



**WORKFORCE DEVELOPMENT BOARD  
OF SOLANO COUNTY**

**Planning & Oversight Committee Meeting**

Thursday, January 7, 2021

3:00 p.m. – 5:00 p.m.

via Zoom

<https://us02web.zoom.us/j/88167152146>

Meeting ID: 881 6715 2146

Passcode: 933196



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**Planning & Oversight Committee Meeting Announcement**  
**Date: Thursday, January 7, 2021**  
**Time: 3:00 p.m. - Open Session**

**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/88167152146>

Meeting ID: 881 6715 2146

Passcode: 933196

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 4:00 p.m. on January 6, 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

**PLANNING & OVERSIGHT COMMITTEE**  
**Thursday, January 7, 2021**  
**3:00 – 5:00 p.m.**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/88167152146>

Meeting ID: 881 6715 2146

Passcode: 933196

**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 4:00 p.m. on January 6, 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.*

- |  | <b>Pages</b> |
|--|--------------|
| <b>IV. Action Items</b>                              |              |
| A. Approval of October 27, 2020 Meeting Minutes      | <b>1</b>     |
| <b>V. Informational Updates</b>                      |              |
| A. Discussion and Updates of Regional and Local Plan |              |
| <b>VI. Adjournment</b>                               |              |

Note: The next Planning & Oversight Committee is scheduled for

# ACTION ITEMS



**MINUTES**  
**PLANNING & OVERSIGHT COMMITTEE MEETING**  
**October 27, 2020**

**I. Welcoming/Convening**

Committee Chair, Paul Castro, called the meeting to order at 3:06 p.m. Quorum was established.

**Members Present:** Anne Cardwell, Paul Castro, Fadi Halabi

**Members Absent:** Dr. Rhuenette Alums, Gerald Huber, Scott Reynolds, Jon Riley

**Staff Present:** Tammy Gallentine, Heather Henry, Marion Aiken, Tracy White

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

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

**III. Public Comment**

Ms. Henry introduced Ms. Erica Stowers of First Place for Youth. Ms. Stowers is joining as part of the public and stated she was looking forward to hearing how they may get more involved.

**IV. Action Items**

**A. Approval of August 17, 2020 Meeting Minutes**

**MOTION #1**

A motion was made and seconded to approve the meeting minutes.

**(Halabi/Cardwell) MOTION PASSED UNANIMOUSLY**

**B. Review and Approval of Negotiated WIOA Performance Measures**

Mr. Aiken and Ms. Henry gave an overview of agenda item **IV.B Review and Approval of Negotiated WIOA Performance Measures**. A review of the attachment provided within the meeting packet was discussed including a review of WDB's requested measures and the final State's negotiated rate. Performance negotiations were based on the Department of Labor's Statistical Adjustment Model. Ms. Henry added the first year would be based on measurable skills gain.

**MOTION #2**

A motion was made and seconded to approve the negotiated WIOA Performance Measures.

**(Halabi/Cardwell) MOTION PASSED UNANIMOUSLY**

**V. Discussion Items**

**A. Performance Measures to be Presented to the Board of Directors**

Ms. Henry presented previous year's Solano America's Job Center of California FY 2019-20 Service Summary report, which covered July 2019 through June 2020, and reviewed in detail the numbers included within the report. With the shift in services provided, leaving some summary areas blank with no data, the committee agreed it would like to put zero's in place of the blanks. Staff is providing virtual activities and is ramping up to provide virtual workshops. Data will be captured and included on the report. A review of Job Search Service Grant Deliverables was reviewed. The committee would like to see a snapshot of

all the grant deliverables separated by grant. Staff will create a report to continue to provide this information.

**B. Performance Update Regarding Youth Program Services Provider, Solano County Office of Education**

Ms. Henry announced SCOE just provided an update that they are currently at 32 enrolled with 3 more files that will be turned in. The virtual work experience program will be starting soon and a couple of youth who have gained employment. Mr. Aiken stated staff meets with SCOE staff every month. They are on track to meet their contracted numbers. There are still challenges with virtual applications and general COVID concerns but the numbers are increasing in a positive direction. The responsiveness WDB has received over the last two months has been very positive. SCOE has taken the lead with virtual work experience within the community to continue to assist youth with career options and opportunities especially in a technology world.

**C. Status of Vallejo Job Center Closure**

Currently, 40% of the unemployed in Solano County are in Vallejo. In a recent call with the Employment Development Department (EDD), WDB was told EDD staff have not been cleared for public interaction. WDB may get CARES Act money to open a temporary Vallejo Job Center. Ms. Cardwell stated she may be able to assist with requesting action be taken to open the Vallejo Job Center. Currently, those that usually visit the Vallejo Job Center have been coming to Fairfield's Job Center to utilize computers and obtain assistance with UI claims.

**D. Scheduling of the Next Committee Meeting Due to the December Holiday**

Ms. Gallentine stated that traditionally the December meeting is always scheduled as a "to be determined" due to the holiday and the needs to hold a meeting. Ms. Henry announced the Regional and Local Plan is due in March. January would be a good time to discuss the plan. At the November Board meeting, Ms. Gallentine will propose the January 2021 Board meeting to be held on January 22, 2021 as the 15<sup>th</sup> of the month will be too early. This will allow the Planning & Oversight Committee to meet January 7 or 8, 2021 with time to include any action items at the January Board meeting. Once the Board of Directors approves the 2021 Board meeting calendar, Ms. Gallentine will select a date for the next Planning & Oversight Committee and notify its members.

**VI. Informational Updates**

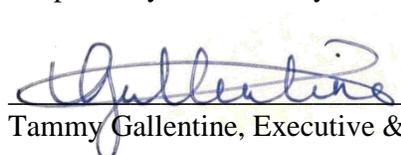
Ms. Henry announced Solano County received approximately \$46 million in CARES Act funding. Some of this funding will be used for rental assistance, childcare and distance learning, and to help small businesses. WDB will be receiving \$2 million in grant funding to assist small business and may possibly be receiving additional funding for rental assistance.

**VII. Adjournment**

The meeting adjourned at 4:18 p.m.

Note: The next Planning & Oversight Committee meeting will be scheduled after November's Board meeting.

Respectfully submitted by:

  
\_\_\_\_\_  
Tammy Gallentine, Executive & Board Support Specialist