

WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY  
Board of Directors – Planning & Oversight Committee Meeting  
Wednesday, October 26, 2016  
3:00 – 5:00 p.m.  
320 Campus Lane – Training Room 7  
Fairfield, CA 94534

**AGENDA**

- I. **Welcoming/Convening**
- II. **Additions to or Deletions From the Agenda**
- III. **February 23, 2016 Recap Notes** (Attached)
- IV. **Public Comment**
  - Items Not Listed on the Agenda 3 minutes
  - Items Listed – Individual Speaker 5 minutes
  - Items Listed – Group Speaker 8 minutes
- Action V. **Approval of Increase in WIOA Youth Grant Hourly Pay Rate for Work Experience** (Attached)
- Informational VI. **Status on “Multi-company Plant Closure Project” Implementation**
- Discussion VII. **Status on Alignment of WDB Vision/Scope/Authority with County’s Action Plan** (From Special “Workforce Development Review” Report)
- Discussion VIII. **Major WIOA Program Design Activities – Fall 2016 thru Spring 2017**
  - A. Finalizing One Stop Design and Implementation Measures
    - MOUs (with cost-sharing)
    - One Stop Operator procurement
  - B. Developing WIOA Regional and Local Plans
    - Overview of Plan requirements
    - Regional work / Local work
  - C. Provision of WIOA Adult/Dislocated Worker “Career Services”
  - D. Overall Timelines
- Informational IX. **Report on April 7, 2016 Regional Career Fair**
- X. **President’s Report**
- XI. **Other Business**
- XII. **Adjournment**

**MEETING RE-CAP**  
**PLANNING & OVERSIGHT COMMITTEE MEETING**  
**February 23, 2016**

The Planning & Oversight Committee of the Workforce Investment Board of Solano County met on Tuesday, February 23, 2016, at the Fairfield offices of the WIB, 320 Campus Lane, Fairfield, CA 94534. The meeting was called to order at 3:04 p.m.

**MEMBERS PRESENT**

Carlos Borba  
George Dudikoff  
Kent Lamb

**MEMBERS EXCUSED**

Paul Castro  
Frank Crim  
Fadi Halabi  
Scott Reynolds  
Jon Riley  
Lorenda Sanchez  
Sue Vaccaro

**STAFF PRESENT**

Robert Bloom, Executive Director  
Cheryl Joseph, Business/Employment Services Manager  
Tammy Gallentine, Program Assistant III  
Brian Hooker, Business & Education Liaison

**I. Welcome/Convening**

Mr. Kent Lamb, Planning and Oversight Committee Chair, welcomed all members and the meeting was convened.

**II. Additions To or Deletions From the Agenda**

There were no additions to or deletions from the Agenda.

**III. November 10, 2015 Meeting Recap Notes**

There were no corrections or additions to the November 10, 2015 Meeting Recap Notes.

**IV. Public Comment**

- Items Listed on the Agenda
- Items Listed – Individual Speaker
- Items Listed – Group Speaker

**Discussion:** There were no Public comments

**V. Update on Local WIOA Governance Transition**

**Discussion:** Mr. Bloom discussed the approval of the Workforce Development Board (WDB) Board of Directors recruitment and appointment process by Solano County Board of Supervisors, as recommended by the Workforce Investment Board of Solano County and the WIA-to-WIOA Transition Committee, . The new WDB will consist of 25 members. A draft copy of the 25-Member Slate for Appointment was distributed. Mr. Bloom further stated there were a few more seats to be filled. The new board members will have staggered terms of 2 and 4 years.

The deadline for the final draft is March 9, in order to meet deadlines for the Board of Supervisor's meeting agenda.

Mr. Bloom explained that leadership needed to be put in place for the new WDB Board. The consensus was that one of the action items for the March 18<sup>th</sup> WIB Board meeting, would be a recommendation that the current set of elected officers serve as the interim leadership group.

**VI. Update on WIOA Program Design Work**

**Discussion:** Mr. Bloom explained that staff is still working on the development of the program design. Further revision for youth programs is needed. The One-Stop Memorandum of Understanding is currently being developed. Phase I is to be ready and in place by July 1, 2016; and Phase II is to be in place by December 17, 2017.

**VII. Award of NBEC SlingShot Grant**

**Discussion:** Mr. Bloom announced that the \$1 million NBEC Sling Shot grant award was approved. The WIB of Solano County will be the administrator, and the grant includes \$20,000 for administration. The review of the structure and distribution of grant money was explained. The plan is to hire Lindsey Woolsey as a consultant to work with staff, as part of the grant includes funding for technical assistant.

**VIII. Consultation with County: Increasing Coordination/Efficiencies Across Employment Program**

**Discussion:** Mr. Bloom explained that he met with Patrick Duterte to discuss service provider input that Mr. Duterte had received. It was noted that employers do talk about the need for soft skills in addition to hard skills. Mr. Bloom further explained that many agencies are doing some sort of assessment and there is an underutilization of resources in our system. There is a vast need to effectively engage with employers to assess their needs.

**IX. April 7, 2016 Regional Career Fair**

**Discussion:** Ms. Joseph announced that there are over 60 employers confirmed for the career fair. Flyers are being sent out earlier, sponsorships are coming in and advertisements are going out earlier. Ms. Joseph further explained that there was a slight change in the room layout at the University of Phoenix and that staff is making necessary adjustments to ensure employers and job seekers are accommodated.

**X. President's Report:** Mr. Bloom announced that staff was recently notified of the closure of the Valley Fine Food's location in Benicia through the Worker Adjustment and Retraining Notification (WARN) Act. Valley Fine Food's will be laying off 60+ workers. Mr. Bloom explained the Rapid Response program and how staff will be assisting the affected employees.

**XI. Other Business:** None

**XII. Adjournment**

With no further business to discuss, the meeting was adjourned at 4:58 p.m.

The next regular meeting of the Planning & Oversight Committee of the Workforce Development Board of Solano County is scheduled for **Tuesday, April 26, 2016, from 3:00 p.m. to 5:00 p.m.** at the **WDB offices**, 320 Campus Lane, Fairfield, CA 94534.