



**WORKFORCE ALLIANCE**  
**OF THE NORTH BAY**  
 DRIVING WORKFORCE TALENT

**REGIONAL WORKFORCE DEVELOPMENT BOARD**  
**EXECUTIVE COMMITTEE MEETING**  
**AGENDA**

**Wednesday, May 8, 2019**  
**9:00 AM**

**Napa County: 1546 First Street, Second Floor, Napa, CA**  
**4 Forrester Lane, Yountville, CA**  
**Mendocino County: 25550 N. State Street, Ukiah, CA**

**CALL TO ORDER**

I.	9:00	A. Introductions B. Public Comment
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**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. April 10, 2019 Meeting Minutes [Attachment II.A]
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**REGULAR CALENDAR**

III.		<p>A. Regional Board Meeting June 13, 2019 <b>(Action)</b>          The committee will discuss the outline of the upcoming Regional Board meeting and approve location.  <b>Requested Action:</b> Approve space agreement with Sonoma State University.</p> <p>B. Approve amendment with Business U for board development training <b>(Action)</b>          Staff will update the Executive Committee on discussions with Business U for board development training.  <b>Requested Action:</b> Approve amendment in the amount of \$6,500 for board development training.</p> <p>C. CareerPoint Center Progress [Attachment III.C] <b>(Action)</b>          Staff will present 3rd quarter progress update of American Job Centers (CareerPoint Centers). Additionally, staff will update committee on any Corrective Actions taken by AJCC's to address areas of concern.  <b>Requested Action:</b> Accept reports of progress and provide staff with direction.</p> <p>D. Approve Sole Source Request to State of California for Prison 2 Employment agreements <b>(Action)</b></p> <ol style="list-style-type: none"> <li>1. Napa County Probation Department</li> <li>2. Marin County Probation Department</li> <li>3. Mendocino County Sherriff</li> <li>4. Lake County Probation</li> </ol> <b>Requested Action:</b> Approve sole source request to the State of California. <p>E. Approve the release of a Request for Proposal for Project Managers <b>(Action)</b>          Staff would like to have available a list of project managers, so when special grants or additional projects are identified we have the ability to enter into agreements timely.  <b>Requested Action:</b> Approve the release of a Request for Proposal.</p>
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		<p>F. Subsequent Designation and Local Board Recertification [Attachment III.F] (Action)  Every two years the Governor must certify our Local Board. In order to be recertified the board must meet WIOA membership requirements, met performance measures and sustain fiscal integrity. This certification will be effective July 1, 2019 through June 30, 2021  <b>Requested Action:</b> Authorize the Local WDB Chair and Local Chief Elected Official to sign our recertification application.</p> <p>G. Approval of Subcommittee Members [Attachment III.G] (Action)  The committee will review and approve new applications for membership to one or more of the WANB Subcommittees:</p> <ul style="list-style-type: none"> <li>• Susan Parker, Lake County Assistant Administrative Officer</li> <li>• Geovanni Flores, Apprentice Coordinator, Laborers' Training &amp; Retraining, Trust Fund for Northern California</li> </ul>
<b>INFORMATION / DISCUSSION ITEMS</b>		
IV.		<p>A. Update on discussions with board members  Executive Director will report out on 1x1 discussions with board members.</p> <p>B. Fiscal Monitoring Update  Fiscal Officer will update committee on upcoming fiscal and procurement monitoring from State of California and the sub recipient monitoring of CareerPoint centers.</p> <p>C. Allocations Update  Fiscal Officer will brief committee on anticipated allocations for 2019-2020 Program Year.</p>
<b>MEMBER / DIRECTOR REPORTS</b>		
V.		<p>A. Member</p> <p>B. Director</p>
<b>ADJOURN</b>		
VI.		<p>A. Future Agenda Items</p> <p>B. Adjourn</p>

# WANB EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday April 10, 2019  
9:00 AM



**Mendocino:** CareerPoint Mendocino, 2550 N. State Street, Suite 3, Ukiah, CA

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

## CALL TO ORDER

- I. Chair Jerri Hansen called the meeting to order at 9:12.
- Members Present: Executive Committee Chair Jeri Hansen; Napa Advisory Committee Chair Mary Ann Mancuso; Mendocino Advisory Committee Chair Lene Vinding, Marin Advisory Committee Chair Susan Byrne.
- Members Absent: Lake Advisory Committee Chair Monica Rosenthal
- Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Operations Analyst, Sylwia Palczewska; Fiscal Officer, Taylor Swain; Business Services Representative, Stacey Caico.
- Guests: Regional Workforce Development Advisor with EDD North Bay, Tim Reynaga; Employment Development Department Manager, David Tam.
- 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. Executive Committee February 2019 Meeting Minutes [Attachment II.A]
  - B. Confirm Approval of WANB Agreements [Board Letter II.B]
  - C. Appointment of Advisory Subcommittee Nominations (Lake, Marin, Mendocino and Napa) [Board Letter II.C, Attachment II.C]
  - D. Approve WANB Policies [Attachment II.D]
    - a. Debt Collection
    - b. Property – Purchasing, Inventory, and Disposal
    - c. Oversight and Monitoring
    - d. Selective Service
    - e. Subrecipient Audit Resolution
  - E. Ratify / Accept 2<sup>ND</sup> Quarter 2018-19 Program Reports [Board Letter II.E, Attachment II.E]
- Motion made to approve items on Consent Calendar.  
M/S Mary Ann Mancuso / Suzie Byrne  
Motion carried: 4-0  
Yea: 4  
Nay: 0  
Abstentions: 0  
Absent: Monica Rosenthal

## REGULAR CALENDAR

### III. A. Discuss 2019 Regional Workforce Board Meeting Schedule [Attachment III.A] (Possible Action)

Executive Director Wilson explained that he would like to keep only two Regional Workforce Board Meetings per year instead of four. He stated that the meeting should be a significant learning event and two meetings per year will be more productive. Chair Hansen agreed and added that board members should be aware of their commitment and be ready to dedicate their time to the Workforce Board.

Motion made to change Regional Workforce Board schedule from four meetings per year to two.

M/S Suzie Byrne / Lene Vinding

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

### B. Approve P2E Regional Grant Proposal Application [Board Letter III.B] (Action)

Executive Director Wilson explained that Workforce Alliance of the North Bay (WANB) wants to better serve our communities. Together with Sonoma and Solano Counties, WANB applied for Prison 2 Employment (P2E) Regional Grant.

Motion made to approve P2E Regional Grant Proposal Application.

M/S Mary Ann Mancuso / Suzie Byrne

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

### C. Approve Local and Regional Workforce Development Plan Update [Board Letter III.C] (Action)

Motion made to approve Local and Regional Workforce Development Plan Update.

M/S Mary Ann Mancuso / Suzie Byrne

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

### D. Approve Memorandum of Understanding (MOU) with Napa County Board of Supervisors and Governing Board outlining structure and responsibilities [Board Letter III.D, Attachment III.D] (Action)

Executive Director Wilson said that State asked for a document that clearly outlines the roles and responsibilities for the Napa Board of Supervisors, Workforce Development Board, and Chief Local Elected Official. Wilson explained that WANB is a separate government Agency and then explained each party's role.

Motion made to Approve Memorandum of Understanding (MOU) with Napa County Board of Supervisors and Governing Board outlining structure and responsibilities.

M/S Lene Vinding / Mary Ann Mancuso

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

- E. Approve Clifton Larsen Allen Single Audit Report for period ending June 2018 (Action)

Fiscal Officer Swain confirmed that WANB met deadline for an audit and gave details on audit findings. There was one finding, which was that expenses were not being accrued at the end of the fiscal year correctly. This problem is easily corrected by providing Marin accurate detail on which year funds belong in when sending invoices for payment or drawing down cash from the state.

Motion made to approve Clifton Larsen Allen Single Audit Report for period ending June 2018.

M/S Suzie Byrne / Mary Ann Mancuso

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

#### INFORMATION / DISCUSSION ITEMS

- IV. A. Board Member Orientation & Engagement

Executive Director Wilson explained that he is meeting with each board member to give more insight on board member job description and to outline board member roles and responsibilities. After he'll meet with all board members, Wilson will get back with the meetings recap.

#### MEMBER / DIRECTOR REPORTS

- V. A. Member

Chair Hansen suggested forming communication committee for better communication between board members. Mendocino Advisory Committee Chair Vinding said that WANB should explore possible cooperation with the public library in Ukiah.

- B. Director

#### ADJOURN

- VI. A. Next Meeting

The meeting was adjourned at 10:19 AM.

Next Executive Committee meeting is May 8<sup>th</sup>, 2019.

**Attachment III.C**  
**CareerPoint Lake PY 2018-2019 Participant Plan**  
**Planned versus Actual**

TOTAL ENROLLMENTS FOR PY 18-19	Planned	Actual	% Attained	Planned	Actual	% Attained
	ADULT			DW		
Carried in Participants from PY 17-18	16	16	100%	10	10	100%
New Enrolled Participants	36	25	69%	34	22	65%
Enrolled Participants (new and carry-in)	52	41	79%	44	32	73%
Current Active Participants		22			18	
<b>PROGRAM SERVICES</b>						
Individualized Career Services	44	41	93%	39	32	82%
Enrolled in Training Services (funded and non funded)	19	14	74%	15	7	47%
Ended Training Services		6			4	
<i>Ended - completed training (credential, certificate, etc)</i>		4	N/A		2	50%
<i>Ended - did not receive (credential, certificate, etc)</i>		2	N/A		2	50%
<b>EXIT STATUS</b>						
Closed and Exited Participants to date	27	19	70%	24	14	58%
Exited to Employment	16	17	106%	13	12	92%
<i>Received Training and exited</i>	9	7	78%	8	6	75%
<i>Obtained a Training Related job</i>	9	6	67%	8	2	25%
Exited for Other Reasons ( ill, unable to locate, etc)	11	2	N/A	11	2	N/A

DISLOCATED WORKER FIRE GRANT	Planned	Actual	% Attained
New Enrolled Participants	15	2	13%
Individualized Career Services	15	2	13%
Enrolled in Training Services - OJT	4	0	0%
Enrolled in Training Services - Classroom Training	5	0	0%
Closed and Exited Participants to date	15	0	0%
Exited to Employment	9	0	0%
<i>Received Trng and exited in a trng related job</i>	5	0	0%
Exited for Other Reasons ( ill, unable to locate, etc)	6	0	0%

Revised 3/31/2019

75% of the year

**LAKE COUNTY YOUTH PROGRAM  
PY 2018-2019 Planned verses Actual**

	Planned	Actual	% Attained
<b>TOTAL ENROLLMENTS FOR PY 18-19</b>	<b>YOUTH</b>		
Carried in Participants from PY 17-18	8	8	100%
New Enrolled Participants	21	4	19%
Enrolled Participants (new and carry-in)	29	12	41%
Closed & Exited Participants to Date	11	4	36%
Current Active Participants		8	
<b>PROGRAM SERVICES</b>			
20% Work Experience Requirement Includes:			
- Work Experience Services	9	5	56%
- OJT Services	0	0	
- Pre-Apprenticeship programs	0	0	
Occupational Skills Training	2	2	100%
Youth in Follow-up		8	
<b>EXIT STATUS</b>			
Entered Employment	9	1	11%
- <i>Training-related</i>	2	0	0%
Entered Military Service	0	0	
Entered Advanced Training	0	0	
Entered Postsecondary Education	1	0	0%
Entered Apprenticeship Program	0	0	
Exited for Other Reasons	2	3	150%

	YTD
Youth In-School	8%
Youth Out of School	92%

75% of the year

**CareerPoint Marin PY 2018-2019 Participant Plan  
Planned versus Actual**

TOTAL ENROLLMENTS FOR PY 18-19	Planned	Actual	% Attained	Planned	Actual	% Attained
	ADULT			DW		
Carried in Participants from PY 17-18	28	27	96%	2	1	50%
New Enrolled Participants	41	27	66%	28	9	32%
Enrolled Participants (new and carry-in)	69	54	78%	30	10	33%
Current Active Participants		34			9	
<b>PROGRAM SERVICES</b>						
Individualized Career Services	69	54	78%	30	10	33%
Enrolled in Training Services (funded and non funded)	51	32	63%	5	4	80%
Ended Training Services		16			0	
<i>Ended - completed training (credential, certificate, etc)</i>		1	6%		N/A	N/A
<i>Ended - did not receive (credential, certificate, etc)</i>		15	94%		N/A	N/A
<b>EXIT STATUS</b>						
Closed and Exited Participants to date	30	20	67%	2	1	50%
Exited to Employment	20	11	55%	2	1	50%
<i>Received Training and Exited</i>	15	13	87%	1	1	100%
<i>Obtained a Training Related Job</i>	15	2	13%	1	0	0%
Exited for Other Reasons ( ill, unable to locate, etc)	10	9	90%	1	0	0%

75% of the year



**MARIN COUNTY YOUTH PROGRAM  
PY 2018-2019 Planned versus Actual**

	Planned	Actual	% Attained
<b>TOTAL ENROLLMENTS FOR PY 18-19</b>	<b>YOUTH</b>		
Carried in Participants from PY 17-18	3	3	100%
New Enrolled Participants	19	10	53%
Enrolled Participants (new and carry-in)	22	13	59%
Closed & Exited Participants to Date	5	0	0%
Current Active Participants		13	
<b>PROGRAM SERVICES</b>			
20% Work Experience Requirement Includes:			
-Work Experience Services	15	0	0%
-OJT Services	0	0	0%
-Pre-Apprenticeship programs	1	1	100%
Occupational Skills Training	10	0	0%
Youth in Follow-up		0	
<b>EXIT STATUS</b>			
Entered Employment	2	0	0%
- <i>Training-related</i>	0	0	
Entered Military Service	0	0	
Entered Advanced Training	0	0	
Entered Postsecondary Education	1	0	0%
Entered Apprenticeship Program	0	0	
Returned to Secondary School	0	0	
Exited for Other Reasons	2	0	0%

	YTD
Youth In-School	23%
Youth Out of School	77%

75% of the year

**CareerPoint Mendocino PY 2018-2019 Participant Plan  
Planned versus Actual**

TOTAL ENROLLMENTS FOR PY 18-19	Planned	Actual	% Attained	Planned	Actual	% Attained
	ADULT			DW		
Carried in Participants from PY 17-18	22	22	100%	9	9	100%
New Enrolled Participants	25	7	28%	31	28	90%
Enrolled Participants (new and carry-in)	47	29	62%	40	37	93%
Current Active Participants		21			22	
<b>PROGRAM SERVICES</b>						
Individualized Career Services	44	29	66%	40	37	93%
Enrolled in Training Services (funded and non funded)	24	19	79%	15	8	53%
Ended Training Services		17			3	
<i>Ended - completed training (credential, certificate, etc)</i>		15	88%		1	N/A
<i>Ended - did not receive (credential, certificate, etc)</i>		2	12%		2	N/A
<b>EXIT STATUS</b>						
Closed and Exited Participants to date	32	8	25%	15	15	100%
Exited to Employment	19	5	26%	9	15	167%
<i>Received Training and Exited</i>	12	5	42%	8	5	63%
<i>Obtained a Training Related Job</i>	12	3	25%	8	2	25%
Exited for Other Reasons ( ill, unable to locate, etc)	13	3	23%	6	0	0%

DISLOCATED WORKER FIRE GRANT	Planned	Actual	% Attained
New Enrolled Participants	15	10	67%
Individualized Career Services	15	10	67%
Enrolled in Training Services - OJT	4	0	0%
Enrolled in Training Services - Classroom Training	5	3	60%
Closed and Exited Participants to date	15	5	33%
Exited to Employment	9	5	56%
<i>Received Trng and exited in a trng related job</i>	5	0	0%
Exited for Other Reasons ( ill, unable to locate, etc)	6	0	0%

Revised 3/31/2019

75% of the year

**MENDOCINO COUNTY YOUTH PROGRAM  
PY 2018-2019 Planned verses Actual**

	Planned	Actual	% Attained
<b>TOTAL ENROLLMENTS FOR PY 18-19</b>	<b>YOUTH</b>		
Carried in Participants from PY 17-18	12	12	100%
New Enrolled Participants	18	6	33%
Enrolled Participants (new and carry-in)	30	18	60%
Closed & Exited Participants to Date	14	9	64%
Current Active Participants		9	
<b>PROGRAM SERVICES</b>			
20% Work Experience Requirement Includes:			
-Work Experience Services	9	9	100%
-OJT Services	0	0	
-Pre-Apprenticeship programs	0	0	
Occupational Skills Training	6	7	117%
Youth in Follow-up		16	
<b>EXIT STATUS</b>			
Entered Employment	10	5	50%
- <i>Training-related</i>	2	1	50%
Entered Military Service	0	0	
Entered Advanced Training	0	0	
Entered Postsecondary Education	1	0	0%
Entered Apprenticeship Program	1	0	0%
Exited for Other Reasons	2	4	200%

	YTD
Youth In-School	6%
Youth Out of School	94%

75% of the year

**CareerPoint Napa PY 2018-2019 Participant Plan**  
**Planned versus Actual**

TOTAL ENROLLMENTS FOR PY 18-19	Planned	Actual	% Attained	Planned	Actual	% Attained
	ADULT			DW		
Carried in Participants from PY 17-18	22	22	100%	12	12	100%
New Enrolled Participants	25	30	120%	52	33	63%
Enrolled Participants (new and carry-in)	47	52	111%	64	45	70%
Current Active Participants		35			38	
<b>PROGRAM SERVICES</b>						
Individualized Career Services	47	52	111%	64	45	70%
Enrolled in Training Services (funded and non funded)	32	26	81%	32	22	69%
Ended Training Services		16			9	
<i>Ended - completed training (credential, certificate, etc)</i>		9	56%		4	44%
<i>Ended - did not receive (credential, certificate, etc)</i>		7	44%		5	56%
<b>EXIT STATUS</b>						
Closed and Exited Participants to date	38	17	45%	52	7	13%
Exited to Employment	32	11	34%	46	5	11%
<i>Received Training and Exited</i>	20	11	55%	24	6	25%
<i>Obtained a Training Related Job</i>	20	5	25%	24	3	13%
Exited for Other Reasons ( ill, unable to locate, etc)	6	6	100%	6	2	33%

1 co-enrolled in Adult and Youth

75% of the year

**NAPA COUNTY YOUTH PROGRAM  
PY 2018-2019 Planned versus Actual**

	Planned	Actual	% Attained
<b>TOTAL ENROLLMENTS FOR PY 18-19</b>	<b>YOUTH</b>		
Carried in Participants from PY 17-18	24	24	100%
New Enrolled Participants	32	4	13%
Enrolled Participants (new and carry-in)	56	28	50%
Closed & Exited Participants to Date	40	24	60%
Current Active Participants		4	
<b>PROGRAM SERVICES</b>			
20% Work Experience Requirement Includes:			
-Work Experience Services	2	2	100%
-OJT Services	18	0	0%
-Pre-Apprenticeship programs	0	0	
Occupational Skills Training	0	0	
Youth in Follow-up		26	
<b>EXIT STATUS</b>			
Entered Employment	28	6	21%
- <i>Training-related</i>	18	0	0%
Entered Military Service	0	0	
Entered Advanced Training	0	0	
Entered Postsecondary Education	0	0	
Entered Apprenticeship Program	0	0	
Returned to Secondary School	0	0	
Exited for Other Reasons	22	18	82%

	YTD
Youth In-School	7%
Youth Out of School	93%

1 youth co-enrolled in Adult program

75% the year

# **Existing Local Area**

**Application for Subsequent Local Area Designation  
and  
Local Board Recertification  
Program Year 2019-21**

**Local Workforce Development Area**

Lake, Marin, Mendocino and Napa Counties

**Existing Local Area**  
**Application for Subsequent Local Area Designation**  
**and Local Board Recertification**

This application will serve as your request for Local Workforce Development Area (Local Area) subsequent designation and Local Workforce Development Board (Local Board) recertification for PY 2019-21 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the California Workforce Development Board (State Board) determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your Regional Advisor for technical assistance or questions related to completing and submitting this application.

Workforce Alliance of the North Bay

Name of Local Area

1546 First Street

Mailing Address

Napa, CA 94559

City, State

ZIP

\_\_\_\_\_

Date of Submission

Bruce Wilson

Contact Person

707-247-8291

Contact Person's Phone Number

## Local Board Membership

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting members in each membership category. The WIOA Section 107(b)(2)(A) requires that business members constitute a majority of the Local Board. The chairperson shall be a business representative, per WIOA Section 107(b)(3).

The local Chief Elected Official (CEO) is required to provide the names of the individuals appointed for each category listed on the following pages o, attach a roster of the current Local Board which identifies each member’s respective membership category.

**BUSINESS** – A majority of the members **must** be representatives of business in the Local Area who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policy-making or hiring authority; (ii) represent businesses, including small businesses, or organizations; and (iii) are appointed from among individuals nominated by local business organizations and business trade association (WIOA Section 107[b][2][A]).

Please identify the Local Board chairperson by typing CHAIR after his/her name.

Name	Title	Entity	Appointment Date	Term End Date
1. Jeri Hansen CHAIR	CEO	Sustainable Napa	6.21.2016	6.21.2019
2. Mark Bontrager	Director of Regulatory Affairs & Program Development	Partnership HealthPlan of CA	3.15.2019	3.15.2022
3. Susan Byrne	Area Quality Leader	Kaiser	6.21.2016	6.21.2019
4. Kelley Hartman	Senior VP	Nelson Staffing	6.21.2016	6.21.2019
5. Paul Hicks	VP	Payroll Masters	6.21.2016	6.21.2019
6. Amar Inalsingh	CEO	AIS Group	3.15.2019	3.15.2022
7. Mary Ann Mancuso	President	Napa Valley Hire Resources	6.21.2016	6.21.2019
8. Maureen Mulheren	Owner	Ukiah Valley Networking	8.8.2018	8.8.2021
9. Monica Rosenthal	Owner	Rosenthal Vineyards	5.10.2017	5.10.2020
10. Lene Vinding	Accounting Manager	Pamela’s Products, Inc.	8.8.2018	8.8.2021
11. Joanne Webster	President & CEO	San Rafael Chamber of Commerce	6.21.2016	6.21.2019
12. Rick Wells	CEO	Marine Builders Association	6.21.2016	6.21.2019



13. Cecilia Zamora	Executive Director	Hispanic Chamber of Commerce	6.21.2016	6.21.2019
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**LABOR** – Not less than 20 percent of the members must be representatives of workforce within the Local Area who

**must** include (i) representatives of labor organizations who have been nominated by state labor federations; (ii) a member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area; and

**may** include (iii) representatives of community based organizations with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and (iv) representatives of organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth and/or out-of-school youth (WIOA Section 107[b][2][B]).

Name	Title	Entity	Appointment Date	Term End Date
1. Tony Castillo	Director of Pre-Apprenticeship	Northern California Laborers Union	6.21.2016	6.21.2019
2. Paul Castro	Director	CA Human Development	6.21.2016	6.21.2019
3. Frank Cuneo	Acting Director	North Bay Tip	6.21.2016	6.21.2019
4. Bill Scott	Business Manager	Marin Building & Construction Trades Council	6.21.2016	6.21.2019
5. Hunter Stern	Labor Union Representative	IBEW Local Union 1245	6.21.2016	6.21.2019

**Education** – Each Local Board shall include representatives of entities administering education and training activities in the Local Area who

**must** include (i) a representative of eligible providers administering Title II adult education and literacy activities; (ii) a representative of institutions of higher education providing workforce investment activities; and

**may** include (iii) representatives of local educational agencies, and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment (WIOA Section 107[b][2][C]).

Name	Title	Entity	Appointment Date	Term End Date
1. Anette Lee	Executive Dean	Woodland Community College Lake and Colusa Campuses	1.12.2017	1.12.2020

2. Ken Lippi	Assistant Superintendent	Marin County Office of Education	6.21.2016	6.21.2019
3. Christy Pedroncelli-Smith	Principal	Ukiah Adult School	8.8.2018	8.8.2021

**Economic and Community Development** – Each Local Board shall include representatives of governmental, economic, and community development entities serving the Local Area who **must** include (i) a representative of economic and community development entities; (ii) a representative from the State employment service office under the *Wagner-Peyser Act*; (iii) a representative of the Vocational Rehabilitation program; and **may** include (iv) representatives of agencies or entities administering programs serving the Local Area relating to transportation, housing, and public assistance; (v) Representatives of philanthropic organizations serving the Local Area; and (E) individuals or representatives of entities as the chief elected official in the Local Area may determine to be appropriate (WIOA Section 107[b][2][D] and [E]).

Name	Title	Entity	Appointment Date	Term End Date
1. Emilia Bartolomeu	Deputy Division Chief	EDD	4.26.2018	4.26.2021
2. Robert Eyler	Economist/Director	Marin Economic Forum	6.21.2016	6.21.2019
3. David Wayte	District Administrator	Department of Rehabilitation	4.26.2018	4.26.2018

### Sustained Fiscal Integrity

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PYs 16-17 or 17-18:

- **Final determination of significant finding(s)** from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIA requirement, such as failure to grant priority of service or verify participant eligibility.
- **Gross negligence** – defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.

- **Failure to observe accepted standards of administration.** Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 *Code of Federal Regulations* (CFR) Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIOA regulations, and state guidance.

Highlights of these responsibilities include the following:

- Timely reporting of WIOA participant and expenditure data
- Timely completion and submission of the required annual single audit
- ***Have not been placed on cash hold for longer than 30 days***

(In alignment with WIOA Section 106[e][2])

### **Engaged in Regional Planning**

The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways:

Meet and plan with North Bay regional partners – Sonoma and Solano Workforce Directors on a monthly basis.

Implement regional initiatives and projects in a coordinated fashion across the region. i.e. Slingshot, Regional Training, Regional Implementation funding

Consolidation of administrative structures in Napa, Marin, Mendocino and Lake.

Negotiate performance with State of California in coordination with North Bay partners – Solano and Sonoma.

## Local Area Assurances

Through PY 19-21, the Local Area assures the following:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements included in the appropriate circulars or rules of the Office of Management and Budget (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- The Local Area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

- B. All financial reporting will be done in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive *Quarterly and Monthly Financial Reporting Requirements* (WSD16-13) (November 28, 2016).
- All close out reports will comply with the policies and procedures listed in Workforce Services Directive *WIOA Closeout Requirements* (WSD16-05) (July 29, 2016).

Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold. (Title 2 CFR Section 200.338)

- C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include the following:

- The Local Area will meet the requirements of State Assembly Bill 1149 (Chapter 324, Statutes of 2017), to spend a minimum of 30 percent of combined total of adult and

dislocated worker formula fund allocations on training services (*California Unemployment Insurance Code* Section, 14211).

- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).
- D. The Local Board will select the America's Job Center of California<sup>SM</sup> (AJCC) Operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal (RFP), unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).
- E. The Local Board will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBS<sup>SM</sup> reporting requirements and deadlines.
- F. The Local Board will comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. The Local Area will engage in and contribute to, regional planning and regional plan implementation (for example, the Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and modifications).
- H. The Local Area will participate in regional performance negotiations.
- I. It will comply with State Board policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and Training and Employment Guidance Letter 19-16, Subject: *Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of the WIOA Final Rules, (March 1, 2017).*

## Application Signature Page

**Instructions** – The local CEO and Local Board chair must sign and date this form. Include the original signatures in the application package.

By signing the application below, the local CEO and Local Board chair request subsequent designation of the existing Local Area and subsequent certification of the existing Local Board. They certify that the Local Area has performed successfully, sustained fiscal integrity during PYs 2016-2017 or 2017-2018, and engaged in the regional planning process as described in Section 106 (c)(1). Additionally, they agree to abide by the Local Area assurances included in this application.

Local Workforce Development Board Chair

Local Chief Elected Official

\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

Jeri Hansen

Damon Connolly

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

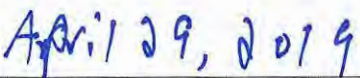
Chair,  
Workforce Alliance of the North Bay  
Regional Board

President,  
Workforce Alliance of the North Bay  
Governing Board

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date



**WORKFORCE ALLIANCE**  
**OF THE NORTH BAY**  
 DRIVING WORKFORCE TALENT

**Application for Regional and/or  
 Local Advisory Subcommittee Membership**

In accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), the Workforce Alliance of the North Bay (WANB) Governing Board has established a Regional Workforce Development Board (WDB) for Napa, Marin, Lake and Mendocino counties which sets policy for and provides oversight of workforce development programs in the four counties. Workforce Development Board members are appointed by the Governing Board to represent specified sectors of the community as listed in Section IV below. The county advisory subcommittees were created to make recommendations to the full WDB that specifically pertain to their respective county's employers and their workforce. There is a sub committee for each of the WANB counties.

Individuals interested in serving on the WDB or workforce committee must complete and submit this application for appointment. This application and the related Nomination Form(s), if any, may be subject to public disclosure.

Please indicate which group you are applying for:

- Regional Workforce Development Board (WDB)
- Advisory Subcommittee for Lake county

**Section I. Personal Information**

First Name:	<u>Susan</u>	Last Name:	<u>Parker</u>	M.I.:	<u>R</u>
Home Address:	[REDACTED]	City:	<u>Lakeport</u>	Zip:	<u>95453</u>
Mailing Address:	<u>same</u>	City:		Zip:	
Home Phone:	[REDACTED]	Alternate Phone:			
Email Address:	<u>Susan.parkere@LakeCountyCA.gov</u>				

**Section II. County / Location**

Provide the county in which your residence, business or organization is located: LAKE

**Section III. Occupational Information**

Industry Sector:	<u>Government</u>
Occupation / Title:	<u>Assistant County Admin. OFFICER</u>
Employer:	<u>County of Lake</u>

Employer Address:	255 N. Forbes Street	
City:	LaKeport	State: CA Zip: 95453
Employer Phone:	707-263-2580 x#39110	
<b>Section IV. Eligibility Certification</b>		
<p>Indicate below each membership category for which you are applying. You may mark more than one category but must certify your qualifications for each category for which you are applying. A completed Nomination Form must accompany applications for Business Member, Labor Organization, Adult Education and Literacy and/or Higher Education from an appropriate nominating organization.</p>		
<input type="checkbox"/>	Business Member (Do you represent a "small business" as defined by the U.S. Small Business Administration? <input type="checkbox"/> Y <input type="checkbox"/> N) Name of Business:	
<input type="checkbox"/>	Labor Organization Name of Organization:	
<input type="checkbox"/>	Joint Labor-Management Apprenticeship Program Name of Organization:	
<input checked="" type="checkbox"/>	Community-based Organization Name of Organization: Lake County	
<input type="checkbox"/>	Adult Education and Literacy Name of Provider:	
<input type="checkbox"/>	Higher Education Name of Institution:	
<input type="checkbox"/>	Economic and Community Development Name of Entity:	
<input type="checkbox"/>	State Employment Office	
<input type="checkbox"/>	Vocational Rehab Name of Program:	
<b>Section V.</b>		
Describe how your participation on the WDB would advance Workforce Development programs.		
<p>As a representative for Lake County residents and the County of Lake, I bring to the table access and knowledge of the needs and programs currently in place. In addition, I have almost 20 years of professional public management experience involving Community and Economic Development, and affordable and workforce Housing programs.</p>		



**Please be advised that members of the Workforce Development Board:**

- **May be required to take an Oath of Office.**
- **Must comply with the County's Ethics Ordinance.**
- **Must participate in State-mandated ethics training.**
- **Must disclose financial interests as required by the County Code (Form 700).**
- **Must report any conflicts of interest as required by the County Code.**

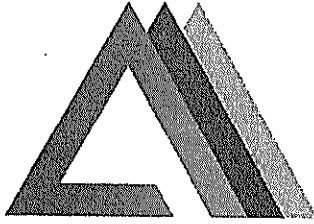
I hereby certify that all statements in this Application are true and complete to the best of my knowledge and execute this Application under penalty of perjury. I further certify that if I am appointed, I will serve fairly, impartially, and to the best of my ability.

	5-2-2019
Signature	Date

Send completed applications to:

Workforce Alliance of the North Bay  
1546 First Street  
Napa, CA 94559

or email to:  
boardadmin@workforcealliancencorthbay.org



# WORKFORCE ALLIANCE OF THE NORTH BAY

DRIVING WORKFORCE TALENT

## Application for Regional and/or Local Advisory Subcommittee Membership

In accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), the Workforce Alliance of the North Bay (WANB) Governing Board has established a Regional Workforce Development Board (WDB) for Napa, Marin, Lake and Mendocino counties which sets policy for and provides oversight of workforce development programs in the four counties. Workforce Development Board members are appointed by the Governing Board to represent specified sectors of the community as listed in Section IV below. The county advisory subcommittees were created to make recommendations to the full WDB that specifically pertain to their respective county's employers and their workforce. There is a sub committee for each of the WANB counties.

Individuals interested in serving on the WDB or workforce committee must complete and submit this application for appointment. This application and the related Nomination Form(s), if any, may be subject to public disclosure.

Please indicate which group you are applying for:

- Regional Workforce Development Board (WDB)  
 Advisory Subcommittee for Napa county  
BW

### Section I. Personal Information

First Name: Geovanni Last Name: Flores M.I.: A  
Home Address: [REDACTED] City: Concord Zip: 94519  
Mailing Address: City: Zip:  
Home Phone: [REDACTED] Alternate Phone: [REDACTED]  
Email Address: gflores@norcaltc.org

### Section II. County / Location

Provide the county in which your residence, business or organization is located: Contra Costa

### Section III. Occupational Information

Industry Sector: Laborers - Construction, Apprenticeship  
Occupation / Title: Apprentice Coordinator  
Employer: Northern California Laborers' Training Center

Employer Address: 1001 Westside Dr.

City: San Ramon State: CA. Zip: 94583

Employer Phone: 925-828-2513

Section IV. Eligibility Certification

Indicate below each membership category for which you are applying. You may mark more than one category but must certify your qualifications for each category for which you are applying. A completed Nomination Form must accompany applications for Business Member, Labor Organization, Adult Education and Literacy and/or Higher Education from an appropriate nominating organization.

Business Member (Do you represent a "small business" as defined by the U.S. Small Business Administration?  Y  N)
Name of Business:

Labor Organization
Name of Organization:

Joint Labor-Management Apprentices Program
Name of Organization:

Community-based Organization
Name of Organization:

Adult Education and Literacy
Name of Provider:

Higher Education
Name of Institution:

Economic and Community Development
Name of Entity:

State Employment Office

Vocational Rehab
Name of Program:

Section V.

Describe how your participation on the WDB would advance Workforce Development programs.

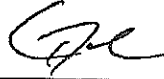
For 10 years I have been working either for or with WIB's, from Contra Costa to Humboldt County. From 2008-2014 I served as a Youth Case Manager working out of various East Contra Costa Offices. During this time I provided services for at risk youth ranging from 14-24 yrs old. AS an Apprentice Coordinator I developed working relationships with WIB's in Solano, Sonoma, Mendocino, and Humboldt to help advance opportunities for participants in each community. Recently the work I have been providing was nominated for the 2019 Bridge Awards for Innovative Practices in Hiring formerly Incarcerated Individuals.

1.22.2018 I feel that I can provide ideas, advice, and information based from current and past experiences.

Please be advised that members of the Workforce Development Board:

- May be required to take an Oath of Office.
- Must comply with the County's Ethics Ordinance.
- Must participate in State-mandated ethics training.
- Must disclose financial interests as required by the County Code (Form 700).
- Must report any conflicts of interest as required by the County Code.

I hereby certify that all statements in this Application are true and complete to the best of my knowledge and execute this Application under penalty of perjury. I further certify that if I am appointed, I will serve fairly, impartially, and to the best of my ability.

	4/11/19
Signature	Date

Send completed applications to:

Workforce Alliance of the North Bay  
1546 First Street  
Napa, CA 94559

or email to:  
[pborrego@workforcealliancencorthbay.org](mailto:pborrego@workforcealliancencorthbay.org)