



FACT SHEET

WHO ARE WE?

1. The *workforce champion* who identifies and manages workforce issues by being:
 - The community's accountability agent for the delivery of quality publicly funded workforce services. (See MOU with Job Connection One-Stop Manager - HHS)
 - The community's repository of data and information regarding the economy and workforce
 - The community's convening agent for workforce issues
 - The community's change agent for workforce issues

2. Characteristics:
 - Legally mandated - The Workforce Investment Act of 1998 requires the establishment of a Local Workforce Investment Board in each designated area. (See WIB By-laws.)
 - Appointed by the Napa County Board of Supervisors, who in turn is the grant recipient of WIA funds and retains fiscal liability for funds. (See WIB Agreement with the County Board of Supervisors – in development.)
 - Our WIB Membership includes:
 - Business executives (majority & Chair) that reflect the local economy
 - Local educational entities executives
 - Labor organizations leaders
 - Community based organizations leaders
 - Economic development agencies executives
 - One-Stop partner agency directors
(See WIB roster)



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WHAT WE DO

1. The Napa County Board of Supervisors and the Workforce Investment Board are jointly responsible for the following activities (see Board Member Job Description):
 - a) Developing a strategic 5 year local plan for workforce investment activities. (See 5 year plan Executive Summary)
 - b) Conducting oversight of the One-Stop System, youth activities, and employment and training activities to insure compliance with the WIA and the MOU. (See monitoring reports and evaluation findings)
 - c) Setting policy regarding One Stop operations as required by the State of California and the US Department of Labor (current operational policies)
 - d) Selecting One-Stop operators and Youth providers (see MOUs and contracts for a detailed description of the WIA services and constraints)
 - e) Participating in development of Memorandum of Understanding between the partners and the One-Stop Operator (see MOUs in 5 year plan)
 - f) Appointing a Youth Council (See Youth Council roster and strategic plan?)
 - g) Negotiating performance benchmarks (see 5 year plan goals)
 - h) Managing the WIA allocation. (see WIB quarterly fiscal reports)



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HOW WE DO IT

1. Organize ourselves for governance and leadership – Executive Committee
2. Conduct workforce intelligence and develop shared meaning for the data – Planning evaluation committee
3. Engage the community in our work – Outreach and marketing committee
4. Create consensus on a community workforce vision – Ad hoc committees around specific issues/initiatives
5. Develop comprehensive responses to workforce issues- Ad hoc committees around specific issues/initiatives
6. Measure change – Planning evaluation committee
7. Keep the policy makers and the community informed – Outreach and marketing

BOARD TOOLS include:

1. *Internal Business Plan (Coming soon)*
 - Identifies the WIB vision, mission, purpose, values and ethics
 - Organizes the WIB internal and external structure, examples:
 - Meetings format and logistics
 - Communication system
 - Board and One Stop agreements
 - Youth Services contracts
 - Executive director job requirements and limits
 - The County (Local Elected Official) and WIB Agreement
 - By-laws/ Charter
 - Develops WIB membership and training
 - Plans for WIB board member recruitment and succession
 - Markets the WIB
 - Diversifies the WIB budget and funding streams



BOARD TOOLS - Continued

2. *Workforce Intelligence-Sector Reports/Studies*

- Assesses community needs as they relate to workforce
- Builds foundation for local workforce planning
- Identifies critical workforce issues
- Educates the community about local labor market and economy
- Examples:
 - Baseline community audit to show trends and gaps
 - Local research studies, i.e., Occupational Outlooks and Emerging Occupations publications
 - Industry Sector analysis
 - State of the Workforce Reports

3. *Strategic Plan*

- Map other community planning bodies activities and goals before launching our own
- Create a shared community vision for the community by engaging community leaders in establishing goals
- Build Strategic Partnerships
- Conduct strategic initiatives and build off others with momentum where they exist
- Set goals and policies for the One Stop System with regard to the implementation of all workforce funding
- Oversee One Stop and related program compliance and outcomes
- Measure change, account for and publicize results
- Create a sustained communications and engagement strategy about the data to identify ongoing policy opportunities

4. *Marketing Plan*

- Identifies target audiences
- Articulates purpose, outcome and message for each target audience
- Identifies marketing tools for those audiences
- ...



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WHY WE DO IT

1. Solve workforce problems in the community, such as:
 - Labor shortages
 - Jobs-skills mismatch
 - Shortage of quality jobs
 - Inequities between wage averages and cost of living
 - Regional industry imbalance and lack of diversity
 - Lack of business attraction, expansion, retention
(labor market information examples)

2. Get positive results, such as:
 - An effective and compliant One Stop system
 - Closing the skills gap
 - Effective vocational training system
 - Accessible career pathways
 - Higher wages for workers
 - More productivity for businesses
 - More effective transitions from school to work for youth
 - A strong and diverse regional economy that is globally competitive
(examples of successful initiatives)