



**Napa-Lake Workforce Investment Board
Lake County Standing Committee
Draft Meeting Agenda**

Thursday, April 19th, 2012 ♦ 12:30 p.m. ♦ @ The Edgewater Resort
6420 Soda Bay Road., Kelseyville, CA 95451

Item	Time	Discussion	Facilitator
A.	12:30	CALL TO ORDER	Ussery
B.	12:35	Public Comment	Ussery
C.	12:45	<p>Consent Calendar</p> <p>These matters typically include routine financial or administrative actions. Any item on the CONSENT CALENDAR will be discussed separately at the request of any person. CONSENT CALENDAR items are usually approved with a single motion</p> <ol style="list-style-type: none"> 1. Minutes – Feb 2012 2. Receive NLWIB Executive Committee Minutes 3. Receive NLWIB Youth Council Minutes 	Ussery
D.	1:00	<p>Receive Recommendation on Lake County One-Stop Provider 2011-2012</p> <p>Committee members will hear the results of the evaluation process and the recommendation of the evaluation panel. Staff will seek specific direction on next steps. (Carry-in written and oral report.)</p>	Ussery
E.	1:30	<p>Receive Recommendation on Lake County WIA Youth Provider 2011-2012</p> <p>Committee members will hear the results of the evaluation process and the recommendation of the evaluation panel. Staff will seek endorsement. (Carry-in written and oral report.)</p>	Ussery
F.	1:45	<p>Receive Quarterly Program and Fiscal Reports</p> <ol style="list-style-type: none"> 1. Members will review One Stop program performance indicators for the January-March 2012 Quarter. Attachment F-1 2. Members will review One Stop Fiscal report for January – March 2012. Attachment F-2 	Staff
G.	2:00	<p>Set Committee Calendar</p> <p>Committee will set Lake WIB Standing Committee Calendar. Attachment G-1</p>	Staff
H.	2:10	<p>Member/Director Report Out</p> <p>Members of the committee/staff will report important follow-up and/or time sensitive information on which no action is necessary.</p>	All
F.	2:30	Adjourn	Ussery



A Tradition of Stewardship
A Commitment to Service

**Napa-Lake Workforce Investment Board
Lake County Standing Committee
Meeting Minutes**

Thursday February 9, 2012 ♦ 1:45 p.m. ♦ @ Calistoga Community Center

1307 Washington Street, Calistoga, CA 94515



Attendance: Lynne Butcher, Trena Pauly and John Ussery,

Guests: Doug Orlando, Seth DeSimone, Jill Hoeffler and Debbie Mills

Staff: Bruce Wilson, Julia Smith and Laurie Harty

A. **CALL TO ORDER**

The meeting was called to order at 1:52.

B. **Public Comment**

C. **Consent Calendar**

These matters typically include routine financial or administrative actions. Any item on the CONSENT CALENDAR will be discussed separately at the request of any person. CONSENT CALENDAR items are usually approved with a single motion

1. Minutes – December 15, 2011

MOTION: Lynne Butcher made a motion to approve minutes. Second by Trena Pauly.

VOTE: Passed unanimously.

D. **Approval of Lake One Stop RFP**

Bruce stated that the role of this committee is to make a formal recommendation to the full board. He noted that Anthony Farrington and Carol Huchingson have once again recused themselves from this discussion as they are with the County of Lake and may be submitting a proposal. They are allowed to be here and not participate in discussion. They have chosen to completely stay away from all discussions related to the RFP. Bruce distributed numbered copies of the RFP for discussion. He feels very confident that this document reflects the previous discussions that have taken place to date. Bruce introduced Julia Smith the WIA Analyst who would take the lead on the procurement process. Julia distributed and provided an overview of a revised RFP schedule. She said that it was our intent that Lake One-Stop services provided as a result of this RFP, begin by July 1. Bruce and Julia discussed the different components of the RFP, which are covered in the table of contents. They pointed out that under this one RFP the NLWIB is seeking proposals for either the One-Stop manager, direct service provider or both. Julia noted that an addendum would contain any material changes to the RFP. She also noted that the RFP is released under the authority of Napa County as the chief elected official and fiscal officer and the NLWIB as the advisory and policy body to the County of Napa. It's the NLWIB's role to oversee the performance of the chosen provider.

References and use of leveraged resources will be used in the evaluation. The location of the One-Stop will be up to the proposer. Julia will add language to the RFP to address the WIB's ability to direct One-Stop focus via workforce policy (i.e. industry focus). The evaluation committee will be composed of various professionals with experience in One Stop Service Delivery and/or the workforce investment act; Bruce noted that we would like a local person with knowledge of local workforce needs for this committee as well. John Ussery volunteered to serve on the evaluation committee in this role.

MOTION: Trena Pauly made a motion to release the RFP effective February 17, 2012. Second by Lynne Butcher.

VOTE: Passed unanimously.

E. **Napa-Lake Youth RFP.**

Bruce talked about the two WIA Youth Services RFP's one for Napa and one for Lake that are being composed. They are almost identical and very straightforward. The WIA youth service requirements are all contained in the law, and we will be seeking a provider to implement. The evaluation criteria is the same for both Napa and Lake. Program design, collaboration and sustainability, demonstrated capability, outcomes and budget will be detailed. Again there will be bonus points for leverage funds.

Bruce noted that the purpose of this RFP is to identify programs that assist at risk youth to become lifelong learners with necessary skills to support long term success. WIA youth eligible to this program are between 14 through 21. We're looking for agencies that will focus on an intensive year round program effort. Emphasis is on long term outcomes for the youth and delivery of ten specific elements. They are tutoring and study skills training, training and instruction leading to completion of secondary school, summer employment opportunities, paid and unpaid work experiences, occupational skill training, leadership development, adult mentoring, comprehensive guidance and counseling, supportive services and follow-up services. Bruce noted the Youth Council needed to recommend the release of the RFP's and that the Executive Committee/NLWIB will release RFP. Staff will bring back the results of the RFP procurement process for endorsement.

F. **Adjourn** Meeting adjourned at 3:07.



Napa-Lake Workforce Investment Board
Executive Committee
Meeting Agenda

Friday, February 24, 2012 ♦ 2:00 p.m. ♦ @ WorkforceNapa
650 Imperial Way, Suite 103
Napa, CA 94559

Attendance: Mary Ann Mancuso, Carol Huchingson and John Ussery

Guests: Seth DeSimone, Jill Hoeffler

Staff: Bruce Wilson, Julia Smith and Teresa Zimny

- A. **CALL TO ORDER**
- B. **Public Comment – None**
- C. **Approval of Minutes**

MOTION: Bruce Wilson made a motion to approve minutes. Second by Mary Ann Mancuso.

VOTE: Passed unanimously.

D. **Lake One-Stop Monitoring Update**

Teresa gave a brief update. She did receive the response from Lake One Stop, Inc. The Napa County Auditor's office will be formulating a response to the response. Teresa is in the process of packaging the response with a general status of the Napa-Lake One Stop partnership and where we're at with service delivery and the future in general. That monitoring response will be part of the overall general package that we present to the Napa County Board of Supervisors. That presentation will be on March 20, 2012. The response was also forwarded to Lake County. The whole package will come back to the WIB. Teresa clarified the different types of monitorings that occur. Napa County is the grant recipient for all of the WIA funding. We have a JPA with Lake County as a partnership. The State EDD conducts two monitorings each year of the grantee or the local area through the grantee. Napa-Lake LWIA had a program monitoring this fiscal year already and the monitor went to both sites. They will come in April to do a fiscal and procurement monitoring, again they'll come through Napa but they will look at our book of business for the local area as a whole. The WIB has a responsibility for doing a monitoring; generally it's both programmatic and fiscal at the same time. This process engages WIB members and can be structured any way we want to do that. Bruce has done a really nice job of putting together not just this narrow program monitoring with the required elements but with quality measures as well. Then there is the right of jurisdiction of Napa County to ensure all of their contractors are in compliance with federal requirements because Napa County is ultimately responsible, they "hold the bag" at the end of the day for liability so at any point the auditor controller can perform audits. We do perform monitorings or audits with our contractors. Anytime there is a significant County contract with Federal dollars running through it is going to prompt the potential for the Auditor-Controller to do a monitoring. With WIA funds there will still be a relationship with the WIB to do monitorings.

E. **Napa & Lake Youth RFP**

Bruce introduced Julia Smith, WIA analyst, who has been working on the RFP's. Carol Huchingson recused herself from this discussion and left the room. Julia walked through one RFP and highlighted the differences between the Napa and the Lake versions. Napa County has developed a generic template for all RFP's. She noted that these RFP's are essentially identical to the Adult RFP's released a week ago. The changes for these RFP's occur when we go into the proposal format and content for the youth employment and training program. We are going to offer extra points for demonstrated knowledge of local youth, the community, using leveraged funds and direct services to youth. The program design just focuses on what a youth program should look like. We are releasing the youth RFP's for both Lake and Napa at the same time. Napa will keep the eligibility function with our WIA staff. Julia pointed out that there are ten required elements for any and all WIA Youth programs. Bruce read and discussed portions of the scope of work. He also confirmed for John that the WIB sets the policy for the programs and doesn't necessarily include specific requirements beyond the ten elements to allow for innovation by the RFP respondent. The Youth Council makes the formal recommendation for release of the RFP. The evaluation criteria is consistent with the adult RFP.

MOTION: John Ussery made a motion to release the Youth RFP on March 1st. Second by Mary Ann Mancuso.

VOTE: Passed unanimously.

F. **Strategy Discussion: Board Membership**

Bruce distributed a list of mandated representation for board members in order to review current membership and determine appropriate board size, representation and strategy. He discussed the history of the board composition and the previous thinking around membership. He also pointed out this board's local criteria requiring a Napa-Lake 60/40 percent membership split. A large number of seats are up for reappointment on June 30, 2012. Bruce is holding several current applications in order to have this discussion and decide what seats we need to fill before we move forward.

Lake County has a large Tribal TANF program based in their county. We will need to create and recruit for this position. A migrant seasonal farm worker position exists but is vacant. EDD fills several mandated positions, we have an application from Debbie Antonsen who applied and is awaiting approval. Bruce will check with Sue Goff to see if she runs any programs that receive WIA Title 2 funds to fill the Adult literacy position. If not Rhonda Slota from the Adult School who has a pending application could fill this position. We will put Sue on for now but Bruce will confirm. Vocational rehabilitation can be filled with a pending applicant, Peter Harsch. In adding up the number of members who can fill the mandated board seats we came up with 15 which means we will need at least 16 private sector seats. A total of 31 members, with 15% from labor which means 5 seats will bring us to a 32 member board, assuming economic development can be counted as business. Bruce has always interpreted economic development as a private sector seat. Bruce was advised by our regional advisor that the law doesn't say private sector is says business. Non-profits are considered business. Carol confirmed that Lake County does do economic development. She also noted that by July 1 Lake County will be administering the Area Agency on Aging. With all this, we're looking at a 34 member board.

MOTION: Carol Huchingson made a motion to empower Bruce, as staff, to work with Napa County Counsel staff to recommend bylaw changes based on this discussion and bring information back to this group. Second by John Ussery.

VOTE: Passed unanimously.

G. **Adjourn**



**Napa-Lake Workforce Investment Board
Executive Committee
Meeting Agenda**

Friday, March 30, 2012 ♦ 2:00 p.m. ♦ @ WorkforceNapa
**650 Imperial Way, Suite 103
Napa, CA 94559**

Attendance: Mary Ann Mancuso, Carol Huchingson and John Ussery and Brad Wagenknecht.

Guests: Jill Hoeffler

Staff: Julia Smith, Teresa Zimny and Lisa Fletcher

A. **CALL TO ORDER**

B. **Public Comment**

None

C. **Approval of Minutes**

MOTION: Mary Ann Mancuso made a motion to approve the minutes from February 24, 2012. Second by Teresa Zimny.

VOTE: Passed unanimously.

D. **Supportive Service Policy (Action)**

Julia introduced Lisa Fletcher, the acting Napa WIA Direct Service Supervisor, who is here to ask for a policy change to the LWIA supportive service policy. Lisa distributed a 1-page snapshot of the proposed change. She is proposing to lower the cap on the amount of supportive services payments from \$5000 per participant per enrollment to \$3000 per participant per enrollment. Enrollment is Core B through exiting follow-up. We would also like to propose guidelines within the policy and test this new strategy for six months.

Jill expressed concerns about the mileage limit for Lake County. At the current rate we will reimburse up to \$16.50 per day which is within the federal reimburse rate. These are only guidelines; there will be room to adjust each item at the manager's discretion on a case by case basis.

MOTION: Brad Wagenknecht made a motion to accept staff recommendation of this policy change. Second by John Ussery.

VOTE: Passed unanimously.

E. **Napa & Lake Youth RFP (Update)**

Julia let the committee know that the RFP process is progressing as designed. She distributed and discussed an updated Lake and Napa WIB Committee calendar with revised dates to coincide with the Lake One-Stop RFP that closed today (March 30). Carol pointed out the April 19th date would be a conflict for two of the Lake Standing Committee members. Julia will check with Bruce about a coordinated location. She also let everyone know that the review committee panelists are confirmed.

F. **Strategy Discussion: Board Membership (Discussion) (Possible Action)**

Julia reported that Bruce met with County Counsel to discuss the need to add additional seats to the WIB in order to achieve compliance with all aspects of the WIA. For instance, whereas Napa does not have a native American employment program, the new two county area does and a representative from that program needs to have the opportunity for input as a member of the WIB. Julia stated that Bruce has determined that the board will need to have up to 39 members to be in compliance with WIA regulations, local agreements (i.e. JPA).

MOTION: Brad Wagenknecht made a motion to amend the NLWIB bylaws to increase the board membership up to 39 members in order to comply with WIA regulations and local agreements. Second by Carol Huchingson.

VOTE: Passed unanimously.

G. **Approve New Members (Discussion) (Action)**

Julia stated that the following members have applied for appointment to the NLWIB: Based on the current bylaws there is a vacant seat for all applicants except for Rhonda Slota, but that the amended bylaws, once approved by the Napa Board of Supervisors would have room for Rhonda as well.

Debbie Antonsen	One Stop Partner
Jeri Gill	Private Sector Business
Susan L. Goff (Lake)	Education
Peter J.T. Harsch (Lake)	One Stop Partner
Rhonda Slota	Education/at large
No applications	Labor

MOTION: Carol Huchingson made a motion to approve the above members for appointment to the NLWIB, in the positions that meet the board's need and to approve Rhonda once the bylaws have been approved by the Napa Board of Supervisors. Second by John Ussery.

VOTE: Passed unanimously.

Member Announcements

(Chair/Vice Chair)

Mary Ann Mancuso said that the nominating committee had met and initially chose Jackie Diaz and Jeri Gill for Chair of the NLWIB. Unfortunately, Jackie Diaz didn't feel she could give the time that the position that it deserves and respectfully declined. Jeri Gill a former board member, who was just approved for appointment was to be approached. She said that John Ussery was selected for vice chair and is willing to accept the nomination.

Adjourn



Napa-Lake Workforce Investment Board Youth Council

Meeting Minutes

Thursday, March 1, 2010 ♦ 4:00 p.m. ♦ @ Napa County Office of ED
2121 Imola Ave., Napa, CA 94559-3625

Discussion

Attendance: Linda Freeman, Aurelio Hurtado, Ian Stanley, Karen Valentine, Gail Sims, Barbara Nemko.

Staff: Bruce Wilson

CALL TO ORDER

Aurelio Hurtado called the meeting to order at 4:05.

Public Comment

None

Local Workforce Investment Area Update (Information)

Bruce provided a brief history and update of the changes to the local workforce investment area. He said that Lake County officially became a part of the Napa workforce investment area effective July 1, 2011. Barbara reminded the group that part of the reason for deciding to partner with Lake was that it may position the WIB more effectively for competitive grants. Karen asked when Lake members might be appointed to the Youth Council. Bruce said he would work with the Lake standing committee and other Lake county stakeholders to identify Lake residents appropriate for the youth council. He said the Napa-Lake WIB will meet next in May and that he hopes to have identified potential applicants for presentation and approval by then.

Release of 2012-2013 WIA Youth Program Operator RFP(s) (Action)

Ian Stanley recused himself from this item, in the event that his agency submit a proposal.

Bruce presented the 2012-2013 recommended WIA Youth Program Operator RFPs for Napa and Lake counties. He said that consistent with past practice, staff is requesting that the Youth Council recommend the release of an RFP in order to solicit youth employment and training operators to establish and run a youth WIA employment program in Napa and Lake counties. He said that Lake standing committee is aware of the RFP for youth services but that by law it is the role of the youth council to formally recommend/approve of the RFP for release. He said that the Executive Committee has heard the broad parameters of intent of the RFP's and is comfortable with releasing the RFP effective the first week of March, pending approval of the Youth Council. Aurelio asked if there were any differences in the RFPs. Bruce said there are two:

1. In the Napa RFP, County staff would conduct eligibility and certification. In Lake, the selected operator would conduct eligibility and certification; and
2. In Napa RFP, County staff would conduct pre and post testing. In Lake, the selected operator would conduct pre and post testing.

Bruce said that the proposals would be scored by an evaluation panel of workforce professionals and that they would make a recommendation for funding to the NLWIB and Youth Council.

(Funding amounts are: \$210,000 for Lake; and \$150,000 for Napa)

MOTION: Karen made a motion to release both the Napa and Lake County RFP's as described and written. Second by Aurelio

VOTE: Passed unanimously.

Meeting adjourned at 5:10



**Lake One Stop Business & Employment Services Report Card
January 1, 2012 – March 31, 2012**



TOTAL JOB SEEKER STATISTICS

ADULTS	
Hired	49
Entered Training	13
Obtained Degree or Certificate	7

YOUTH	
Hired	2
Entered Training/Education	7
Obtained Degree or Certificate	7

*Will update with One Stop partner info after quarterly meeting April 30th.

ONE STOP CAREER CENTERS	
New Job Seekers	305
Returning Job Seekers	2412
Total Job Seekers	2717
Veterans	52
Satellite-Clearlake One Stop Visitors	478

EMPLOYMENT WORKSHOPS			
# of Career Center Orientations	6	Attended	70
# of Employment Workshops	18	Attended	126
Resume writing and cover letters, Tips for job search, Interview skills, Job-fair prep and applications, Personal Job Search workshops			

ONSITE HIRING EVENTS	
# of Business Recruiting Events	2
# of Job Seekers Interviewed	300
# of Job Seekers Hired	37+
Average Hourly Wage	\$10.86

BUSINESS SERVICES	
# of Employer Contacts	204
# of Job Orders Received	721
# of Job Orders Filled	tbd
Employers connected to Business Services	153

WIA EMPLOYMENT PROGRAM	
Average # of Individuals:	
Receiving Employment Services	253
Receiving Training	38
NEW EMPLOYMENT INFORMATION	
Hired	14
Adult Average Hourly Wage	\$18.50
Average Hours per Week	38.46
Area of Employment	
Lake County	10
Other County	4

WorkforceNapa Electronic Virtual One Stop Employment Services for LAKE

JOB SEEKERS	
# of New Job Seekers Registrations	138
# of new resumes	100
# of Job Referrals	142

BUSINESSES	
# of New Business Registrations	4
# of New Job Postings	tbd

**LAYOFF AVERSION
UNEMPLOYMENT INSURANCE BENEFIT (UI) RETURN ON INVESTMENT**

Average Weekly UI Benefits x Average Duration of a UI Claim = Average Cost of UI Claim
 $\$309.60 \times 18.8 = \$5,820.48$

# of Individuals receiving UI Benefits Who Were Employed Using Lake One Stop Services	tbd
Number of individuals hired: x \$5,820.48 = \$. (UI Benefits Savings)	

EXPENDITURE ANALYSIS OF BUDGETS 2011-12

BUDGETED														PERCENT	% Spent	
ALLOCATION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL	BALANCE	EXPENDED	Participant
YOUTH IN-SCHOOL	est 65%															
	actuals															
SALARIES	53,927	4,163.38	3,080.60	2,887.99	2,547.26	1,463.74	2,028.67	1,655.88	3,053.90	3,241.12		0.00	0.00	24,122.54	29,804.71	
BENEFITS	18,811	2,138.69	1,215.88	1,187.11	1,158.73	554.53	781.67	702.47	1,140.86	1,066.87		0.00	0.00	9,946.81	8,864.19	
EXPENDITURES	29,323	2,852.09	1,536.25	1,554.12	1,282.75	1,014.23	1,128.56	1,125.02	1,567.55	2,337.25		0.00	0.00	14,397.82	14,925.63	
ADMIN	7,684	1,108.40	628.29	477.05	483.28	891.68	463.59	503.43	1,075.92	108.46		0.00	0.00	5,740.10	1,944.20	
SUPPORT SERVICES	4,290			560.00	147.13	210.00	35.00	105.00		80.00		0.00	1,703.16	2,840.29	1,449.71	22,404.61
WEX	47,330	4,418.37	7,026.16	3,055.00	2,486.35	1,577.93	1,000.51					0.00	0.00	19,564.32	27,765.43	
TOTAL	161,366	14,680.93	13,487.18	9,721.27	8,105.50	5,712.11	5,438.00	4,091.80	6,838.23	6,833.70	0.00	0.00	1,703.16	76,611.88	84,753.87	47%
YOUTH OUT-SCHOOL	est 35%															
SALARIES	29,038	3,739.92	2,176.55	2,348.98	1,866.94	1,392.50	1,760.26	1,983.62	2,896.05	2,492.39		0.00	0.00	20,657.21	8,380.54	
BENEFITS	10,129	1,899.15	854.66	967.57	824.00	516.51	669.66	865.75	924.10	643.50		0.00	0.00	8,164.90	1,964.10	
EXPENDITURES	15,790	2,601.06	1,033.34	1,264.08	801.34	808.55	967.74	1,331.90	11,442.82	1,741.50		0.00	0.00	21,992.33	(6,202.78)	
ADMIN	4,138	770.24	220.75	245.76	271.84	804.27	520.50	615.31	1,119.82	132.57		0.00	0.00	4,701.06	(563.36)	
SUPPORT SERVICES	2,310			70.00	190.54	120.00	180.31	35.00	253.36			0.00	679.47	1,528.68	781.32	10,847.67
WEX	25,485	834.18	318.50		523.63	1,510.31	2,006.92		580.41	3,200.98		0.00	344.06	9,318.99	16,166.26	
TOTAL	86,889	9,844.55	4,603.80	4,896.39	4,478.29	5,152.14	6,105.39	4,831.58	17,216.56	8,210.94	0.00	0.00	1,023.53	66,363.17	20,526.08	76%