



# WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY

## Board of Director's Meeting

Friday, November 17, 2023

8:30 a.m. – 10:30 a.m.



500 Chadbourne Road, Suite A  
Fairfield, CA 94534



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**BOARD OF DIRECTORS MEETING NOTICE**

**Friday, November 17, 2023**

**8:30 – 10:30 a.m.**

**500 Chadbourne Road, Suite A  
Fairfield, CA 94534**

**AGENDA**

- |              |  |             |
|--------------|--|-------------|
| <b>I.</b>    | <b>Call to Order</b>   |             |
| <b>II.</b>   | <b>Introductions</b>   |             |
| <b>III.</b>  | <b>Agenda Additions/Deletions</b>  |             |
| <b>IV.</b>   | <b>Public Comment</b> – <i>Public comments on agenda items and items under the jurisdiction of the Board of Directors shall be made at this time. Written comments submitted by the public will also be read. Instructions for submitted comments are outlined in the Public Announcement of this meeting.</i>   |             |
| <b>V.</b>    | <b>Consent Calendar</b>  | <b>Page</b> |
|              | A. Approval of Revised Corporate Resolution of Designating Authorized Signatories  | <b>1</b>    |
|              | B. Approval of September 22, 2023, Meeting Minutes   | <b>3</b>    |
|              | C. Approval of 2024 Board of Director’s Meeting Calendar   | <b>6</b>    |
| <b>VI.</b>   | <b>Informational Reports</b>   |             |
|              | A. Committee Chairs (Verbal)   |             |
|              | B. President/Executive Director (Verbal)   |             |
|              | C. Board Chair (Verbal)  |             |
|              | D. Reports (Written)   | <b>7</b>    |
| <b>VII.</b>  | <b>Action Items</b>  |             |
|              | A. Approval of the New Workforce Board Appointments; Ms. Coco House of Solano County Farm Bureau, and Ms. Margie Poulos of Jelly Belly Candy Company   | <b>20</b>   |
|              | B. Review and Approval of the Prison to Employment 2.0 Earn and Learn Training Services Contract with Center for Employment Opportunities, Inc. for a total amount not to exceed \$51,000 for the period of January 1, 2024 through December 31, 2025; Give President/Executive Director Authority to Finalize and Sign the Approved Contract, and to Make Administrative Changes, as Needed | <b>26</b>   |
|              | C. Review and Approval of the ARPA Industry Training Contract with Working Waterfront Coalition for a total amount not to exceed \$60,000, funding by the American Rescue Plan Act; Give President/Executive Director Authority to Finalize and Sign the Approved Contract, and Make Administrative Changes, as Needed   | <b>36</b>   |
| <b>VIII.</b> | <b>Discussion</b>  |             |
|              | A. Prioritizing Program Information Reported to the Board of Directors   |             |
|              | B. Board Committee Structure   |             |
| <b>IX.</b>   | <b>Success Stories Items</b>   |             |
|              | <i>Testimonials from job seekers and business impacted by the WDB and the SBDC</i>   |             |
| <b>X.</b>    | <b>Adjournment</b>   |             |

Note: The next Board of Director’s meeting is scheduled for Friday, January 19, 2024

# CONSENT CALENDAR





**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

<b>SUBJECT:</b> Approval of Revised Corporate Resolution of Designated Authorized Signatories	<b>MEETING DATE</b> November 17, 2023	<b>AGENDA ITEM</b> V.A
<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 of Directors review and approve the Corporate Resolution of Designated Authorized Signatories and give Melvinia King, Secretary authority to sign said resolution on behalf of the Board of Directors.

**DISCUSSION**

In July 2020, staff found it necessary update the Corporate Resolution of Designated Authorized Signatories on file to use as confirmation that the President/ Executive Director, Chairperson, and Treasurer are authorized to sign documents pertaining to grants and other financial documents. The resolution was presented and approved at the July 2020 Board meeting.

At the end of September 2023, the organization moved its bank accounts from WellsFargo to Travis Credit Union. The bank requires a board resolution that identifies all authorized signers to the bank account. The Corporate Resolution of Designated Authorized Signatories, therefore, must be updated.

This Resolution would add two additional signers – the Solano-Napa SBDC Director and the Workforce Services Director. This will ensure that there are two check signers in the office at all times.

**ALTERNATIVES**

Board members could choose not to approve the resolution; however, this will require the current Chair or Treasurer to be available to sign all WDB checks that have been issued. This could cause a delay in payments due to vendors.

**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.

**Corporate Resolution of the Private Industry Council of Solano County, Inc.  
Designating Authorized Signatories**

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**WHEREAS**, the Corporation also operates under its DBA: Workforce Development Board of Solano County.

**WHEREAS**, the Corporation is determining signing authority to certain person(s) described hereunder until amended.

**RESOLVED**, that the Board of Directors is hereby authorized and approved to authorize and empower the following individual(s) to make, execute, endorse and deliver in the name of and on behalf of the corporation, to include but shall not be limited to, any and all written instruments, agreements, documents, execution of deeds, powers of attorney, transfers, assignments, contracts, obligations, checks, certificates and other instruments of whatever nature entered into by this Corporation.

**NOW THEREFORE, BE IT RESOLVED AND ORDERED** by the Private Industry Council of Solano County, Inc. that the Chairperson, Treasurer, President/Executive Director, Solano-Napa Small Business Development Center Director, and Workforce Services Director are hereby designated authorized signatories, on behalf of the Council.

I, Melvinia King, as Secretary of the Private Industry Council of Solano County, Inc. hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Private Industry Council of Solano County, Inc. DBA: Workforce Development Board of Solano County at a regular Board of Directors meeting held on November 17, 2023.

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Melvinia King, Secretary  
Private Industry Council of Solano County, Inc.  
DBA: Workforce Development Board of Solano County

## BOARD OF DIRECTORS MEETING MINUTES

September 22, 2023

### I. Call to Order

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

**Members Present:** Chris Churchill, Kelli Courson, Mark DeWeerd, Tiffany Donahue, Mary Dugbartey, Celia Esposito-Noy, Deanna Hurn, Glenn Loveall, and Thomas Stuebner

**Members Absent:** Danny Bernardini, Suzanne Castano, Shannon Dodds, Mario Giuliani, Fadi Halabi, Tim Healer, Gerald Huber, Chris Huxsoll, Melvinia King, Sabrina Martin, Stephen Reese, and David Tam

### II. Introductions

There were no introductions.

### III. Agenda Changes/Deletions

There were no agenda changes or deletions.

### IV. Public Comment

There were no public comments.

### V. Presentation

#### A. **Working Waterfront Coalition – Guest Speaker, Sal Vaca**

Mr. Churchill gave a brief introduction about the Working Waterfront Coalition (WWC), noting there are great jobs and opportunities coming to the area. Mr. Bobby Winston and Mr. Sal Vaca provided an overview of the WWC project. Ms. Tiffanee Jones, District Director for the 11<sup>th</sup> Assembly District, provided comments in support of the coalition on behalf of Assemblymember Lori Wilson's office.

An Ad-Hoc Working Waterfront Coalition Committee was established to partner with WWC to help support their mission while the training program is being developed. Volunteers for the committee include Celia Esposito-Noy, Kelli Courson, Thomas Stuebner, Deanna Hurn, Idowu Koyejo, and Glenn Loveall.

#### B. **Full Capacity Marketing Outreach Project**

Mr. Aiken gave a presentation and overview of the WDB's outreach efforts through Full Capacity Marketing. The outreach campaign generated nearly 400 inquiries of individuals interested in gaining more information about the program and services WDB offers. WDB staff have reached out to these individuals and will continue to reach out to invite them to informational sessions and answer questions.

### VI. Informational Reports

#### A. **Board Chair**

Mr. Churchill announced the Meeting of the Minds conference was very successful. The conference gave a fresh perspective on new technologies, and new opportunities. The goal will be to learn and build upon how different funding streams can be leveraged to help make the Board more effective in aligning the programs with available jobs and community need.

#### B. **Committee Chairs**

In Mr. Giuliani's absence, Ms. Henry shared the Budget Committee was not able to meet as scheduled, bringing the budget modification straight to the Board for review and approval. The Planning & Oversight Committee met on August 22<sup>nd</sup> and reviewed and approved two policies, which have been included on the consent calendar. The committee also received a presentation from Health and Social Services Public Health consultants on development and use upstream measures to continue revising performance measures. The new measures should be finalized by November's Board meeting.

**C. President/Executive Director Report**

Ms. Henry announced there has been an improvement in enrollments and customers visiting the job center, which has been credited to the outreach that was conducted. Currently, enrollments and training enrollments have exceeded the current goals. The Fairfield-Suisun Adult School is bringing back the in-person computer class beginning in October. They are currently working with NorthStar Digital Literacy Assessment and are including the assessment to enhance the class.

Ms. Henry highlighted that First Place for Youth completed their Pharmacy Tech Pre-Apprenticeship program with CVS. So far, two have been hired. First Place for Youth is working with the other attendees on their certification. SBDC has pushed the needle in supporting small businesses with their increase in sales. So far they have supported businesses with a sales increase of \$18 million. The New Board Member Orientation is being finalized and will tentatively be held November 2<sup>nd</sup>. An invitation will be sent to new members and will also be extended to more tenured Board members as a refresher.

Staff is working with California Workforce Association (CWA) to develop an action plan that will tie the strategic plan and Real Role of Workforce Boards goals together. Action planning will begin in January with more details available at the November meeting.

September is National Workforce Development month. To support workforce efforts, a Resolution was presented to WDB by the Solano County Board of Supervisors at their August 22nd meeting. A group of staff attended. The staff's workforce efforts were highlighted. The Celebrating Solano's Workforce event was held at the Vacaville Travis Credit Union where members of the community were nominated in various categories to honor and celebrate local "workforce heroes." Mike Silva, Vacaville Councilmember, served as the Master of Ceremonies. A photo collage was shared with the Board highlighting the event.

**D. Reports**

There was no discussion on this item.

**VII. Consent Calendar**

**A. Approval of July 21, 2023, Meeting Minutes**

**B. Review and Approval of the Lower living Standard Income Level & Poverty Guidelines Policy**

**C. Review and Approval of the On-the-Job Training Policy, Change 2**

**MOTION #1**

**A motion was made and seconded to approve the consent calendar, as presented.**

**(Esposito-Noy/DeWeerd) MOTION PASSED UNANIMOUSLY**

**VIII. Action Items**

**A. Approval to Elect Board Member, Ms. Shannon Dodds, to Serve as Board Vice-Chair the Duration of the Two-Year Term of Office through June 30, 2024**

Ms. Henry shared that Ms. Dodds was not able to attend the meeting. Mr. DeWeerd gave a brief overview of the Nomination Committee meeting, and the decision was to move forward with Ms. Dodds as the nominee to fill the Vice-Chair seat.

**MOTION #2**

**A motion was made and seconded to approve the election of Ms. Shannon Dodds to serve as Board Vice-Chair the duration of the two-year term of office through June 30, 2024.**

**(Esposito-Noy/Hurn) MOTION PASSED UNANIMOUSLY**



**B. Approval of the New Workforce Board Appointments; Ms. Idowu Koyejo of Teme Salon LLC, and Ms. Janice Fera of Solano Adult Education Consortium**

Ms. Henry shared that Ms. Koyejo was present for the Board meeting. Ms. Koyejo introduced herself and gave a brief overview of her background and her involvement in the community. Ms. Henry added that Ms. Donahue would not be renewing her membership with the Board as the Solano Adult Education Consortium representative so that Ms. Janice Fera, new staff to Solano Adult Education Consortium, may step in as a Board member. Ms. Donahue thanked the staff and Board for the time she has been part of the Board.

Ms. Henry added that staff are working to bring two other Board member appointments to the Board for approval in November. One member will be a representative of Jelly Belly and the other will be a representative of the Solano County Farm Bureau.

**MOTION #3**

**A motion was made and seconded to approve the appointments, as presented.  
(Stuebner/DeWeerd) MOTION PASSED UNANIMOUSLY**

**C. Review and Approval of the First Modification to the Fiscal Year 2023-24 Budget**

Ms. Henry gave a brief overview of agenda item VIII.C, which was included as part of the agenda package and incorporated herein, noting this is the first modification of the fiscal year budget. The fiscal year budget originally presented in May represents the preliminary budget. The first modification includes final June's close out and carry over numbers.

**MOTION #4**

**A motion was made and seconded to approve the appointments, as presented.  
(Stuebner/DeWeerd) MOTION PASSED UNANIMOUSLY**

**D. Review and Approval of the Executive Succession Plan Policy**

Ms. Henry gave a brief overview of agenda item VIII.D, which was included as part of the agenda package and incorporated herein, noting an Ad-Hoc Success Plan Committee was formed at the request of the Executive Committee should there be a change in leadership. The plan outlines the Board's role, Board Chair's role, formation of a Transition Committee, and general concepts of what the recruitment for an Executive Director looks like. The Ad-Hoc committee met twice to draft and finalize the plan.

**MOTION #5**

**A motion was made and seconded to approve the appointments, as presented.  
(Esposito-Noy/DeWeerd) MOTION PASSED UNANIMOUSLY**

**IX. Discussion Items**

**A. California Workforce Association's 2023 Meeting of the Minds Conference Recap**

This item was discussed during the Board Chair and President/Executive Director Informational Reports.

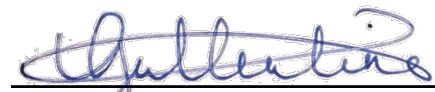
**B. Prioritizing Program Information Reported to the Board of Directors**

Due to timing, this discussion topic will be presented at the November Board meeting.

**X. Adjournment**

The meeting was adjourned at 10:33 a.m.

Respectfully submitted by:

  
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Tammy Gallentine, Executive & Board Support Specialist





**WORKFORCE DEVELOPMENT BOARD** OF SOLANO COUNTY

## **BOARD OF DIRECTORS**

### **2024 Meeting Dates**

**All meetings are held from 8:30 a.m. to 10:30 a.m.**

January 19, 2024

March 22, 2024

May 17, 2024

July 19, 2024

September 20, 2024

November 15, 2024

Meetings are scheduled to take place at:

**Workforce Development Board of Solano County**  
**500 Chadbourne Road, Suite A**  
**Fairfield, CA 94534**

*Any change of location will be posted on the agenda prior to the meeting.*

*Agendas will be distributed and posted no less than 72 hours prior to the scheduled meeting.* Meeting announcements and agendas can be found at:

<https://solanoemployment.org/board-of-directors>.

For information regarding Board meetings, contact Tammy Gallentine, Executive & Board Support Specialist, at 707.863.3552 or by email at [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org). If a reasonable accommodation is needed due to a disability, contact Marion Aiken, EO/AA/ADA Officer, at 707.863.3594 or by email at [maiken@solanowdb.org](mailto:maiken@solanowdb.org) at least two weeks prior to the meeting date.

# REPORTS





**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

<b>SUBJECT</b> Reports	<b>MEETING DATE</b> November 17, 2023	<b>AGENDA ITEM</b> VI.D
<b>FROM</b> Heather Henry, President/Executive Director	<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.

**ATTACHMENT:**

- Attachment A: Compliance & Operational Reports – monitoring, personnel, and expenditures as of September 30, 2023
- Attachment B: Programmatic Highlights
- Attachment C: Programmatic Performance Reports
  - Job Seeker Services Grant Metrics
  - SBDC Service 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:*

- The State of California Employment Development Department (EDD) Compliance Review Unit conducted a programmatic and fiscal monitoring of the WDB's Workforce Innovation and Opportunity Act (WIOA) Youth activities in October 2023. ***EDD has not yet issued a monitoring report.***
- The EDD Compliance Review Unit conducted a desk review of the WDB's **Equal Employment Opportunities (EEO)** activities funded by WIOA in November 2021. ***EDD issued a final monitoring report on June 24, 2022, and determined the following finding:***

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

WDB Response: While the current practice is to maintain disability and medical-related information in a separate file, staff will review all participant files to ensure that such a practice is consistently adhered to. A follow-up on file reviews previously conducted will continue until all active and exited files are thoroughly reviewed and corrected. WDBSC plans for this action to be completed no later than June 30, 2022.

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

## Personnel Report

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The Personnel Report provides the Board with information regarding recruitments, promotions, and departures of WDB employees. There were no staffing changes during the reporting period.

## Expenditure Report

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This is the Workforce Development Board of Solano County's (WDB) report of expenditures for the 2023-24 program year, through September 30, 2023. With 16.7% of the program year elapsed, the expenditures compared to the plan equal 6.6%.

**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 Revenue Discrepancies:*

- CWDB – CNA Upskilling Program is currently underspent due to invoicing of contracts. Expenditures should increase once contractor invoices are received.
- CWDB – Regional Plan Implementation 5.0 is currently underspent as activities under RPI 5.0 have not yet fully commenced. Expenditures will increase in future months.
- Solano ARPA Projects are behind in expenditures for the Community Workforce, Industry Training, Community Engagement, Business Incubator, and Services for Businesses. However, plans are in place to complete procurements and projects in spring 2024, which will greatly increase expenditures.
- Solano – ARPA Farm Microgrants expenditures will begin in October 2023 with grant applications open mid-November.
- CWDB – Prison to Employment 2.0 and Regional Equity projects are behind schedule in activities. Both grants will increase activity throughout the fiscal year.
- FSUSD – Restaurant Resiliency is currently overspent. Reconciliation of the grant will be completed by the next expenditure report and the grant overage will be corrected.
- SBDC Program Income is currently overspent. Reconciliation of the funds will be completed by the next expenditure report and the grant overage will be corrected.
- WellsFargo – Dream Incubator will conclude in December 2023 and is on track to fully expend the funds.

### *Significant Expenditure Discrepancies:*

- Work-Based Training expenditures are currently underspent; Business Services continues to promote work-based training programs. Two work-based training cohorts will be conducted in the spring of 2024 that will significantly increase expenditures in this line item.

- Small Business Grants / Payments are currently underspent. Nonprofit infrastructure grants and Solano Farm Microgrants will be launched in the next few months, which will dramatically increase the expenditures.
- Outreach is currently underspent. The ARPA Full Capacity Marketing outreach project will be reflected in future expenditure reports.
- Program Contracts are currently underspent due to invoicing delays from partners and vendors. Expenditures will increase once these invoices are received.
- Employee/WDB Professional Development is currently underspent; however, projects and trainings are scheduled to occur in spring 2024.
- Memberships are currently overspent due to the timing of membership renewals. Expenditures will even out throughout the fiscal year.
- Supplies / Equipment / Software is underspent; however, Vallejo AJCC upgrades will be completed this fiscal year and will be reflected in future expenditure reports.
- Other Operating Expenses are currently underspent; however, County overhead is a significant annual cost that is not yet reflected in the expenditure report.

## WDB SOLANO

FY2023-24 Expenditure Report - as of September 30, 2023

	BUDGET 2023-24 <i>Mod #1</i>	% of Budget	Sept '23 Actuals	% Expended 25%
<b>REVENUE:</b>				
<b><i>State Grant Revenue</i></b>				
WIOA Adult	\$1,133,204	11.1%	\$245,281	21.6%
WIOA Dislocated Worker	1,171,143	11.5%	218,289	18.6%
WIOA Youth	1,214,843	11.9%	207,568	17.1%
WIOA Rapid Response	178,527	1.7%	38,738	21.7%
WIOA Layoff Aversion	29,625	0.3%	7,682	25.9%
CWDB - CNA Upskilling Program	108,480	1.1%	6,122	5.6%
CWDB - Regional Plan Implementation 5.0	106,211	1.0%	9,896	9.3%
<b>Grant Revenue Total</b>	<b>\$3,942,033</b>	<b>38.5%</b>	<b>\$733,576</b>	<b>18.6%</b>
<b><i>Other Government Grants/Contracts</i></b>				
City of Napa - ARPA Leaf Blower Grant	84,578	0.8%	15,866	18.8%
County of Napa - ARPA Childcare Loan Support	3,943	0.0%	383	-
County of Napa - Napa Success	-	0.0%	-	-
County of Solano - ARPA 1: Sustain Service Delivery	272,587	2.7%	54,187	19.9%
County of Solano - ARPA 2: Community Workforce	1,399,086	13.7%	153,781	11.0%
County of Solano - ARPA 3: Industry Training	1,302,285	12.7%	169,696	13.0%
County of Solano - ARPA 4: Community Engagement	733,939	7.2%	77,987	10.6%
County of Solano - ARPA SB1: Small Business TA	333,017	3.3%	65,110	19.6%
County of Solano - ARPA SB2: Business Incubator	280,710	2.7%	5,090	1.8%
County of Solano - ARPA SB3: Services for Businesses	331,339	3.2%	11,585	3.5%
County of Solano - ARPA Farm Microgrants	353,300	3.5%	-	0.0%
CWDB - Prison to Employment 2.0	182,967	1.8%	11,216	6.1%
CWDB - Regional Equity	446,461	4.4%	8,545	1.9%
FSUSD - Restaurant Resiliency	15,600	0.2%	15,476	99.2%
NorCal SBDC - Capital Improvement Program (CIP)	102,786	1.0%	31,536	30.7%
NorCal SBDC - Small Business Administration (SBA)	178,587	1.7%	33,316	18.7%
NorCal SBDC - Technical Assistance Program (TAP)	159,194	1.6%	43,221	27.1%
SBDC Local Match	54,941	0.5%	13,683	24.9%
<b>Other Government Revenue Total</b>	<b>\$6,235,320</b>	<b>61.0%</b>	<b>\$710,677</b>	<b>11.4%</b>
<b><i>Other Revenue</i></b>				
Mare Island Contribution	\$0	0.0%	\$2,393	0.0%
Napa Valley College	\$3,318	0.0%	-	0.0%
SBDC Program Income	\$5,307	0.1%	6,985	131.6%
Wells Fargo - Dream Incubator	\$13,974	0.1%	8,641	61.8%
<b>Other Revenue Total</b>	<b>\$22,599</b>	<b>0.2%</b>	<b>\$18,018</b>	<b>79.7%</b>



	<b>BUDGET 2023-24 <i>Mod #1</i></b>	<b>% of Budget</b>	<b>Sept '23 Actuals</b>	<b>% Expended 25%</b>
<b><i>Donations and Contributions</i></b>				
Mare Island Contribution	<b>\$20,000</b>	0.2%	\$2,393	12.0%
SBDC Donations and Sponsorships	<b>\$6,715</b>	0.1%	\$0	0.0%
<b>Donations and Contributions Total</b>	<b>\$26,715</b>	0.3%	<b>\$2,393</b>	9.0%
<b>TOTAL REVENUE</b>	<b>\$10,226,668</b>	<b>100%</b>	<b>\$1,464,664</b>	<b>14.3%</b>
<b>EXPENSES:</b>				
Salaries and Benefits	<b>\$3,433,335</b>	33.6%	\$728,849	21.2%
<b>Personnel Expenses</b>	<b>\$3,433,335</b>	33.6%	<b>\$728,849</b>	21.2%
		0.0%		
Vocational Training	<b>\$970,966</b>	9.5%	\$150,948	15.5%
Work-Based Training	<b>\$125,878</b>	1.2%	12,170	9.7%
Supportive Services	<b>\$31,466</b>	0.3%	5,369	17.1%
Business Advisors	<b>\$349,288</b>	3.4%	81,360	23.3%
Small Business Grants / Payments	<b>\$1,906,820</b>	18.6%	25,159	1.3%
Outreach	<b>\$378,687</b>	3.7%	1,513	0.4%
Program Contracts	<b>\$2,083,621</b>	20.4%	276,749	13.3%
<b>Direct Program Costs</b>	<b>\$5,846,724</b>	57.2%	<b>\$553,268</b>	<b>9.5%</b>
		0.0%		
Communications / IT	<b>\$91,846</b>	0.9%	\$29,717	32.4%
Employee / WDB Professional Dev	<b>\$33,470</b>	0.3%	2,860	8.5%
Facilities	<b>\$494,315</b>	4.8%	103,247	20.9%
Memberships	<b>\$14,100</b>	0.1%	7,350	52.1%
Mileage / Travel	<b>\$14,875</b>	0.1%	4,486	30.2%
Supplies / Equipment / Software	<b>\$132,291</b>	1.3%	9,928	7.5%
Other Operating Costs	<b>\$165,711</b>	1.6%	20,064	12.1%
<b>Other Costs</b>	<b>\$946,606</b>	9.3%	<b>\$177,653</b>	18.8%
<b>TOTAL EXPENSES</b>	<b>\$10,226,665</b>	<b>100%</b>	<b>\$1,459,771</b>	<b>14.3%</b>

Revenue Over / (Under) Expenses

**\$3**

**\$4,893**

## 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; 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 September to October 2023.

#### *Reporting period highlights include:*

- New – AJCC Workshops In-Person – The AJCC had been offering virtual workshops to job seekers during the pandemic, with little or no participation. An ARPA Workshop Specialist has been hired to revise these virtual workshops and to create a additional workshops to target the most affected job seekers. Digital Soft Skills is a new workshops launched in October for those learning how to interview virtually (and who have “techno phobia”) that focuses on building confidence.

Originating prior to the pandemic, the workshop on “Mindfulness” was revamped and AJCC staff members will invite staff, management, partners, and the public to join in the 30-minute hybrid session that focuses on controlling the breath and relaxation. This begins in November and workshops can be found at: <https://solanoemployment.org/events/>.

- New Partnership with Solano County Collaborative Courts – AJCC staff have been building their referral relationship with Solano County Collaborative Courts. In the reporting period, AJCC staff participated in a daylong staff development event designed for strengthening Solano County Drug Court's one stop system with workforce community partners and health care providers. Topics included community resources, communication and outreach amongst partner organizations, de-stigmatizing substance abuse treatment (specifically opioid use) and better data sharing. There were 2 Superior Court Judges in attendance along with county staff experienced in assisting job seekers with criminal histories, and approx. 60 other participating stakeholders.

## 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 seeing a consistent rise in the number of active client's month to month. Currently more than 170 clients are active in job search and training and approximately 30 clients are in the application process.
- Outreach Planning – Each JSS Team member has taken on a passion population to improve outreach and partner collaboration for targeted populations. These passion populations include Veterans, People with Disabilities, Justice-Impacted, Youth, and Individuals with Housing Instability. JSS Team Members are creating direct relationships with the hope to be a resource for the Community Based Agency and their clients.

### *Youth Services:*

- Youth Services –Both WIOA Youth Service Providers have now fully started outreach, intake, and delivery of services to targeted youth. VOICES and First Place for Youth are up and running serving youth community members.

### *Business Services:*

- Recruitments –WDB Business Services staff has been reengaging businesses in onsite recruitments or small job fairs since the releasing of the COVID-19 restrictions. In October, WDB hosted two large company recruitments in the Fairfield Job Center: Food for Less and Ball Metal. Additionally, staff hosted a small Vallejo Career Fair event at Solano Community College's Vallejo campus. These events had over 275 job seekers in attendance. The businesses who attended reported they found great candidates and have extended offers to over 100 candidates so far.
- Rapid Response and Layoff Aversion – WDB staff is currently working with Kreysler & Associates to plan Rapid Response and Layoff Aversion events for 87 employees that will be laid off on December 15, 2023. Staff will be hosting a reverse career fair at Kreysler on December 1, 2023, where 10 local businesses will come on site to interview affected employees. Additionally, the WDB, in partnership with the Employment Development Department's (EDD) Workforce Services staff, will be holding three Rapid Response sessions, providing unemployment information, as well as employment and training programs available to them.

## Discretionary Grants

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The WDB currently implements the following discretionary grant programs for job seekers:

- CNA Upskilling Program (funded by California Workforce Development Board's Accelerator 10.0)

### *Reporting period highlights include:*

- CNA Upskilling Program – Paradise Valley Estates is currently working with the WDB to enroll the first cohort into Phase 2 of the program, where they will gain the Restorative Nursing Assistant (RNA) microcredential. As part of this program, a nursing supervisor will also gain training on how to support the new skills of staff within the facility.

## ARPA Grants

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The WDB and SBDC collectively implements seventeen (17) projects across seven (7) contracts under the American Rescue Plan Act to benefit both job seekers and small businesses on behalf of the County of Solano:

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

### *Reporting period highlights include:*

- Sustain / Expand Current Services – During the reporting period, activities and expenditures continued to propel forward. Individuals continue to enter training into in-demand occupations.
- Community Workforce Services – Services continue to be successful across the seven (7) community workforce grantees. The technical assistance provider, TAD Grants, held a virtual Peer Learning Session with the grantees on recruitment and intake where grantees were able to learn about best practices from other grantees.
- Industry-Based Job Training – Activities in each of the identified industries and projects have commenced for this ARPA contract. Current project progress includes:

- Childcare Entrepreneurship Bootcamp – Solano Family and Children Services has started their third round of the Childcare Entrepreneurship Bootcamp to help develop more family childcare providers in the county. This is the first round to be held in Spanish, with eleven (11) participants.
- Bioeconomy Talent Pipeline Development – The WDB have been continuing work to develop the framework of a bioeconomy talent pipeline. Through the national Jobs for the Future’s Community Workforce in Action cohort, the WDB, Solano College, Solano Economic Development Corporation, and the City of Vacaville Economic Development have been developing plans to improve the talent pipeline. A survey to middle and high school students will be launched in November on their awareness of bio careers, and a focus group of businesses will be held mid-November to guide the development.
- Working Waterfront – WDB staff have strengthened relationships with the Working Waterfront Coalition and will be dedicating funding to curriculum development and a pilot working waterfront training with ARPA funding. The project will be slated to begin in the spring of 2024.
- BuildEd Entrepreneurship Workshops – A new marketing strategy is being developed to create more interest in the 21<sup>st</sup> Century Entrepreneurship Workshop. Participation numbers in the workshop are slowly ticking up, but continued outreach is needed. Workshops will now be offered in Spanish at least two times per month and the WDB is finalizing an agreement with Solano County Health and Human Services to offer the workshops to CalWORKS clients.
- Small Business Programs – The ARPA small business projects are continuing to make an impact on the county’s small businesses. Current project progress includes:
  - Culturally Competent Business Advising: Culturally competent business advising continues to be provided through contract with the Solano County Black Chamber of Commerce and the California Hispanic Chamber. As of the end of September 2023, the two organizations have collectively provided advising and training to 140 minority-owned businesses. Business growth outcomes to date include, 10 new business starts and creation of 3 new jobs.
  - Business Training Series – California Employer’s Association (CEA) has been offering monthly, no cost employer workshops since August 2023 with over 40 business attendees. In addition to these workshops, CEA is also providing a Leadership Excellence and Development (LEAD) training certification for supervisors. This training series started in October and will finish in December. Over 25 businesses are attending this first series.

- Mental Health in the Workplace – As part of their contract, CEA will also be providing a Mental Wellness training series for employers. This series will focus on the importance of maintaining a healthy mental state while at the workplace.
- Solano Farm Microgrants – A recent Solano ARPA funding addition is the dissemination of grants to farmers. The WDB, SBDC, and the Solano County Farm Bureau are partnering to program \$5,000 grants to qualified agricultural businesses in Solano County with under \$400,000 in gross revenue.

### 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 Accelerator Program – The SBDC has completed the first of two-6 week Napa Success business accelerators. Fifteen Napa County businesses graduated in October and received a \$2,500 grant. Upcoming Accelerators will include two (2) more in Napa in early 2024 and three more Solano Success bootcamps throughout the year.
- Veteran Business Owner Resources – SBDC staff are partnering with the SBDC Veterans Business Outreach Center (VBOC) who provides specialized support and program access for veteran owned small businesses. The WDB will provide space for a VBOC specialist to work out of the WDB/SBDC office once per week to better serve veterans. In addition, SBDC staff partnered with VBOC to provide a one day resource event for veteran business owners on November 9, 2023.

**PY 23/24 Job Seeker Deliverables by Grant Funded Program**

Reporting Period: July 2023 to October 2023

WIOA Adult/DW	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Applications*	250	22	29	24	27									102	41%
Newly Enrolled*	150	12	17	18	7									54	36%
Occupational Training*	63	10	2	1	0									13	21%
Employer-Based*	8	0	0	0	1									1	13%
Credentials*	53	6	10	3	0									19	36%
MSG*	44	15	4	2	7									28	64%
Exited*	81	4	7	10	0									21	26%
Employed At Exit*	48	3	4	8	2									17	35%
Average Wage *	\$ 28.00	\$ 22.00	\$ 24.12	\$ 22.09	\$ 21.52									\$ 22.43	80%

\* 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	50	0	0	2	3									5	10%
Occupational Training	22	1	2	1	1									5	23%
Employer-Based	8	1	1	0	1									3	38%
Credentials	9	2	3	7	4									16	178%
MSG	6	0	1	0	0									1	17%
Exited	5	1	2	0	0									3	60%
Employed At Exit	15	0	2	0	0									2	13%
Median Wage	7	0	1	0	0									1	14%
	\$ 20.00	-	\$ 25.88	-	\$ -									\$ 25.88	129%

CNA	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Enrolled	70	10	0	0	0									10	14%
Employer-Based	80	10	0	0	0									10	13%
Credentials	35	8	0	2	0									10	29%
MSG	60	8	0	2	0									10	17%
Exited	40	8	0	2	0									10	25%
Employed At Exit	35	8	0	2	0									10	29%
Median Wage	\$ 27.00	25.36	-	26.94	-									\$ 26.15	97%

ARPA #1 (WDB Training)	Goal	July	August	September	October	November	December	January	February	March	April	May	June	YTD	On Target
Enrolled	N/A	16	10	15	11									52	0%
Training (Occ / WBL)	50	18	8	2	2									30	60%
Completed Training	N/A	8	4	0	1									13	0%
Exited	80	6	6	8	0									20	25%
Employed At Exit	60	6	5	10	3									24	40%
Median Wage	\$ 27.00	\$ 21.00	\$ 23.00	\$ 21.03	21.52									\$ 21.64	80%

Key

-> 100% of Goal  
 <-> 80% - 100% of Goal  
 < 80% of Goal

33.3%  
26.7%



October 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 2023 YTD		2,200	184	165	186	244	264	211	235	250	161	206			2106	96%
Total Client Hours YTD		1,700	418	266	296	353	372.75	285.75	314	326.5	222.25	281			3135.25	184%
Total Active Clients (Napa)		750	506	515	519	524	514	504	509	519	524	531			524	69%
Total Active Clients (Solano)		1,500	1326	1354	1364	1389	1393	1391	1386	1408	1423	1441			1389	93%
Total Active Clients (Center)		2,250	1832	1869	1883	1913	1933	1939	1935	1966	1986	2011			1913	85%
Jobs Created		70	44	25	19	0	1	58	48	11	0	1			207	296%
New Business Starts		23	2	2	3	0	1	12	2	4	1	0			27	117%
Change in Sales		\$ 5,570,000	\$ 5,569,630	\$ 7,764,706	\$ 225,474	\$ -	\$ 100,000	\$ 665,311	\$ 3,881,227	\$ 92,150	\$ 101,000	\$ -			\$ 18,399,498	330%
Dollar amt of loans/equity		\$ 15,600,000	\$ 1,263,717	\$ 541,237	\$ 544,250	\$ 300,000	\$ 73,000	\$ 1,222,771	\$ 1,850,042	\$ 6,496,600	\$ 85,000	\$ 655,000			\$ 13,031,617	84%
Training Sessions held		70	17	14	13	22	28	11	10	12	13	15			155	221%
# of attendees		1000	288	207	266	424	444	128	139	245	197	211			2549	255%

# ACTION ITEMS





**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

<b>SUBJECT</b> Approval of New Workforce Board Appointments: Ms. Coco House of Solano County Farm Bureau, and Ms. Margie Poulos of Jelly Belly Candy Company	<b>MEETING DATE</b> November 17, 2023	<b>AGENDA ITEM</b> VII.A
<b>FROM</b> Heather Henry, President/Executive Director	<b>ACTION REQUIRED</b> YES ✓ NO	<b>ATTACHMENTS</b> A & B

**RECOMMENDATION**

It is recommended that the Board approve the following two (2) nominations for appointment to the Workforce Development Board (WDB) of Solano County.

Ms. Coco House – Business Representative (Attachment A)  
Ms. Marjorie Poulos – Business Representative (Attachment B)

Based on the Board's action, this appointment will be forwarded to the Solano County Board of Supervisors (BOS) for their required formal ratification and final membership appointment.

**DISCUSSION**

**Ms. Coco House – Solano County Farm Bureau**

This appointment represents a board seat for the Solano County Farm Bureau as an industry association under the business member category. Ms. House is a Farm Bureau board member and was selected to be the representative of the Farm Bureau on the Board.

Ms. House has experience in the agriculture industry as a farmer and adjunct lecturer at UC Davis. She is a member of the Solano County Farm Bureau, serving as director at-large on the board.

As a Solano County farmer, she has breadth of experience as an employer, in which she has hired, trained, and managed both direct and contract employees, both hourly and salaried. She has experience developing employment initiatives for non-English speakers (generally Spanish speaking), African immigrants, Native Americans, local youth, and the homeless population.

Ms. House earned a degree in agriculture from UC Davis; she considers herself fortunate to have studied under many scientists who did foundational work supporting California agriculture. As an adjunct lecturer at UC Davis, she has taught farm management and related subjects to upper division students, supervised internships, and counseled students in defining and launching their careers.

**Ms. Marjorie Poulos – Jelly Belly**

Ms. Poulos received her Bachelor of Arts from Northern Illinois University and joined Jelly Belly Candy Company as an HR administrative assistant in 1996 in North Chicago, IL. She went on to receive her Masters in HR Management from the Keller Graduate School of Management and was promoted to HR manager for the Midwest in 2003 at her company. In 2011, Ms. Poulos was promoted to Director

of Human Resources and relocated to Fairfield, CA where she assumed responsibility for executive management of all HR functions for the company. In 2015, she was promoted to Vice President, Global Human Resources.

After a technical review of the application documents, the appointments brought before the Board of Directors have been found to be in compliance with the regulatory requirements governing the Business Representative categories for the Workforce Development membership appointments. Both terms of office will be from December 5, 2023, through December 4, 2027.

Attached for review is a copy of their respective Membership Applications and Recommendation Letters.

### **ALTERNATIVES**

Board members could choose not to approve the appointments brought before them, and a new search for a representative(s) could ensue. However, both appointments are considered to be excellent candidates to serve in their respective representative category on the WDB.

### **REPORT PREPARED BY**

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



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**APPLICATION FOR APPOINTMENT TO THE BOARD OF DIRECTORS**

Thank you for your interest in serving as a member of the Workforce Development Board (WDB) of Solano County. Please complete this application for consideration. In addition to the application, a nomination letter must be provided by a local business organization and/or business trade association (if within the business category) or an employee/member of your organization (if not within the business category).

**Name:** Coco House  
**Title:** Owner/Operator  
**Business Name:** Coco Ranch  
**Business Address:** Currey Road, Dixon, Solano County  
**Business Phone #:** (530) 753-3361 **Fax #:** N/A  
**Email Address:** Coco@cocoranch.org

**# of employees:** Currently 0 **Minority-owned or operated?** ☒ Yes ☐ No

**Do you have substantial decision making or hiring authority?** ☒ Yes ☐ No

**Previous and/or Current Commission or Committee Membership**

Commission/Committee	Office Held (if applicable)	Length of Participation
Solano County Farm Bureau	Director	10 years

**Educational Background**

Institution	Major	Degree	Year
UC Davis	Agriculture	B.S.	1975

**Work/Volunteer Experience**

Organization	City/State	Position	Year
University of California	Davis	Adjunct	since 1987
		Lecturer	

I certify that the information on this application is true and correct. I understand that the information may be made public in accordance with Federal, State and local laws. I further understand and agree, if appointed, to complete all required Conflict of Interest and/or Disclosure Statements required by law.

*Coco House*

**Applicant Signature**

November 1, 2023

**Date**



# Solano County Farm Bureau

130 Allison Court 2-A Vacaville, CA 95688  
707-449-8044

October 30, 2023

## 2023 SCFB Board of Directors

### Fairfield-Suisun Center

Jeff Dittmer  
Cliff Howard

### Rio Vista Center

### Vacaville Center

Bruce Brazelton  
Will Brazelton  
Chris Calvert

### Dixon Center

Sean Favero  
Bobbie Moriel  
Alexis Harvey

### Winters Center

Joseph R Martinez

### At Large

Jennifer House  
Greg House  
Dale Crossley

### Young Farmers & Ranchers

Hans Rotteveel

### Office Admin

Lisa Shipley,  
Executive Director

### Member relations Manager

Jill Hendrix

### Executive Committee

William Brazelton,  
President

Dale Crossley,  
1st VP

Cliff Howard  
2nd VP

Jeff Dittmer,  
Secretary/Treasurer

Heather Henry

Executive Director/President Workforce Development Board of Solano County  
500 Chadbourne Road, Suite A  
Fairfield, CA 94534

Dear Ms. Henry:

The Solano County Farm Bureau is pleased to nominate Coco House for directorship on the Workforce Development Board of Solano County.

Mrs. House is a Solano County farmer who has served as a director of the Solano County Farm Bureau for 10 years now. As a farmer in the County, she has developed wide experience as an employer, over the years hiring, training, and managing both direct labor and contract labor, both hourly and salaried.

As a farmer and actively engaged as she is with other farmers and ranchers, she is informed about the workforce needs and concerns of our agricultural community. Further, her experience teaching upper division students at UC Davis gives her insight and experience with job seekers defining their careers.

We are confident that Mrs. House has much to contribute to the goals of the Workforce Innovation & Opportunity Act and will make a fine addition to the Workforce Development Board of Solano County.

Please do not hesitate to contact me if you need additional information.

Sincerely,

Lisa Shipley  
Executive Director  
Solano County Farm Bureau



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**APPLICATION FOR APPOINTMENT TO THE BOARD OF DIRECTORS**

Thank you for your interest in serving as a member of the Workforce Development Board (WDB) of Solano County. Please complete this application for consideration. In addition to the application, a nomination letter must be provided by a local business organization and/or business trade association (if within the business category) or an employee/member of your organization (if not within the business category).

**Name:** Margie Poulos  
**Title:** VP of Global HR  
**Business Name:** Jelly Belly Candy Company  
**Business Address:** One Jelly Belly Lane  
**Business Phone #:** 70739929222 **Fax #:**  
**Email Address:** mpoulos@jellybelly.com  
**# of employees:** 500+ **Minority-owned or operated?** ☐ Yes ☒ No  
**Do you have substantial decision making or hiring authority?** ☒ Yes ☐ No

**Previous and/or Current Commission or Committee Membership**

Commission/Committee	Office Held (if applicable)	Length of Participation
Lake County Chamber of Commerce	member	2000 to 2010

**Educational Background**

Institution	Major	Degree	Year
Keller Graduate School of Management	Master of HR Management	Masters	2001
Northern Illinois University	BA Political Science/Intl Relations and Spanish/ Bus translation	BA	1991

**Work/Volunteer Experience**

Organization	City/State	Position	Year
I've been involved with several organizations and worked with educating students on jobs, interviewing	North Chicago, IL Pleasant Prairie, WI and Fairfield, CA	volunteer	1999-present

I certify that the information on this application is true and correct. I understand that the information may be made public in accordance with Federal, State and local laws. I further understand and agree, if appointed, to complete all required Conflict of Interest and/or Disclosure Statements required by law.

Margie Poulos 11/03/2023  
**Applicant Signature** **Date**





## JELLY BELLY CANDY COMPANY

*Confectioners of Excellence Since 1898*



October 31, 2023

Heather Henry, Executive Director/President  
Workforce Development Board of Solano County  
500 Chadbourne Road, Suite A  
Fairfield, CA 94534

Dear Ms. Henry:

As an Executive Board member of the Fairfield/Suisun Chamber of Commerce and as Vice President of Retail Operations for Jelly Belly, it is my pleasure to nominate Mrs. Margie Poulos to your Board of Directors.

I have worked with Margie for many years, first in her role in leading our Midwest Factory, Retail, and Distribution Center until she eventually became the Vice President of Global Human Resources for Jelly Belly Candy Company. She has extensive knowledge in her field and has a Master Degree in Human Resources.

Through Margie's experience with Human Resources and interviewing all levels of candidates, she has much to contribute to the goals of the Workforce Innovation and Opportunity Act and will make an excellent addition to the Workforce Development Board of Solano County.

Please feel free to contact me if you have any questions or need additional information.

Sincerely,

John Jamison  
Vice President Retail Operations  
Jelly Belly Candy Company  
1 Jelly Belly Lane  
Fairfield, CA 94533  
707-399-2338  
[jjamison@jellybelly.com](mailto:jjamison@jellybelly.com)



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

<b>SUBJECT</b> Review and Approval of the Prison to Employment 2.0 Earn and Learn Training Services Contract with Center for Employment Opportunities, Inc. for a total amount not to exceed \$51,000 for the period of January 1, 2024 through December 31, 2025; Give President/Executive Director Authority to Finalize and Sign the Approved Contract, and to Make Administrative Changes, as Needed	<b>MEETING DATE</b> November 17, 2023	<b>AGENDA ITEM</b> VII.B
<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 of Directors approve a contract with Center for Employment Opportunities, Inc. (CEO) to provide earn and learn training services under the California Workforce Development Board's (CWDB) Prison to Employment (P2E) 2.0 initiative.

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

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

**DISCUSSION**

The Workforce Development Board (WDB) of Solano County received funding from the California Workforce Development Board (CWDB) under state general fund money to provide employment and training services, as well as corrections system collaboration, to improve employment outcomes for justice-involved individuals in Solano County.

On September 22, 2023, the WDB released a Request for Proposals (RFP) for Providers of Earn and Learn Training Services for Justice-Involved Individuals. There were two (2) respondents to the RFP: CEO and D.O.V.E. An ad-hoc RFP Review Committee, consisting of board members Chris Huxoll and Idowu Koyejo, as well as staff member Marion Aiken, reviewed the proposals and determined CEO to be the best identified subrecipient.

**ALTERNATIVES**

While not recommended, the Board could direct staff to re-issue a new Request for Proposals for an earn and learn training provider to see if a larger number of proposals would be submitted. However, the services provided by the selected vendor met the staff's expectations and RFP requirements. Direction to re-issue procurement would also lead to delays in providing timely services.

**AGENCY BUDGET IMPACT**

The WDB's FY2023-24 and FY2024-25 budget will include the necessary funding to cover the cost of this contract through Prison to Employment 2.0 funding.

**REPORT PREPARED BYH**

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

# SERVICE AGREEMENT CONTRACT



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

For WDB Use Only  
**Contract No.**  
**PY-23-004**

1. This Contract is entered into between the Workforce Development Board of Solano County (WDB) and Center for Employment Opportunities, Inc. ("Subrecipient") to provide Earn and Learn training services to justice-involved individuals in Solano County.
2. The term of this Contract is: January 1, 2024 through December 31, 2025
3. The Maximum amount of this contract is: **\$51,000**

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

## APPROVED FOR THE WORKFORCE DEVELOPMENT BOARD

BY: \_\_\_\_\_  
(Signature, Duly Authorized Representative)  
NAME: Heather Henry

TITLE: President/Executive Director  
DATE: \_\_\_\_\_

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

## APPROVED BY CENTER FOR EMPLOYMENT OPPORTUNITIES, INC.

BY: \_\_\_\_\_  
(Signature, Duly Authorized Representative)  
NAME: KaShonda Lawson

TITLE: Regional Director  
DATE: \_\_\_\_\_

ADDRESS:  
713 9<sup>th</sup> Street  
Sacramento, CA 95814  
(916) 974-9503

Approved as to Form:

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

APPROVED FOR SOLANO COUNTY

BY: \_\_\_\_\_  
(Signature)

NAME: William Emlen  
TITLE: County Administrator  
DATE: \_\_\_\_\_

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

## **EXHIBIT A SCOPE OF WORK**

### **I. SERVICE DELIVERY**

#### **A. GENERAL EXPECTATIONS OF THE SUBRECIPIENT**

1. Provide earn and learn training services to justice-involved individuals living in Solano County or returning home from incarceration and are seeking economic advancement and employment.
2. Follow California Workforce Development Board (CWDB) and Workforce Development Board (WDB) of Solano County's programmatic and administrative guidelines.
3. Document, measure, and track participants' success in meeting program outcomes.

#### **B. SERVICE ACTIVITIES**

Subrecipient will provide the service activities as outlined below to accomplish the goal of the Prison to Employment 2.0 (P2E 2.0) Earn and Learn activities:

1. ***Eligibility Determination and Enrollment*** – Subrecipient shall be responsible for eligibility determination for P2E 2.0 services for participants receiving services under this contract. Subrecipient will ensure each individual receiving services under this contract meet the below requirements.

P2E 2.0 participant eligibility requirements:

- A Solano County resident;
- Able to work in the U.S. and be able to fulfill Form I-requirements; AND
- Meets an eligible P2E 2.0 participant population of justice-involved or formerly-incarcerated individuals

The term “justice-involved” refers to individuals (adults and juveniles) who are on parole, probation, mandatory supervision, post-release community supervision, or are otherwise part of the supervised population and/or under the jurisdiction of a county or the California Department of Corrections and Rehabilitation. This also includes individuals who are on county informal probation, county deferred entry of judgement, or any other county diversion program such as drug courts, veterans courts, community courts, or other specialty courts.

The term “formerly-incarcerated” includes any individual who has at any time served a custody sentence in any adult or juvenile federal, state, or local detention facility; or in any alternative custody program such as home detention.

All participants must be enrolled in the P2E 2.0 grant in CalJOBS.

2. ***Pathways to Employment (P2E) Training*** – P2E training will begin with a paid orientation to ensure individuals have what they need to begin work immediately. During the orientation, staff will assist each participant in assembling all documents necessary for employment, ensure eligibility for benefits, and provide appropriate training and personal protective equipment for work crew activities. Following orientation, participants will continue to engage in workshops and one-on-one support covering crucial digital skills, financial literacy, and workplace and communication best practices.

3. ***Transitional Job Crews*** – Subrecipient will utilize current and future worksite agreements with local government and community employers to place participants in work-based learning opportunities. Participants will be organized into transitional job crews accompanied by a site supervisor. Participants will receive CalTrans safety training.
4. ***Career Coaching Services*** – Subrecipient will provide career coaching and case management services in conjunction with on-the-job training that focuses on building employability skills to prepare participants for work experience, occupational training, and educational opportunities. Services include job development, job placement, and job retention.
5. ***Occupational Skills Training*** – Subrecipient will offer opportunities for participants to earn industry recognized certifications in sectors with family-sustaining earning potentials. Participants will receive stipends while in training to mitigate the opportunity cost of missing transitional work time.
6. Subrecipient shall enter case notes, appropriate service codes, and outcomes data into the state CalJOBS system for enrolled participants.

## **II. SUBRECIPIENT RESPONSIBILITIES**

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

1. Subrecipient will:
  - a. Deliver program services in accordance with the negotiated scope of work and budget;
  - b. Provide and train qualified staff to plan and administer all contracted services;
  - c. Provide program sustainability for duration of the Contract;
  - d. Provides services during scheduled business days and/or hours appropriate to program participants' needs;
  - e. Provide a regular location in Solano County where services can be reliably provided for program participants;
  - f. Provide internal monitoring and oversight of program activities and requirements;
  - g. Guarantee that all program services provided are readily accessible to eligible individuals and meet Americans with Disabilities Act (ADA) and Equal Opportunity requirements;
  - h. Enter participant data into the state CalJOBS system and maintain participant files, as appropriate; and
  - i. Provide services that adhere to all applicable policies and procedures promulgated by the WDB, the County of Solano, and the State of California 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 targeted population to be served. The services offered will be available throughout the year.

**C. SUBRECIPIENT'S RESOURCES**

Subrecipient will implement and coordinate P2E 2.0 Earn and Learn services at its site(s) and shall provide all necessary instruction, supervision, and supplies for program activities. Subrecipient shall maintain sufficient resources, including computer technology, to deliver the services and perform necessary administrative functions throughout the term of this contract.

**D. LOCATION OF SERVICES**

Subrecipient will locate services within the county, and where feasible, ensure employment service activities take place within reasonable accessibility of public transportation and provide adequate, accessible free parking spaces for client use as needed.

In addition, facilities utilized will meet accessibility standards under the Americans with Disabilities Act (ADA). Subrecipient will provide equal access for individuals with disabilities for all public areas. 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. No information that would personally identify the individual may be included in email correspondence. See *WDB 2018-01 Use and Confidentiality of Participant Personally Identifiable Information (PII) Policy* for further details.

**F. COMMUNICATION AND MATERIALS**

The Subrecipient will maintain regular communication with WDB staff. As part of this communication, the Subrecipient should inform the WDB of any special events under the P2E 2.0 umbrella of services prior to implementation.

**G. DOCUMENTATION AND RECORDS**

The Subrecipient must maintain documentation of P2E 2.0 eligibility, activities, and outcomes either in hard copy or digital form. In addition, the Subrecipient must maintain timely data entry of enrollment, services, and outcomes in the CalJOBS system. Fiscal documentation of expenditures must also be kept to a level that allows the tracing of funds to a level adequate to ensure funds haven't been spent, according to the terms and conditions of this contract. All documentation must be clearly identifiable and readily accessible.

The WDB, County of Solano, and the State of California 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 and the County of Solano shall have access to such records in the event an audit is required.

All reports, records, documents, and other materials prepared by the Subrecipient in the performance of this contract shall be the property of the WDB and shall be delivered upon request of the WDB. 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 shall report via CalJOBS system and in participant files any documentation and information relating to participant's enrollments, activities, and outcomes for reporting purposes. All services being offered and identified in the participant's file will be entered into CalJOBS and reviewed by WDB staff on a regular basis.

The Subrecipient must submit monthly performance reports containing quantitative outcomes in a format co-designed with the WDB. Reporting elements will include:

- Progress towards contract quantitative outcomes
- A brief narrative on project activities and progress towards project goals
- Any applicable success stories to share
- Any challenges or technical assistance needed
- Expenditures progress

#### **I. OUTCOMES**

Subrecipient will enroll 15 participants over the course of the contract from January 1, 2023, through December 31, 2025.

Measure	Goal
Number enrolled	15
Number of participants enrolled in earn and learn training	15
Number of participants completing earn and learn training	12
Number of individuals enrolled in occupational training programs leading to industry-recognized certifications	n/a
Number of participants entering employment	8

Although performance of individuals enrolled in occupational training will not impact contract outcomes, Subrecipient must measure and report on any occupational training received through P2E 2.0 funds.

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 modification or termination.

#### **III. WDB RESPONSIBILITIES**

The WDB staff will be responsible for the following:

1. Provide labor market information and county industry profiles as requested;
2. 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 programmatic compliance reviews;
  - Periodic review of accurate expenditures against cost categories and within cost limitations;
  - Periodic review of programmatic delivery and documentation compliance.
3. Provide technical assistance to subrecipient staff in the areas of compliance, CalJOBS data entry and P2E 2.0 performance measures;
  4. 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;
  5. Ensure services align with community and industry needs;
  6. Ensure compliance with all rules, regulations, and policies issued under the CWDB;
  7. Provide a standardized data system (CalJOBS) that can track and report participant outcomes for County of Solano's P2E 2.0 reporting;
  8. Process payments for services; and
  9. 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 P2E 2.0 upon written notification and in accordance with section 13 and 26 in Exhibit C.

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

<b>BUDGET SUMMARY (Cost Categories)</b>	<b>TOTAL</b>
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<b>PERSONNEL</b> <i>(Includes Salary + Benefits)</i>	
	<b>\$0</b>
	<b>\$0</b>
<b>SUBTOTAL PERSONNEL:</b>	<b>\$0</b>

<b>PARTICIPANT COSTS</b>	
Supportive Services	<b>\$3,000</b>
Participant Wages	<b>\$40,000</b>
Training Stipends	<b>\$2,900</b>
<b>SUBTOTAL TRAINING COSTS:</b>	<b>\$45,900</b>

<b>PROGRAM OPERATING COSTS</b>	
	<b>\$0</b>
	<b>\$0</b>
<b>SUBTOTAL OPERATING COSTS:</b>	<b>\$0</b>

<b>ADMINISTRATIVE COSTS</b> <i>(No More Than 10%)</i>	
Administrative Costs	<b>\$5,100</b>

<b>CONTRACT TOTALS:</b>	<b>\$51,000</b>
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1. The WDB agrees to pay the Subrecipient for services upon the presentation of an appropriate invoice and documents supporting the deliverables as defined in the Scope of Work to be performed. The Subrecipient shall submit monthly invoices detailing work performed for each deliverable detailed in the Scope of Work (Exhibit A) and amount payable to the WDB's Executive Director/President, or designee. Monthly invoices for payment should be submitted to the WDB by the 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. Subrecipient 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. 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.
4. 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.
5. Allowable operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits, equipment, or payments to subcontractors. Such expenses include specific items directly charged to the project. The expenses must be grant-related (i.e., to further the program objectives as defined in the grant award) and be incurred (realized) during the grant period. County reserves the right to make the final determination if an operating expense is allowable and necessary.
6. The maximum payment under the terms of this contract shall under no circumstances, exceed **\$51,000** 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> Review and Approval of the ARPA Industry Training Contract with Working Waterfront Coalition for a total amount not to exceed \$60,000, funding by the American Rescue Plan Act; Give President/ Executive Director Authority to Finalize and Sign the Approved Contract, and Make Administrative Changes, as Needed	<b>MEETING DATE</b> November 17, 2023	<b>AGENDA ITEM</b> VII.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 of Directors approve a contract with Friend of the Port DBA Working Waterfront Coalition to provide services under the American Rescue Plan Act (ARPA) funding from the County of Solano as part of the ARPA Industry-Based Job Training contract for the period of January 1, 2024, through September 30, 2024, for an amount not to exceed \$60,000.

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

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

**DISCUSSION**

The Workforce Development Board (WDB) of Solano County received funding under ARPA for developing and implementing industry-based job training projects. As part of the growing partnership between the WDB and the Working Waterfront Coalition, funding is proposed to be dedicated to launching a pilot of the job seeker training in Vallejo in the spring of 2024.

This contract represents a sole source procurement under the provision of unique services that can only be provided by one entity in the region. There is no other working waterfront short-term training option in the Bay Area. The Working Waterfront Coalition is made up of industry leaders, trades unions, workforce boards, and other stakeholders. The industry partners guide the training curriculum and implementation to ensure that the training matches the employment needs of the businesses.

This project will allow for the launch of the first working waterfront coalition training to be held in Vallejo in early 2024. The Working Waterfront Coalition will finalize training curriculum for the

program, outreach to local maritime employers, and coordinate and host orientations and recruitment for the program. They will leverage California Workforce Development Board funds for the cost of the training of ten (10) Solano County residents.

### **ALTERNATIVES**

While not recommended, the Board could direct staff to issue a Request for Quotes for this training service. However, the services provided will be new to the Bay Area and would not likely yield additional respondents with the ability to conduct the training. Direction to issue a procurement would also lead to delays in providing timely services.

### **AGENCY BUDGET IMPACT**

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

### **REPORT PREPARED BYH**

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

# SERVICE AGREEMENT CONTRACT



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

For WDB Use Only  
**Contract No.**  
**PY-23-005**

1. This Contract is entered into between the Workforce Development Board of Solano County (WDB) and Friends of the Port DBA Working Waterfront Coalition ("Contractor") to for American Recovery Plan Act (ARPA) Marine Trades training.
2. The term of this Contract is: January 1, 2024 through September 30, 2024
3. The Maximum amount of this contract is: **\$60,000**

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 – ARPA Special Terms and Conditions

## APPROVED FOR THE WORKFORCE DEVELOPMENT BOARD

BY: \_\_\_\_\_  
(Signature, Duly Authorized Representative)  
NAME: Heather Henry

TITLE: President/Executive Director  
DATE: \_\_\_\_\_

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

## APPROVED BY FRIENDS OF THE PORT DBA WORKING WATERFRONT COALITION

BY: \_\_\_\_\_  
(Signature, Duly Authorized Representative)  
NAME: Bobby Winston

TITLE: President & CEO  
DATE: \_\_\_\_\_

ADDRESS:  
Xxx  
Xxx  
xxx

Approved as to Form:

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

APPROVED FOR SOLANO COUNTY

BY: \_\_\_\_\_  
(Signature)

NAME: William Emlen  
TITLE: County Administrator  
DATE: \_\_\_\_\_

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

## **EXHIBIT A SCOPE OF WORK**

### **I. SERVICE DELIVERY**

#### **A. GENERAL EXPECTATIONS OF THE CONTRACTOR**

1. Provide an engaging, valuable service to targeted Solano County job seekers interested in Marine Trades and/or Water Transportation jobs & careers.
2. Provide orientations, information sessions and training focused on marine trades & water transportation jobs/careers for Solano County job seekers. All outreach efforts will be in coordination with the WDB, AJCC staff, & community partners;
3. Document and report monthly project progress as required by WDB.

#### **B. SERVICE ACTIVITIES**

Contractor will provide the service activities as defined in the categories listed below to accomplish the goal of the American Rescue Plan Act (ARPA) Industry-Based Job Training initiative.

1. ***Marine Trades & Water Transportation Information Orientations/Sessions*** – Contractor will provide at least four (4) information & recruitment sessions/orientations open to any participant as an introduction to Marine Trades & Water Transportation careers.
2. ***Water Transportation Outreach Sessions with Inland Boatmen’s Union (IBU)*** – Contractor will hold recruitment/outreach sessions with representatives of Inland Boatmen’s Union (IBU) & Blue & Gold Fleet staff for Deck Hands & Station Agents positions. Sessions will include the process for obtaining the required Transportation Worker Identification Credential (TWIC) and connecting with IBU’s Hiring hall.
3. ***Marine Trades Customized Training*** – Up to ten (10) Solano County residents will be enrolled in a short-term Marine trades training program developed by industry employers and funded by a High Road Training Partnership (H RTP) grant from the California Workforce Development Board.
4. ***Promote Solano WDB Services & Resources to Maritime Employers*** – Contractor will actively promote Solano WDB business services (Incumbent Worker training, OJT, work experience) to maritime employers in coordination with Business Services staff & AJCC staff.
5. ***Implementation Support*** – Contractor will provide implementation support to the WDB in the form of collecting eligibility documentation, marketing, recruiting, and public relations support, as well as WDB staff training and support.
6. Provide eligibility documentation, training enrollment, training completion, credential, and other performance data per agreed-upon guidelines. Contractor will collect individual participant evaluations.



## **II. CONTRACTOR RESPONSIBILITIES**

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

#### **1. Contractor will:**

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

### **B. CONTRACTOR'S RESOURCES**

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

### **C. CONFIDENTIALITY**

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

### **D. COMMUNICATION AND MATERIALS**

The Contractor will maintain regular communication with WDB staff. Any documents connected with the contract and that use Contractor funds from the WDB must include the WDB name, the County of Solano logo, and the phrase "made possible by funding from the County of Solano."

### **E. OUTCOMES**

Contractor will provide Marine Trades & Water Transportation orientations and training for up to 60 eligible participants for success in the following areas:

<b>Measure</b>	<b>Goal</b>
Individuals attending Info sessions/orientations	60
Individuals receiving training in Marine Trades	10
Individuals receiving training/referral to Water Transportation jobs with Inland Boatmen's Union (IBU)	5
Participants' evaluation of program services reflecting a positive and favorable rating	90%

### **III. WDB RESPONSIBILITIES**

The WDB staff will be responsible for the following:

1. Providing information to the County of Solano on the performance of Contractor under the contract;
2. Provide a systematic way to report performance under the contract;
3. Identify any additional reporting requirements required under ARPA and communicating requirements to Contractor;
4. Partner on outreach and recruitment of training participants. Develop an eligibility and intake process in partnership with Contractor;
5. Evaluate and monitor the management and operations of all programs funded by the WDB;
6. Ensure compliance with all rules, regulations, and policies issued under ARPA; and
7. Process payments for services.

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

**EXHIBIT B  
BUDGET DETAIL AND PAYMENT PROVISIONS**

<b>BUDGET SUMMARY (Cost Categories)</b>	<b>Year One</b>	<b>TOTAL</b>
Program Management & Operation	\$25,000	\$25,000
<b>SUBTOTAL PERSONNEL:</b>	<b>\$25,000</b>	<b>\$25,000</b>
Marine Trades Curriculum Development	\$10,000	\$10,000
Technology-website, social media, outreach tools	\$14,000	\$14,000
Materials	\$5,000	\$5,000
<b>SUBTOTAL TRAINING COSTS:</b>	<b>\$29,000</b>	<b>\$29,000</b>
Overhead- Friends of the Port (WWC)	\$6,000	\$6,000
<b>SUBTOTAL OPERATING COSTS:</b>	<b>\$6,000</b>	<b>\$6,000</b>
<b>CONTRACT TOTALS:</b>	<b>\$60,000</b>	<b>\$60,000</b>

1. The WDB agrees to pay the Contractor for services upon the presentation of an appropriate invoice and documents supporting the deliverables as defined in the Scope of Work to be performed. The Contractor shall submit monthly invoices detailing work performed for each deliverable detailed in the Scope of Work (Exhibit A) and amount payable to the WDB's Executive Director/President, or designee. Monthly invoices for payment should be submitted to the WDB by the 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 Sub-recipient's claims for payment. WDB may elect to withhold payment for failure by Sub-recipient to provide such documentation required by WDB.
4. Contractor must maintain backup documentation onsite that supports the financial data submitted to the WDB. Contractor shall make this backup documentation available upon request of the WDB.

5. Allowable operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits, equipment or payments to subcontractors. Such expenses include specific items directly charged to the project. The expenses must be grant-related (i.e., to further the program objectives as defined in the grant award) and be incurred (realized) during the grant period. County reserves the right to make the final determination if an operating expense is allowable and necessary.
6. The maximum payment under the terms of this contract shall under no circumstances, exceed **\$60,000** for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.



## **WORKFORCE DEVELOPMENT BOARD**

OF SOLANO COUNTY

### **Current Committee Members**

#### **Standing Committees**

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

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

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

Melvinia King (Chair)	Shannon Dodds
Fadi Halabi (Ex-Officio)	Suzanne Castano
Gerald Huber	David Tam
Dr. Rhuenette Alums (non-Board Member)	

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

Mario Giuliani (Chair)	Shannon Dodds
Fadi Halabi (Ex-Officio)	Dr. Celia Esposito-Noy
Tim Healer	Megan Richards (non-Board Member)
Thomas Stuebner	

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

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

Shannon Dodds (Chair)	Danny Bernardini
Gerald Huber	David Tam

##### **Working Waterfront Coalition Committee – meets as needed**

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

# BOARD OF DIRECTORS

## OFFICERS

**Chris Churchill, Vice Chair**  
President,  
Advance Marketing  
Business Representative

**Kelli Courson**  
Owner,  
Express Employment Professionals  
Business Representative

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

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

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

**Idowu Koyejo**  
Owner,  
Teme Salon LLC  
Business Representative

**Dr. Melvinia Turner King, Secretary**  
Executive Director,  
Fighting Back Partnership  
Community Workforce Representative

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

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

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

**Fadi Halabi, Chair**  
President,  
Duracite  
Business Representative

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

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

**Janice Fera**  
Consortium Manager,  
Solano Adult Education Consortium  
Education Representative

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

**Tim Healer**  
Vice President  
Senior Relations Manager  
Rabo AgriFinance  
Business Representative

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

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

**Gerald Huber**  
Director,  
Solano County Health & Social Services  
Welfare-to-Work/Food Stamps/  
Community Development 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 Hurn**  
Founder/CEO,  
Miracle Math Coaching  
Business Representative

