



Napa-Lake Workforce Investment Board

Amended Meeting Agenda

Thursday May 16, 2013 ♦ 3:00 p.m. @ Calistoga Spa Hot Springs

1006 Washington St. Calistoga, CA 94515

Item	Time	Discussion	Facilitator
A.	3:00	CALL TO ORDER	Gill
B.	3:01	Public Comment	Gill
C.	3:05	Welcome and Introductions	Gill
D.	3:15	3rd quarter Napa-Lake Fiscal Report (Walk-in) Members will review January – March Fiscal Report	Haynes
E.	3:25	3rd quarter Napa-Lake Program Dashboard (Attachment E1 & E2) Members will review January – March Program Dashboard Report	Wilson
F.	3:35	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 <ol style="list-style-type: none"> 1. Approve NLWIB Minutes – February 2013 (Attachment F1) 2. Approve Executive Committee actions to recommend applicants for appointment to the NLWIB (Attachment F2) 3. Approve NLWIB meeting calendar adjustments (Attachment F3) 4. Open recruitment for remaining 4 vacancies on the NLWIB. (Attachment F4) 	Gill
G.	3:40	Lake County Workforce Investment Act Program Provider Overview (Presentation) (Action) Workforce Investment Act Staff from the WorkforceLake Business and Career Center will provide a program overview of career services provided at the One-Stop. As a part of this presentation, they will touch on 1) how individuals access services; 2) the flow of services delivery; and 3) the results of their services. WIB members will also take possible action to renew the WorkforceLake contract for an additional year.	DeLoSantos
H.	4:00	Napa County Youth Service Provider (Presentation) (Action) WIA Youth Services Staff will provide a program overview of WIA youth services delivered through the Explorations Career Center. Following the presentation, Board members will determine a potential contract increase to the youth contractor for enhanced services for existing clients.	Gordon
I.	4:20	NLWIB Annual Strategic Plan (Presentation) (Discussion) (Action) (Attachment I) At its February meeting, the NLWIB established an adhoc committee to oversee the development process for the NLWIB's strategic plan. The draft plan has been created and is ready for review by the Board, stakeholders and the public. Staff will provide a presentation of the plan at the meeting and will request additional guidance. The NLWIB may take action to open the plan for 30-day public comment process and establish next steps. A strategic plan map is attached and the full plan is available for review at www.napaworkforce.org .	Wilson

Item	Time	Discussion	Facilitator
J	4:45	NLWIB Director and Member Reports (Discussion) Committee members and staff may report on items and activities of interest to the community workforce agenda. <ol style="list-style-type: none">1. Changes at the California Workforce Association2. Other	All
K.	5:00	Adjourn	Gill



Napa Workforce Investment Act Programs Dash Board January 1, 2013 to March 31, 2013



The Workforce Investment Board (WIB) is appointed by the Board of Supervisors to oversee Napa County's workforce development activities in response to the workforce needs of Napa County. The WIB designs and oversees programs and services for businesses, adults, youth and laid-off workers in accordance with a five-year strategic plan

WORKFORCE INVESTMENT ACT TRAINING & EMPLOYMENT PROGRAM

The purpose of the Workforce Investment Act programs is to promote an increase in employment, job retention, earnings and occupational skills improvement. This, in turn, improves the quality of the workforce, reduces welfare dependency, and improves the productivity and competitiveness of our Community.

PROGRAM SERVICES

CAREER CENTER SELF SERVICE: Self-directed services - Labor Market Information, initial assessment of skill level, job search and placement assistance.

EMPLOYMENT SERVICES: Staff assisted - job development, job referrals, job search & placement, workshops, and eligibility determination for intensive services for those **enrolled** in the WIA program.

INTENSIVE SERVICES: Comprehensive & specialized assessments of skill levels & service needs, development of an employment plan, & short-term pre-vocational services. Eligibility determination for training services for those enrolled in the WIA Program

TRAINING SERVICES: Training services include occupational skills training, entrepreneurial training, job readiness training, Adult education and literacy, On-the-Job training, customized training and skills upgrade and retraining.

WORKFORCE INVESTMENT ACT PROGRAM ENROLLMENTS & EXITS

ENROLLMENTS	Adult Clients		Laid Off Workers		EXITS	Adult Clients		Laid-Off Workers	
	Planned	YTD	Planned	YTD		Planned	YTD	Planned	YTD
Career Center Self-Services	900	778	400	175	Hired	40	24	56	10
Staff Assisted Services	70	61	132	75	Training	21	7	33	4
Intensive Services	70	40	120	47	Remained w/Employer			-	-
Training Services	30	26	45	25	Exited for other reasons	5	4	10	17

YOUTH SERVICES PERFORMANCE

	Planned	YTD		Planned	YTD		Planned	YTD
Entered Employment	8	5	Literacy/Numeracy Gain	4	9	Obtained Degree or Certificate	6	0
Entered Post Secondary Education	4	3	Tutoring		1	Exited for Other Reasons	4	3

WORKFORCENAPA BUSINESS & CAREER CENTER

SUBSIDIZED EMPLOYMENT

On-the-Job Training	0
Work Experience	0
Community Service	4
Incumbent Worker Training	0

ONSITE HIRING EVENTS

Hiring Events	12
Job Seekers Interviewed	64
Job Seekers Hired	42

BUSINESS SERVICES

Employer Contacts-Qtr	16
Employers Registered in VOS to date	95
VOS Job Orders-Qtr	38
Rapid Response Events-Qtr	2

CAREER DEVELOPMENT WORKSHOPS

Workforce Investment Act Orientation	36	Attended: 66	WorkforceNapa Career Center Orientation	Online
--------------------------------------	----	--------------	---	--------

Workshop Title	Sessions	Attended	Workshop Title	Sessions	Attended	Workshop Title	Sessions	Attended
Custom Resume	11	45	AmCyn Resume Writing	9	8	Mock Interviews	6	14
WFN Job Club	8	48	AmCyn Job Club	9	19	Master Application	2	6
Virtual One Stop Orientation	5	13				Intro to Restaurant Industry Workshop	3	30

Job Seeker Success Stories:

- This job seeker came here for help in finding a job. Wayne helped him organize a resume, Kristy helped him get on our system to start job searching, one of the WIA workers did a referral for him to seek help from Vocational Rehabilitation. Voc Rehab was able to guide him towards finding a job after six months of searching! He starts full-time @ \$25 pr hour.
- I got hired by a local business and the support I received from WorkforceNapa helped my confidence during my interview, as well as my ability to answer the questions correctly ☺ I love my new job and they are very pleased with me as well. Thank you WorkforceNapa, and thank you Wayne!
- This is to acknowledge you and all of the resources that are provided to the community by WorkforceNapa. When I first began job hunting, I did not know that it existed; however, I will now surely recommend its services to absolutely anyone I know. I found the classes that I took very beneficial – especially the resume writing. However, what brought me the most value was Job Club. I know I am not taking full advantage of every feature of my cell phone. So too I did not fully avail myself of all services at WorkforceNapa – and I should have. WorkforceNapa is tax dollars well spent.

Workforce Investment Act Programs Report Card-Lake January 1, 2013 – March 30, 2013

The Workforce Investment Board (WIB) is appointed by the Board of Supervisors to oversee Lake County's workforce development activities and establish programs in response to the workforce needs of Lake County. The WIB designs and oversees programs and services for businesses, adults, youth and laid-off workers in accordance with a five-year strategic plan

WORKFORCE INVESTMENT ACT EMPLOYMENT PROGRAM

The purpose of the Workforce Investment Act programs is to promote an increase in employment, job retention, earnings and occupational skills improvement. This, in turn, improves the quality of the workforce, reduces welfare dependency, and improves the productivity and competitiveness of our Community,

PROGRAM SERVICES

CORE A SELF SERVICE: Self-directed services - Labor Market Information, initial assessment of skill level, job search and placement assistance.

CORE B REGISTERED SERVICE: Staff assisted - job development, job referrals, job search & placement, workshops, and eligibility determination for intensive services for those enrolled in the WIA program.

INTENSIVE SERVICES: Comprehensive & specialized assessments of skill levels & service needs, development of an employment plan, & short-term pre-vocational services. Eligibility determination for training services for those enrolled in the WIA Program

TRAINING SERVICES: Training services include occupational skills training, entrepreneurial training, job readiness training, Adult education and literacy, On-the-Job training, customized training and skills upgrade and retraining.

ADULT WORKFORCE INVESTMENT ACT ENROLLMENTS & EXITS

ENROLLMENTS	Adult Clients			Dislocated Workers			EXITS	Adult Clients			Dislocated Workers		
	Planned	This Quarter	YTD	Planned	This Quarter	YTD		Planned	This Quarter	YTD	Planned	This Quarter	YTD
CORE A Services	(2589 Individuals – 6958 Visits 7/1/12-3/31/2013)						Entered Employment	35	4	12	28	7	18
CORE B Services	60	5	42	55	11	45	Training Related Exits	12	0	2	10	1	5
Intensive Services	44	5	37	40	11	9	Remained w/Employer				0	0	0
Training Services	28	6	14	26	3	6	Exited for other reasons	0	0	4	0	0	4

YOUTH SERVICES PERFORMANCE

	Planned	This Qtr	YTD		Planned	This Qtr	YTD		Planned	This Qtr	YTD
Youth Program Services	35		19	Basic Skills		1	1	Training	18	0	0
Entered Education/Employment	20	0	7	Literacy/Numeracy Gain	8	0	2	Obtained Degree or Certificate	16	0	6

This Quarter = January, February, March 2013

Workforce Investment Act Programs Report Card-Lake January 1, 2013 – March 30, 2013

WORKFORCE LAKE BUSINESS & CAREER CENTER

SUBSIDIZED EMPLOYMENT	
On-the-Job Training	
Work Experience	1

BUSINESS SERVICES	
Employer Contacts	30
Job Orders Received	21
Job Orders Filled	16

ON SITE HIRING EVENTS	
Hiring Events	5
Job Seekers Interviewed	19
Job Seekers Hired	9

Rapid Response Services for Employers	
Employer Pre-planning	3
Partner Planning	
Succession Planning	
Incumbent Worker Training	

Rapid Response Services to Employees	
RR Orientation	1
RR Workshops (Worksite)	1
RR Workshops (One-Stop)	

OFF SITE HIRING EVENTS	
Lakeport Job Fair 3/20/2013	1
Employers participation	24
Job Seekers Attendance	255

CAREER DEVELOPMENT WORKSHOPS										
			Workshops	Attended					Attended	
Workforce Investment Act Orientation			6	35		Workforce Career Center Orientation			346	
Youth WIA Orientations			2	10						
	Workshops	Attended				Workshops	Attended		Workshops	Attended
Launching Job Search	16	60	Ace The Interview			2	11	Prepare for the Job Fair	4	16
Resumé Review			Youth Work Readiness Training			3	19	REAs	26	227
Employment Mastery	12	77	Career Exploration			7	20	PJSA \$ IAW	8	76

This Quarter = January, February, March 2013

Workforce Investment Act Programs Report Card-Lake January 1, 2013 – March 30, 2013

Job Seeker Success Stories:

“BW” – Upgraded skills with a few classes and obtained a teaching position at a local high school.

“BW” – Obtained CPR certificate and is now a full time security guard.

From the successful Job Fair, 8 rang the dinner bell in the last two weeks of March.

“BW” didn’t really know what she wanted to do with her life. She is now a resident participant of CCC and has even reached a level of Crew Leader. She is working not just to obtain her GED but her High School Diploma.

“BW” got employment with Sequoia Senior Solutions after one month of enrollment

“BW” accepted a position with Cal Trans in March after successfully completing all Workshops and re-working his Resume

“BW” from Clearlake got a job with the County of Lake as an Office Administrator in March

“BW” accepted an Electrician Position with Target

“BW” after being unemployed for over a year accepted a position with Six Sigma Winery

Bobbie accepted a position at an Art Gallery in Napa after being long term unemployed in sales

“BW” was unemployed for over two years and accepted a position as an LVN with Mendocino Nursing

“BW” accepted a position with a Furniture Store in Oakland with relocation assistance

“BW” accepted a position as an Youth Employment and Training Specialist with Workforce Lake

“BW” accepted a position with a Real Estate company and is now looking at studying for his Real Estate License

Business Services Success Stories:

Successful Job Fair on March 22nd with another in the works in Clearlake on April 3.

24 Employers present, over 255 job seekers

Staff have enjoyed the constant ringing of the Dinner Bell signifying that job seekers have gotten jobs.

“Changing the Dinners in Lake County, One Career at a time!”

Note: Actual names have been replaced with “BW”

This Quarter = January, February, March 2013



Napa-Lake Workforce Investment Board

Meeting Minutes

Thursday February 14, 2013 ♦ 3:00 p.m.

Discussion

CALL TO ORDER

Meeting called to order at 3:10 by Chair Gill.

Public Comment

No public comment was provided.

Welcome and Introductions

Jeri Gill welcomed everyone back to the NLWIB quarterly meeting. She thanked everyone for making the meeting given the distance that many have to travel in order to make it happen. She asked the guests (program staff from Napa and Lake) to introduce themselves.

Napa-Lake Fiscal Report

Bruce introduced Carol Hayes, the County HHS Deputy Fiscal Chief. Carol distributed the September through December 2012 fiscal report and walked the NLWIB through the format of the report and the numbers. She shared that there were no areas of major concern at this point. Peter Harsch shared his concern that the programs do not show significant spending toward the 25% spending requirement for training. Carol concurred with the concern but said that it was early in the year. She also shared that because the State allows for 10% of the requirement to be from leveraged resources, the real target for the training is 15% since the programs have historically been very good at finding leveraged training funds. The NLWIB agreed to keep close track of the 15% target.

Motion to accept the fiscal report: Peter Harsch

Second: Carol Huchingson

Passed unanimously

Consent Calendar

Bruce reminded the WIB that the consent calendar typically include routine financial or administrative actions but that any item on the CONSENT CALENDAR can be discussed separately at the request of any person. CONSENT CALENDAR items are usually approved with a single motion. He said that each of the consent calendar items have a staff letter attached to the agenda.

1. Approve NLWIB Minutes – November 2012 (**Attachment E1**)
2. Approve Napa Steering, Lake Steering and Executive Committee Recommendations to increase MPIC 2012-2013 budget for program services. (**Attachment E2**)
3. Establish an NLWIB Adhoc Committee to oversee the Annual Strategic Planning process for Napa-Lake Workforce Investment Area and ensure policy alignment (**Attachment E3**)

Motion to approve the consent calendar as presented: Paul Hicks

Second: Carol Huchingson

Passed unanimously.

Napa County Workforce Investment Act Program Provider Overview (Presentation)

Jeri welcomed staff members from WorkforceNapa to the front of the room. Bruce reintroduced the members and said that he asked the Workforce Investment Act Staff from the WorkforceNapa Business and Career Center to provide a program overview of career services provided at the One-Stop. He said that was important for the members to fully understand the scope of services provided in their One Stop delivery systems and that it was his hope to always have a program presentation at the quarterly meetings. He felt that it would further each members development and would contribute to effective policy making in the future. He shared that he had asked the staff to touch on: 1) how individuals access services; 2) the flow of services delivery; and 3) the results of their services in their presentation. Subsequently, Lisa Fletcher introduced herself, Angie Divignnzzo, and Debby Wilkins. Lisa passed out a color-coded program flow chart to the WIB and walked them through the WIA process. Peter Harsch asked about training and how the program was going to direct more people toward that intervention. Bruce contributed that the program is undergoing a cultural shift that encourages more training for individuals that need it, but that it would take some time to move from the earlier interventions of core and intensive services as the preferred tools of re-employment. Angie then provided the WIB with some examples of who she serves and how she serves them. She also talked about some of her remarkable success stories including those that she has sent to training. Debby Wilkins spoke of her approach to service delivery and gave a current example of a service she is now providing and the relationship and trust that is built between counselor and client. She shared that this person was currently employed for the State of California Corrections system and is far exceeding the established self-sufficiency wage level. After several complimentary questions from the members, Jeri thanked the group for their heart-felt presentation and encouraged their ongoing good work.

Napa County Youth Service Provider (Presentation) (Action)

Bruce introduced WIA Youth Services Program Manager from On-the-Move, Diana Gordon. Diana provided a program overview of WIA youth services delivered through the Explorations Career Center. She spoke of the expansion of youth services to the far reaches of the County including Calistoga and American Canyon and illustrated the successes that they have seen. She indicated the numbers that they have enrolled have already exceeded the planned numbers for the year. Bruce shared that On-the-Move is asking for a contract increase of approximately \$25,000 to continue serving the enrolled youth in activities such as work experience. Paul Hicks referred to the earlier fiscal report presentation and reminded the group of the amount of carry-in youth funds from the previous year and the fear that if we don't spend it locally that the State could recapture it. The group felt that it was a very reasonable request, considering the NLWIB has a lot of unobligated youth funds to increase the OTM contract for enhanced services for currently enrolled youth. Paul asked Diana if she felt that they could take on even more youth for more funding. Diana believed that they had the capacity to do so.

Motion to increase OTM contract for \$25,000 to provide enhanced services for currently enrolled youth and empower the Executive Committee to review further funding requests from OTM for an amount not to exceed \$25,000: Paul Hicks

Second: Peter Harsch

Passed unanimously.

NLWIB Member Recruitment (Discussion) (Action) (Attachment H)

Bruce shared that by law, the NLWIB must have particular interests represented on the Board. He said that at the present time, there are a number of vacancies that must be filled in order to bring the NLWIB into full compliance with the intent of the Workforce Investment Act. Jeri asked for ideas and thoughts from members regarding potential candidates for the board. After discussion, the following motion was made.

Motion to open a two to three week recruitment process to fill vacancies and for Bruce to work with members to identify and reach out to potential applicants: Paul Hicks

Second: Greg Armstrong

Passed unanimously.

Napa Incubator Project (Presentation)

Jeri reminded the NLWIB that in May of 2012, the Napa-Lake WIB agreed to participate in the planning and research of a business incubator in Napa County. She shared that in part, the purpose of the incubator was to provide job opportunities in growth industries for those that have lost employment in declining industries. She said that a written report of the findings and recommendations has been made public and she asked for a show of hands of those that are interested in it. She agreed to send the report to members of the board following the meeting. She and Paul would continue to keep the WIB abreast of progress on Incubator front.

NLWIB Director and Member Reports (Discussion)

Jeri shared that Brad, Bruce, Anthony and she had attended CWA's Day at the Capitol event and that she believed that it was a good opportunity for us to get in front of our State legislators and to develop a relationship with them. She pointed the committee to the staff letter in the packet which included a fact sheet on the NLWIB as well as a paper that positions the NLWIB as a solution provider.

Bruce shared that he and staff attended a WIB-Labor meeting and that there was a lot of energy in the meeting for WIB's and Labor to work together to develop pre apprenticeship and apprenticeship programs locally. He said that he has had initial discussions with local labor interests and education leaders and that there is some common thought and motivation to establish a pre-apprenticeship program in Napa. He said that he would review further and possibly include it in our strategic plan if the Adhoc committee agrees.

Adjourn

Jeri adjourned the meeting at 5:05.

ATTACHMENT E2

TO: NAPA COUNTY WORKFORCE INVESTMENT BOARD
FROM: BRUCE WILSON, DIRECTOR
SUBJECT: RECOMMENDATION FOR APPOINTMENT OF NEW BOARD MEMBERS & CATEGORY ADJUSTMENTS
DATE: 5-16-13
CC: CONSENT CALENDAR

BACKGROUND

The Napa County Workforce Investment Board is a legislatively mandated business led board. In partnership with the Napa County Board of Supervisors, the WIB oversees Napa County's workforce development activities and establishes programs in response to the workforce needs of Napa County. It is the community's only organization that has workforce development as its sole purpose and function.

In 3rd quarter of 2012- 2013, the WIB opened a recruitment to fill vacancies on the board. The Executive Committee, which has responsibility for Board organization and recruitment has reviewed applications for the open seats and has recommended the following individuals for appointment to the Workforce Investment Board:

- Stephanie Cabral – Director, Older Americans/Title V Employment Programs
- Tony Castillo – Labor
- Francis “Frank” Cuneo - Labor
- G. Anthony Phillips – Labor
- Paul R. Schulz – Labor
- Mark Leonardi – Business
- Paul Castro – Community Based Organization/ Farm Worker Program.

Additionally, the Executive Committee has recommended adding:

- “business category” to Anthony Farrington due to his private law practice; and
- Moving Greg Armstrong from labor category to business due to his transition to management for NECA.

FINANCIAL IMPLICATION:

None

DIRECTOR'S RECOMMENDATION

Approve Executive Committee recommendations.

ATTACHMENT E3

TO: NAPA COUNTY WORKFORCE INVESTMENT BOARD
FROM: BRUCE WILSON, DIRECTOR
SUBJECT: STANDING MEETING CALENDAR CHANGES
DATE: 5-16-13
CC: CONSENT CALENDAR

BACKGROUND

The Lake, Napa and Executive Committees have all passed recommendations to change the meeting times of the Napa and Lake Standing Committees in order to get more up-to-date program and financial reports following the quarter.

It takes 30 days following the end of each quarter to provide final financial reporting for the previous quarter. By changing the meeting times of the quarterly standing committees, members will be able to receive more accurate financial reports.

The new meeting times are:

- Lake Standing Committee changed from July 11th, 2013 to August 8th 2013, and moving forward, every 2nd Thursday, quarterly.
- Napa Standing Committee changed from July 25th, 2013 to August 15th, 2013, and moving forward, every 3rd Thursday, quarterly.

Staff will be sending out updated outlook invites to members to assure that meetings for the year are in member calendars.

FINANCIAL IMPLICATION:

None

DIRECTOR'S RECOMMENDATION

Approve Napa, Lake and Executive Committee recommendations.

ATTACHMENT E4

TO: NAPA COUNTY WORKFORCE INVESTMENT BOARD
FROM: BRUCE WILSON, DIRECTOR
SUBJECT: WIB VACANCY & RECRUITMENT ANNOUNCEMENT
DATE: 5/14/2013
CC: CONSENT CALENDAR

BACKGROUND

The Napa-Lake Workforce Investment Board is a legislatively mandated business led board. In partnership with the Napa County Board of Supervisors, the WIB oversees Napa and Lake County's workforce development activities and establishes programs in response to the workforce needs of Napa and Lake County. It is the community's only organization that has workforce development as its sole purpose and function.

With the appointment of current candidates, the Board will have four (4) openings. The Executive Committee, which has responsibility for Board organization and recruitment has recommended a vacancy and recruitment announcement be made and individuals identified and contacted.

FINANCIAL IMPLICATION:

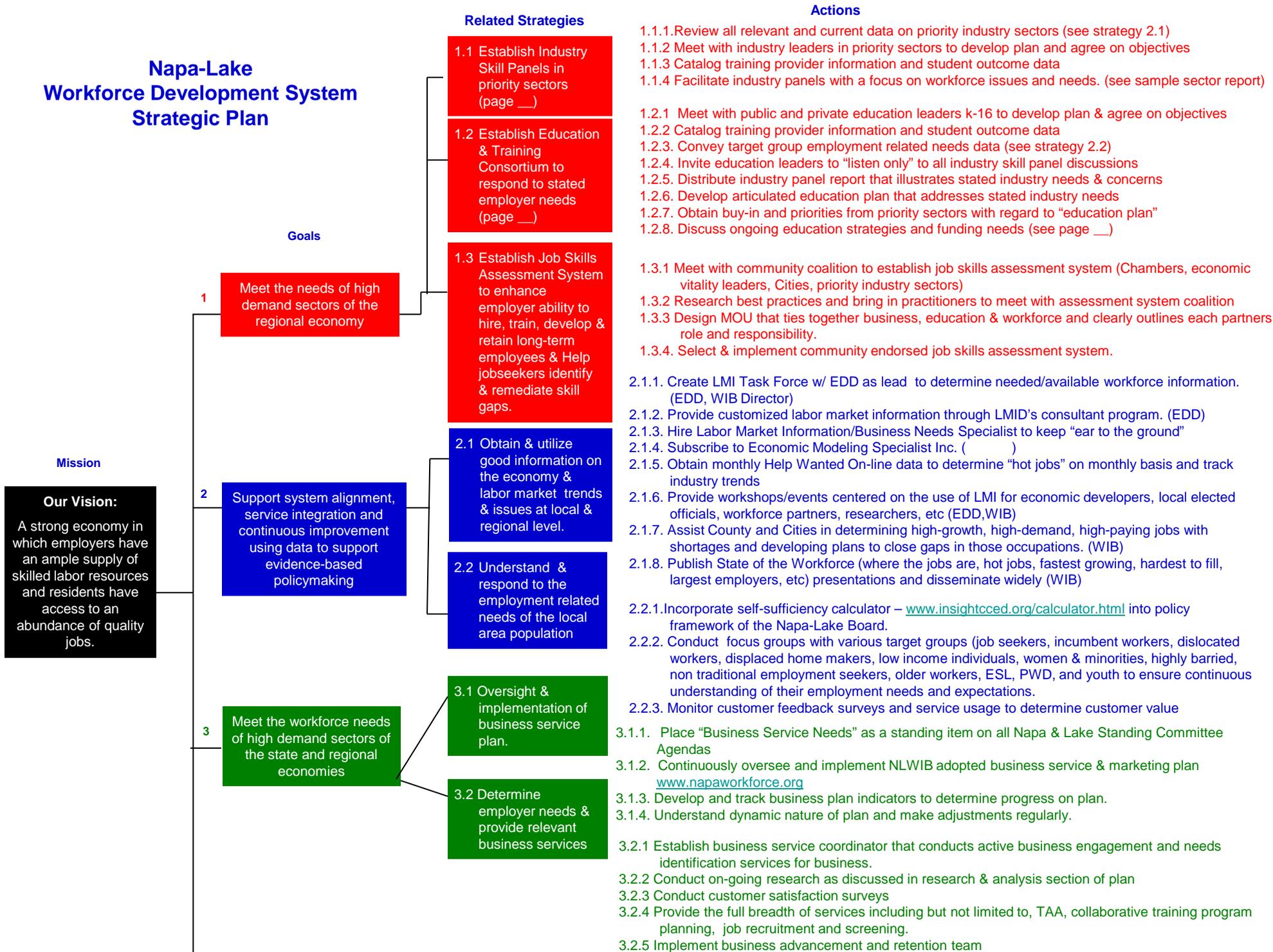
None

DIRECTOR'S RECOMMENDATION

Ratify Executive Committee's recommendation to authorize the Workforce Investment Board Chair, Executive Committee and WIB Director to post vacancy and recruitment notice and engage with targeted business owners to join the Board.

Note: Standard Napa County WIB Vacancy and Recruitment Notice attached.

Napa-Lake Workforce Development System Strategic Plan



Mission

Our Vision:

A strong economy in which employers have an ample supply of skilled labor resources and residents have access to an abundance of quality jobs.

Goals

1

Meet the needs of high demand sectors of the regional economy

Related Strategies

1.1 Establish Industry Skill Panels in priority sectors (page __)

1.2 Establish Education & Training Consortium to respond to stated employer needs (page __)

1.3 Establish Job Skills Assessment System to enhance employer ability to hire, train, develop & retain long-term employees & Help jobseekers identify & remediate skill gaps.

2

Support system alignment, service integration and continuous improvement using data to support evidence-based policymaking

2.1 Obtain & utilize good information on the economy & labor market trends & issues at local & regional level.

2.2 Understand & respond to the employment related needs of the local area population

3

Meet the workforce needs of high demand sectors of the state and regional economies

3.1 Oversight & implementation of business service plan.

3.2 Determine employer needs & provide relevant business services

Actions

1.1.1. Review all relevant and current data on priority industry sectors (see strategy 2.1)
 1.1.2 Meet with industry leaders in priority sectors to develop plan and agree on objectives
 1.1.3 Catalog training provider information and student outcome data
 1.1.4 Facilitate industry panels with a focus on workforce issues and needs. (see sample sector report)

1.2.1 Meet with public and private education leaders k-16 to develop plan & agree on objectives
 1.2.2 Catalog training provider information and student outcome data
 1.2.3. Convey target group employment related needs data (see strategy 2.2)
 1.2.4. Invite education leaders to "listen only" to all industry skill panel discussions
 1.2.5. Distribute industry panel report that illustrates stated industry needs & concerns
 1.2.6. Develop articulated education plan that addresses stated industry needs
 1.2.7. Obtain buy-in and priorities from priority sectors with regard to "education plan"
 1.2.8. Discuss ongoing education strategies and funding needs (see page __)

1.3.1 Meet with community coalition to establish job skills assessment system (Chambers, economic vitality leaders, Cities, priority industry sectors)
 1.3.2 Research best practices and bring in practitioners to meet with assessment system coalition
 1.3.3 Design MOU that ties together business, education & workforce and clearly outlines each partners role and responsibility.
 1.3.4. Select & implement community endorsed job skills assessment system.

2.1.1. Create LMI Task Force w/ EDD as lead to determine needed/available workforce information. (EDD, WIB Director)

2.1.2. Provide customized labor market information through LMID's consultant program. (EDD)

2.1.3. Hire Labor Market Information/Business Needs Specialist to keep "ear to the ground"

2.1.4. Subscribe to Economic Modeling Specialist Inc. ()

2.1.5. Obtain monthly Help Wanted On-line data to determine "hot jobs" on monthly basis and track industry trends

2.1.6. Provide workshops/events centered on the use of LMI for economic developers, local elected officials, workforce partners, researchers, etc (EDD,WIB)

2.1.7. Assist County and Cities in determining high-growth, high-demand, high-paying jobs with shortages and developing plans to close gaps in those occupations. (WIB)

2.1.8. Publish State of the Workforce (where the jobs are, hot jobs, fastest growing, hardest to fill, largest employers, etc) presentations and disseminate widely (WIB)

2.2.1. Incorporate self-sufficiency calculator – www.insightcced.org/calculator.html into policy framework of the Napa-Lake Board.

2.2.2. Conduct focus groups with various target groups (job seekers, incumbent workers, dislocated workers, displaced home makers, low income individuals, women & minorities, highly barred, non traditional employment seekers, older workers, ESL, PWD, and youth to ensure continuous understanding of their employment needs and expectations.)

2.2.3. Monitor customer feedback surveys and service usage to determine customer value

3.1.1. Place "Business Service Needs" as a standing item on all Napa & Lake Standing Committee Agendas

3.1.2. Continuously oversee and implement NLWIB adopted business service & marketing plan www.napaworkforce.org

3.1.3. Develop and track business plan indicators to determine progress on plan.

3.1.4. Understand dynamic nature of plan and make adjustments regularly.

3.2.1 Establish business service coordinator that conducts active business engagement and needs identification services for business.

3.2.2 Conduct on-going research as discussed in research & analysis section of plan

3.2.3 Conduct customer satisfaction surveys

3.2.4 Provide the full breadth of services including but not limited to, TAA, collaborative training program planning, job recruitment and screening.

3.2.5 Implement business advancement and retention team

Our Mission:
 To respond to the labor and training needs of our employers and job seekers by designing a workforce delivery system that is outcome based, leverages community resources, explores new training alternatives and influences education and workforce policy

- Our Tools:**
- Influence
 - Sector-based approach
 - Regional Framework (Napa-Lake/NBEC)
 - Annual funding
 - Access to Data
 - Legislation (WIA)
 - Established Local Partnerships & braiding
 - Grant Vehicle (WIB/NBEC)
 - Breadth of Social Services
 - Business Connections
 - Board of Supervisors & HHS as core Partners

Goals (continued)

4 Increase the number of Napa & Lake residents, including underrepresented who complete at least one year of postsecondary education with a marketable credential/degree, with a special emphasis on veterans & at-risk populations.

Related Strategies (continued)

4.1 Establish Pre-Apprenticeship & Apprenticeship programs in the region

4.2 Evaluate employment outlook and train for occupations with sustainable wages & established career pathways.

4.3 Determine which degrees & certificates are of the most value to regional employers in priority sectors

4.4 Collaborate with partner organizations to implement strategic early warning system to avert and/or respond to potential layoffs.

4.5 Collaborate with education partners to communicate employer needs & articulate training in Career Technical Education programs.

4.6 Provide employers with valuable 1-Stop services which enhance their opportunity for growth and by providing job seekers with education, training, and related services which enhance their employability

Actions

- 4.1.1. Set meeting with Labor and education members on the WIB & review Labor-WIB MOU
- 4.2.2. Agree on statement of need and program plan and objectives
- 4.2.3. Collaboratively set curricula for pre-apprenticeship; ensure employability skills component & testing competency component
- 4.2.4. Agree on host training provider (i.e. adult school, college, ROP, etc)
- 4.2.5. Secure set-aside slots in apprenticeship programs for WIA participants.
- 4.2.6. Educate and train staff on pre-apprenticeship and apprenticeship opportunities.
- 4.2.6. Market sector to participants, send to pre-apprenticeship training, send to apprenticeship.

- 4.2.1. Developing and maintaining an up-to-date list of in-demand industries and local training programs (using our Career and Training Network)
- 4.2.2. Maintain data on the number of clients enrolled into in-demand industry sector training
- 4.2.3. Maintaining data on the number of c
- 4.2.4. Ensure training funds are utilized efficiently and effectively
- 4.2.5. Engage with in-demand industry employers
- 4.2.6. Outreach to and partner with educational institutions and training providers
- 4.2.7. Set measurable expectations to ensure a return on investment & emphasize sustainable-wage jobs clients who complete in-demand industry sector training

- 4.3.1. Utilize sector-based approach discussed in strategies 1.1 & 1.2/ pages ___ of the narrative in order to determine first hand, what certificates/degrees are valued by employers
- 4.3.2. Utilize surveying tools to help determine employer value
- 4.3.3. Implement job skills assessment system described in strategy 1.3/ pages ___ of the narrative.

- 4.4.1. Establish an Early Warning Network System that will utilize all possible data sources and indicators of business risk
- 4.4.2. Bring together a team of local experts in the field that will work together to assess and identify the relative risk of businesses
- 4.4.3. Provide in-depth interviews and consultation to "at-risk" business and diagnose the nature and scope of the business problem
- 4.4.4. Respond with solutions that include loans/other capital, technical consultations, legal support, worker re-training and process improvement
- 4.4.5. Assign a central point of contact for businesses that will respond quickly and effectively to provide referrals to the Early Warning Network for solutions that will avert layoffs and closures and save jobs

- 4.5.1. Utilize sector-based approach described in detail under strategy 1.2/ pages ___ of the narrative.
- 4.5.2. Ensure appropriate staffing & support of the education and training consortium
- 4.5.3. Measure and monitor progress in developing and operating training and education strategies agreed to by consortium.
- 4.5.4. Ensure continual communication with industry skill panels (strategy 1.1/page ___) to be sure that employer needs are understood and training programs are appropriate.

- 4.6.1 Enhance role of business and career center coordinators to work as a unit, representing the 1-stop to the employer & jobseeker community in a coordinated and team fashion.
- 4.6.2. Utilize sector-based approach described in strategy 1.1; ensure that 1-stop system & partners clearly understand business & jobseeker needs.
- 4.6.3. Adjust, enhance, create and/or eliminate services to ensure that resources are used only on services that are of value/mandated.
- 4.6.4. Work with key business and community partners to increase market awareness and market share of the 1-Stop delivery system.
- 4.6.5. Develop and continually assess metrix to assure that we are providing opportunities for business growth & jobseeker education and career advancement.

- WIA** Workforce Investment Act
- WIB** Workforce Investment Board
- LMI** Labor Market Information
- LMID** Labor Market Information Division
- EDD** Employment Development Dept.

