity. Masking and social distancing continue to be strongly recommended. Having met the conditions described above, staff has prepared a resolution for the Board of Director’s consideration. Adoption of the resolution will enable the Board of Director’s and it’s standing committees to continue to meet remotely pursuant to AB 361. If the resolution is adopted, no later than 30 days after the Board first meets via teleconference, the Board will be required to adopt the requisite findings to continue to meet remotely if the Board desired to do so and conditions warranted making the required findings.

**ALTERNATIVES:** The Board of Directors could choose not to adopt this resolution, however, all meetings following this action item will need to be rescheduled to be held in person to allow proper notification to the public and to be compliant with the Brown Act.

**AGENCY BUDGET IMPACT:** This action has no financial impact.

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



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Heather Henry, President/Executive Director

**Resolution No. 2022-1**

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

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

**WHEREAS**, the proclaimed state of emergency remains in effect; and,

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

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

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

**WHEREAS**, California Department of Public Health (“CDPH”) and the federal Centers for Disease Control and Prevention (“CDC”) caution that the Delta variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>); and,

**WHEREAS**, other variants of COVID-19 exist, and it is unknown at this time whether other variants may result in a new surge in COVID-19 cases; and,

**WHEREAS**, the CDC has established a “Community Transmission” metric with 4 tiers designed to reflect a community’s COVID-19 case rate and percent positivity; and,

**WHEREAS**, Solano County currently have a Community Transmission metric of “high” which is the highest levels of the 4 tier system; and,

**WHEREAS**, due to the seriousness of the current pandemic situation, the CDPH has required that all persons, regardless of vaccination status, wear facial coverings indoors through February 15, 2022; and,

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

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

**WHEREAS**, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the WDB Board of Directors, deems it necessary to find that meeting in person for meetings of all WDB related legislative bodies as well as subcommittees of the Board of Directors subject to the Ralph M. Brown Act, would present imminent risks to the health or safety of attendees, and thus intends to invoke the provisions of AB 361 related to teleconferencing as provided in subdivision (e) of Government Code section 54953; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Workforce Development Board of Solano County, does hereby approve as follows:

1. The Board of Directors, finds that meeting in person for meetings of all WDB related legislative bodies subject to the Ralph M. Brown Act would present imminent risks to the health or safety of attendees.
2. This finding applies to all WDB related legislative bodies subject to the Brown Act, including but not limited to, the WDB Board of Directors; the WDB Executive Committee; the WDB Planning & Oversight Committee; the WDB Budget Committee, and any other standing committees.
3. Staff is directed to return to the Board of Directors or Executive Committee no later than thirty (30) days after the adoption of this resolution, or by the next Board of Directors or Executive Committee meeting (whichever comes first), with an item for the Board or Committee to consider making the findings required by AB 361 in order to continue meeting under its provisions.
4. The WDB Board of Directors and WDB's President/Executive Director is directed to take such other necessary or appropriate actions to implement the intent and purposes of this resolution.

**PASSED AND ADOPTED** this 21st day of January 2022.

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Fadi Halabi, WDB Board of Directors Chair

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Heather Henry, WDB President/Executive Director



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

<b>SUBJECT:</b> Approval of Incident Reporting Policy, Change 1	<b>MEETING DATE</b> January 21, 2020	<b>AGENDA ITEM</b> V.C
<b>FROM:</b> Heather Henry President/Executive Director	<b>ACTION REQUIRED</b> YES ✓ NO	<b>ATTACHMENTS</b> A

**RECOMMENDATION:** Staff is recommending that the Board review and approve changes to the Workforce Innovation and Opportunity Act (WIOA) existing policy on Incident Reporting.

**DISCUSSION:**

In order to remain compliant with programmatic and administrative WIOA regulations, the Workforce Development Board (WDB) of Solano County must update policies, as needed, upon the issuance of new guidance and / or requirements.

Below is an overview of the policy and highlights of key changes:

**Overview of Policy**

The policy on Incident Reporting is to provide guidelines to staff and Workforce Innovation and Opportunity Act (WIOA) subrecipients on criminal incident reporting procedures involving WIOA funds. Policy information includes what incidents need to be reported and how they are reported to the appropriate state and federal entities when criminal fraud, waste, abuse, or other criminal activity is detected.

**Change 1 to the Incident Reporting Policy**

- New phone number for the Compliance Resolution Unit Supervisor
- New email address for report submissions
- New Workforce Services Directive reference for guidance
- Modified definitions in Attachment A

**ALTERNATIVES:** The Board could choose not to approve one or more of the policies and request further investigation or changes on items within the policy. However, the changes are based on updated state guidance. Not approving the change would affect WDB WIOA compliance.

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

Heather Henry, President/Executive Director



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

## POLICY ISSUANCE

Date: January 21, 2022

Number: 2019-10 Change 1

### INCIDENT REPORTING

#### CHANGE 1

#### INTRODUCTION

This policy change revises the contact information for the Reporting Process and revises its reference guide and definitions. The remainder of the Incident Reporting Policy remains unchanged.

#### QUESTIONS

Questions relating to this policy should be directed to Tracy White, One-Stop Manager, at [twhite@solanowdb.org](mailto:twhite@solanowdb.org) or (707) 863-3520.

#### ATTACHMENTS

The change includes a revision to Attachment A: Definitions

- Attachment A: Definitions

#### POLICY CHANGE

##### Reporting Process

The change includes a revision to how the report must be submitted to the CRO and revises the telephone number to the Compliance Resolution Unit Supervisor to the Incident Reporting Policy:

Within one workday of detection or discovery of information alleging fraud, abuse, waste, or other criminal activity involving WIOA funds, the WDB will prepare a written incident report. The report must be submitted on the attached incident report form or similar document containing the requested information and submitted to both the CRO and OIG as follows:

##### **CRO:**

Via email at [PACBCROIncidentReports@edd.ca.gov](mailto:PACBCROIncidentReports@edd.ca.gov)

##### **OIG (through one of the following methods):**

Website: [www.oig.dol.gov/hotlinecontact.htm](http://www.oig.dol.gov/hotlinecontact.htm)

Telephone: 1-800-347-3756 FAX: (202) 693-7020



Mail: Office of Inspector General Complaints Analysis  
Office 200 Constitution Avenue, N.W., Room S-5506  
Washington, D.C. 20210

Allegations considered to be of an emergency nature may be reported by telephone to the Compliance Resolution Unit Supervisor at (916) 654-8354 and by calling the OIG Hotline at 1-800-347-3756 and followed immediately thereafter by a written incident report.

### DISCLAIMER

This policy is based on WDB's interpretation of the statute, along with the Workforce Investment and Opportunity Act; Final Rule released by the U.S. Department of Labor and federal and state policies relating to WIOA implementation. This policy will be reviewed and updated based on any additional federal or state guidance.

### CHANGE TO REFERENCES

#### State Guidance

- Workforce Services Directive (WSD) 20-12 – [Incident Reporting](#)

#### Approved by

Workforce Development Board of Solano County

## DEFINITIONS

**Emergency** – A situation involving imminent health or safety concerns, or the imminent loss of funds exceeding an amount much larger than \$50,000 (e.g. \$500,000).

**Employee/Participant Misconduct** – Are actions occurring during or outside work hours that reflect negatively on the Department or its mission, including, but not limited to: conflict of interest or the appearance of conflict of interest involving outside employment, business and professional activities; the receipt or giving of gifts, fees, entertainment, and favors; misuse of government property; and, misuse of official information and other activities that might adversely affect the confidence of the public in the integrity of the government (29 CFR Part O; 5 CFR Parts 2635 and 5201) as well as serious violations of federal and State laws.

**Fraud, Misfeasance, Nonfeasance or Malfeasance** – Any alleged deliberate action which may be in violation of government statutes and regulations. This category includes, but is not limited to, indications of bribery, forgery, extortion, embezzlement, theft of participant checks, kickbacks from participants or contractors, intentional payments to a contractor without the expectation of receiving services, payments to ghost enrollees, misuse of appropriated funds, misrepresenting information in official reports.

**Gross Mismanagement** – Any actions or situations arising out of management ineptitude or oversight and leading to a major violation of the legislative process, regulations, or contract/grant provisions. Such actions or situations have the potential to severely hamper accomplishment of program goals, waste government resources, and jeopardize future support for a particular project. This category includes, but is not limited to, unauditible records, unsupported costs, highly inaccurate fiscal reports or program reports, payroll discrepancies, payroll deductions not paid to the Internal Revenue Service or the State of California, and lack of good internal control procedures.

**Misapplication of Funds** – Any alleged deliberate use of funds, assets or property not authorized or provided for by legislation or regulations, grants, or contracts. This category includes, but is not limited to, nepotism, political patronage, use of participants for political activity, ineligible enrollees, conflict of interest, failure to report income from federal funds, violation of contract/grant procedures, the use of federal funds for other than specified purposes. An incident report should be filed when there appears to be an intent to misapply funds rather than merely for a case of minor mismanagement.



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

<b>SUBJECT:</b> Presentation on Climate Transition and Workforce Implications	<b>MEETING DATE</b> January 21, 2022	<b>AGENDA ITEM</b> VI.A
<b>FROM:</b> Heather Henry, President/Executive Director	<b>ACTION REQUIRED</b> YES NO ✓	<b>ATTACHMENTS</b> n/a

**SUMMARY:** The Board of Directors will receive a presentation from various business members in Solano County working on climate transition efforts.

**BACKGROUND:**

Climate change mitigation has become an increasing prevalent topic in workforce development throughout the state. The California Workforce Development Board and the Labor and Workforce Development Agency have been working with the Governor’s Office of Planning and Research (OPR) to develop the state’s first “Just Transition Roadmap” in response to Governor Newsom’s [Executive Order N-79-20](#) issued in September 2020 to reduce . Just transition refers to the “transition to carbon-neutrality that builds an equitable and sustainable society where all Californians share in the state’s economic prosperity.”

The California Workforce Development Board (CWDB) submitted to the Legislature “[Putting California on the High Road: A Jobs and Climate Action Plan for 2030](#),” a report developed pursuant to Assembly Bill 398 (E. Garcia, Chapter 135, Statutes of 2017). The report offers a vision for integrating high road economic and workforce development strategies into major climate policies and programs. It focuses on issues of job quality and economic equity in assessing the impacts of climate measures on employment and training and emphasizes strategies to ensure disadvantaged communities and workers realize the economic gains generated by work to stabilize the climate.

**DISCUSSION:**

The Workforce Development Board (WDB) of Solano County has been reviewing labor market data and engaging in local discussions on Solano County’s climate transition needs and efforts. The WDB identifies four initial categories of climate transition sectors active in the county:

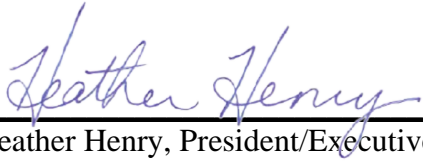
1. Sustainable Agriculture and Conservation – this includes new farming methods, water reduction and preservation, and natural resource preservation
2. Alternative Energy Sources – this includes electrification and wind energy
3. Carbon Reduction – this includes efforts to reduce carbon footprints in industrial, business, and residential settings
4. Disaster Mitigation – this includes fire prevention methods

Joining the Board at the January meeting are five entities working to slow climate change and transition to more sustainable measures within the County of Solano.

Presenters include:

1. Larsen & Toubro (L&T) – infrastructure and engineering solutions
2. ErgSol – solar thermal technology
3. Gotham Greens – sustainable indoor farming
4. Valero – oil refinery reducing carbon footprint
5. Napa-Solano Building Trades – climate trades contracts

**REPORT PREPARED BY:**



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Heather Henry, President/Executive Director

# REPORTS





**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

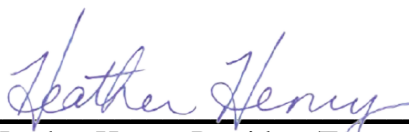
<b>SUBJECT:</b> Reports	<b>MEETING DATE</b> November 19, 2021	<b>AGENDA ITEM</b> VII.D
<b>FROM:</b> Heather Henry, President/Executive Director	<b>ACTION REQUIRED</b> YES NO ✓	<b>ATTACHMENTS</b> A - D

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

**ATTACHMENT:**

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

**REPORT PREPARED BY:**

  
\_\_\_\_\_  
Heather Henry, President/Executive Director

# Compliance and Operational Report

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

## Monitoring Report

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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:*

- The State of California Employment Development Department (EDD) Compliance Review Unit conducted a desk review of the WDB's **Fiscal and Procurement** activities funded by WIOA in December 2021. *EDD has not yet issued a draft report.*
- The State of California Employment Development Department (EDD) Compliance Review Unit conducted a desk review of the WDB's **programmatic** activities funded by WIOA in August 2021. *EDD has not yet issued a draft report.*
- The State of California Employment Development Department (EDD) Compliance Review Unit conducted a desk review of the WDB's **Equal Employment Opportunities (EEO)** activities funded by WIOA in February 2021. *EDD issued a final report on April 29, 2021 and determined one finding.*

Finding 1: EDD found medically related information that revealed a disability on the printout of an older version of the CalJOBS application. During an interview it was revealed that older CalJOBS applications that were printed out were stored in the general participant files. As such, disability and medically related data is not being maintained in separate files.

WDB Response: Although disability information for new applications and current program files had been removed or redacted, retention hard files were not adjusted with the new requirements. Staff have been instructed to redact disability-related information sections of the application.

*EDD accepted the WDB's corrective action plan. However, the finding cannot be closed until a future on-site visit verifies successful implementation of the corrective action.*



- The Department of Health and Social Services, Solano County conducted a review of the **Pathway to Success programs** the week of October 26, 2020. *H&SS issued a final report on March 2, 2021 with two issues:*

Issue 1: The WDB does not provide annual refresher privacy and security awareness training and reminders. Exhibit D Section II (C) requires adherence to the same restrictions and conditions set forth in the CDSS Privacy/Security Agreement (CDSS PSA). The County requires WDB to develop processes to comply with this requirement.

Issue 2: The WDB has no policy in place for maintaining the physical security of Personal Identifiable Information (PII) during transport.

The WDB presented a revised PII policy to the Board of Directors at its May 2021 board meeting and conducted its' first annual privacy refresher training during our General Staff meeting on July 7, 2021.

*The WDB sent a corrective action plan to H&SS on April 3, 2021. H&SS accepted the corrective action plan and the issues will be closed upon completion of action plan.*

- The State of California Employment Development Department (EDD) Compliance Review Unit conducted a review of the WDB's **WIOA Youth program** activities funded by WIOA the week of October 7, 2019. *EDD issued a draft report on May 19, 2021 and determined four findings:*

Finding 1: The WDB Grievance and Complaint policy is missing the required federal appeal information. EDD observed the policy is missing the required federal appeal information. While the policy contains the local and state appeal information, the federal information is missing; therefore, the policy is not in compliance.

WDB Response: The WDB revised its Grievance and Complaint policy per information given by EDD during the monitoring visit and the 2019-4 WIOA Participants Grievance and Complaints Policy, Change 1 was approved by the Board of Directors on November 15, 2019. Staff were informed of the change in policy and AJCC references and forms were updated to include the federal appeals information.

Finding Two: The WDB does not have a formal policy and procedures reporting any fraud, abuse, or other criminal activity. EDD observed that the WDB does not have a formal policy and procedures reporting any fraud, abuse, or other criminal activity. WDBSC only has procedures to report any fraud, abuse, or other criminal activity but no formal policy in place.

WDB Response: The WDB has been working to create and revise all WIOA policies over the past four years to ensure compliance with WIOA requirements. As such, 2019-10 Incident Reporting Policy was developed and approved by the Board at their November 15, 2019 board

meeting. Training was provided to staff at a policy training and all staff signed acknowledgement of the policy.

**Finding 3:** Three of the youth case files reviewed had more incentive gift cards given out than documented. EDD observed that three of the ten case files reviewed had more incentive gift cards (eight) than the number of certifications (seven) in them. Per 20 CFR 681.640, every incentive given need to be tied back to an achievement or recognition. The three case files are missing the proper documentation for one gift card incentive. Per EDD conversation with the case manager, some participants went on a field trip, which counted as a leadership activity and received an incentive; however, there were no documents in the participants' case files to support that.

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

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

**WDB Response:** The WDB disagrees with this finding, as it did on a similar finding for PY2018-19 adult program monitoring. The corrective action is also in contradiction to the program monitoring finding in PY2018-2019, where the requirement for receipts to show gift cards purchases was identified as an internal policy requirement only. Since the PY2018-19 monitoring, the WDB has since updated its supportive service policy to reflect the concerns identified by EDD. However, given the final monitoring letter from PY2018-19 program review and the denial of the reversal of the finding, the WDB has reimbursed the total amount from a non-WIOA grant. The journal entry showing the reversal is attached.

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

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

**Finding 1:** The WDB's bylaws do not address the alternative designee process that will be used when a WDB member is unable to attend a meeting and assigns a designee, or the use of technology, such as phone and web-based meetings that will be used to promote WDB member participation.

**Status:** The WDB has submitted an approved revision of the bylaws and this finding is closed.

**Finding 2:** The WDB issued ARCO Pump Pass gas cards not according to their policy and had inadequate documentation to substantiate gas purchases. EDD was unable to determine how these supportive services were necessary and reasonable for the performance of the WIOA program.

**EDD Response:** EDD cannot resolve this issue at this time. The WDBSC did not provide its *Job Connect Standard Operating Procedures* to the monitor prior to, nor during the on-site monitoring review...In providing the above participants multiple gas cards, WDBSC did not follow its own supportive service policy...Therefore, the WDBSC must reimburse the WIOA grant program the \$475 in disallowed supportive services using a non-federal funding source and provide documentation of the reimbursement.

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

## Personnel Report

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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.

**Terminated:**                      ***William Terrie (Voluntary Termination)***  
Effective Date: December 3, 2021  
Classification: Specialist II  
Position: Employability Specialist

***Jennifer Williams***  
Effective Date: December 9, 2021  
Classification: Specialist II  
Position: Business Services Consultant

## Fiscal Report for 2021/22 through Dec. 2021

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### *Executive Summary*

The Workforce Development Board (WDB) of Solano County reported total Grant revenues of \$6,242,405, and expenditures for the 2021-22 program year through December 2021. With six (6) months of the program year elapsed, the expenditures and obligations compared to the plan are 38.9%. The revenue and the expenditure reported are based on Budget modification approved by the WDB Board in September 2021. WDB has a pipeline of potential grants from local, and regional partners totaling \$5.7 million.

The COVID-19 environment continues and is well past its anticipated end-date. The up-coming Mid-Year Budget Amendment will reflect any anticipated changes. Most non-COVID grants continue to be under-budget due to a delay in program activities and/or a reduction in anticipated client activity.

## Grants Revenue

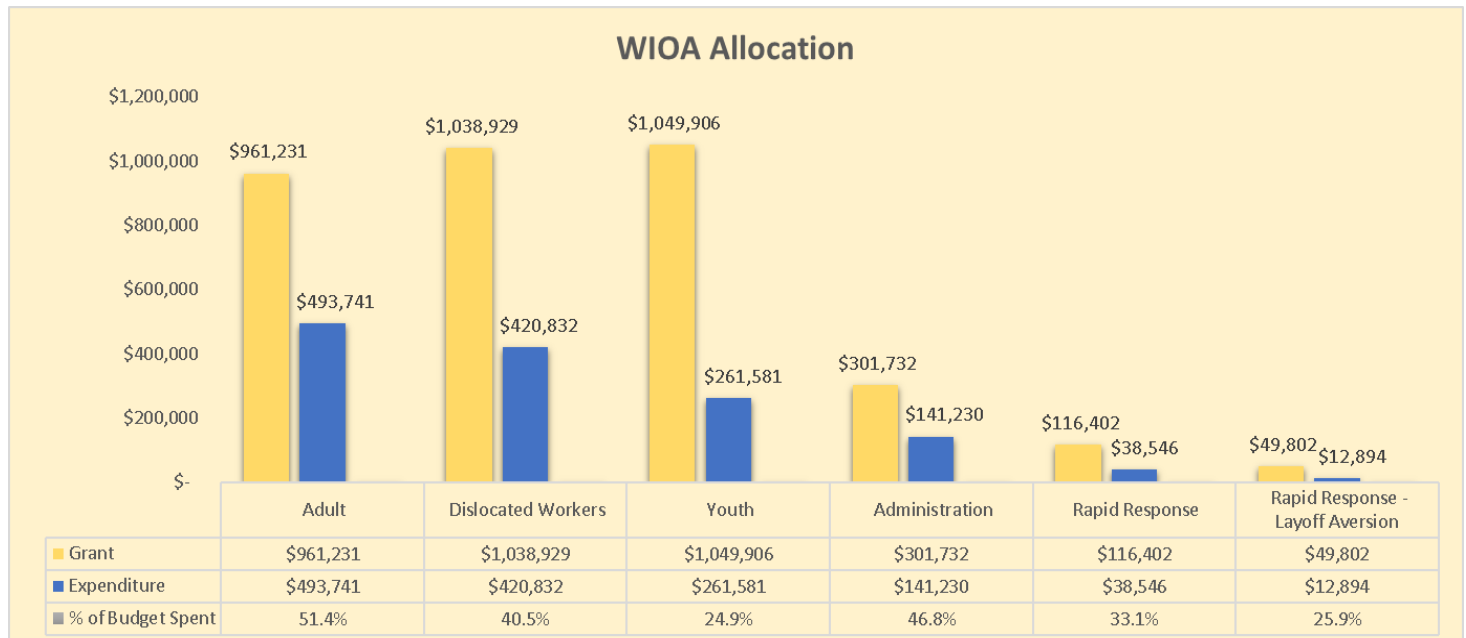
The WDB budgeted grants funding totals are \$6,242,405, of which \$3,518,002 are funded by Workforce Innovation and Opportunity Act (WIOA), \$1,334,956 funded by various discretionary grants, and \$1,389,448 funded by other contract grants.

## Workforce Innovation and Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) grants total \$3,518,002, representing 56.4% of the total grants funding with total expenditures of \$1,368,825.

Funding	Grant	Expenditure	% Of Budget Spent
Adult	\$ 961,231	\$ 493,741	51.4%
Dislocated Workers	\$ 1,038,929	\$ 420,832	40.5%
Youth	\$ 1,049,906	\$ 261,581	24.9%
Administration	\$ 301,732	\$ 141,230	46.8%
Rapid Response	\$ 116,402	\$ 38,546	33.1%
Rapid Response - Layoff Aversion	\$ 49,802	\$ 12,894	25.9%

WIOA grants funding vs. WIOA grants expenditures.

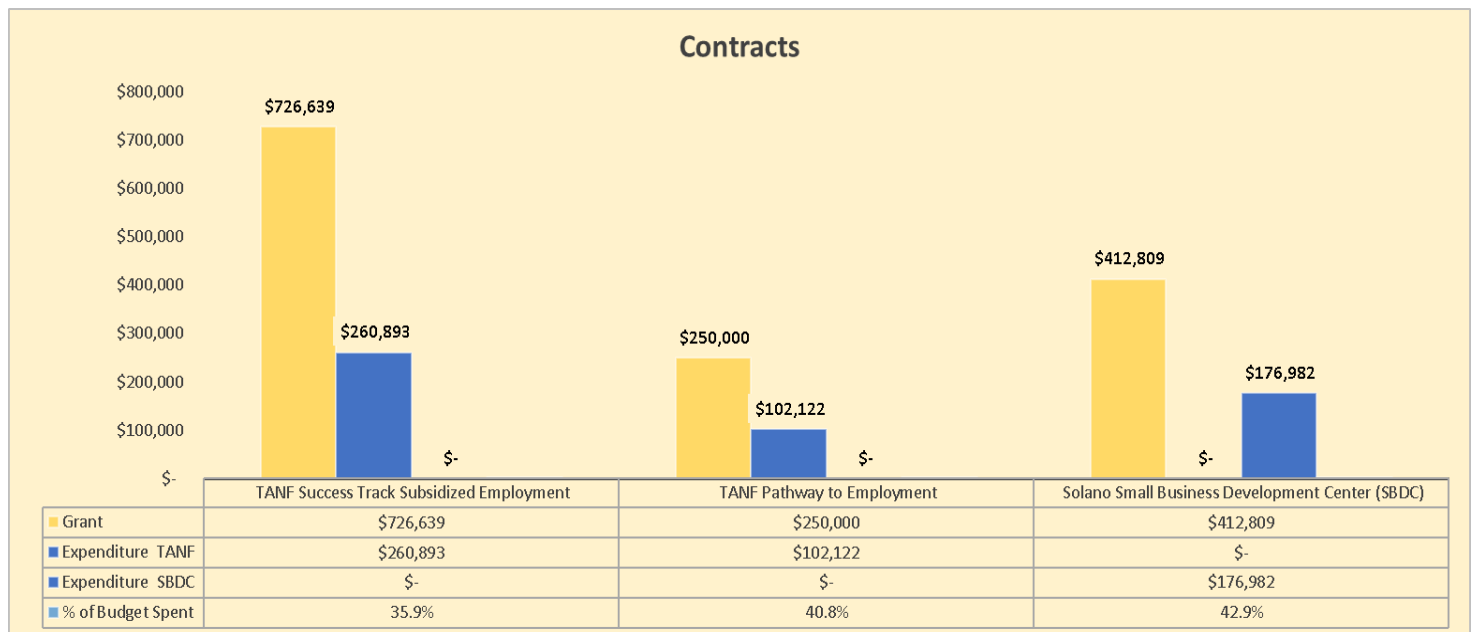


## Contract Grants:

The Contract grants total \$1,389,448, representing 22.3% of the total grants funding, with total expenditure of \$539,997.

Funding	Grant	Expenditure		% Of Budget Spent
		TANF	SBDC	
TANF Success Track Subsidized Employment	\$ 726,639	\$ 260,893	\$ -	35.9%
TANF Pathway to Employment	\$ 250,000	\$ 102,122	\$ -	40.8%
Solano Small Business Development Center (SBDC)	\$ 412,809	\$ -	\$ 176,982	42.9%

Contracts grants funding vs. Contracts grants expenditures.

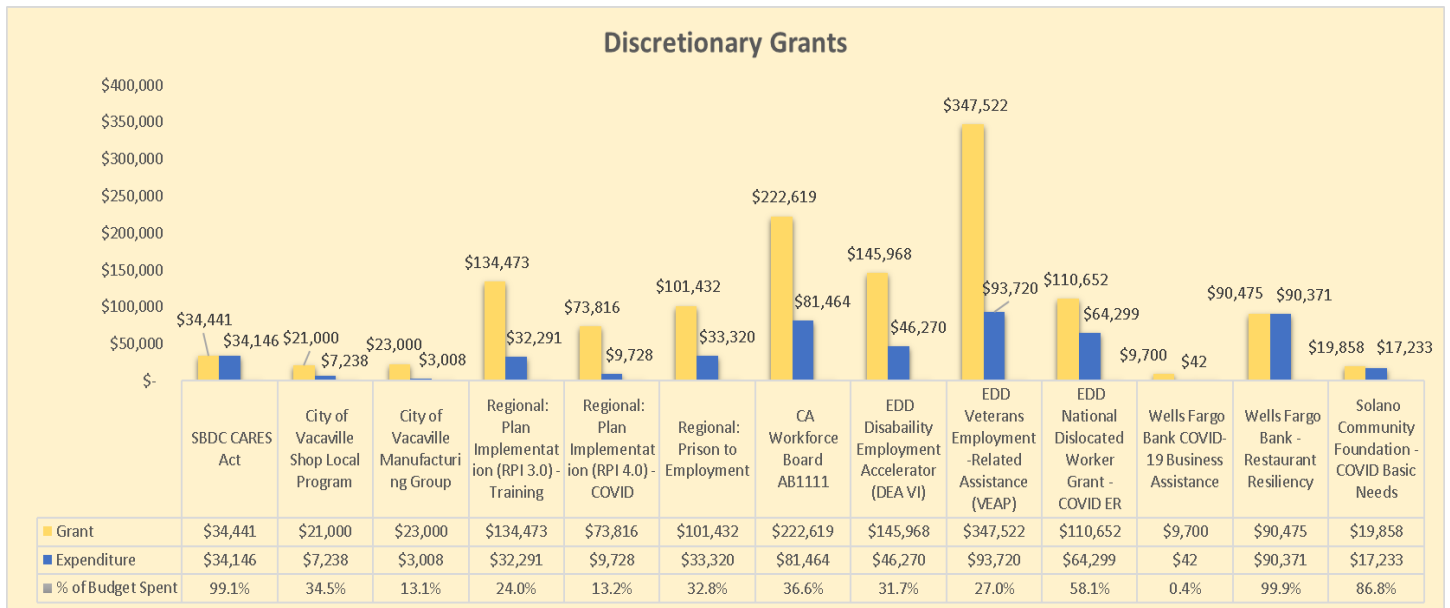


## Discretionary Grants:

The Discretionary grants total \$1,334,956, representing 21.4% of the total grants funding with total expenditures of \$ 513,130.

Funding	Grant	Expenditure	% of Budget Spent
SBDC CARES Act	\$ 34,441	\$ 34,146	99.1%
City of Vacaville Shop Local Program	\$ 21,000	\$ 7,238	34.5%
City of Vacaville Manufacturing Group	\$ 23,000	\$ 3,008	13.1%
Regional: Plan Implementation (RPI 3.0) - Training	\$ 134,473	\$ 32,291	24.0%
Regional: Plan Implementation (RPI 4.0) - COVID	\$ 73,816	\$ 9,728	13.2%
Regional: Prison to Employment	\$ 101,432	\$ 33,320	32.8%
CA Workforce Board AB1111	\$ 222,619	\$ 81,464	36.6%
EDD Disability Employment Accelerator (DEA VI)	\$ 145,968	\$ 46,270	31.7%
EDD Veterans Employment-Related Assistance (VEAP)	\$ 347,522	\$ 93,720	27.0%
EDD National Dislocated Worker Grant - COVID ER	\$ 110,652	\$ 64,299	58.1%
Wells Fargo Bank COVID-19 Business Assistance	\$ 9,700	\$ 42	0.4%
Wells Fargo Bank - Restaurant Resiliency	\$ 90,475	\$ 90,371	99.8%
Solano Community Foundation - COVID Basic Needs	\$ 19,858	\$ 17,233	86.8%

Discretionary grants funding vs. Discretionary grants expenditures.





## *Expenditures*

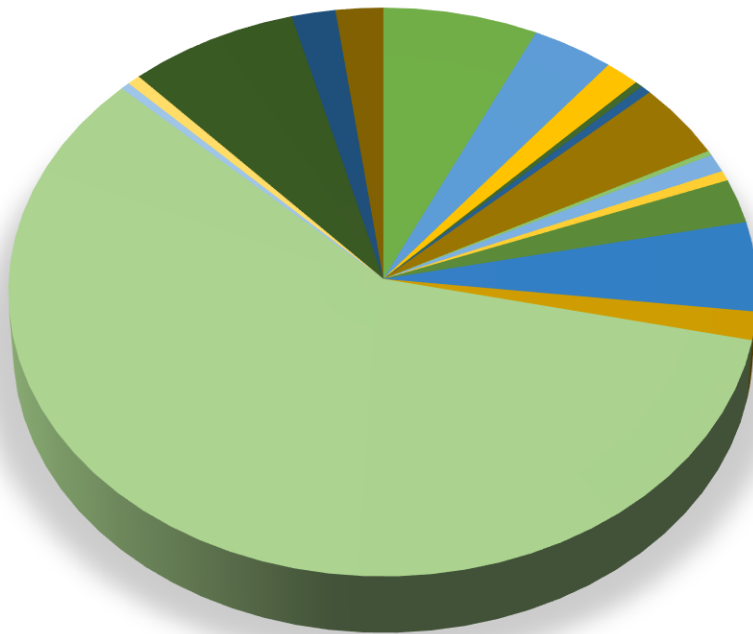
During the initial six (6) month of the fiscal year, expenditures of \$2,426,453 represent 38.9% of the total budget allocated, with an unspent balance of \$3,815,952, representing 61.1% as yet to incur in the upcoming periods.

### **Program Costs:**

<b>Programs</b>	<b>Grant</b>	<b>% of Budget Spent</b>
Occupational Training	\$ 436,918	24.5%
On-the-Job-Training / Work-Based Learning / Subsidy	\$ 232,500	75.2%
Non-Training Related Supportive Services	\$ 98,431	16.6%
Youth: Apprenticeships / Work-Based Learning	\$ 22,000	30.5%
Occupational Training	\$ 30,000	0.0%
Contracted Services	\$ 265,000	0.0%
Workforce System: AJCC / Outreach	\$ 17,100	11.7%
Program Services and Supplies	\$ 64,338	19.6%
Business Services / Outreach	\$ 35,734	18.8%
SBDC Advising and Training	\$ 156,271	49.8%
Direct Program Contracts	\$ 316,962	45.5%
Contracted Services: Regional Partners (NBEC)	\$ 99,963	22.4%
Personnel: Salaries + Benefits/Taxes	\$ 3,667,098	42.2%
Professional Development	\$ 26,173	16.1%
Employee Mileage	\$ 37,236	0.8%
Facilities	\$ 479,810	46.2%
Communications & Information Infrastructure	\$ 123,174	52.3%
Business Expenses	\$ 133,696	13.5%

The Activity wise spending shows the expenses consumed and expended by each activity.

## Activitywise Spending Chart



- Occupational Training
- On-the-Job-Training / Work-Based Learning / Subsidy
- Non-Training Related Supportive Services
- Youth: Apprenticeships / Work-Based Learning
- Occupational Training
- Contracted Services
- Workforce System: AJCC / Outreach
- Program Services and Supplies
- Business Services / Outreach
- SBDC Advising and Training
- Direct Program Contracts
- Contracted Services: Regional Partners (NBEC)
- Personnel: Salaries + Benefits/Taxes
- Professional Development
- Employee Mileage
- Facilities
- Communications & Information Infrastructure

**Remarks:**

The current labor market is volatile, and challenges continue in enrolling new individuals to the level needed to meet expenditure goals, particularly in Discretionary Grant programs. This has primarily impacted direct client cost expenditures. In addition, operational costs were anticipated to increase as the economy reopened, but continued virtual engagement has some negated planned expenditures such as employee mileage. Direct program contracts, such as the Solano County Office of Education youth contract, are currently being revised to meet changing demand and funding, and will be reflected in future fiscal reports.

The Mid-Year Budget Modification will include recommendations to modify expenditure focal points based on the current labor market and operational landscape. In addition, the upcoming Mid-Year Budget will reflect new funding sources and expenditure categories.

## Potential Grants Pipeline:

The Workforce Development Board of Solano County has a pipeline of potential grants from local, and regional partners totaling \$5.7 million, of which \$592,785.83 has been awarded, and \$5,123,499 are still pending decision.

# FY 2021-22 Grant Pipeline Report

*Workforce Development Board of Solano County*

Funding Source	Project/Program	Funding Request	Dates	Notes
<b><i>In Conversations</i></b>				
County of Solano	ARPA Workforce and Economic Recovery	\$3,700,000	Anticipated Feb 2022	Workforce and economic development
County of Napa	Microbusiness Grant Program	\$173,499		Microbusiness grants in Napa
<b><i>In Progress</i></b>				
Social Security Administration	Ticket to Work	n/a	n/a	Pay for performance for SSI/SSDI recipients securing and retaining employment above SGA
City of Vallejo	ARPA Small Business Supports	\$500,000	Anticipated Apr 2022	Small business grants (\$400k) and Restaurant Resiliency in Vallejo
<b><i>Pending</i></b>				
California EDD – Equity and Special Populations	Youth Program	\$500,000	Submitted Nov 1, 2021	Includes 2 subrecipients and one contractor; \$58,154 to be kept internally
CWDB – Accelerator 10.0	CNA Upskilling Program	\$250,000	Submitted Dec 20, 2021	Includes contractors
<b><i>Awarded</i></b>				
Kaiser Permanente	Restaurant Resiliency - SBDC	\$20,000	Received Dec 7, 2021	Continue Restaurant Resiliency in Vallejo
CalOSBA Microbusiness Grant Program	Solano Microbusiness COVID-19 Relief Grant Program	\$552,785.83	Submitted Nov 30, 2021	Subcontract with the County to administer small business grants
Fairfield Suisun Unified School District	Restaurant Resiliency Program	\$20,000	Jan 2022	Fund meals for Restaurant Resiliency in Fairfield
<b><i>Declined</i></b>				
SBA Community Navigator Program	AIERS Project	\$1,000,000	Submitted July 2021	Support businesses impacted by COVID and build entrepreneurship network

# Programmatic Highlights



The Programmatic Highlights Report provides a narrative of key activities for America's Job Center of CA (AJCC) activities; Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, Youth, and Rapid Response Grants; CalWORKS Pathway to Success contracts; discretionary grants; 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 updates the Workforce Development Board (WDB) of Solano County on the activities conducted at the America's Job Center of California (AJCC) and other community locations. This report is for the period of October to November 2021.

### *Reporting period highlights include:*

- In-Person Activities at AJCC – The Fairfield AJCC was a host site for Job Corps and California Conservation Corps open information sessions in December 2021. These new sessions have replaced the traditional in-person orientations. Both organizations are interested in setting up in-person recruitment events. The AJCC also hosted the first open information session for the Goodwill of the East Bay Employment programs. All guests were required to wear face coverings and follow CDC guidelines for safety when attending.

## WIOA Programs

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The Workforce Services Division is responsible for outreach and recruitment, assessment, enrollment and exit of eligible WIOA Adult, Dislocated Worker, and Youth participants. A significant percentage of the organization's participants participate in WIOA programs.

### *Job Seeker Services:*

- Increase in Enrollments – Staff are beginning to see an increase in enrollments in September and October. Staff have noticed a low ratio of application to enrollments and are reviewing this trend. Initial review shows less follow-through in submitting documents and attending appointments with career specialists.
- Training Funds – WIOA Adult training funds are being expended faster than anticipated. Staff will be monitoring training enrollments and training performance metrics may be impacted.

### *Business Services:*

- Talent Pipeline Strategies – The Business Services team has continued to see more Solano county businesses interested in strategizing new ways to overcome their hiring deficits. To

help support this strategy, staff will be holding another town hall session to promote more interest in the Hospitality roundtable group centralized in Vacaville in February 2022. The Business Services team also continues to support SBDC in hosting the Manufacturing roundtable sessions. Our goal is to allow participating business to commit to a new hiring strategy to strengthen the availability of skilled workers within the Solano County region.

- Rapid Response/Layoff Aversion – The Business Services team continues to see a significant decline in the amount of WARN notices being posted. Although it may be a small amount of WARN notices, business services team will support businesses and their employees’ needs. We are currently working with a Vacaville Manufacturer with their pending layoff of 53 employees in January. Our team is in planning stages for holding a Rapid Response session and a possible internal career fair for the affected employees.
- Virtual Rapid Response – The Business Services team continues to see a significant lower amount of WARN notices being posted. In accordance with supporting current WARN notices, the Business Services team held a Rapid Response session to 37 effective employees of Alaza Corporation (Janssen) December 2021. EDD workforce services and AJCC staff were also in attendance to offer information regarding unemployment and answer general unemployment questions.

## Discretionary Grants

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The WDB currently implements six (6) discretionary grant programs for job seekers:

- Prison to Employment (funded through the California Workforce Development Board)
- Workforce Inclusion Initiative (funded by AB1111 through the California Workforce Development Board)
- Disability Employment Accelerator VI (funded through the Employment Development Department)
- Veteran Employment Assistance Program (funded through the Employment Development Department)
- National Dislocated Worker Grant – COVID Emergency Services (funded by Employment Development Department as a pass-through for the U.S. Department of Labor)
- Regional Plan Implementation 3.0 (funded by California Workforce Development Board, contracted through Sonoma Workforce Investment Board)

### *Reporting period highlights include:*

- National Dislocated Worker Grant – There has been activity on the COVID-19 grant during the reporting period, as can be seen in the metrics. EDD received a one year extension from the Department of Labor for grant activities.

- Regional Plan Implementation 3.0 – This grant includes conducting a training cohort. Originally, staff intended to do the training in healthcare, but due to training delays and sudden interest from the restaurant community, the training has been changed to culinary. Staff is working with the Vallejo Regional Educational Center and a group of Vallejo-based businesses to launch the cohort training in February 2022.

## Small Business Development Center (SBDC)

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The WDB is the host for the Solano Small Business Development Center (SBDC). Services for small businesses include one-on-one business advising through expert consultants and seminars and events for small businesses throughout the county.

### *Reporting period highlights include:*

- Napa SBDC Integration – Staff have been preparing for the addition of Napa to the Solano-Napa SBDC launching January 1, 2022. Four new business advisors, including Spanish-speaking advisors have been added to the team.
- Restaurant Resiliency funding has been secured from the City of Vallejo, the Fairfield-Suisun Unified School District, and Kaiser to continue funding the program. To date, \$40,000 has been received to continue meal distribution.
- Microenterprise Small Business Grants – Solano County was awarded approximately \$500,000 to launch a microenterprise small business grant program. The SBDC and WDB will be administering the program on behalf of the County. The application is intended to begin April 1, 2022.

**PY 21/22 Job Seeker Services Deliverables by Grant Funded Program**

Reporting Period: July 2021 - December 2021

50%

WIOA Adult/DW	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Applications	156	23	22	21	16	30	14							126	81%
Newly Enrolled	104	6	7	16	7	16	12							64	62%
Occupational Training	45	5	2	11	8	3	2							31	69%
Employer-Based	23	0	1	1	2	1	1							6	26%
Credentials	15	3	1	3	5	0	4							16	107%
Employed	60	4	8	10	5	3	3							33	55%

WIOA Youth	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Application	-	0	2	1	0	0	1							4	-
Enrolled*	40	37	1	1	1	1	0							41	103%
Occupational Training	6	0	0	0	0	0	1							1	17%
Employer-Based	24	0	1	1	1	0	1							4	17%
Credentials	-	1	0	0	0	0	0							-	-
Employed	32	1	2	0	1	0	0							4	13%

\* Youth Contract is based off of a total enrolled/served of 40 youth, rather than newly enrolled individuals. July includes Youth contractor's carry-over numbers from PY2021-2022 of 37 participants

VEAP	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Enrolled	71	2	1	2	1	1	1							8	11%
Occupational Training	46	0	1	0	0	1	0							2	4%
Employer-Based	5	2	0	1	0	0	0							3	60%
Credentials	20	1	2	0	0	1	1							5	25%
Employed	66	1	0	0	0	0	1							2	3%

DEA	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Enrolled	19	2	4	1	0	7	4							18	95%
Occupational Training	2	0	0	0	0	0	0							0	0%
Employer-Based	23	0	0	0	0	0	0							0	0%
Credentials	-	1	1	0	1	0	2							5	-
Employed	21	1	1	0	0	0	0							2	10%

AB1111	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Enrolled	32	1	3	1	1	4	3							13	41%
Occupational Training	3	0	2	0	0	1	1							4	133%
Employer-Based	14	0	0	0	1	0	0							1	7%
Credentials	-	1	1	1	0	0	2							5	-
Employed	30	0	1	0	1	0	0							2	7%

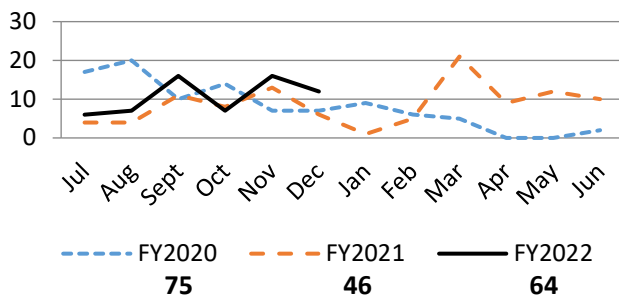
NDWG COVID	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Enrolled	21	2	1	2	1	2	1							9	43%
Occupational Training	9	1	0	1	2	0	1							5	56%
Employer-Based	-	0	0	0	0	0	0							-	-
Credentials	-	0	0	0	1	0	0							-	-
Employed	40	2	1	2	0	0	1							6	15%

Prison to Employment	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Enrolled	8	0	0	1	4	2	1							8	100%
Employer-Based	8	0	0	1	3	2	0							6	75%
Employed	10	0	0	0	0	0	0							0	0%

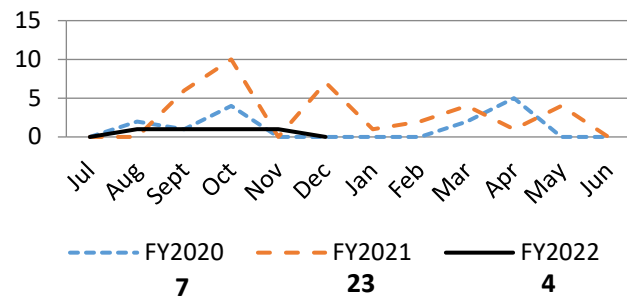


## Key 3-Year WIOA Indicator Trends PY2021/22 - July 2021 - December 2021

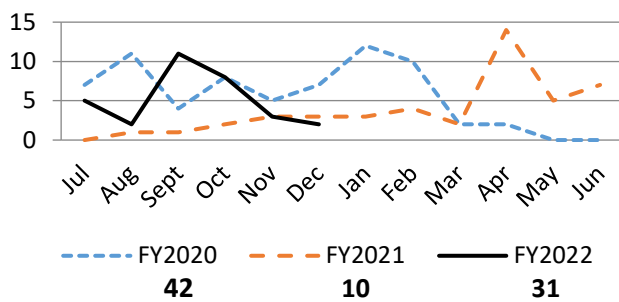
### WIOA Adult/DW Enrollments



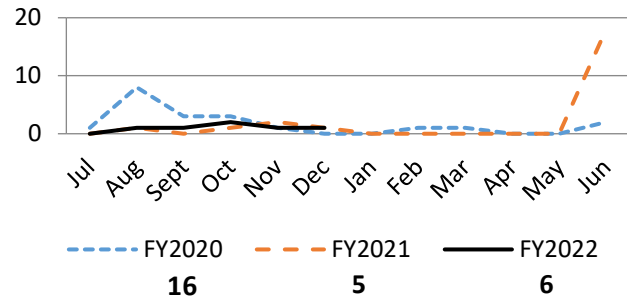
### WIOA Youth Enrollments



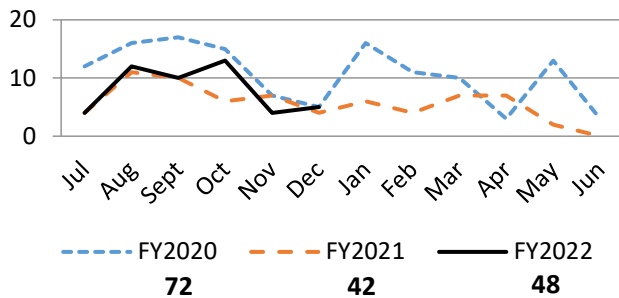
### WIOA Adult/DW in Training



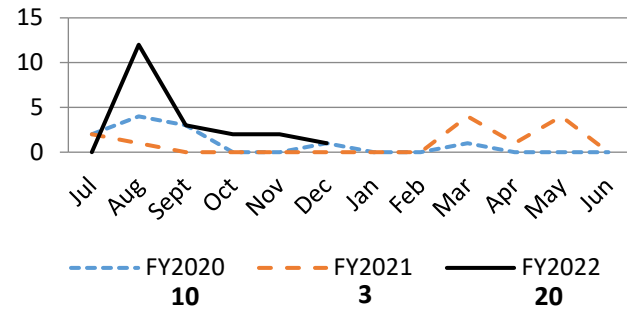
### WIOA Adult/DW Earn & Learns



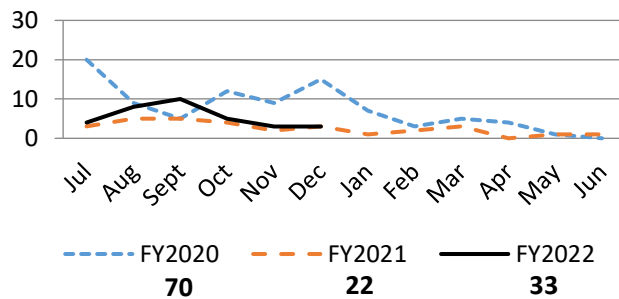
### WIOA Adult/DW Completions



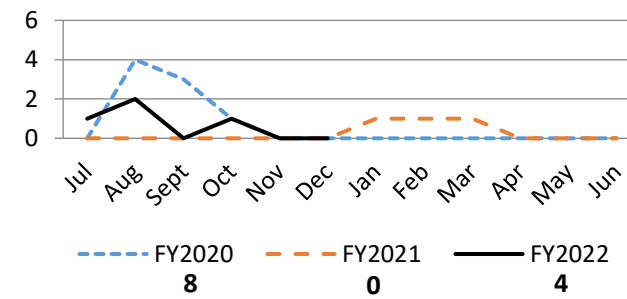
### WIOA Youth Completions



### WIOA Adult/DW Employment



### WIOA Youth Employment



SBDC Monthly Report															Dec-21				
Key Performance Indicators		Annual Goal	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	%Goal			
Total client sessions 2021 YTD		2,000	144	146	180	277	328	269	200	234	194	166	169	222	2307	115%			
Total Client Hours YTD		1,500	202	163	186	254	293	302	226	248	219	201	223	214	2517	168%			
Total Active Clients		1,300	936											1,307	1,307	100%			
Jobs Created		67	1	3	2	6	4	10	11	18	8	0	14	13	77	115%			
New Business Starts		20	1	0	0	1	2	6	6	2	0	0	1	1	19	95%			
Change in Sales		\$ 5,000,000.00	\$ 548,000.00	\$ 280,000.00	\$ 510,453.00	\$ 1,880,296.00	\$ 58,223.00	\$ 1,476,959.00	\$ 750,203.00	\$ 430,842.00	\$ 377,899.00	\$ -	\$ 216,000.00	\$ 574,550.00	\$ 6,528,875.00	131%			
Dollar amt of loans/equity		\$ 6,300,000.00	\$ -	\$ -	\$ 454,000.00	\$ 200,771.00	\$ 366,037.00	\$ 1,646,881.00	\$ 1,383,153.00	\$ 4,614,405.00	\$ 468,658.00	\$ -	\$ 139,000.00	\$ 185,563.00	\$ 9,272,905.00	147%			
Training Sessions held		60	10	12	15	12	9	8	10	10	11	12	6	4	115	192%			
# of attendees		600	74	95	220	173	93	65	133	84	95	88	50	41	1170	195%			

# INFORMATIONAL ITEMS





**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

<b>SUBJECT:</b> Upcoming Board Approval and Discussion Items	<b>MEETING DATE</b> January 21, 2022	<b>AGENDA ITEM</b> VIII.D
<b>FROM:</b> Heather Henry, President/Executive Director	<b>ACTION REQUIRED</b> YES NO ✓	<b>ATTACHMENTS</b> NONE

**SUMMARY:** Staff is providing an outline of items that will be presented to the Board for approval and/or discussion for the first half of 2022. Any items that are to be reviewed at a committee level prior to being presented to the Board will be scheduled accordingly.

**March**

- Modification to the FY 21-22 Budget
- Employee Retirement Plan – 2021 Employer Contribution
- Approval of Policies (Monitoring, and Adult/Dislocated Worker Service Delivery)
- Identify members for the Nominations Committee and Negotiations Committee
- Form 700 – Statement of Economic Interest and Conflict of Interest Form Renewals
- One-Stop Operator and Solano County Office of Education Service Agreement Updates
- Labor Market Information Contract Approval
- Discussion about Job Quality

**May**

- President/Executive Director Annual Evaluation
- Slate of Officers/Executive Committee's Member-at-Large Elections & Board Membership Renewals
- Preliminary Budget for FY 22-23
- Update on WDB/SEIU Local 1021 Collective Bargaining Agreement Negotiations
- Approval of Policies (Fiscal, and Self-Sufficiency/Job Quality)
- Contracts – Service Agreement Renewals, Approval of Selected Youth Contractor
- Monitoring Review (AJCC, and Internal)
- Discussion about Childcare

**July**

- Update on WDB/SEIU Local 1021 Collective Bargaining Agreement Negotiations
- Approval of Policies (Performance, and Firewall)

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

Heather Henry, President/Executive Director



## **WORKFORCE DEVELOPMENT BOARD**

OF SOLANO COUNTY

### **Current Committees and Members**

#### **Standing Committees**

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

Fadi Halabi (Chair)

Mario Giuliani (Treasurer)

Scott Reynolds (Vice-Chair)

Mary Dugbartey (Member-At-Large)

Paul Castro (Secretary)

Nancy Nelson (non-Board Member)

##### **Planning & Oversight - meets 4<sup>th</sup> Tuesday (non- Board months), 3:00 – 5:00 p.m.**

Paul Castro (Chair)

Anne Cardwell (non-Board Member)

Fadi Halabi (Ex-Officio)

Dr. Rhuenette Alums (non-Board Member)

Gerald Huber

Jon Riley

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

Mario Giuliani (Chair)

Dr. Celia Esposito-Noy

Fadi Halabi (Ex-Officio)

Tim Healer

Nancy Nelson (non-Board Member)

#### **Ad-Hoc Committees (meets as needed)**

##### **Human Resources**

Scott Reynolds (Chair)

Peggy Huston

Fadi Halabi (Ex-Officio)

Rosa Phillips

Mary Dugbartey

Jon Riley

# BOARD OF DIRECTORS

## OFFICERS

### **Fadi Halabi, Chair**

President,  
Duracite  
Business Representative

### **S. Scott Reynolds, Vice Chair**

Attorney/Partner,  
Reynolds Law LLP  
Business Representative

### **Paul Castro, Secretary**

Director,  
California Human Development  
Community Workforce Representative

### **Mario Giuliani**

Economic Development Manager,  
City of Benicia  
Economic Development Representative

## MEMBER-AT-LARGE

### **Mary Dugbartey**

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

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### **Paul Adler**

Director of Community Relations  
& Government Affairs,  
Valero Benicia Refinery  
Business Representative

### **Danny Bernardini**

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

### **Suzanne Castano**

Team Manager,  
CA State Department of Rehabilitation  
Vocational Rehabilitation Representative

### **Chris Churchill**

President,  
Advance Marketing  
Business Representative

### **Mark DeWeerd**

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

### **Shannon Dodds**

VP of Operations,  
Paradise Valley Estates  
Business Representative

### **Tiffany Donahue**

Adult Education Administrator,  
Vacaville Unified School District  
Education Representative

### **Dr. Celia Esposito-Noy**

President,  
Solano Community College  
Education Representative

### **Tim Healer**

VP Loan Officer,  
First Northern Bank  
Business Representative

### **Gerald Huber**

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

### **Dr. Melvinia Turner King**

Executive Director,  
Fighting Back Partnership  
Community Workforce Representative

### **Viola Lujan**

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

### **Sabrina Martin**

Apprenticeship Coordinator,  
Operating Engineers Local 3  
Apprenticeship Program Representative

### **Rosa Phillips**

Owner,  
Express Employment Professionals  
Business Representative

### **Stephen Reese**

Chief Executive Officer,  
Million Services, Inc.  
Business Representative

### **Jon Riley**

Executive Director,  
Napa-Solano Central Labor Council  
Labor Representative

### **David Tam**

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

### **Jasmine Taylor**

Director of Human Resources,  
Six Flags Discovery Kingdom  
Business Representative

