



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**Executive Committee Meeting Announcement**

**Date: Thursday, April 29, 2021**

**Time: 3:30 p.m.**

**Location: Via Zoom**

Given the Governor's Executive Order N-29-20, the Workforce Development Board of Solano County (WDB) is implementing the following changes for attendance and public comment. Board members will attend the Board meeting by teleconference or other electronic means.

To comply with public health guidance during COVID-19 pandemic, the WDB has taken steps to utilize technology to encourage full public participation during upcoming meetings. The above scheduled meeting will be accessible through the following option:

Join Zoom Meeting

<https://us02web.zoom.us/j/85754943722?pwd=VTJUUHVOT1BPZEVJNm1MTVFFZWE5dz09>

Meeting ID: 857 5494 3722

Passcode: 857948

You can join the Zoom meeting from a computer, mobile device, or tablet. The Zoom meeting information will be provided in every board meeting agenda, as long as needed during the COVID-19 pandemic. Please be advised that you will not be provided with the option to submit public comment if participating through the zoom conference. Options for submitting public comment are provided below:

Public Comment(s) by E-mail

Workforce Development Board (WDB) members, staff, or members of the public who wish to make a public comment for a non-agenda or agenda item by email, you must submit your public comments by e-mail to: [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org) by 5:00 p.m. on April 28, 2021, the day prior to the meeting.

All such written comments that are related to employment and training in Solano County will be read aloud at the Committee Meeting.

The Workforce Development Board of Solano County thanks you for your cooperation in advance. Our community's health and safety is our highest priority.



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY  
**EXECUTIVE COMMITTEE MEETING**  
**Thursday, April 29, 2021**  
**3:30 p.m. – 4:30 p.m.**

Join Zoom Meeting

<https://us02web.zoom.us/j/85754943722?pwd=VTJUUHVOT1BPZEVJNm1MTVFFZWE5dz09>

Meeting ID: 857 5494 3722

Passcode: 857948

**MEETING AGENDA**

- I. Welcoming/Convening**
- II. Agenda Additions and/or Deletions**
- III. Public Comment** – *Written comments submitted by the public will be read at this time. Please note: Workforce Development Board (WDB) members, staff, or members of the public who wish to make a public comment for a non-agenda or agenda item by email, you must submit your public comments by e-mail to: [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org) by 5:00 p.m. on Wednesday, April 28, 2021, the day of the meeting. All such written comments that are related to employment and training in Solano County will be read aloud at the Board Meeting.*
- IV. Action Items** **Page**
  - A. Approval of the February 26, 2021 Meeting Minutes **1**
- V. Discussion Items**
  - A. Discussion of One Stop Operator Proposal Review, Results and Selection
  - B. Discussion and Update on Current Board Members and Board Vacancies
- VI. Closed Session**
  - A. Pursuant to §54957.6 (b)(1) Review of Upcoming Collective Bargaining Agreement Negotiations
  - B. Pursuant to §54957.6(a) Discussion Regarding Employee Matters
  - C. Pursuant to §54957.6(a) Discussion Regarding Proposed Employee Retirement Plan – 2020 Employer Contribution and Recommendation to the Board of Directors
  - D. Pursuant to §54957.6(b)(1) Discussion Regarding Annual Evaluation of the WDB’s President/Executive Director
- VII. Reconvene Open Session**
  - A. Pursuant to §54957.6 (b)(1) Report on any Action Resulting from Closed Session
  - B. Pursuant to §54957.6(a) Report on any Action Resulting from Closed Session
  - C. Pursuant to §54957.6(a) Report on any Action Resulting from Closed Session
  - D. Pursuant to §54957.6(b)(1) Report on any Action Resulting from Closed Session
- VIII. Adjournment**



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**MINUTES**  
**EXECUTIVE COMMITTEE MEETING**  
**Friday, February 26, 2021**

**I. Welcoming/Convening**

Mr. Halabi, called the meeting to order at 1:04 p.m. Quorum was established.

**Members Present:** Paul Castro, Mario Giuliani, Tami Lukens, Fadi Halabi,

**Members Absent:** Mary Dugbartey, Scott Reynolds

**Staff Present:** Heather Henry, Lauren Bender, Tammy Gallentine

**II. Additions and/or Deletions from the Agenda**

There were no additions and/or deletions from the agenda.

**III. Public Comment**

There were no public comments.

**IV. Action Items**

**A. Approval of the November 2, 2020 Meeting Minutes**

**MOTION #1**

**A motion was made and seconded to approve the November 2, 2020 Meeting Minutes.  
(Giuliani/Lukens)**

**V. Discussion Items**

**A. Discussion of Current and Upcoming Board Vacancies, and Board Attendance**

Ms. Gallentine presented a spreadsheet that included the current list of Board Members, their respective category representation and office terms. Ms. Henry announced Mr. Adler is interested in identifying a Human Resources representative within his organization to be the representative. If it is decided that an HR representative would be a better fit on the Board, he will complete his term with a representative to fill his seat. Ms. Huston will be retiring late 2021 and has identified the person to fill her vacancy. Ms. Huston will transition her replacement later in the year. Ms. Gallentine added Mr. Bernardini's term will be expiring in March. Staff will be seeking his reappointment to the Board for another 4-year term at the March Board meeting. Mr. Real's term is expiring later in 2021. Staff has recently been in contact with Mr. Real and will ask if he would like to continue his membership on the Board. Due to his continued absence from Board meetings, the committee and staff agreed that a replacement should be found for his seat. Ms. Phillips will be retiring but is unsure of the timeline. Ms. Phillips has identified an individual within her organization who will likely replace her, but no date has been set. The individual identified to replace Ms. Holly Brown's vacancy has not yet been placed into the role she will be required to have to join the Board. Staff is waiting on an update on when her role has changed so she may continue the appointment process. Staff will be reaching out to Six Flags in hopes to identify and invite Ms. Kim Beiner's replacement to the Board.

With three vacancies existing in the business category, staff would like to target having a small business owner, and Six Flags, if interested. The committee agreed it is important to have a representative of small business but to also consider a representative in targeted locations and industries. More importantly, a representative who is committed to being involved and will attend meetings consistently. Staff does plan to have individuals identified to fill the current vacancies by mid-April and will include those that are interested in joining the Board on the May meeting's agenda.

**I. Closed Session**

At 3:34 p.m., Mr. Halabi closed the public meeting and adjourned into a closed session to discuss the following item:

- A. Pursuant to §54954.5(e) Personnel Matters Regarding Disciplining/Dismissal/Release
- B. Pursuant to §54957.6(b)(1) Review of Upcoming Collective Bargaining Agreement Negotiations

**VII. Reconvene Open Session**

At 4:09 p.m., the public meeting was reconvened.

- A. Pursuant to §54957.1(a)(5) Report on any Action Resulting from Closed Session will be delayed as per this section code

**MOTION #2**

**A motion was made and seconded to approve the new Organizational Chart presented to the committee outlining staff changes to be effective March 2021. The new Organizational Chart is to be made public record once the staff changes have been announced.  
(Giuliani/Lukens)**

- B. Pursuant to §54957.6(b)(1) Report on any Action Resulting from Closed Session

The Committee did not take any action on this matter.

**VIII. Adjournment**

With no further discussion the meeting was adjourned at 4:10 p.m.

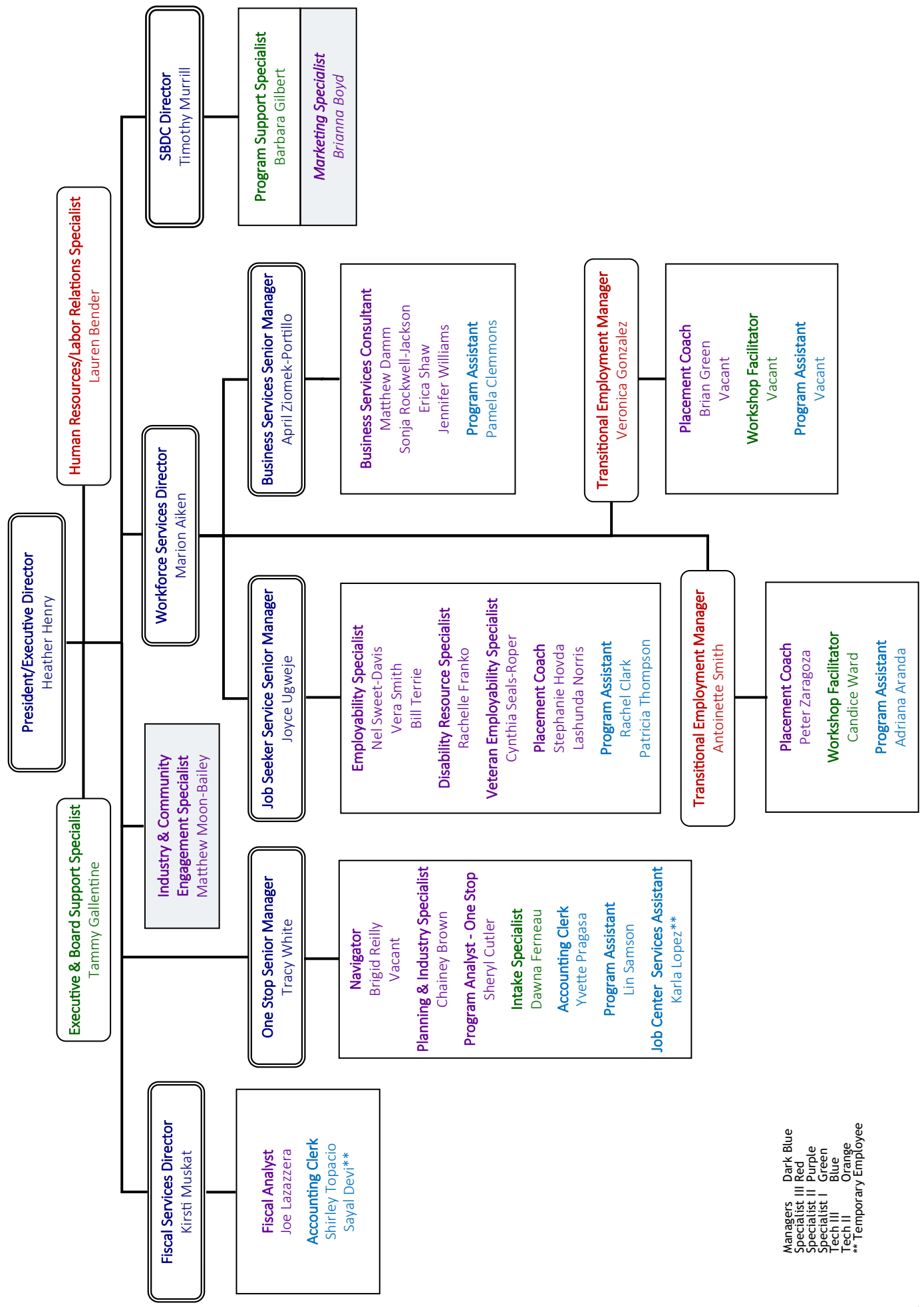
Note: The next Executive Committee meeting has not been scheduled.

Respectfully submitted by:



Tammy Gallentine, Executive & Board Support Specialist

# Workforce Development Board of Solano County Staffing & Organizational Chart as of xxxx



Managers    Dark Blue  
 Specialist III Red  
 Specialist II Purple  
 Specialist I Green  
 Tech III Blue  
 Tech II Orange  
 \*\* Temporary Employee