

**WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY**

Planning & Oversight Committee Meeting

**Tuesday, November 7, 2017**

**3:00 – 5:00 p.m.**

320 Campus Lane – Training Room 7

Fairfield, CA 94534

**AGENDA**

- |                    |   |           |
|--------------------|---|-----------|
|                    | <b>I. Welcoming/Convening</b>                         |           |
|                    | <b>II. Additions to or Deletions from the Agenda</b>  |           |
|                    | <b>III. Approval of June 27, 2017 Meeting Minutes</b> |           |
|                    | <b>IV. Public Comment</b>                             |           |
|                    | ➤ Items Not Listed on the Agenda                      | 3 minutes |
|                    | ➤ Items Listed – Individual Speaker                   | 5 minutes |
|                    | ➤ Items Listed – Group Speaker                        | 8 minutes |
| <b>Discussion</b>  | <b>V. Committee Structure</b>                         |           |
| <b>Discussion</b>  | <b>VI. Advocacy</b>                                   |           |
| <b>Discussion</b>  | <b>VII. Contract Approval Process</b>                 |           |
| <b>Discussion</b>  | <b>VIII. Performance Metrics Review</b>               |           |
| <b>Discussion</b>  | <b>IX. Process for Approving Policies</b>             |           |
| <b>Information</b> | <b>X. Other Business</b>                              |           |
|                    | <b>XI. Adjournment</b>                                |           |

The next scheduled meeting of the Planning & Oversight Committee is Tuesday, February 27, 2018 from 3:00 -5:00 p.m. at the 320 Campus Lane office in Training Room 7.

**MINUTES**  
**PLANNING & OVERSIGHT COMMITTEE MEETING**  
**June 27, 2017**

**I. Welcoming/Convening**

The WDB Planning & Oversight Committee met on Tuesday, June 27, 2017 at the WDB Administrative Offices located at 320 Campus Lane, Fairfield. At the time the meeting began, quorum had not been reached. The meeting began at 3:10 p.m. and continued as an information meeting only for those present.

**MEMBERS PRESENT**

Beutler, Kevin  
Castro, Paul  
Kerzin, Alan

**MEMBERS EXCUSED**

Beiner, Kim  
Halabi, Fadi  
Huber, Gerald  
Reynolds, S. Scott  
Riley, Jon

**MEMBERS UNEXCUSED**

**STAFF PRESENT**

Heather Henry, President/Executive Director  
Kitt Lee, Fiscal/Information Manager  
Brian Hooker, Planning & Industry Liaison Coordinator  
Chainey Brown, Planning & Industry Specialist II  
Tammy Gallentine, Program Assistant III

**II. Additions to or Deletions from the Agenda**

There were no additions to or deletions from the Agenda.

**III. Public Comment**

There were no public comments.

**IV. President's Updates**

There were no updates provided.

**VI. Role of the Committee**

Mr. Castro asked Ms. Henry what she would like to see of the Planning & Oversight Committee. Ms. Henry gave a brief explanation of her idea of the role of the committee addressing concerns, providing solutions and making recommendations to the Board of Directors (BOD) when appropriate.

**VII. AJCC Certification Process**

Ms. Henry opened the discussion explaining what the AJCC Certification was and its meaning. Ms. Lee provided a handout outlining the process and that there are two Certification Levels, Baseline AJCC Certification and Hallmarks of Excellence AJCC Certification. The push would be towards the latter certification. Ms. Lee further explained the One-Stop Operator partnership with CA Human Development begins July 1, 2017.

**VIII. Workforce Metrics**

Ms. Henry explained how performance is measured at the WDB. WIOA measures are 6-18 months behind. The question arose of how to measure performance in real time and what did the BOD want staff to track including community engagement, outreach efforts, and number of people who gain employment. Ms. Henry further explained CalJobs uses a system to track universal use of the job center. There was discussion of conducting a survey to collect data and measure customer satisfaction of job seekers, surveying employers to measure satisfaction of job seeker placement, and how WDB can provide services and support.

**IX. County Contracts Update**

Ms. Henry announced the Success Track and Pathway to Employment contract with Solano County Health & Social Services had been approved at the Solano County Board of Supervisor's meeting. The contract includes services in Vallejo, Fairfield, and Vacaville. A Vacaville location has not been identified and would need approximately 3,000 square feet of space. A meeting was set up with County Supervisor, Birgitta Corsello to get assistance with finding a solution that would satisfy the need to find a location with parking, near a bus line and is ADA compliant.

**X. Other Business**

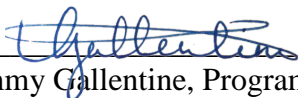
Ms. Henry gave an overview of the handout title Month In Review May 15-June 16, 2017. Ms. Henry also announced she has met with the Child Support Department, Solano Community College, and Habitat 4 Community. She plans to meet with organizations within the community to have better community outreach and program collaboration and has met with staff one on one. Ms. Henry also announced the WDB Regional Career Fair will take place at the WDB Administrative Offices on October 5, 2017. The Spring Career Fair will be held at Solano Community College in April 2018.

**XI. Adjournment**

With no further business before the Committee, the meeting adjourned at 4:58 p.m.

The next regular meeting of the Planning & Oversight Committee is scheduled for **Tuesday, February 27, 2018 from 3:00 p.m. – 5:00 p.m., at the WDB Administrative Offices, located at 320 Campus Lane, Fairfield, CA 94534.**

Respectfully submitted by:



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Tammy Gallentine, Program Assistant III