



WORKFORCE ALLIANCE
OF THE NORTH BAY
DRIVING WORKFORCE TALENT

REGIONAL WORKFORCE DEVELOPMENT BOARD POLICY AND OVERSIGHT SUBCOMMITTEE MINUTES

Tuesday, February 5, 2019
3:00 PM

Napa: Workforce Alliance of the North Bay Offices,
1546 First Street, Second Floor, Napa, CA

Marin: 1800 Ignacio Blvd, Novato, CA

Mendocino: 175 E. Church St. Ukiah, CA

Lake: 3835 N Freeway Blvd, Suite 140, Sacramento, CA

CALL TO ORDER

- I. Workforce Alliance Executive Director Bruce Wilson called the meeting to order at 3:01 PM.
- Members Present: Paul Castro, Heather Gurewitz, Amar Inalsingh
- Members Absent: None
- Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Operations Officer, Laura Davis; Operations Analyst, Tamara Ochoa; Fiscal Officer, Taylor Swain
- Public Comment: None

CONSENT CALENDAR

These matters typically include routine financial or administrative **action items** requiring a vote.
Any item will be discussed separately at the request of any person. Items are approved with one single motion

- II. A. October 2, 2018 Meeting Minutes (Attachment A)
- Motion made to approve the Consent Calendar. M/S: Amar Inalsingh / Paul Castro
- Motion carried: 3-0
- Yea: 3
- Nay: 0
- Abstentions: 0

REGULAR CALENDAR

- III. A. Appoint a Committee Chair. (Action)
- Executive Director Bruce Wilson requested members appoint a committee chair for the Policy and Oversight Subcommittee. He explained the role of the chair duties include reviewing the agenda and facilitating the meeting according to Robert's Rules of Order. Subcommittee member, Amar Inalsingh expressed interest in the position.
- Motion made to appoint Amar Inalsingh as Policy and Oversight Subcommittee Chair. M/S: Paul Castro / Heather Gurewitz
- Motion carried: 3-0
- Yea: 3
- Nay: 0
- Abstentions: 0

B. Review and approve Workforce Alliance of the North Bay's policies. (Action)

1. Grievance and Complaint Resolution
2. Priority of Service for Veterans and Spouses
3. Training Expenditure Requirement
4. Equal Opportunity Compliance Monitoring
5. Cellular Phone Allowance

Policy and Oversight Subcommittee Chair Amar Inalsingh reordered the review of policies with Training Expenditure Requirement to be reviewed first.

Training Expenditure Requirement

Workforce Alliance staff provided an overview of the WIOA training requirement. 30% of Adult and Dislocated Worker program allocation must be spent on training. Up to 10% of the allocation can be leveraged training resources, leaving 20% of the allocation that must be expended on training. Comments received from service providers reviewing the draft of this policy were presented. Fiscal Officer Taylor Swain recommends the policy to require the funds be spent annually and not over two funding years; the benefits allow the board to manage funds more effectively regionally. Prior to regionalization some areas were using the two-year method. We are currently on a corrective action plan because the training requirement was not met within the two years.

The subcommittee members were advised by Workforce Alliance staff that the funding allows for carry in of 20% obligated funds, but money spent must meet the training requirement. Members would like to know the reasons why service providers are not meeting their training requirement. They reviewed the potential to reassign funds from an area not meeting the training requirement to an area who is in order to meet the training requirement regionally.

Motion made to approve the policy with a modification that allows the areas to spend the training requirement over two years. M: Heather Gurewitz

No second to motion; motion fails.

Additional discussion ensued.

Motion made to approve the policy as presented. M/S: Paul Castro / Heather Gurewitz

Motion carried: 3-0

Yea: 3

Nay: 0

Abstentions: 0

Grievance and Complaint Resolution

Workforce Alliance staff reviewed policy Grievance and Complaint Resolution and presented comments received from draft review period. Subcommittee members confirmed the complaints initially go to the local provider for resolution. Data was requested on the number of complaints received historically; staff responded complaints are infrequent and rarely have escalated beyond the local level. It was clarified that the local service providers are to translate the documents into languages used in their areas.

Motion made to approve policy Grievance and Complaint Resolution as presented. M/S: Paul Castro / Heather Gurewitz

Motion carried: 3-0

Yea: 3

Nay: 0
Abstentions: 0

Priority of Service for Veterans and Spouses

Workforce Alliance staff reviewed policy Priority of Service for Veterans and Spouses and presented Comments received from draft review period. This policy outlines the requirements of priority of service for veterans and eligible spouses. Subcommittee members confirmed priority of service is included in program monitoring to ensure compliance.

Motion made to approve policy Priority of Service for Veterans and Spouses as presented. M/S: Paul Castro / Heather Gurewitz

Motion carried: 3-0
Yea: 3
Nay: 0
Abstentions: 0

Equal Opportunity Compliance Monitoring

Workforce Alliance staff reviewed policy Equal Opportunity Compliance Monitoring and reported no comments were received during the draft review period. This policy explains the annual monitoring to be conducted of service providers and eligible training providers to ensure compliance with WIOA equal opportunity requirements.

Motion made to approve policy Equal Opportunity Compliance Monitoring as presented. M/S: Paul Castro / Heather Gurewitz

Motioned carried: 3
Yea: 3
Nay: 0
Abstentions: 0

Cellular Phone Allowance

Workforce Alliance staff reviewed policy Cellular Phone Allowance and reported the policy applies to Workforce Alliance of the North Bay internal operations and staff, therefore, it did not get published for review and comments. This policy will allow Workforce Alliance to approve staff to receive compensation for work related expenses incurred from use of their personal cell phone. The policy and compensation amounts align with the policy for Napa County employees.

Motion made to approve policy Cellular Phone Allowance as presented. M/S: Heather Gurewitz / Paul Castro

Motion carried: 3
Yea: 3
Nay: 0
Abstentions: 0

INFORMATION / DISCUSSION ITEMS

IV. A. Review 2018-19 December Performance Reports

Workforce Alliance staff reviewed the CareerPoint PY2018-2019 Participant Plan, Planned verses Actual reports for each area. These reports represent the total number of participants each provider planned to enroll, serve and exit in

the program year against the actual number of participants they have enrolled, served and exited at this point in time of the program year. It was explained the data does not reflect fiscal information, but is important for determining calculations such as, cost per participant, predicting if the training requirement will be met, and determining if the 20% obligated funds allowed to carry in to the next year will support the number of carried in participants.

Half-way through the program year, these reports show the service providers that have either met, not met or surpassed 50% of their planned numbers for the Adult, Dislocated Worker, and Youth service areas. The subcommittee reviewed the reports and expressed concern for the areas not meeting their planned numbers. They requested more information be provided by the service providers to understand what the challenges are and what solutions the service provider is implementing. Executive Director, Bruce Wilson recommended the subcommittee support and forward a recommendation to the Executive Committee to allow Workforce Alliance staff to address letters to service providers under- performing in areas to explain the issues and the specific steps they are taking to resolve challenges meeting their planned numbers.

The subcommittee instructed Wilson to move forward with his recommendation with the added condition that the service providers provide a timeline for their solutions.

MEMBER / DIRECTOR REPORTS

- V. A. Member - None
- B. Director

Operations Manager, Laura Davis reported the state monitored the Adult and Dislocated Worker programs in November 2018. The Workforce Alliance may have a possible finding from the Marin area related to selective service requirements. The state also conducted monitoring specific to equal opportunity requirements in Workforce Alliance areas of Napa and Marin in December 2018. The state found Marin had not implemented the Workforce Alliance Nondiscrimination and Equal Opportunity policy and state requirement specific to the filing of documentation of disabilities. Although this is a finding, Marin was able to modify their practices for future compliance. Otherwise, both monitoring events went very well.

Executive Director, Bruce Wilson reported on the status of workforce development presentations to the Board of Supervisors (BOS) in each area. He will be presenting to the Lake BOS later today, had made a presentation to the Napa BOS in Nov 2018, and is working on scheduling a presentation to the Mendocino BOS soon. Workforce Alliance Consultant, Racy Ming, had made a presentation earlier in the program year to the Marin BOS.

Wilson reported he and subcommittee member Heather Gurewitz presented a breakout session on workforce development and training during the January 2019 Mendocino County Economic Summit. Wilson also presented on a workforce panel for the January 2019 Marin Economic Forum. Both events were well attended.

Workforce Alliance was able to fund representatives from each youth service provider to attend the California Workforce Association Youth Conference in January 2019. The feedback received from attendees has been good. Conference content may assist them with developing and improving strategies in our areas.

Subcommittee member Paul Castro reported he attended a workshop for AB1111. This initiative includes \$15M in funds available throughout the state of California to support breaking barriers to employment. Local workforce development areas and nonprofits are eligible to apply together. Executive Director, Bruce Wilson indicated the Workforce Alliance may not have the capacity at this time to apply for these funds but may be interested in partnering with area agencies who are interested in applying.

ADJOURN

- VI. Chair, Amar Inasingh adjourned meeting at 4:38PM.